



**DISCOVER ASHFIELD BOARD MEETING**

**Friday 19<sup>th</sup> March 2021  
9:00am – 9:15am start**

**Virtual Meeting via Microsoft Teams**

## Attendees

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	<b>Chair</b> / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	
Louise Knott	<b>Vice Chair</b>	Vice Principal, West Nottinghamshire College	
Darron Ellis	Theme Lead – More to Discover	Historian	✓
Liz Barrett	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	Board Member	Youth Council Leader, Ashfield District Youth Council	✓
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	
Chloe O'Donnell	Board Member	Shopping Centre Manager, Idlewells Shopping Centre	✓
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	
David Ainsworth	Board Member	Director of Clinical Commissioning Group, NHS	
David Jackson	Board Member	Centre Manager, East Midlands Designer Outlet	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	✓
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University (NTU)	
Gary Jordan	Board Member	Chair, Mansfield and Ashfield 2020	✓
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	✓
Mark Spencer, MP	Board Member	MP for Sherwood	✓
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	✓
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	✓
Rachel Quinn	Board Member	Head of People & Skills, D2N2 LEP	
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	✓
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	
Tim Brown	Substitute for Viki Dyer	Job Centre Plus	
Theresa Hodgkinson	Board Member	Director of Place and Communities, 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	✓

Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	
Lana Mills	Supporting Officer / Minute Taker	Discover Ashfield Project Officer, Ashfield District Council	
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Nicola McCoy-Brown	Supporting Officer	Group Manager for Growth & Development, Nottinghamshire County Council	✓
Sarah Daniel	Secretary / Supporting Officer	Interim Service Manager for Place and Wellbeing, Ashfield District Council	
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	✓

## Minutes

Agenda Item		
<b>1</b>	<b>Welcome/Introductions/Apologies</b>	
	The Chair, Martin Rigley welcomed everyone to the virtual meeting.	
	Apologies were received and it was noted that:	
	<ul style="list-style-type: none"> <li>• Tim Brown will be representing Viki Dyer</li> <li>• Christopher Baron will be representing Lee Anderson, MP</li> </ul>	
<b>2 - 6</b>	<b>Annual General Meeting (AGM) – Separate Minutes Recorded</b>	
<b>7</b>	<b>Review of Previous Meeting - Friday 19<sup>th</sup> February 2021</b>	
<b>7.1</b>	<b>Board Meeting Minutes</b>	
	Board minutes were agreed as a true and accurate record with no amendments to be made.	
<b>7.2</b>	<b>Action Log</b>	
<b>7.2.1</b>	<b>Completed Actions</b>	<b>Lead</b>
<b>7.2.1.1</b>	<b>Hucknall Leisure Centre: Planning Stage</b> (19/02/2021, Minute – 5.4) Theresa Hodgkinson has forwarded Pete Edwards' contact details onto Darowen Jones, Project Manager, and would also like to extend this request for Pete to support other Council assets in his capacity as an access auditor.	<b>TH / PE</b>
<b>7.2.1.2</b>	<b>Job Match Scheme</b> (Meeting 11/12/2020, Minute – 4.1) Update: Carol will pick this up internally at Ashfield District Council.	<b>CC-S</b>
<b>7.2.2</b>	<b>Actions (Includes actions from below minutes)</b>	<b>Lead</b>
<b>7.2.2.1</b>	<b>Cultural Compact</b> Fiona Anderson, Teresa Jackson, Liz Barrett and Sarah Daniel involved in developing the Cultural Compact for Ashfield.  Update: Discussions have taken place with Fiona's NTU colleague Barbara Matthews who is leading on the Compact. Fiona will check on this project's progression internally.	<b>FA / TJ / LB / SD</b>
<b>7.2.2.3</b>	<b>Supporting Unpaid Carers in Employment Scheme</b> (19/02/2021, Minute – 5.4) Pete Edwards to forward Lana Mills and Business Regeneration team details of the Supporting Unpaid Carers in Employment scheme to share with Ambassadors and contacts.  Update: Pete and Lana to pick this up in their upcoming meeting.	<b>PE / LM / BR</b>
<b>7.2.2.4</b>	<b>Primary Care Networks Update</b> (19/03/2021, Minute - 12.1) Lana Mills to liaise with David Ainsworth to make Primary Care Networks a standing item on the meeting agenda.	<b>LM / DA</b>
<b>8</b>	<b>Declarations of Interest</b>	

