**

DISCOVER ASHFIELD BOARD MEETING**

**Friday 18th March 2022
9:00am – 9:05am start**

**Hybrid Meeting – NTU (West Notts College Site) and via Microsoft Teams**

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|   |  **Attendees** |

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|  | **Position on Board** | **Position/Organisation** | **Present**  |
| **Martin Rigley MBE** | **Chair / Theme Lead – Succeed in Ashfield** | **Managing Director, Lindhurst Engineering** | **ü** |
| **Louise Knott** | **Vice Chair** | **Vice Principal, West Nottinghamshire College** | **ü** |
| **Darron Ellis** | **Theme Lead – More to Discover** | **Historian, Sutton Living Memory Group** | **X** |
| **Liz Barrett OBE** | **Theme Lead – Love Where You Live** | **Principal, Academy Transformation Trust Further Education (ATTFE)** | **X** |
| **Pete Edwards** | **Theme Lead – Be Happy, Be Healthy** | **Chair, Ashfield Health and Wellbeing Partnership** | **ü** |
| Callum Parr MYP | Board Member | Member of Youth Parliament for Ashfield | X |
| Chloe O’Donnell | Board Member | Shopping Centre Manager, Idlewells Shopping Centre | X |
| Christopher Baron | Substitute for Lee Anderson, MP | Office Manager, Ashfield & Eastwood MP’s Office  | ü |
| Claire Ward | Board Member | Chair of Sherwood Forest Hospitals NHS Foundation Trust | ü |
| Cllr Christian Chapman | Board Member | Scrutiny Rep, Ashfield District Council | X |
| Cllr Helen-Ann Smith | Board Member | Deputy Council Leader, Ashfield District Council | ü |
| Cllr Daniel Williamson | Board Member | Annesley and Felley Parish Council | X |
| Cllr Matthew Relf | Board Member | Portfolio Holder, Planning & Regen, Ashfield District Council | ü |
| David Ainsworth | Board Member | Locality Director of Nottinghamshire Clinical Commissioning Group, NHS  | X |
| David Jackson | Board Member | Centre Manager, East Midlands Designer Outlet | X |
| Edward Johnstone | Board Member | Assistant Principal (Development), Portland College | X |
| Fiona Anderson | Board Member  | Head of Civic Engagement, Nottingham Trent University (NTU) | ü |
| Frank Horsley | Board Member | Head of Business and Innovation, D2N2 | X |
| Gary Jordan **MBE** | Board Member | Chair, Mansfield and Ashfield 2020 | ü |
| Julia Terry | Board Member | Development Worker, Transforming Notts Together | X |
| Kathryn Stacey | Board Member | Chief Executive, Citizens Advice Ashfield | X |
| Lee Anderson, MP | Board Member | MP for Ashfield and Eastwood | X |
| Mark Spencer, MP | Board Member | MP for Sherwood | X |
| Mark Clifford | Substitute for Viki Dyer | Department of Work and Pensions | ü |
| Melanie Phythian | Observer | Towns Fund Policy Advisor, Cities & Local Growth Unit | ü |
| Paula Longden | Substitute for David Ainsworth | Deputy Locality Director: Mid Nottinghamshire, NHS | ü |
| Peter Gaw | Board Member | Chief Executive Officer, Inspire: Culture, Learning and Libraries  | X |
| Robert Orgill | Board Member | Property Manager EMEA, Rolls RoyceBeing replaced | X |
| Simon Martin | Board Member | Vice Principal, Academy Transformation Trust Further Education (ATTFE) | ü |
| Scott Barlow | Board Member | Director, Barlows Butchers | X |
| Teresa Jackson | Board Member | Chief Officer, Ashfield Voluntary Action | ü |
| Theresa Hodgkinson | Board Member | Chief Executive, Ashfield District Council | X |
| Viki Dyer | Board Member | District Operations Lead, Department of Work and Pensions | X |
| Andrea Stone | Supporting Officer | Health and Wellbeing Manager, Ashfield District Council | X |
| Alastair Blunkett | Observer | Service Manager for Neighbourhoods and Environment  | X |
| Christine Sarris | Supporting Officer | Assistant Director – Planning and Regulatory Services | ü |
| Katherine Green | Supporting Officer | Senior Communications Officer, Ashfield District Council | ü |
| Lindsey Kenworthy | Secretary / Supporting Officer | Executive Project Officer, Ashfield District Council | ü |
| Matthew Neal | Supporting Officer | Service Director of Investment and Growth, Nottinghamshire County Council | ü |
| Paul Crawford | Supporting Officer | Senior Regeneration Officer, Ashfield District Council | X |
| Sarah Daniel | Supporting Officer | Service Manager for Place and Wellbeing, Ashfield District Council | ü |
| Tracey Bird | Supporting Officer | Health and Wellbeing Officer, Ashfield District Council | ü |
| Trevor Middleton | Supporting Officer | Town Centres and Markets Manager, Ashfield District Council | X |
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| **In attendance** |
| Stephen Williams | Presenter | NTU -  |  |

