



Agenda

Discover Ashfield - Board Meeting

Date: **Wednesday, 14th October, 2020**

Time: **9.00 am**

Venue: **Zoom**

For any further information please contact:

Lindsey Kenworthy - tel: 01623 457201

AGENDA

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- 1. Welcome/Introductions - Martin Rigley**
- 2. Minutes of Previous Meeting 26th August 2020 and Matters Arising - Martin Rigley** 5 - 12
- 3. Wellbeing at Work Presentation - Jayne Davies Nottinghamshire County Council**
- 4. Declarations of Interests**
- 5. Funding/Board Support - Sarah Daniel**
 - 4.1 Update on the Towns Fund & Future High Street Fund – Sarah Daniel
 - 4.2 Towns Fund – Priority Projects – Sarah Daniel
 - 4.2.1 – Update on Accelerated Towns Fund
- 6. Reports Back from Delivery Group**
 - 5.1.1 Succeed in Ashfield – Martin Rigley
 - 5.1.2 Love where you Live – Liz Barrett
 - 5.1.3 More to Discover – Darron Ellis
 - 5.1.4 Be Healthy, Be Happy – Pete Edwards
 - 5.2 Ambassador Review Programme – Trevor Middleton
- 7. Board Member Updates - ALL**
- 8. Any Other Business - ALL**
- 9. Date of Next Meeting**
 - Friday 27th November 2020 at 9am for 9.5am start

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MINUTES OF DISCOVER ASHFIELD ANNUAL GENERAL BOARD MEETING

**Meeting held at Ashfield District Council
 On Friday 26th August 2020 at 9:00am**

PRESENT:

Callum Parr	Youth Council Leader
Carol Cooper-Smith	Ashfield District Council – Chief Executive
Chloe O’Donnell	Idlewells Centre
Christopher Baron	Office Manager for Ashfield & Eastwood MP Office
Cllr Christian Chapman	Ashfield District Council – Scrutiny Rep
Cllr Helen-Ann Smith	Ashfield District Council – Deputy Leader
Edward Johnstone	Portland College – Assistant Principal
Fiona Anderson	NTU
Katherine Green	Ashfield District Council Comms (Supporting Officer)
Kathryn Stacey	Citizens Advice Ashfield -CEO
Liz Barrett	Academy Transformation Trust FE
Louise Knott	West Notts College (VICE CHAIR)
Martin Rigley	Lindhurst Engineering (CHAIR)
Melanie Phythian	Towns Hub – Policy Advisor, Cities & Local Growth Unit
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
Vicki Dyer	DWP – District Operations Lead

MINUTES:

Lindsey Kenworthy Executive Project Assistant

IN ATTENDANCE:

Paul Crawford Ashfield District Council – Place & Projects Officer

APOLOGIES:

Andrea Stone	Ashfield District Council (Supporting Officer)
Cllr Jason Zadronzy	Annesley and Felley Parish Council
Cllr Matthew Relf	Ashfield District Council – Portfolio Holder, Planning & Regen
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
Gary Baird	Disability Nottinghamshire
Gary Jordan	Mansfield and Ashfield 2020 – Chair
Jon Ball	Ashfield Chad
Lee Anderson, MP	MP for Ashfield and Eastwood
Mark Spencer, MP	MP for Sherwood
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

