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**MINUTES OF DISCOVER ASHFIELD BOARD MEETING**

**Meeting held in Community Room, ADC**

**On Wednesday 18th December 2019 at 09:15**

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| **PRESENT:** |  |  |
| Martin Rigley | (MR) | Lindhurst Engineering **(CHAIR)** |
| Darron Ellis | (DE) | Community Advocate |
| Fardad Amirsaeedi | (FA) | Mansfield District Council |
| Liz Barrett | (LB) | Academy Transformation Trust FE |
| Kathryn Stacey | (KS) | Citizens Advice Bureau  |
| Theresa Hodgkinson | (TH) | Ashfield District Council |
| Katherine Green | (KG) | Ashfield District Council |
| Cllr Matthew Relf | (MaR) | Ashfield District Council |
| Andrea Stone | (AS) | Ashfield District Council |
| Pete Edwards | (PE) | Health & Wellbeing  |
| Sarah Daniel | (SD) | Ashfield District Council |
| Carol Cooper-Smith | (CC-S) | Ashfield District Council |
| Cllr Helen-Ann Smith | (H-AS) | Ashfield District Council |
| Simon Martin | (SM) | Academy Transformation Trust |
| Rachel Quinn | (RQ) | D2N2 LEP |
| Nicola McCoy-Brown | (NM) | Notts County Council  |
| **MINUTES:** |  |  |
| Lindsey Kenworthy | (LiK) | Executive Project Assistant |
| **APOLOGIES:** |  |  |
| Louise Knott | (LK) | West Notts College  |
| Edward Johnstone | (EJ) | Portland College |
| Trevor Middleton | (TM) | Ashfield District Council |
| Fiona Anderson | (FiA) | NTU  |
| Chloe O’Donnell | (CO) | Idlewells Centre |
| Paul Tyler | (PT) | McArthur Glen |
| Gary Baird | (GB) | Disability Nottinghamshire  |
| Jon Ball | (JB) | Ashfield Chad  |
| David Ainsworth | (DA) | NHS |

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|  | **Action** | **Lead** |
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| **1** | **Wellbeing at Work – Lucinda Davidson Notts County Council**  |  |
|  | Due to unforeseen circumstances Lucinda Davidson could not attend the meeting. AMS to liaise with Lucinda on another date for the presentation to be carried out. Agreed presentation to be shared when circulating next meetings papers.  | LiK |
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| **2** | **Welcome / Introductions / Commitments** |  |
|  | MR welcomed everyone to the meeting and introductions were made. All apologies were received and noted.  |  |
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| **3** | **Minutes from the Previous Meeting and any Matters Arising** |  |
|  | Minutes from the previous meeting, held on Wednesday 23rd October 2019 were agreed as a true record with the following being noted:  |  |
|  | * Minute item 5.1.2 More to Discover - ID Badge to be added to the rolling action plan.
 | **SD** |
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|  | All other actions discussed under the relevant agenda item.  |  |
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| **4** | **Towns Funding Update and Proposal – Sarah Daniel** |  |
|  | SD provided a synopsis on the Town Centres Funding and Proposal paper which has been circulated prior to the meeting; the following was agreed and noted: |  |
|  | * All noted the difference between the Future High Streets Funding and Towns Fund following SD’s explanation.
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|  | * There is a need to establish a Board for the Town Funds and due to the variety of representatives on the Discover Ashfield Board it was proposed that this Board oversees such matters. This was moved and seconded, and put to the vote, with the whole Board in agreement with this course of action.
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|  | * It was proposed that the Chairman’s term of office be extended for a further twelve months and having been moved by Theresa Hodgkinson, and seconded by Councillor Relf, the Board voted and agreed with the course of action.
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|  | * It was proposed that the Board requires further membership from other authorities/agencies which are outlined in the paper. This was moved and seconded with the whole Board in agreement with this course of action.
