

## MINUTES OF DISCOVER ASHFIELD BOARD MEETING

**Meeting held at Ashfield District Council  
On Wednesday 14<sup>th</sup> October 2020 at 9:00am**

### **PRESENT:**

Andrea Stone	Ashfield District Council (Supporting Officer)
Christopher Baron	Office Manager for Ashfield & Eastwood MP Office
Cllr Helen-Ann Smith	Ashfield District Council – Deputy Leader
Cllr Matthew Relf	Ashfield District Council – Portfolio Holder, Planning & Regen
Fiona Anderson	NTU
Gary Jordan	Mansfield and Ashfield 2020 – Chair
Kathryn Stacey	Citizens Advice Ashfield -CEO
Louise Knott	West Notts College ( <b>VICE CHAIR</b> )
Martin Rigley	Lindhurst Engineering ( <b>CHAIR</b> )
Matthew Neal	Notts County Council – Head of Major Programmes
Pete Edwards	Health & Wellbeing Chair
Rachel Quinn	D2N2 LEP
Sarah Daniel	Ashfield District Council (Supporting Officer)
Simon Martin	Academy Transformation Trust Sutton Academy – Principal
Teresa Jackson	Action Voluntary Action - Manager
Theresa Hodgkinson	Ashfield District Council – Director

### **MINUTES:**

Lindsey Kenworthy Executive Project Assistant

### **IN ATTENDANCE:**

Jayne Davies Nottinghamshire Carers Association

### **APOLOGIES:**

Callum Parr	Youth Council Leader
Carol Cooper-Smith	Ashfield District Council – Chief Executive
Chloe O'Donnell	Idlewells Centre
Cllr Christian Chapman	Ashfield District Council – Scrutiny Rep
Cllr Jason Zadronzy	Annesley and Felley Parish Council
Darowen Jones	Ashfield District Council (Supporting Officer)
Darron Ellis	More to Discover Theme Lead
David Ainsworth	NHS
David Jackson	East Midlands Outlet – Centre Manager
Derek Higton	Notts County Council – Service Director Place & Communities
Edward Johnstone	Portland College – Assistant Principal
Gary Baird	Disability Nottinghamshire
Jon Ball	Ashfield Chad
Katherine Green	Ashfield District Council Comms (Supporting Officer)
Lee Anderson, MP	MP for Ashfield and Eastwood
Liz Barrett	Academy Transformation Trust FE
Mark Spencer, MP	MP for Sherwood
Melanie Phythian	Towns Hub – Policy Advisor, Cities & Local Growth Unit
Nicola McCoy-Brown	Notts County Council – Group Manager Growth & Development
Robert Orgill	Rolls Royce
Sharon Huttly	NTU
Tom Goshawk	D2N2 LEP – Head of Capital Programmes
Trevor Middleton	Ashfield District Council
Vicki Dyer	DWP – District Operations Lead

	<b>Action</b>	<b>Lead</b>
<b>1.</b>	<b>Welcome/Introductions and Apologies</b>	
	<p>The Chair, Martin Rigley welcomed everyone to the virtual meeting and in particular to Matthew Neal, Notts County Council who will now sit on the Board instead of Derek Higton and the guest speaker Jayne Davies from Nottinghamshire Carers Association. Virtual etiquette was discussed. Apologies were received and it was noted that:</p> <ul style="list-style-type: none"> <li>• Chris Baron, will be representing Lee Anderson.</li> </ul>	
<b>2.</b>	<b>Minutes of Previous Meeting 26<sup>th</sup> August 2020 and Matters Arising</b>	
<b>2.1</b>	Minutes of meeting 26 <sup>th</sup> August 2020 were agreed as a true and accurate records with a slight amendment to the day of the meeting; should read Wednesday not Friday, 26 <sup>th</sup> August 2020.	
<b>2.2</b>	<b>Matters Arising</b>	
<b>2.2.1</b>	<p>8.1 Minute Item – (date: 22/04/2020) Sherwood Observatory Development - Bridging Finance to remain as an outstanding item:</p> <ul style="list-style-type: none"> <li>• Councillor Relf to provide an update that bridging finance cannot be solely offered there would need to be other financial options. A Commercial Loan through the Council might be the best solution.</li> </ul>	<b>Cllr Relf</b>
<b>2.2.2</b>	8.5.4 Minute Item – (date: 22/04/2020) Be Healthy, Be Happy – Wellbeing at Work presentation will be scheduled for in the New Year.	<b>LiK/AMS</b>
<b>2.2.3</b>	5.1.2 Minute Item – (date: 24/06/2020) Love Where You Live – LB updated that Callum Parr will join the Love Where You Live group in the Autumn.	<b>LB/LiK</b>
<b>2.2.4</b>	4.1 Minute Item – (date: 26/08/2020) Towns Funding and Future High Street Fund – Councillor Relf and Sarah Daniel have met with Nigel Trill about the current facilities he has within High Pavement building. This is only an initial meeting but one that needs to be explored further.	
<b>3</b>	<b>Wellbeing at Work Presentation – Jayne Davies, Nottinghamshire Carers</b>	
	Jayne Davies introduced herself and presented information via a Powerpoint presentation and the main purpose of her role. Following the presentation discussions took place with the following being noted:	
	<ul style="list-style-type: none"> <li>• Organisations can help support employees who are carers not just in terms of allowing time off but other support such as; <ul style="list-style-type: none"> <li>○ allowing staff access to a phone</li> <li>○ allowing a parking space closer to where they work – not a 15 minute walk</li> <li>○ Covid-19 has brought this more to the forefront as there has been more of a need to support the vulnerable, help the NHS/Health and Social care.</li> <li>○ 1 in 7 people are juggling care and working.</li> <li>○ Jayne's role is to help support employees and employers</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>• Currently asking employers to identify those that are caring for family members and making this a positive experience for everyone.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Jayne to provide contact details that can be shared with the Board should anyone have any further information.</li> </ul>	