	The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects:
	<ul style="list-style-type: none"> <li>• Martin Rigley - The Chair and Theme Lead for Succeed in Ashfield <ul style="list-style-type: none"> <li>- Sherwood Observatory (Chair of the Board)</li> <li>- Sutton Academy Theatre Project (Board Member)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Louise Knott, The Vice Chair <ul style="list-style-type: none"> <li>- Colleges/further education projects (Vice Principal, Vision West Notts College)</li> <li>- Construction and Civil Engineering Centre project (Vice Principal, Vision West Notts College)</li> <li>- ADMC (Vice Principal, Vision West Notts College)</li> <li>- Learning in Skills Project (Vice Principal, Vision West Notts College)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Liz Barrett – Theme Lead for Love Where You Live <ul style="list-style-type: none"> <li>- College/further education projects (Principal at ATTFE)</li> <li>- Construction Centre project (Principal at ATTFE)</li> <li>- Sutton Academy Theatre Project (Principal at ATTFE)</li> <li>- Sherwood Observatory (Board Member)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Pete Edwards – Theme Lead for Be Happy, Be Healthy <ul style="list-style-type: none"> <li>- Sutton Academy Theatre Project (Chair of Governors at Sutton Academy)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Fiona Anderson – Board Member <ul style="list-style-type: none"> <li>- the Towns Fund; in particular in the ADMC project, Enterprising Ashfield Project. (Head of Civic Engagement, NTU)</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• Simon Martin – Board Member <ul style="list-style-type: none"> <li>- College/further education projects (Vice Principal at ATTFE)</li> <li>- Construction centre projects (Vice Principal at ATTFE)</li> <li>- Sutton Centre Theatre Project (Vice Principal at ATTFE)</li> </ul> </li> </ul>
<b>9</b>	<b>Towns Funding – Sarah Daniel</b>
<b>9.1</b>	<b>Update on Towns Fund</b>
	Sarah Daniel noted the following:
	<ul style="list-style-type: none"> <li>• Government are hoping to announce the Town Deal Offers before the end of March. Once the Board have received an offer, the Board will have two weeks to respond.</li> </ul>
	<ul style="list-style-type: none"> <li>• A Project Manager has been appointed for the Automated Distribution and Manufacturing Centre. The Project Manager has lots of experience on working on large-scale, technical projects and has worked on NTU's Medical Technologies Innovations Facility and Smart Wireless Innovation Facility.</li> </ul>
	<ul style="list-style-type: none"> <li>• An application has been submitted for additional capacity funding to support the business cases moving forward.</li> </ul>
	<ul style="list-style-type: none"> <li>• With regards to business cases, the team are looking at working with North Derbyshire and Broxtowe Councils to seek independent business case assurance.</li> </ul>
	<ul style="list-style-type: none"> <li>• There are some delays on some of the Accelerated Towns Fund projects due to contractor availability and supply chain issues.</li> </ul>
	<ul style="list-style-type: none"> <li>• On Low Street, Sutton purchases are going ahead for two properties. The sale is going through for one property and negotiations are currently taking place for another property.</li> </ul>
	<ul style="list-style-type: none"> <li>• The design work for the Indoor Market has been completed although the project has experienced some delay. The costings for this project are still meeting the proposed budget.</li> </ul>
	<ul style="list-style-type: none"> <li>• The team continue to work very closely with Notts County Council on the cycling and walking route project. There have been some complications in this project in</li> </ul>

	terms of mapping out where the routes meet the highways and satisfying the regulations around this, but the team continue to work through this.
	<ul style="list-style-type: none"> <li>Hornbeam Play Area is due for completion on the week commencing March 22<sup>nd</sup> 2021.</li> </ul>
<b>9.2</b>	<b>Update on Future High Streets Fund (FHSF)</b>
	<ul style="list-style-type: none"> <li>Sarah Daniel noted the following: <ul style="list-style-type: none"> <li>The revised proposals were submitted on March 12<sup>th</sup> 2021 and an offer of funding is expected in April.</li> <li>The Council has identified an alternative location to Brook Street for the Maker Space.</li> <li>The Brook Street building will now be used for office space, with a tenant identified, rather than the Maker Space/ residential use as put forward in the original FHSF submission. The new revised plans for the alternative location will help to offset the early years of Maker Space whilst the membership is established, through the creation of three light industrial units.</li> <li>Procurement options are being reviewed with the Council's procurement partner Nottingham City Council to establish a plan for delivering the FHSF projects.</li> <li>A Project Manager has been appointed for the FHSF projects. The Project Manager is a part of the same company who is working on Kirkby Leisure Centre.</li> </ul> </li> </ul>
<b>9.3</b>	<b>Levelling Up Fund</b>
	Cllr Relf noted that he is waiting to hear back from Mark Spencer, MP regarding a meeting for a Levelling Up Fund bid for Hucknall. Cllr Relf reiterated that Lee Anderson, MP will be supporting Broxtowe with their Levelling Up Fund bid as Eastwood was not included in the Towns Fund and did not secure any funding from FHSF.
	Chris Baron stated that there may be an opportunity for MPs to support multiple districts but there are upcoming meetings which will clarify this for MPs.
<b>10</b>	<b>Reports Back from Delivery Group</b>
<b>10.1</b>	<b>Succeed in Ashfield</b>
	Martin Rigley, Theme Lead provided an update: <ul style="list-style-type: none"> <li>Lobbying for a successful Towns Fund bid, especially around the ADMC. Martin has been speaking to some potential stakeholders such as the Manufacturing Growth Programme UK.</li> <li>Continues to lobby for Ashfield through the East Midlands Chamber of Commerce Board and the LEP's Innovation and Growth Board.</li> </ul>
<b>10.2</b>	<b>Love Where You Live (LWYL)</b>
	Liz Barrett, Theme Lead provided an update: <ul style="list-style-type: none"> <li>The LWYL project groups' next plan is to virtually meet with the Discover Ashfield Primary Schools Subgroup in April to generate community ambassadors and engage them in our banner project.</li> <li>Callum has been a strength to the LWYL project group and going forward the group want more young people to join the project group and have more representation across the District.</li> <li>Feel Good Families continues to provide activities and trails for families across the District and there has been an increase in families signing up.</li> <li>The need and demand for food parcels is still very high in Ashfield and there is real concern around the sustainability of this service going forward. Let's All Eat are now seeing a mixture of circumstances as to why people require a food</li> </ul>