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|  | * It was raised by Councillor Smith that there is a need for a young representative on the Board. The Board voted and agreed with the course of action. Youth Council member Callum Parr Year 10 to be approached.
 | **H-AS** |
|  | * It was proposed to the Board that new members; Rachel Quinn, Nicola McCoy-Brown and David Ainsworth be accepted as full members of the Board. This was moved and seconded with the Board being in agreement with this course of action.
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|  | * It was also agreed that the Local MPs will also be invited to these meetings. SD to arrange.
 | **SD** |
|  | * Terms of Reference, Discover Ashfield Constitution and Code of Conduct documents will be drafted and sent out prior to the meeting on 8th January 2020 so that these can be agreed in time for the Full Council meeting in February.
 | **SD** |
|  | * It was noted that there will need to be an AMG which will also review the constitution of the Board.
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|  | * At the meeting on 8th January will focus solely on Towns Funding and getting the required documents approved. Will then revert to the standard Discover Ashfield agenda with Towns Funding as a standing item. LiK to sort.
 | **LiK** |
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| **5** | **Reports Back from Delivery Group**  |  |
| **5.1** | **Action Plan/Updates on Themes** |  |
| **5.1.1** | **A Place to Succeed - Business**  |  |
|  | MR and FD provided the following update on A Place to Succeed with the following being noted: |  |
|  | * Sherwood observatory – MR has been asked to become a Board Representative which MR has accepted. MR has also asked LB to join to help provide education knowledge and experience. The observatory are looking for a £4M investment package; with £1.5M being bid for from the Heritage Lottery Funding. They will be looking for letters of support and it was agreed that members of the Board are happy to support this. There is a video presentation showing what the observatory will look like should funding be obtained/granted. Agreed to invite Steve to a Board meeting. LiK to liaise with Steve and invite to the February meeting.
 | **ALL****LiK** |
|  | * MA2020 Business Awards – ‘Let’s All Eat’ won it. Which is another accolade for Discover Ashfield with it being part of Sutton Academy.
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| **5.1.2** | **More to Discover - DE** |  |
|  | DE reported on the following: |  |
|  | * Discover Ashfield Website – DE liaising with SD over the updating of the website information and this will then be launched.
 | **DE/SD** |
|  | * Sherwood Observatory – DE working with Steve and this is moving forward. The profile of the observatory has been raised and it is an exciting project to be involved in.
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|  | * Remembrance Service Sutton – DE informed that the feedback received for the remembrance service has been good so need to build on that as it was such a great turn out.
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|  | * Town Centre Light Switch On – DE informed that this was a great event at Sutton, in fact the best to date. TH informed that Councillors made a commitment to deliver on good town centre lighting and this has happened. The feedback on all the Town Centre lights has been positive; in particularly Kirkby area. TH thanked everyone officially.
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|  | * Railway – DE informed that the Mansfield and Pinxton Railway line is the longest running railway and something we should be promoting. DE to look into how to do this.
 | **DE** |
|  | * Heritage Visitor Centre Sutton – DE informed that he is working with Chloe at Idlewells and it has been agreed that the Visitors Centre in Idlewells will be moving to a bigger unit. This will allow a Hub Style facilities like The Hive in Mansfield.
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| **5.1.3** | **Be Healthy, Be Happy** |  |
|  | The Theme Lead report was noted with PE and AMS reporting on the following: |  |
|  | * Lammas Health Hub being well received by groups and is fully booked. Hours on offer to be reviewed.
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|  | * Dementia Champion Course will be run so if anyone from the Board would like their company/business to be involved to let Yvonne Hudson of CVS know. MaR asked for the date to be confirmed and he would share at the Mansfield and Ashfield 2020 group. PE informed he believed it would be around March time but would provide the information. Breakfast meeting scheduled for Thursday 19th December but MaR would do this at any other meetings.
 | **PE** |
|  | * It was noted that the Diocese Office no longer have a Dementia Worker so PE has offered to work with them, in return local churches will offer to host events.