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|  | **Minutes** |
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| **Agenda Item** |  |
| **1** | **Welcome / Introductions / Apologies** |
|  | The Chair, Martin Rigley welcomed everyone to the hybrid meeting, which was held at NTU, West Notts College Campus. |
|  | Apologies were received and it was noted that:* Chris Baron representing Lee Anderson, MP
* Paula Longden representing David Ainsworth, NHS.
* Martin Rigley welcomed Andy Dean, Managing Director from Business Solutions who would be presenting.
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| **2** | **ADMC Project – Andy Dean, Managing Director from Business Solutions in attendance**  |
|  | Andy Dean, Managing Director from Business Solutions presented on the ADMC project with the following being noted: |
|  | * Project Board has been in place for a while with a broad range of partners including Government bodies, West Notts College, Nottingham Trent University, proactive and pro automated SMEs. Hopefully the Board will continue to grow.
* The mission of the project is to support the adoption, integration and expansion of new automated technologies amongst local and regional businesses of all sizes and at all stages of development, in order to improve productivity and competitiveness.
* The reasons for the project being Ashfield is that there is a strong traditional manufacturing base. There is also a large number of distribution facilities in Ashfield. The market insight has shown significant potential for benefits to local organisations and an appetite to engage with the centre. Also, geographically close to major cities and also close to the A38, M1 and East Midlands Freeport.
* Within Ashfield there are 12 SMEs, 13 large enterprise and distribution companies and 32 robotics and automation equipment suppliers.
* SMEs that are engaging want to know about today’s automation solutions and larger enterprises that are already using automation want to know about the future solutions, such as future employment to meet needs.
* The Core Pillars of Activity for the ADMC are:
	+ Demonstration of Products
	+ Testing of Equipment and Proof of Principle
	+ Innovation and Emerging Technologies
	+ Skills Development and Training
* Building design has been carried out by a local architect. Will start off small but with expansion for in the future.
* Operation of ADMC liaising with existing successful Catapult Centres (MTC, Digital Catapult), will be a charity status, non-profit distributing and will be managed by a team from industrial, commercial and academic backgrounds/skills.
* Costings were discussed including funding streams and it was noted that in year 1 and 2 there will initially be a loss but in year 3 income will start to rise.
* ADMC centre is expected to be open in 2.5/3 years but there will be work happening prior to this.
* Martin Rigley reported that following an auto-robots event held at WNC businesses thought this was a great resource to the area and asked can we wait!
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| **3** | **Review of Previous Meeting - Friday 11th February 2022** |
| **3.1** | **Board Meeting Minutes** |
|  | Board minutes were agreed as a true and accurate record. |
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| **3.2** | **Action Log** |
| **3.2.1** | **Completed Actions** | **Lead** |
| **3.2.1.1** | **Board Member Updates, Getting Ready** (17.12.2021, Minute 7.1)Fiona Anderson has arranged a meeting between David Woolley and Martin Rigley which is taken place next week (w/c 14th March).  | **FA** |
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| **3.2.1.2** | **Towns Fund** (11.02.22, Minute 6)To accommodate the timeframes for the ADMC project we will need to reschedule the next board from 11th to 18th March. This will also enable the project manager, Andy Dean to attend to present the project. Completed.  |  |
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| **3.2.1.3** | **Any Other Business**(11.02.22, Minute 9)Declaration of Interest Form and Skills Audit – Lindsey Kenworthy resent out the Declaration of Interest Forms and Skills Audits to the Board. Lots had been received back. When new DA Project Officer in post this will looked at.  | **Like/ DA Project Officer** |
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| **3.2.1.4** | **Stakeholder Engagement Plan – Business Support**(16.07.2021, Minute - 5)Comms Plan Update - Sarah Daniel has received a draft comms plan which she will review and circulate in due course to the Board. On agenda 18th March.  | **SD** |
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|  | **Theme Leads Reports - Succeed in Ashfield**(11.02.22, Minute 7)ADMC - Martin Rigley to liaise with the AMDC Board to ensure that Gary Jordan gets invited to the meetings again. Martin Rigley updated at this meeting (18th March) that following the DA Board meeting on 11th February Gary Jordan has since resigned from MA2020.  | **MR** |