	parcel, from people losing their businesses to people who live in less deprived areas but who are nevertheless struggling.
	<ul style="list-style-type: none"> <li>The foodbanks are supporting these residents and then are looking to move them onto a social shop model.</li> </ul>
	<ul style="list-style-type: none"> <li>Over Easter, Let's All Eat will help to deliver Easter meals and eggs to food parcel recipients and their families.</li> </ul>
	<ul style="list-style-type: none"> <li>Sharewear has moved to Portland College where people are able to submit referrals for resources such as clothes, and the Job Centre Plus has helped to sign-post this initiative to residents.</li> </ul>
<b>10.3</b>	<b>More to Discover</b>
	Apologies were received from Darron Ellis and Lana Mills gave the following update:
	<ul style="list-style-type: none"> <li>The More to Discover project group will be meeting up at Mill Waters on April 13<sup>th</sup>, observing the social distancing guidance, to move the project forward and build upon ideas established in the new delivery plan.</li> </ul>
<b>10.4</b>	<b>Be Healthy, Be Happy</b>
	<ul style="list-style-type: none"> <li>The Ashfield Health and Wellbeing Partnership Strategy is now complete and the final version is currently being designed. The strategy will be shared with partners once complete.</li> </ul>
	<ul style="list-style-type: none"> <li>A meeting will take place on March 23<sup>rd</sup> 2021 to create an action plan for both the partnership and the Be Happy, Be Healthy theme. The aim is to align the partnership's plan with the Discover Ashfield Delivery Plan.</li> </ul>
	<ul style="list-style-type: none"> <li>Feel Good Families have produced a survey for Ashfield Mums to complete regarding exercise. This survey is a part of the team's Sport England's This Girl Can funding bid and they have received 148 responses to date. The survey will close at the end of March.</li> </ul>
	<ul style="list-style-type: none"> <li>Feel Good Families are recruiting Ambassadors to help support their community-based activities and trails.</li> </ul>
	<ul style="list-style-type: none"> <li>The Ashfield and Mansfield Dementia Group is increasing in members and they have been distributing packs and working with Kirkby Rotary Club to send CDs out for people to listen to over the spring holidays.</li> </ul>
	<ul style="list-style-type: none"> <li>The Coxmoor Dementia Golf Club project is due to be launched in June this year.</li> </ul>
	<ul style="list-style-type: none"> <li>The Love Leamington Partnership have organised an online pizza night which will go ahead on March 26<sup>th</sup> for children in Leamington. This initiative is being supported by Asda and Notts County Council.</li> </ul>
	<ul style="list-style-type: none"> <li>Two online carer support groups have been launched through the Ashfield and Mansfield Dementia Partnership.</li> </ul>
	<ul style="list-style-type: none"> <li>£80,000 worth of Winter Food Grant Vouchers have been issued to vulnerable families across Ashfield. A further £20,000 was secured by Notts County Council to distribute to 16 voluntary community organisations who are supporting residents through the pandemic.</li> </ul>
<b>11</b>	<b>Discover Ashfield Officer Update – Lana Mills</b>
	Lana Mills noted the following:
	<ul style="list-style-type: none"> <li>Discover Ashfield Awards nominations closed on February 28<sup>th</sup> 2021, the judging panels have taken place and the winners have been informed.</li> </ul>
	<ul style="list-style-type: none"> <li>Socially distanced presentations will go ahead for the awards on the week commencing March 22<sup>nd</sup>, and a video will be created of the winners which will be published on Discover Ashfield social media.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contacting the winners has been a great way to connect with people across the District and promote Discover Ashfield. Many winners are interested in joining the Ambassador scheme.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Delivery Plan 2021-2022 is in progress and Lana has been working with Theme Leads to update the current version. The updated Delivery Plan will be distributed to the Board for review once complete.</li> </ul>