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|  | * Broomhill/Butler’s Hill community group – MaR offered help to leaflet drop should this be required.
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| **5.1.4** | **Love Where You Live** |  |
|  | Theme Lead report received and LB updated on the following: |  |
|  | * Work continues with linking into Croft Primary school who are going to trial a competition which will then roll out next year if successful. H-AS suggested liaising with Idlewells so the local public can vote on the artwork etc.
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|  | * Remembrance parade well attended. Remembrance debrief lead by Carol Hallam and it was noted how well the event was received. Now looking at how we can build on this.
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| **5.2** | **Ambassador Programme**  |  |
|  | FA gave an update on the Ambassador programme with the following being noted:  |  |
|  | * The 2nd Ambassador Event was held on 9th December. The event went well and there was a great deal of activity and discussions. Now need to evolve and there is a need for the event to be more structured. FA and MR have met since and will now develop this further. The Ambassadors are also keen to help with Social Media which just needs to be agreed further. FA thanked LB for arranging the use of The Attic for the event.
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|  | * FA provided an update on Ambassador events and newsletters project:
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|  | * + Following the meeting with Daryl Statham-Waring from WNC and Martin Rigley we agreed the following for the Ambassador Events and newsletters project delivery by WNC student volunteers. We also discussed limiting the volunteer support to 3 students due to practicality and to ensure capacity for any potential absences or other commitments. The outline below was agreed, subject to commitment to participate:
	+ There is scope for creative thinking and new ideas are welcome orbiting the basic structure below.
	+ **Events**
	+ 4 x combined event for the year to include new Ambassadors and existing.
	+ Ideally be in March, June, Sept and Dec (specific date to be recommended by WNC project support subject to availability)
	+ Location ideas are: West Notts College (March), Sherwood Observatory (June), Portland College (Sept), Dec (Hucknall TBA). Suggestions for Hucknall venues were; John Godber Centre, Titchfield Park Café. Any further recommendations to be sent to FA.
	+ Events content structure (standing order for all events but not exclusively)
		- Ambassador Intro’s
		- Key project/activities update
		- Key presenter (TBA)
		- Group exercises (TBA)
	+ Typical duration of each event should be no more than 2 hours.
	+ Event management and facilitation by WNC project volunteers & them leads
	+ **Newsletter**
		- 4 x Newsletters for the year to the Ambassadors
		- Delivered in Feb, May, Aug, Nov (specific date TBA)
		- Newsletter content (basic outline):
			* Intro
			* News & Updates
			* New ambassadors
			* Focus on…. (feature a business or project)
			* Events/Dates for the diary
 | **ALL** |
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|  | FA thanked KG for her input into what the newsletter content needs to be. The information for the newsletters needs to come from everyone on The Board not just Theme Leads.  | **ALL** |
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|  | PE provided an update following the recent Ambassadors event that Ambassadors need to clearly understand their role, what they are expected to contribute and how they can do this. Although there is some information on the forms when they apply it was noted by TH that maybe they need to sign up to pledges to help them focus. Agreed this would be a good idea.  |  |
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|  | MaR reported that there isn’t enough visible focus when entering Ashfield, for example could there be a Discover Ashfield signage on the M1. MaR stated that he would like to see by 2020 all schools and students aware of what Discover Ashfield is all about.  |  |
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|  | FA asked if Theme Leads would be happy for their details to be shared to students at WNC and with Ambassadors. All agreed this would be fine.  | **FA** |
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| **6** | **Board Member Updates - All** |  |
|  | Nothing further to note.  |  |
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| **7** | **Any Other Business** |  |
|  | Nothing further to note.  |  |
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| **8** | **Date of Next Meeting** |  |
|  | BOARD MEETING – 8th January 2020 at 10am Ashfield District Council, Committee Room.  |  |
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