	Action	Lead
1.	Welcome/Introductions and Apologies	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting where everyone introduced themselves. Virtual etiquette was discussed. Apologies were received and it was noted that: <ul style="list-style-type: none"> Chris Baron, will be representing Lee Anderson. 	
2.	Minutes of Previous Meeting 24th July 2020 and Matters Arising	
2.1	Minutes of meeting 24 th July 2020 were agreed as a true and accurate records.	
2.2	Matters Arising	
2.2.1	8.1 Minute Item – (date: 22/04/2020) Sherwood Observatory Development - Bridging Finance to remain as an outstanding item: <ul style="list-style-type: none"> Bridging Finance was discussed and Councillor Relf to provide an update when information is obtained. 	Cllr Relf
2.2.2	8.5.4 Minute Item – (date: 22/04/2020) Be Healthy, Be Happy – Wellbeing at Work presentation will be scheduled for October Board meeting this is due to the delay in it being launched.	LiK/AMS
2.2.3	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.	LB/LiK
3	Declarations of Interest	
	The following declarations were noted: <ul style="list-style-type: none"> Chair, Martin Rigley and ATTFE Principal, Liz Barrett declared an interest in Sherwood Observatory due to being Board Members. Vice Principal, Louise Knott, Deputy Vice-Chancellor - Academic Development and Performance, Sharon Huttly and Vice Principal of Portland College, Edward Johnstone all declared an interest with regards to the Further Education opportunities within the accelerated Towns Fund projects. 	
4	Funding/Board Support	
4.1	Towns Fund and Future High Street Fund	
	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"> Future High Street Fund has now been submitted and we await further information. With regards to the Towns Fund projects the following was updated: <ul style="list-style-type: none"> Sutton Lawn and Kirkby Sports Hub – FA Football Foundation have an interest and would look at match funding. Kirkby Health Hub – this will not be progressed. Cycling – currently working with NCC. Sutton Purchasing of Buildings – moving forward with feasibility for purchasing buildings on Outram Street and turning into residential. Kirkby PACO site – working with partners to see if this site can be developed. 	

	<ul style="list-style-type: none"> ○ WNC Construction Site/Inspire Skills – working with these partners to develop further ideas. 	
	<ul style="list-style-type: none"> ○ Advanced Manufacturing Centre – continues to be developed this will be a fantastic opportunity for Ashfield and Mansfield. 	
	<ul style="list-style-type: none"> ○ Railway Stations – working with partners to look at upgrading sites. 	
	<ul style="list-style-type: none"> ○ A question was asked about none starter projects and had they been identified yet. Sarah Daniel stated that at present need to explore all opportunities as still do not know the amount will be awarded. Agreed that the spreadsheet that is currently being compiled would be shared with the group. 	
	<ul style="list-style-type: none"> ○ It was raised by Chris Baron from the MP's office about liaising with Nigel Trill about the current facilities on offer at the High Pavement site, instead of purchasing a building and developing a business hub. Sarah Daniels reported that liaisons are taking place with Nigel but still need to look at all opportunities as there are empty and many derelict buildings that need to be developed and not buying to compete with current businesses already operating. Councillor Smith raised that the area around Outram Street needs to be reinvigorated as the buildings are derelict and need to make it an inspirational place again. 	
	<ul style="list-style-type: none"> ○ Brook Street Offices – looking at residential and commercial combined already developed as offices. 	
	<ul style="list-style-type: none"> ● Accelerated Towns Fund Projects – Sarah Daniel presented information visually at the meeting with the following being noted: 	
	<ul style="list-style-type: none"> ○ Submitted information on 14th August. 	
	<ul style="list-style-type: none"> ○ Due to received funding in September 	
	<ul style="list-style-type: none"> ○ Projects to be completed by end of March 2021 	
	<ul style="list-style-type: none"> ○ Kirkby Projects taking forward: <ol style="list-style-type: none"> 1. Re-purposing of high street shops: conversion of vacant units. 2. New play area, Sorrel Drive 3. Cycle route Kirkby to Sutton 4. Purchase of land for mixed use development. 	
	<ul style="list-style-type: none"> ○ Sutton Projects taking forward: <ol style="list-style-type: none"> 1. Purchase of vacant property within the town centre and conversion for mixed use: business and further education hub within incubation 2. Portland College Newstart building: theatre and sports complex 3. Cycle routes 	
	<ul style="list-style-type: none"> ● Timeline: <ul style="list-style-type: none"> ○ Development of Sections 1 and 2 of Town Investment Plan (TIP) – draft Section 1, end of August. ○ Steering Group meeting – to meet end of September ○ TIP Submission end of October – submission of final draft to TFDP 24th September, followed by check and challenge on 1st October. Sarah Daniel to share information on the assessment criteria to the Board as this will be useful. It is still being developed but will be shared when completed. ○ Board to agree final proposals so there is a need to change the Board meeting date to fit in line with critical deadline dates. All Board member agreed for the date to be changed. Lindsey Kenworthy to arrange. ○ Sarah Daniel explained that there is also a need to give The Chair delegated authority to sign off any minor changes – again this is 	