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| **3.3** | **Actions (Includes actions from below minutes)** | **Lead** |
| **3.3.1** | **Public Consultation** (17.12.2021, Minute 4.1)Public consultation will be undertaken on a project-by-project basis when required. The shop in the Idlewells and library in Kirkby will provide good venues for physical displays. To remain on outstanding actions/ongoing. | **SD** |
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| **3.3.2** | **More to Discover**(17.12.2021, Minute 5.3)Trevor Middleton to arrange a Heritage meeting in 2022 with all Heritage groups; Sutton, Hucknall and Kirkby. Trevor provided an update at the meeting (18th March) that he had liaised separately with each of the heritage groups and once the New DA Project Officer was in post would arrange a meeting with all of the groups.  | **TM** |
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| **3.3.3** | **Any Other Business, Board Members**(17.12.2021, Minute 8.1)Councillor Relf has had a discussion with Martin Rigley about a business who had approached him about wanting to join the Board. The business in question is Taylors Transport and a visit will be arranged for Martin and Councillor Relf to attend. It was noted the Taylors Transport had been helping with transporting goods to the Ukraine.  | **MR/****Cllr R** |
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| **3.3.4** | **Business Case Work**(07.01.22, Minute 4a)Board agreed that these Business Cases can be progressed. Paul Crawford to action. Paul (and Sarah) to note that: * Use the Digital Ashfield to show the Towns Fund journey – show what is to come
* Link into other partners such as ‘What’s On’ – liaise with Peter Gaw
* Website and augmented reality experience app accessibility – liaise with Pete Edwards
* Portland Square – engagement of ASDA with the help of Christine Sarris, letter from Theresa Hodgkinson and Martin Rigley if required.
* Powerpoint to be circulated by Lindsey Kenworthy – completed.
 | **SD/PC****LK** |
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| **3.3.5** | **Towns Fund** (11.02.22, Minute 6)Project sponsors that the Science Discovery Centre and Planetarium (MSAS) and the Library Innovation Centres (Inspire) project business case submission will be moved from the April tranche to the final submission in July.  | **SD** |
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| **3.3.7** | **Risk Register**(11.02.22, Minute 6.2)Sarah Daniel to share with Melanie Pythian the construction inflation review which is highlighted within the risk register so that this can be shared with colleagues and Ministers so they can have an understanding. Sarah confirmed she would share but after the meeting on 11th March there has been other increases which needed to be included but will share with Melanie in due course.  | **SD** |
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| **3.3.8** | **Board Member Updates**(11.02.22, Minute 8)It was noted that Rafael Castro of ITP who have now taken over Rolls Royce about him joining the Board. Martin Rigley to contact Rafael and provide an update at the next Board meeting. Martin Rigley updated at this meeting (18th March) that he had emailed Rafael but had not had a reply so will contact again. | **MR** |
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| **3.3.9** | **Towns Fund Update****(18.03.22, Minute 6)**ADMC business case - delegated authority was given for Martin Rigley was proposed by Frank Horsley and seconded by Pete Edwards so that the Chair can approve the business case which can then be submitted to DLUHC. | **SD/MR** |
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| **3.3.10** | Any Other Business(18.03.2022, Minute 9)Gary Jordan has resigned from MA2020, Chair and Martin Rigley asked if there are any objections to offering the position to Ella or Jane Box (Vice Chair of MA2020). Louise Knott proposed, and it was seconded by Simon Martin. Martin to inform MA2020 colleagues and invite to meetings. | **MR/LKe** |
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| **4** | **New Declarations of Interest**  |
|  | The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects: |
|  | * Martin Rigley, Chair and Theme Lead for Succeed in Ashfield
* Sherwood Observatory (Chair of the Board)

