



DISCOVER ASHFIELD BOARD MEETING

**Friday 10th June 2022
9:00am – 9:05am start**

**Virtual Meeting via Microsoft Teams and Committee
Room, Council Offices, Urban Road.**

ATTENDEES			
Name	Position on Board	Position/Organisation	Present
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	√
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am	√
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	
Liz Barrett OBE	Theme Lead – Love Where You Live	Principal, Academy Transformation Trust Further Education (ATTFE)	√
Pete Edwards	Theme Lead – Be Happy, Be Healthy	Chair, Ashfield Health and Wellbeing Partnership	
Callum Parr MYP	Board Member	UK Youth Parliament Steering Group Representative for the East Midlands	
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	
Christopher Baron	Substitute for Lee Anderson, MP	Office Manager, Ashfield & Eastwood MP's Office	√
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	
Cllr Daniel Williamson	Board Member	Annesley and Felley Parish Council	
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	√
Cllr Melanie Darrington	Board Member	Skegby Council	
David Ainsworth	Board Member	Director of Sherwood Forest Hospitals Trust	
David Harper	Substitute for Fiona Anderson	Head of Economic Programmes, NTU	√
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University (NTU)	
Frank Horsley	Board Member	Head of Business and Innovation, D2N2	√
Gary Jordan MBE	Board Member	Director of The Musketeers CIC Charity	√
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	√
Julia Terry	Board Member	Development Worker, Transforming Notts Together	
Kathryn Stacey	Board Member	Chief Executive, Citizens Advice Ashfield	
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	
Lorraine Palmer	Board Member	Interim Programme Director, Place Based Partnership	√
Mark Spencer, MP	Board Member	MP for Sherwood	
Mark Clifford	Substitute for Viki Dyer	Department for Work and Pensions	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	√
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	
Sharon Huttley	Substitute for NTU	Deputy Vice Chancellor NTU	
Stephen Salisbury	Board Member	Idlewells Centre Manager	√
Tim Hepke	Board Member	ITP Aero	√
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	√
Theresa Hodgkinson	Board Member	Chief Executive, Ashfield District Council	
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	

Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	
Alastair Blunkett	Supporting Officer	Service Manager for Neighbourhoods and Environment	√
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services	
Chris Stephenson	Supporting Officer	Communications Manager, Ashfield District Council	
David Needham	Supporting Officer	Communications Assistant, Ashfield District Council	√
Darowen Jones	Supporting Officer	Head of Place & Wellbeing, Ashfield District Council	
Hollie Maxwell-Smith	Supporting Officer	Project Officer Discover Ashfield, Ashfield District Council	√
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Paul Crawford	Supporting Officer	Place and Regeneration Manager, Ashfield District Council	
Sarah Daniel	Supporting Officer	Service Manager for Place and Wellbeing, Ashfield District Council	√
Thomas Mukherjee-Neale	Supporting Officer	Programme Manager, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	√

In attendance:			
Melanie Wheelwright	Supporting Officer - Presenting	Landscape Policy Officer, Ashfield District Council	√

Agenda Item		Lead
1	Welcome / Introductions / Apologies	
	Apologies from Fiona Anderson – David Harper (NTU) in attendance as substitute.	
	Apologies from Teresa Hodgkinson, Pete Edwards, Darron Ellis, Callum Parr, Christine Sarris, Simon Martin and Paul Crawford.	
	Welcomes to Stephen Salisbury – Idlewells Centre Manager and Welcomes to Lorraine Palmer – MID Nottinghamshire Place Based Partnership.	
2	New Declarations of Interest – ALL	
	No new declarations.	
3	Reflections of Previous Meeting – Martin Rigley	
a	<p>Meeting Minutes Melanie Phythian had suggested amending the wording in respect to the UKSPF in the previous Board Minutes. “The wording on voluntary sector led people and skills activity should also mention that the voluntary organisations should be deemed ‘at risk’ by any gap in the available funding”. This was agreed to be altered on the previous minutes from May.</p>	
b	Action Log	
	Completed Actions	
	<ul style="list-style-type: none"> • Martin to contact Rafael Castro of ITP – At the meeting we have Tim Hepke of ITP who will be their representative on the Board. 	
	<ul style="list-style-type: none"> • Information about inflation to be sent to Melanie Phythian – This was done however it was of limited value due to the timeframe. Further work is being undertaken with regards to inflation. 	
	<ul style="list-style-type: none"> • Public Consultation – Sarah to report this as and when, this is ongoing. 	
	Outstanding Actions	
	<ul style="list-style-type: none"> • Hollie to amend meeting minutes from 6th May Board to reflect Melanie Phythian’s comments on the voluntary sector in UKSPF and the use of ‘at risk’ within this. 	
	<ul style="list-style-type: none"> • Martin & Hollie to look at the Skills audit to review. 	
	<ul style="list-style-type: none"> • Cllr Relf & Martin to visit Taylors Transport. 	
4	Board meeting days going forward – Martin Rigley	
	<p>Martin Rigley explained the Board meetings were held on Fridays so local MPs can attend, however it has been put forward by some members of the Board to have the meetings alternated between Wednesdays and Fridays. Martin put this forward to Christopher Baron. Christopher Baron explains he only works Mondays and Fridays so would have to miss alternate Board meetings if these are moved, and unlikely any rep. will be able to attend Wednesdays. Cllr Relf highlighted that Fridays were initially chosen to ensure MPs’ attendance, and now it is representatives being sent, and he would hope they would be able to send an MP for Wednesday meetings. Martin Rigley suggests that the meetings stay as they are for now and Sarah Daniel and himself will discuss. Martin goes on to say that Callum Parr had put forward having meetings in the evenings, however, thinks this is a stretch. Following Martin and Sarah’s discussion, Martin will come back to the Board as he understands it is very important to have political presence at the meetings.</p>	
5	Funding Update – Sarah Daniel	