	<p>required so that deadline dates can be met. Nominated by WNC Vice Principal, Louise Knott and seconded by Pete Edwards, Ashfield Health and Well-being Chair.</p> <ul style="list-style-type: none"> ○ CEO, Carol Cooper-Smith also updated that there is also another timeline date to be added which is a meeting to be held with Ashfield MP, Lee Anderson, Sarah Daniel, The Chair – Martin Rigley and herself. The date of the meeting is yet to be agreed but likely to be Thursday 17th or Friday 18th September. 	
5.	Reports Back from Delivery Group	
5.1.1	Succeed in Ashfield	
	Martin Rigley, Theme Lead provided a verbal update with the following being noted:	
	<ul style="list-style-type: none"> • Manufacturing Resource Centre – meetings continue to progress the MRC and a space for the centre has been identified. Disappointed that Professor Keith Ridgeway is not able to fully lead on this due to having to deal with other commitments but will assist with our development. 	
	<ul style="list-style-type: none"> • An area for development is digital skills and equipment. 	
	<ul style="list-style-type: none"> • A Virtual meeting with Barbara Mathews , Pro Vice Chancellor Nottingham Trent University, to discuss funding she has from the Arts Council to set up a Cultural Compact in Mansfield & Ashfield. Liz Barrett will attend due to The Chair meeting with Lee Anderson/Chris Baron. Agreed to attend future meetings 	
	<ul style="list-style-type: none"> • The Chairs full report to be attached to the end of minutes. 	
5.1.2	Love Where You Live	
	Liz Barrett, Theme Lead provided an update with the following being noted:	
	<ul style="list-style-type: none"> • Food bank works continues to be very busy supporting the community along with other agencies such as AVA and other food banks in Ashfield. Looking at further funding as there are more people than ever requiring help. 	
	<ul style="list-style-type: none"> • Lots of challenges for schools at present and looking at having a focus educational ambassador event which will help to link primary and secondary schools together. 	
	<ul style="list-style-type: none"> • Digital agenda – looking to utilise funding to carry out road shows. 	
	<ul style="list-style-type: none"> • Xmas – working is being undertaken by Carol Hallam at ADC to look at what we can do to celebrate Xmas. Still want to be able to have a celebration but will need to look at what we can do. 	
5.1.3	More to Discover	
	Apologies were received from Darron Ellis, Theme Lead but the following was noted:	
	<ul style="list-style-type: none"> • Sherwood Observatory will carry out a display within Idlewells this is now progressing with Chloe O'Donnell. 	
	<ul style="list-style-type: none"> • Darron Ellis continues to post on the Discover Ashfield site and he is now getting out and about. 	
5.1.4	Be Healthy, Be Happy	
	Pete Edwards, Theme Lead provided an update with the following being noted:	
	<ul style="list-style-type: none"> • Bike to Work Scheme – Martin Rigley informed that his company have signed up for this scheme and if anyone would like to more to contact him. 	