	<ul style="list-style-type: none"> <li>The Chair, Martin Rigley thanked Jayne for the presentation and did ask if there was something similar in Derbyshire. Jayne confirmed there was and would send contact details.</li> </ul>	
<b>4</b>	<b>Declarations of Interest</b>	
	The following declarations were noted:	
	<ul style="list-style-type: none"> <li>Chair, Martin Rigley declared an interest in Sherwood Observatory due to being Board Members.</li> </ul>	
	<ul style="list-style-type: none"> <li>Vice Principal West Notts College - Louise Knott, Head of Civic Engagement Fiona Anderson declared an interest with regards to the Further Education opportunities within the accelerated Towns Fund projects.</li> </ul>	
<b>5</b>	<b>Funding/Board Support</b>	
<b>5.1</b>	<b>Towns Fund and Future High Street Fund</b>	
	Service Manager for Place and Wellbeing, Sarah Daniel provided an update. Discussions took place with the following being noted:	
	<ul style="list-style-type: none"> <li>Future High Street Fund – all bids including ADC’s was sent back for further review. This has now taken place and resubmitted.</li> </ul>	
	<ul style="list-style-type: none"> <li>With regards to the Towns Fund projects Sarah Daniel presented information with the following noted: <ul style="list-style-type: none"> <li>Sutton Lawn and Kirkby Sports Hub – FA Football Foundation have offered to fund up to 40% of the costs.</li> <li>Cycling – Councillor Relf updated that a full route throughout Sutton and Kirkby has been identified. Kirkby routes will be funding as much as possible through the accelerated funding and then Sutton routes will use the Towns Funds.</li> <li>Digital Offer – focusing on tourism and health. Looking at how to link these together to encourage people to visit and stay longer. Looking at ‘mapping’ as this will also encourage people to come.</li> <li>Sherwood Observatory – this will be a great asset to Ashfield and Mansfield. The Chair updated that there has been a successful fund raising event, which raised £10K and also attracted the Chair of the Glasgow Planetarium.</li> <li>Kingsmill Reservoir – looking at the provision and what can also be offered. For example, fine dining, come and have a go water sports etc.</li> <li>Theatre at Sutton Centre – project included in the Future High Street Funding bid. Should know in the autumn what funding will be allocated.</li> <li>Sutton Purchasing of Buildings – looking at purchasing properties and providing quality long term housing solution on Outram Street. Also looking at Stanton Hill high street. A question was raised about whether ADC will sell the residential properties or let. There is a preference to sell. Options were discussed and it was noted that a combination of both maybe the solution.</li> <li>Kirkby Town Centre – consultants are exploring a Café area around the plaza. It was noted that the plaza area has had two lots of refurbishment already and how will this make a difference and prevent ASB. Noted this would need be looked at and would need careful monitoring with other agencies.</li> <li>Kirkby PACO site – working with a developer.</li> <li>WNC Construction Site/Inspire Skills – working with partners to identify a site and a brief has been written. Looking at a Civil</li> </ul> </li> </ul>	