	<p>Update attached to the agenda pack for Towns Fund & Future High Streets. Four projects for Future High Street are going well, retendered for Academy Theatre Design Team, which is positive news.</p> <p>Fox Street has outline designs, so consultation is taking place within the next few weeks.</p> <p>High Pavement plans are continuing.</p> <p>Low Street has progress in terms of procurement.</p>
	<p>Towns Fund – Seven projects completed the Local Assurance Process – listed in the attached. Some have conditions which ADC are comfortable with, they can get approved by DLUHC and these items will be brought back to the Board for approval. List of revised dates for business cases completion and submission, there are a few pending.</p>
	<p>ADMC – Andy Dean, the project manager, has submitted a revised business case for the local assurance review. Target date for submission to DLUHC is 30th June. There is also information on due diligence, subsidy control and we have sought legal advice on projects, and this is being addressed, working with NTU on Enterprising Ashfield.</p>
	<p>There is a Highlight Report which shows a progress report for projects.</p> <ul style="list-style-type: none"> • North Kirkby Gateway and West Kirkby Gateway we are in the process of seeking authority to purchase land, these are moving forward. • Sports Hubs – Design team have produced revised design and cost plans, there is a meeting next week to review. • Cycling / Walking – Draft business case completed and moving through the assurance phase. • Science Discovery Centre – Last week submitted their business case and going through assurance phase. • Kings Mill Reservoir - Business case completed. • Construction Centre – Business case completed and due to be submitted for local assurance • Library Innovation Centres – Business case not yet completed, comments back from Section 151 officer which we are addressing, will be ready for review by the Subgroup. • Green Ashfield – Business case under development. • High Street Property Fund – Being deferred whilst we sort out the details around the housing company. • Portland Street Sustainable Housing – Reviewing this in terms of viability. There is also information on the attached of communications and what will be coming out next.
	<p>The Risk Register is at the end of the pack and has been updated and dated, as discussed at the last meeting. The Contracts register has also been updated and attached.</p>
	<p>UKSPF – As agreed, the Board is acting as the Local Partnership Group to develop and implement the investment plan in conjunction with Ashfield Skills Partnership. We have stakeholder workshops taking place on Wednesday 22nd June, morning workshop on Place and Communities, and afternoon workshop on Local Businesses and Skills.</p> <p>Sign up rate is currently at around 30 for each. In the process of appointing consultants to support the process to develop a scoring matrix to assess project proposals.</p>