- Sutton Academy Theatre Project (Board Member) |
|  | Louise Knott - Vice Chair Colleges/further education projects (Vice Principal, Vision West Notts College)Construction and Civil Engineering Centre project (Vice Principal, Vision West Notts College)* Automated Distribution and Manufacturing Centre (Vice Principal, Vision West Notts College)

Learning in Skills Project (Vice Principal, Vision West Notts College)Community Renewal Fund (Vice Principal, Vision West Notts College) |
|  | Pete Edwards, Theme Lead for Be Happy, Be Healthy* Sutton Academy Theatre Project (Chair of Governors, Sutton Academy)
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|  | Simon Martin, Board MemberCollege/further education projects (Vice Principal, ATTFE)Construction centre projects (Vice Principal, ATTFE)* Sutton Centre Theatre Project (Vice Principal, ATTFE)
* Community Renewal Fund (Vice Principal, ATTFE)
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|  | Fiona Anderson, Board MemberThe Towns Fund; in particular in the ADMC project, Enterprising Ashfield Project. (Head of Civic Engagement, NTU)Community Renewal Fund (Head of Civic Engagement, NTU) |
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| **5** | **Towns Fund – Sarah Daniel**  |
|  | Sarah Daniel provided an update on the Towns Funding update with the following being noted:  |
|  | * Business cases – since the report the business cases submission dates are being reviewed. This is in liaison with Melanie Phythian and a more detailed plan will be provided at the next Board meeting.
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|  | * There are now 3 projects going through the assurance process and the others will be pushed back to June/July. This will not result in a delay but will allow for further information to be obtained for the business case.
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|  | * To support the process an additional programme management resource has been acquired for an in initial six-month period. Tom Mukherjee-Neale will provide support four days a week. Tom is an experienced programme and project manager and has recently been supporting another Towns Fund programme.
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|  | * The ADMC business case will be taken through the local assurance process before being submitted to DLUHC for review. Due to issues in agreeing the land value with the vendor the ADMC business case has been delayed and the project is now due to be taken through the scheduled subgroup meeting on 4th April. It was proposed by Frank Horsley and seconded by Pete Edwards for Chair Martin Rigley to be given delegated authority to approve the business case so that it can then be submitted to DLUHC.
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|  | * Sports hub projects are progressing and working with the sports consultant and looking to appoint the design team.
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|  | * Fox Street and Portland Square – now appointed the design team, Guy Taylor Associates following an open tendering process.
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|  | * Sutton Theatre – have gone out to tender with 7 submissions. These are being evaluated and a decision is due.
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|  | * Enterprising Ashfield - Kelvin Eatherington joined NTU on 7th March as the new Project Manager for Enterprising Ashfield. Kelvin joins from Birmingham City University where he was the Business Advice Centre Manager.
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| **5.2** | **Risk Register – Sarah Daniel**  |
|  | Sarah Daniel reported on the changes to the Risk Register which has been reviewed at the end of February: |
|  | * It was noted that since the report had been produced (end of February) there will have been some slight changes - in main the inflation of materials. This will be updated for the next meeting.
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| **5.3** | **Draft Towns Fund Communication Plan – Sarah Daniel**  |
|  | The Board noted the draft Towns Fund Communication Plan.  |
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| **6** | **Theme Lead Reports – Theme Leads** |
| **6.1** | **Succeed in Ashfield**  |
|  | Martin Rigley, Theme Lead for Succeed in Ashfield stated provided the following update:  |
|  | * Submitted first assurance report.
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|  | * Attended an NTU Skills Round Table event with the Minister for Skills Alex Berkheart chaired by Ben Bradley, MP. This was an interesting and insightful meeting and where skill agenda going to be moving locally and that there will be focus on employer boards.
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|  | * Attended interviews at Ashfield District Council for the Director of Place and Communities.
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|  | * Chambers of Commence – working with them as they have aspirations to set up manufacturing network throughout East Midlands.