	<p>Engineering Centre which is a new project which will be a great asset. Site likely to be between the current WNC Construction site in Sutton and Lowmoor Road. This would allow heavy plant and track to be used. This new project was proposed by The Chair, Martin Rigley and seconded by Gary Jordan, Chair of Mansfield and Ashfield 2020. This will be added to the feasibility.</p>	<b>SD</b>
	<ul style="list-style-type: none"> <li>○ Sutton Library – looking at an Innovation Centre. The top floor of the library which has a theatre style setting to be renovated and funding has been secured. Need to support them with this project and this is a separate offering to Sutton Centre Academy theatre, which will be more theatrical.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ Inspire – looking at a digital offering at all their libraries. Looking at basic skills through to ‘coding’. They would also like to have a mobile unit that would go out to local residents and local businesses.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ Advanced Manufacturing Centre – continues to be developed this will be a fantastic opportunity for Ashfield and Mansfield and how it will bring a higher skilled jobs into the area. The Chair and Gary Jordan are attending an Employers Group meeting to find out more.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ Lane End in Kirkby – this is land that is vacant opposite the Aldi Store. Currently working with consultants and what can be developed and the vision for the site.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ Railway Stations – developing and looking to extend the current offering in particular extending the Maid Marion line. Sarah Daniel to send out the link to the master plan to the Board.</li> </ul>	<b>SD</b>
	<ul style="list-style-type: none"> <li>○ Renewable Energy – currently looking at three different sources. Solar, wind and pit sites and how to make all the buildings sustainable/feasible.</li> </ul>	
	<ul style="list-style-type: none"> <li>○ Digital Skills was discussed and how to have a clear skills pathway. It was noted that Louise Knott and Fiona Anderson are currently working with Rachel Quinn and colleagues at D2N2 to ensure that basic skills are taught and how to progress from this. Also looking at what is need in businesses and developing that strand further. Agreed that Louise Knott and Fiona Anderson would develop this further alongside Theresa Jackson of AVA as there is the capacity within the AVA site to provide community work onsite.</li> </ul>	<b>LK/FATJ</b>
	<ul style="list-style-type: none"> <li>● Accelerated Projects Funding Update: <ul style="list-style-type: none"> <li>○ Appointed a consultant to look at repurposing of high street shops and also looking at a replica of the Idlewells indoor market at Kirkby but this would be on a smaller proportion.</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>○ Accelerated Funding Update: <ul style="list-style-type: none"> <li>○ Projects to be completed by end March 2021</li> <li>○ £1.5m funding received and monies has been allocated to feasibility, tourism website, developing master plans etc. There will be £270K left in the budget and it was agreed that this would be conserved as much as possible.</li> <li>○ The projects being progressed will be: <ul style="list-style-type: none"> <li>○ <b>Kirkby:</b> <ul style="list-style-type: none"> <li>○ Re-purposing of high street shops: conversion of vacant units</li> <li>○ New play area, Sorrel Drive</li> <li>○ Cycle route Kirkby to Sutton</li> <li>○ Purchase of land for mixed use development</li> </ul> </li> </ul> </li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ <b>Sutton:</b> <ul style="list-style-type: none"> <li>○ Purchase of vacant property within the town centre</li> <li>○ Portland College Newstart building: theatre and sports complex</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>○ Board meeting dates in December - it was agreed that the meeting on 23<sup>rd</sup> December would be cancelled and that there is a requirement for two further meetings to be held in December to finalise all the projects. All agreed and it was proposed that the dates for the meetings be held on Friday 4<sup>th</sup> December and Friday 11<sup>th</sup> December. Councillor Relf stated that these meeting are crucial as they are final decision making meetings. Chris Baron was asked if he would liaise with Lee Anderson, Ashfield MP to attend so that he is fully aware of decisions. Chris Baron to let Lindsey Kenworthy know if there are any issues with Lee Anderson, Ashfield MP attending.</li> </ul>	<p><b>ALL</b></p> <p><b>CB</b></p>
<b>6.</b>	<b>Reports Back from Delivery Group</b>	
<b>6.1.1</b>	<b>Succeed in Ashfield</b>	
	Martin Rigley, Theme Lead provided a verbal update with the following being noted:	
	<ul style="list-style-type: none"> <li>• Covid-19 Recovery for Businesses – work continues with supporting Ashfield businesses to help them with recovery. This work is alongside Mansfield and Ashfield 2020.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Digital Inclusion and Poverty – The Chair is working with Gary Jordon, Chair of Mansfield and Ashfield 2020 to work with businesses and schools to help families access to IT. Looking for businesses to donate old IT equipment that can be refurbished which can then be donated to families. A crowd funding page has been set up <a href="https://www.crowdfunder.co.uk/makingitpossible">https://www.crowdfunder.co.uk/makingitpossible</a> please share with contacts. It was noted that the ‘Raspberry Pi Education Funding’ maybe another avenue to support this.</li> </ul>	
<b>6.1.2</b>	<b>Love Where You Live</b>	
	In the absence of Liz Barrett, The Chair provided an update with the following being noted:	
	<ul style="list-style-type: none"> <li>• Food Poverty – Food banks are being used more and more but they continue the great work across all districts. Bids have been submitted for more funding. Police are also helping out with deliveries.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Queen’s Honours List – The British Empire Medal (BEM) has been awarded to Peter Gaw the CEO of Inspire – Culture, Learning and Libraries in the Queen’s birthday 2020 Honours list in recognition of his service and commitment to Libraries and Culture. It was felt that Peter Gaw would be a good addition to the Board. Councillor Relf proposed with Fiona Anderson, NTU seconded this decision. The Chair to liaise with Liz Barrett and ask for Peter Gaw to be invited to a meeting.</li> </ul>	<b>MR/LB</b>
	<ul style="list-style-type: none"> <li>• Xmas – Carol Hallam at Ashfield District Council is working alongside the Ashfield Rotatory Club and Liz Barrett to bring some festive cheer – ‘Ashfield Sparkle’.</li> </ul>	
<b>6.1.3</b>	<b>More to Discover</b>	
	Apologies were received from Darron Ellis, Theme Lead but the following was noted:	