	Looking to bring information to the Board at the next meeting on 8 th July, but also looking to hold another Board meeting on 22 nd July to sign off final submission as the deadline for UKSPF is August 1 st .
a	Hucknall Levelling up Bid – Melanie Wheelwright
	Melanie presented on the Hucknall Levelling Up Bid (LUF) – Attached.
	Martin Rigley explained that the MP Mark Spencer has seen the proposals and is supporting the bid.
	Matthew Neal stated that from a Notts County Council point of view, there will be a separate approval process for the requested letter of support which they are taking via Keith Gurling, the Cabinet Member for Economic Development, which will be another process for Notts. County Council. Matthew will be sharing the proposed idea, to NCC and Keith, if Melanie can present the ideas on 30 th June at an event as part of the letters of support process.
	Christopher Baron said the projects look good but look to be short term. There has been so much development around Hucknall it is increasing the size of the town and the bid doesn't address the infrastructure issues. The tram car park is currently always full as Hucknall is mainly a commuter town, with people using Hucknall as a home base and working elsewhere instead of developing businesses in the town.
	Melanie Wheelwright explained that with the limited timeframe for delivery of LUF schemes there wouldn't be sufficient time for an infrastructure/ transport scheme, but the bid does include works to the tram car park.
	Martin Rigley commented that he attended the workshop for the Hucknall Levelling up Bid – two important things came out of this: The local businesses in Hucknall were catalysed to get involved in Discover Ashfield, so this will have a long-term effect, and it was also discussed there was an education gap in Hucknall, and Hucknall has its own needs and identity.
	Theresa Jackson commented she also attended the first workshop, and found it to be interesting and engaging. She understands it is difficult to do some projects with limited funding and time and thinks it is important for the residents to have a place to be proud of and these projects help to further develop Hucknall.
	Cllr Relf noted that the expansion of walking / cycling paths will alleviate people getting into their car to go to the tram/train station and comments that there are a number of businesses within Hucknall, such as Lincoln Green Brewery, RM PLC and ITP Aero who are investing in Hucknall and creating jobs in Hucknall. Cllr Relf explained RM PLC condensed its sites from across the U.K and put them together in Hucknall.
	Christopher Baron expressed his concern over the current volume of housing being built in or around Hucknall and the fact that the infrastructure did not appear to be there to support it.
	Decision: To support submission of the Levelling up Fund Bid for Hucknall – All agreed.
6	Theme Lead Reports – Theme Leads
	Succeed in Ashfield – Martin Rigley
	<ul style="list-style-type: none"> • Martin hosted a Levelling up Taskforce visit where 7 civil servants came up from London to see Mansfield & Ashfield Levelling up projects. • Attended a D2N2 Manufacturing Advisory Panel as Chair, there is a push to acknowledge the manufacturing companies within our community. • Attended a brand review for Discover Ashfield, funded by the Local Government Association, some good comments came back from this.

	<ul style="list-style-type: none"> • Attended a Succeed in Ashfield Secondary Schools meeting – this was well attended by businesses and schools, drive to push that agenda. • Submitted the Towns Fund Assurance report, reporting on activities by Discover Ashfield. Melanie Phythian confirmed the report was due because of the payment cycle, so would not be in quick succession next time.
	<p>Love Where You Live – Liz Barrett</p>
	<ul style="list-style-type: none"> • Primary school meetings – Have been trying hard to engage Hucknall and ensure they have a similar offer to Kirkby & Sutton, feel we have turned a corner with this, and a big thanks to Tracey Bird as she has been instrumental to this. We are keen to offer free local resources & opportunities, such as volunteering, visits, work experience and looking at things that celebrate Ashfield such as the Observatory. If anyone on the Board knows of any opportunities, please let Liz or Tracey know. • Jubilee celebrations – Great to see this has happened across the district and to see the street parties etc. ATTFE did cream tea and 10,000 cream scones were distributed across the district, along with the message about modern Britain and embracing this. • Liz is looking to develop a hashtag, ‘Made in Ashfield’, to celebrate businesses, individuals, and young people where a badge and/or trophy will be given with the hashtag. This will drive up aspirations and pride. Liz, Louise Knott & Trevor Middleton are meeting to discuss further. This was trialled when Martin went to the Platinum Party, as Martin is ‘Made in Ashfield.’ • Started preparations for the Remembrance event in November. These are always well attended in Ashfield, and we want to embrace community spirit. Liz is keen to work with Donna Mellor (ADC) to get volunteers engaged and the ADC Environmental team who look after parks & spaces, so will be working with Alastair Blunkett. <p>Martin comments that Liz also received her OBE this week.</p>
	<p>More to Discover – Darrin Ellis</p>
	<p>No update as Darron not in attendance.</p>
	<p>Be Healthy, Be Happy – Pete Edwards</p>
	<p>Update from Pete delivered by Hollie Maxwell-Smith:</p> <ul style="list-style-type: none"> • The Ashfield Health & Wellbeing Partnership Strategic Group are currently working on an annual report, which we hope to circulate in July. This will cover some of the successes and learnings from the launch of the strategy in Feb 21 • The partnership has now finished a piece of work to add more meaning to the values. This is attached. • The Discover Ashfield Awards are being organised for the evening of Friday 16th September at Kirkby Leisure Centre – please start thinking about who you might nominate for the awards. You will be able to nominate throughout July 2022. • Through the work of ABL (A Better Life – Notts County Council Commissioned Service), 680 Ashfield residents stopped smoking, we saw the highest number of residents in any Nottinghamshire district reduce their alcohol consumption, and 43% of those receiving weight management support achieved their goals. • A new food club has been set up in Hucknall. Food clubs are designed to reduce food waste. Members pay £1 annual fee and can then receive a bag of shopping each week for £3.50 worth £15. This club has already got over 100 members, one resident said “Thank you so much. I had £16 to spend on food