	<ul style="list-style-type: none"> <li>• The first Ambassador event will take place on the 28<sup>th</sup> April 2021 6 - 8pm.</li> </ul>
	<ul style="list-style-type: none"> <li>• The spring newsletter will be published in April and has been designed by a West Notts College student. The Board will receive a copy once published.</li> </ul>
<b>12</b>	<b>Board Member Updates</b>
<b>12.1</b>	<b>Primary Care Networks</b>
	David Ainsworth noted the following:
	<ul style="list-style-type: none"> <li>• David asked the Board whether a primary care networks update would be useful to have as a standing agenda item at board meetings.</li> </ul>
	<ul style="list-style-type: none"> <li>• <b>*New Action*</b> - Please see above action log – 7.2.2.4</li> </ul>
	<ul style="list-style-type: none"> <li>• As of March 19<sup>th</sup> 2021, 300,080 people across Nottinghamshire had been given their COVID-19 first vaccination.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Ashfield Health Village has been a very successful site for people to access their vaccination.</li> </ul>
	<ul style="list-style-type: none"> <li>• The teams providing the vaccinations are making reasonable adjustments for people with mental health and learning disabilities.</li> </ul>
	<ul style="list-style-type: none"> <li>• A vaccination bus will be launched soon to bring the vaccine to communities who cannot access a vaccination site, and this will be coming to Ashfield soon.</li> </ul>
<b>12.2</b>	<b>D2N2 LEP</b>
	Rachel Quinn noted the following:
	<ul style="list-style-type: none"> <li>• The East Midlands Airport and surrounding Freeport proposal will bring lots of opportunities and it's important for the Board to keep a close eye on this development. This is because there may be effects to supply chains and a risk of drawing talent and business away from the area.</li> </ul>
	<ul style="list-style-type: none"> <li>• A local skills report will be published soon which analyses the organisation's previous work in skills and outlines the key priorities moving forward. Section 8 is useful to read in terms of framing conversations with local partners in order to meet the priorities of the area.</li> </ul>
	<ul style="list-style-type: none"> <li>• The Digital Bootcamp has been extended to next year.</li> </ul>
	<ul style="list-style-type: none"> <li>• A bid has been submitted for a large-scale project which will focus on manufacturing. The proposed project will particularly look at developing the data and analysis management which technologies produce in manufacturing and how manufacturers can move towards decarbonisation.</li> </ul>
<b>12.3</b>	<b>Ashfield Voluntary Action</b>
	Teresa Jackson noted the following:
	<ul style="list-style-type: none"> <li>• The organisation were successful in their bid for the Thriving Communities programme which is an Arts Council grant and aims to engage the community in art projects and activities and is based on the social prescribing model. The programme is for 2 years and the fund is for £48,000.</li> </ul>
	<ul style="list-style-type: none"> <li>• Ashfield Voluntary Action and Under One Roof have secured a contract with ONS to support residents with the census. The Board should signpost residents to the service who need extra support completing their online forms.</li> </ul>
<b>12.4</b>	<b>Vision West Nottinghamshire College (VWNC)</b>
	Louise Knott noted the following:



	<ul style="list-style-type: none"> <li>• VWNC's Automation and Robotics Facility is due for completion in May, and the employer group have been discussing offering onsite visits to partners. Louise will send the invite out to Board members once the date is confirmed.</li> </ul>
<b>12.5</b>	<b>Nottingham Trent University (NTU)</b>
	Fiona Anderson noted the following:
	<ul style="list-style-type: none"> <li>• NTU and VWNC are working together to open a new nursing and allied healthcare centre on the VWNC college campus in Mansfield. The first ambulance technician students have begun their studies at the site.</li> </ul>
	<ul style="list-style-type: none"> <li>• Details are currently being confirmed but the first nursing courses will start at the centre in September 2021.</li> </ul>
<b>13</b>	<b>Any Other Business</b>
	Nothing to note.
<b>14</b>	<b>Date of Next Meeting</b>
	Friday 16 <sup>th</sup> April 2021, 9.00am to 9.15am start.