	<ul style="list-style-type: none"> <li>Darron Ellis continues to post on the Discover Ashfield site.</li> </ul>	
<b>6.1.4</b>	<b>Be Healthy, Be Happy</b>	
	Pete Edwards, Theme Lead provided an update with the following being noted:	
	<ul style="list-style-type: none"> <li>Health and Wellbeing Strategy - a stakeholder online survey has been developed to capture thoughts and feedback on the content of the strategy. This will hopefully be circulated to partners this week and will be open until 31<sup>st</sup> October. The survey will also capture information to shape the work of the partnership moving forward which will be discussed further at the next meeting on 17<sup>th</sup> November. This will be shared with the Board once finalised.</li> </ul>	
	<ul style="list-style-type: none"> <li>Tracey Bird, Health and Wellbeing Officer is doing great work within the Coxmoor Estate this is much needed within the area.</li> </ul>	
	<ul style="list-style-type: none"> <li>Food bank Covid-19 response with Sutton Academy and Let's All Eat. 1800 food parcels since lockdown hit with average 120 per week, going to vulnerable people who are referred professionals. Feel Good Families activity packs over summer and looking at recipe cards for future. Food poverty is high on the agenda for supporting vulnerable residents.</li> </ul>	
	<ul style="list-style-type: none"> <li>Pete Edwards is looking at getting Jayne Davies to attend the Ashfield Health and Wellbeing meeting.</li> </ul>	<b>PE</b>
	<ul style="list-style-type: none"> <li>Pete Edwards to share a document with the board via the minutes on the 'Coronavirus and the Social Impact on Disabled People in Great Britain July 2020'.</li> </ul>	<b>PE/LK</b>
	<ul style="list-style-type: none"> <li>Dianne updated that she is currently looking into creating food clubs within Ashfield and identifying local partners who could support the delivery of this. This will be in addition to the Obesity Trailblazer food club.</li> </ul>	
<b>6.2</b>	<b>Ambassador Review Programme</b>	
	The Chair and Sarah Daniel updated in the absence of Trevor Middleton on this agenda item. Interviews will be taking place to employ a full time Discover Ashfield Graduate Officer to fully support and drive all aspects of Discover Ashfield. There are some great candidates so should be able to recruit to the position.	
<b>7</b>	<b>Board Member Updates</b>	
	Nothing to note.	
<b>8</b>	<b>Any Other Business</b>	
	Nothing to note.	
<b>9</b>	<b>Date of Next Meeting</b>	
	<ul style="list-style-type: none"> <li>Friday 27<sup>th</sup> November 2020 - since the meeting this date has been cancelled and two new dates added for December.</li> </ul>	
	<ul style="list-style-type: none"> <li>Friday 4<sup>th</sup> and Friday 11<sup>th</sup> December at 9am (for a 9.15am start) both meetings expected to finish at 11am.</li> </ul>	