	<p>this week. I went to the supermarket and had to put stuff back. I felt so embarrassed. This club is such a help”. Details of some of the food clubs available in Ashfield are attached.</p> <ul style="list-style-type: none"> • The process is now open for HAF for Summer 2022 (Holiday Activities and Food Programme). It will now be managed centrally by Notts. County Council, and we will continue to work with providers to ensure we grow the provision and target it where it is needed most. • A successful event was held on Portland Park to provide entertainment and information to carers and those they care for. Over 300 people attended, and the feedback was extremely positive. A short report will be shared at the next meeting. <p>Martin commented on a future event, Manufacturing Day 7th July, where manufacturing businesses open their doors up for schools, colleges and members of the public, and will run walking tours throughout the day. NTU have expressed an interest, and there are spaces if anyone is interested. Please contact Martin if you are interested.</p> <p>Teresa Jackson commented she had been in touch with property services at the Ashfield Health & Wellbeing centre, as there are some cold storages units which are no longer in use, and she wanted to take these to assist with feeding Ashfield, Liz Barrett and Teresa will discuss. Teresa has also submitted a bid to the Wheatcroft for Green Buddies, which is a green social prescribing programme to get allotments and open spaces utilised.</p> <p>Cllr Relf has been invited on 5th July to NTU’s Brackenhurst Campus to look at their community growing project and has extended an invite to Liz & Teresa.</p>
7	<p>Discover Ashfield Project Officer Update – Hollie Maxwell-Smith</p>
	<ul style="list-style-type: none"> • Discover Ashfield Photography competition opens next week with the categories of Place, People & an Under 16s Category, please cascade this to your colleagues so we can get lots of entries and can use these images on the new website. • Ashfield Day on Sutton Lawn on 27th August, this has been sent to all your calendars. The idea is to have a Discover Ashfield stall, which will be staffed by a DA member and Board members can have the opportunity to come and present what they are doing throughout the day at the stall. • Martin & Hollie discussed Ambassador events recommencing in September.
8	<p>Board Member Updates – ALL</p>
	<ul style="list-style-type: none"> • N/A
9	<p>Any Other Business – ALL</p>
	<ul style="list-style-type: none"> • Sarah Daniel – UKSPF – Suggests that the existing Towns Fund Subgroup could widen its remit and support the work developing the investment plan. Decision: The Board is happy to use the Towns Fund Subgroup to support the UKSPF. All agreed. Martin confirms we would need to change the Terms of Reference to support this. • Cllr Relf noted that there has been a lot of traction on stakeholder events with businesses and stakeholders in Hucknall, there is an aspiration for them to get involved. Proposing to form a Discover Ashfield Town Centre Subgroup for Hucknall as a pilot for rejuvenating town centre stakeholder groups for all of Ashfield. Decision: Is the Board happy for us to do this under Discover

	<p>Ashfield? All agreed. Martin comments that Anthony Hughes has volunteered to Chair this. Sarah to contact.</p> <ul style="list-style-type: none"> • Cllr Relf has been working with NTU & Mansfield DC & other stakeholders around the Ashfield and Mansfield Cultural Compact & the Arts Council about funding and support. There are a lot of organisations and increased coordination would be beneficial. Cllr Relf put forward having a subgroup of Arts & Culture partners within Ashfield under Discover Ashfield so we can share assets and strengths. <p>Decision: Is the Board happy for us to do this under Discover Ashfield? All agreed.</p> <ul style="list-style-type: none"> • Theresa Jackson explained she has been doing lots of activities under the Social Prescribing Programme and the funding has now come to an end and AVA are seeking additional funding, she has been trying to engage people with creative activity and would be happy to engage with the Creative Subgroup. • Martin asked what the next steps are. Cllr Relf explained they have identified a number of organisations to invite, they will need to identify a Chair to coordinate and have the Project officer facilitate the meetings. • Ian Bond commented that Inspire would be very keen to be part of this and are supporting the Cultural Compact work.
	<p>Next Board Meeting: 8th July 2022, 9am – 11am</p>