	<ul style="list-style-type: none"> Tracey Bird is now in post at ADC and will cover work in Coxmoor, Hucknall, Love Where You Live theme supporting officer, alcohol/smoking, breastfeeding friendly and workplace health (internally and externally). 	
	<ul style="list-style-type: none"> Feel Good Food – a district food group has now been created led by ADC but attended by Lets All Eat, Ashwood Storehouse and Engage Under One Roof Food banks to work in partnership to support food poverty. A bid for over £30,000 has been submitted to the NCC Emergency food fund and awaiting a decision. This will include funding for day to day running costs of the food banks, building works at Hucknall, creating community health and wellbeing hubs in each area and social eating/ healthy eating opportunities. 	
	<ul style="list-style-type: none"> Dementia Friendly communities – trialling counselling sessions with carers from Lammas Early onset Dementia hub in partnership with Carers federation. Will look to roll this out to other carers if successful and look into creating a carers only group. 	
	<ul style="list-style-type: none"> Leamington targeted work – working with First Art, Sutton Academy and Leamington Primary School to put on a secret picnic for families in the Leamington area early September. This will provide opportunity to engage and consult with families about what they like about their area and also what they would like to see in the future. 	
	<p>Feel Good Families – Delivered a variety of activities for Families over the summer including:</p> <ul style="list-style-type: none"> Daily activity promotion on our Facebook page to give families ideas of things to keep occupied. A different them has been used each week A weekly activity pack has been given to each child accessing Ashwood and Sutton Academy food banks (80 packs per week) Delivered 3 themed trails on local parks within the district and new Pebble hunts for families. We’ve worked in partnership with Artful Buttner and also Kingfisher Court Dementia Care home to create the props for the trails Virtual superhero boot camp with Spiderman and wonder woman in partnership with pretty super parties. Another one to take place on Friday The programme for autumn/ winter is currently being developed Weekly prizes draw for families <p>All have been very successful and well received by parents and families with lots of positive feedback</p>	
5.2	Ambassador Update	
	The Ambassador event took place on 7 th July it wasn’t as well attended as expected. Looking at running an educational event next time.	
6	Board Member Updates	
6.1	WNC Update	
	Vice Chair, Louise Knott updated that there is ‘Placement Funding’ available to support local businesses. If anyone wishes to know more to contact Louise Knott. Also information to be shared with local businesses through the newsletter.	
6.2	MA2020	
	Gary Jordon informed that there are business sessions held twice a month that help inform businesses about what is happening on a number of issues. Would be great to see more businesses taking part from Ashfield.	

6.3	Flu Vaccinations	
	David Ainsworth stated that information would be shared about flu vaccinations and would appreciate if this could be shared locally to businesses when received.	
6.4	Board Membership	
	The Chair, Martin Rigley stated that he and Pete Edwards continue to look for a multi-faith Board member. Once more information has been gathered will report back to the Board.	
7	Any Other Business	
	Nothing to note.	
9	Date of Next Meeting	
	Friday 25 th September 2020 at 9am – virtual meeting - CANCELLED	

DRAFT

Board Meeting : 26th August 2020

Succeed in Ashfield Report

Theme Lead: Martin Rigley

- Continued representation of Discover Ashfield at Mansfield & Ashfield 2020 meetings and regular meetings with MA2020 Chair.
- Met twice with Andrew Copley, in his capacity as Chair of the Mansfield place marketing group to share best practice and disseminate activities.
- Attended four Towns Fund working group meetings reviewing and short-listing projects.
- Chaired three Discover Ashfield delivery group meetings.
- Met virtually with Geoff George (NCC economic development officer) to review Nottinghamshire business situation in light of Covid 19.
- Attended a Midlands BEIS round table discussion, discussing ongoing support for business.
- Chaired Discover Ashfield Ambassadors quarterly catch up meeting.
- Met with D2N2 LEP growth hub finance lead, John O'Donnell, to review on going financial support available for businesses.
- Virtual meeting with Barbara Mathews , Pro Vice Chancellor Nottingham Trent University, to discuss funding she has from the Arts Council to set up a Cultural Compact in Mansfield & Ashfield. Agreed to attend future meetings.
- Represented Ashfield at East Midlands Chamber board meeting.
- Attended Bank of England briefing on impact Covid is likely to have on businesses.
- Attended my first Intereg project meeting, looking at growth and productivity initiative's across Europe. Nottinghamshire is one of the European partners that looks to share best practice.
- Met with D2N2 LEP head of business and strategy (Frank Horesley) as well as Growth Hub lead (Chris Pook) to share our aspirations for Ashfield and hear of the work the LEP are doing. As a result of this meeting I have been asked to sit on the LEP Business & Strategy sub board.
- Continued meetings and activities looking at establishing an Advanced Manufacturing Research Centre in Ashfield & Mansfield with a focus on smart logistics.
- Met with Cllr. Chris Baron, in his capacity as Lee Anderson MP secretary. Discussed the activities of Discover Ashfield and the progress with the Towns Fund bid.

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