



DISCOVER ASHFIELD BOARD MEETING

**Friday 21st May 2021
9:00am – 9:15am start**

Virtual Meeting via Microsoft Teams

Attendees

Name	Position on Board	Position/Organisation	Apologies
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	X
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College	✓
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	X
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	X
Carol Cooper-Smith	Board Member	Chief Executive, Ashfield District Council	✓
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	✓
Cllr Christian Chapman	Board Member	Scrutiny Rep, Ashfield District Council	X
Cllr Helen-Ann Smith	Board Member	Deputy Council Leader, Ashfield District Council	X
Cllr Daniel Williamson	Board Member	Annesley and Felley Parish Council	X
Cllr Jason Zadrozny	Observer	Leader of the Council, Ashfield District Council	✓
Cllr Matthew Relf	Board Member	Portfolio Holder, Planning & Regen, Ashfield District Council	✓
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	✓
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	X
Lee Anderson, MP	Board Member	MP for Ashfield and Eastwood	X
Mark Spencer, MP	Board Member	MP for Sherwood	X
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	X
Paula Longden	Substitute for David Ainsworth	Deputy Locality Director: Mid Nottinghamshire, NHS	✓
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	✓
Rachel Quinn	Board Member	Head of People & Skills, D2N2 LEP	X
Robert Orgill	Board Member	Property Manager EMEA, Rolls Royce	X
Simon Martin	Board Member	Vice Principal, Academy Transformation Trust Further Education (ATTFE)	✓
Teresa Jackson	Board Member	Chief Officer, Ashfield Voluntary Action	✓
Theresa Hodgkinson	Board Member	Director of Place and Communities, Ashfield District Council	✓
Tim Brown	Substitute for Viki Dyer	Partnership Manager, Job Centre Plus	✓

Tom Goshawk	Substitute for Rachel Quinn	Head of Capital Programmes, D2N2 LEP	✓
Viki Dyer	Board Member	District Operations Lead, Department of Work and Pensions	X
Andrea Stone	Supporting Officer	Health and Wellbeing Manager, Ashfield District Council	✓
Alastair Blunkett	Observer	Service Manager for Neighbourhoods and Environment	✓
Katherine Green	Supporting Officer	Senior Communications Officer, Ashfield District Council	✓
Lana Mills	Secretary / Supporting Officer	Discover Ashfield Project Officer, Ashfield District Council	✓
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	X
Paul Crawford	Supporting Officer	Senior Regeneration Officer, Ashfield District Council	✓
Sarah Daniel	Supporting Officer	Interim Service Manager for Place and Wellbeing, Ashfield District Council	X
Tracey Bird	Supporting Officer	Health and Wellbeing Officer, Ashfield District Council	X
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	✓

Minutes

Agenda Item		
1	Welcome / Introductions / Apologies	
	The Vice Chair, Louise Knott welcomed everyone to the virtual meeting and stated that she would be chairing in the Chair's absence.	
	Apologies were received and it was noted that:	
	<ul style="list-style-type: none"> • Christopher Baron will be representing Lee Anderson, MP. • Paula Longden will be representing David Ainsworth. • Tim Brown will be representing Viki Dyer. • Tom Goshawk will be representing Rachel Quinn. 	
2	Review of Previous Meeting - Friday 16th April 2021	
2.1	Board Meeting Minutes	
	Board minutes were agreed as a true and accurate record.	
2.2	Action Log	
2.4.1	Completed Actions	Lead
2.4.1.1	Documents to be included in May's Board Agenda Pack (16/04/2021, Minute – 4.1 & 4.3) Sarah Daniel and Lana Mills circulated the draft Local Assurance Framework and current stakeholder and communication plan with May's agenda.	SD / LM
2.4.1.2	COVID-19 Recovery Plans (16/04/2021, Minute - 6.4) Kathryn Stacey sent Lana Mills the Ashfield Citizen's Advice's COVID-19 recovery plan and it has been circulated to the Board.	KS / LM
2.4.1.3	Constitution and Terms of Reference (16/04/2021, Minute – 7.1) Lana Mills circulated the final approved Board Constitution and Terms of Reference.	LM
2.4.2	Actions (Includes actions from below minutes)	Lead
2.4.2.1	COVID-19 Recovery Plans (16/04/2021, Minute - 6.4) Theresa Hodgkinson to liaise with Pete Edwards regarding the Council's COVID-19 recovery plans for the community.	TH / PE
2.4.2.2	D2N2 Representative for Towns Fund Subgroup (21.05.2021, Minute – 5.2.2) Tom Goshawk to raise internally at D2N2 the prospects of having a D2N2 representative on the Towns Fund Subgroup.	TG