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|  | * WNC Skills Conference – this is the second skills event that Martin has attended and again really great event.
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|  | * Made Smarter Bid – working with Frank Horsley on a Made Smater bid to bring in funding into the East Midlands which will bring in much needed funding for manufacturing companies. Presenting to BEIS the following week.
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| **6.2** | **Love Where You Live (LWYL)** |
|  | Martin Rigley provided an update on behalf of Liz Barrett, Theme Lead for Love Where You Live provided the following update: |
|  | * The monthly Primary School meetings continue to be positive and members continues to grow. Focusing on litter picking in conjunction with Alastair Blunkett at Ashfield District Council with 25 schools signed up for the Big Spring Clean. Some schools are also taking up Ashfield District Council’s offer of a wormery and bug houses.
 |
|  | * Queen’s Jubilee – schools are signing up to take part in the Cream Tea event being led by ATTFA. This will be a great event to celebrate the Queen’s Jubilee.
 |
|  | * Amra, Event Coordinator at Ashfield District Council has created a great event programme which emphasises the Love Where You Live theme and is inclusive to all.
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|  | * Light Night – the event was a great success in February and thanks was given to all involved.
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| **6.3** | **More to Discover** |
|  | Apologies were received from Darron Ellis, Theme Lead for More to Discover. Darron has been very active on social media and has been promoting the new mural in Sutton which is now completed and looks amazing.  |
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| **6.4** | **Be Healthy, Be Happy** |
|  | Pete Edwards, Theme Lead for Be Healthy, Be Happy reported the following and report to be shared with the minutes:  |
|  | * Ashfield Health and Wellbeing Partnership – have completed a piece of work to understand the values within the Be Healthy, Be Happy strategy and what this means for our behaviours and the way we work together.  Through this work we have identified the strengths of the partnership and areas for improvement An AGM meeting is being held on 4th May. As well as the election of officers, the focus of the meeting will be the learning and next steps for the projects agreed in the year 1 action plan.
 |
|  | * Currently working with Nottingham and Nottinghamshire CCG to develop a project to increase understanding of what matters to residents in Broomhill/Butler’s Hill and Coxmoor. A funding bid and if successful there will be £66k to help.
 |
|  | * The Feeding Ashfield partnership is now fully established and has been well supported by relevant community partners to date. Through this, the Council has secured £35,000 towards the cost of a food co-ordinator post for 12 months. This is currently out to advert.
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|  | * Leisure Centre Attendance – attendance across all three Leisure Centres continue to grow, with over 6,400 fitness members and 3,300 children and young people taking swimming lessons.  Between 1 April – 31 December 2021 there have been 759,133 attendances across the sites.
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| **7** | **Discover Ashfield Officer Update** |
|  | Trevor Middleton provided an update with the following being noted:  |
|  | * DA Project Officer – commences next week (21st March), Hollie Maxwell-Smith.
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|  | * Working with Darron Ellis with regards to the blue plaques to reduce the text on them.
 |
|  | * Mural – completed yesterday and the feedback has been great from the public. This was supported by the Welcome Back funding. It is also raising awareness in terms of the Observatory – the public are asking questions!
 |
|  | * Films – there will be more films about historic facts about Ashfield. Links to be included in the minutes and shared:

<https://www.youtube.com/watch?v=GExIku_eVtk><https://www.youtube.com/watch?v=-YDbowv_VgU><https://www.youtube.com/watch?v=CbZSKei29Uw> |
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| **8** | **Board Members Updates** |
|  | European Towns Visit – Fiona Anderson informed that it is all systems go and a meeting was held at the NTU WNC Campus with ADC and MDC officials. There was also tour of the area. Everyone’s support has been great and Fiona wanted thanks to be given.  |
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| **9** | **Any Other Business** |
| **9.1** | Gary Jordan has resigned from MA2020, Chair and Martin Rigley asked if there are any objections to offering the position to Ella or Jane Box (Vice Chair of MA2020). Louise Knott proposed, and it was seconded by Simon Martin. The Chair to contact MA2020 colleagues and invite to meetings.  |
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| **10** | **Date of Next Meeting**  |
|  | Friday 8th April – 9am for 9.05am start at ADC Offices and via Teams  |
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