2.4.2.3	Engagement Group (21.05.2021, Minute – 5.2.3) Partners to consider and nominate a representative from their organisations, or themselves, to sit on the Engagement Group. Nominations should be emailed to Lana Mills.	LK / LB / PG / FA / TJ / EJ / PL
2.4.2.4	Love Where You Live Litter Picking (21.05.2021, Minute – 6.2) Liz Barrett and Katherine Green to link up regarding the above initiative and how this can link to the Council’s litter campaign. Edward Johnstone to share a contact he has with the Probation Service with Liz Barrett. Louise Knott, Julia Terry and Liz Barrett to link up see how Vision West Notts College students and the Faith Action in Ashfield partnership could be involved in this scheme.	LB / KG EJ / LB LK / LB / JT
2.4.2.5	Mansfield and Ashfield Cultural Compact (21.05.2021, Minute – 8) Liz Barrett and Martin Rigley to discuss a Discover Ashfield representative. Fiona Anderson to raise internally at NTU the prospects of having Anna Kerr from Ashfield Voluntary Action on the compact.	LB / MR FA / TJ
3	Declarations of Interest	
	The following declarations were noted in relation to the Towns Fund and the Future High Streets Fund projects:	
	<ul style="list-style-type: none"> • Louise Knott, The Vice Chair <ul style="list-style-type: none"> - 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) 	
	<ul style="list-style-type: none"> • Liz Barrett – Theme Lead for Love Where You Live <ul style="list-style-type: none"> - College/further education projects (Principal, ATTFE) - Construction Centre project (Principal, ATTFE) - Sutton Academy Theatre Project (Principal, ATTFE) - Sherwood Observatory (Board Member) - Community Renewal Fund (Principal, ATTFE) 	
	<ul style="list-style-type: none"> • Pete Edwards – Theme Lead for Be Happy, Be Healthy <ul style="list-style-type: none"> - Sutton Academy Theatre Project (Chair of Governors, Sutton Academy) 	

	<ul style="list-style-type: none"> • Fiona Anderson – Board Member <ul style="list-style-type: none"> - The Towns Fund; in particular in the ADMC project, Enterprising Ashfield Project. (Head of Civic Engagement, NTU) - Community Renewal Fund (Head of Civic Engagement, NTU)
	<ul style="list-style-type: none"> • Simon Martin – Board Member <ul style="list-style-type: none"> - College/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)
	<ul style="list-style-type: none"> • Peter Gaw – Board Member <ul style="list-style-type: none"> - Construction Centre (CEO, Inspire) - Library Innovation Centres (CEO, Inspire) - Community Renewal Fund (CEO, Inspire)
4	UK Community Renewal Fund
	<ul style="list-style-type: none"> • Louise Knott noted that Vision West Notts College, with 30 other partners, placed a bid for the Community Renewal Fund.
	<ul style="list-style-type: none"> • Fiona Anderson stated that Nottingham Trent University were also another partner involved in this particular bid.
5	Funding Update
5.1	Future High Streets Fund (FHSF)
	Paul Crawford referred to the FHSF information in the Towns Funding Update (Appendix 1) and particularly highlighted the following:
	<ul style="list-style-type: none"> • A stakeholder meeting regarding the Sutton Centre Theatre will take place week commencing 24th May 2021 • They are currently developing the design and project delivery teams for the Fox Street pop-up court, Low Street and Maker Space projects.
	Theresa Hodgkinson noted that the Council approved the FHSF Capital Programme at the Council's Annual General Meeting on Thursday 20 th May 2021.
5.2	Towns Fund (TF)
5.2.1	Towns Fund Stage Two Timeline
	Paul Crawford referred to the Towns Fund Stage Two Timeline (Appendix 2) and noted that the diagram outlines the next stages of the TF delivery process.
5.2.2	Business Case Assurance and Towns Fund sub-group
	Paul Crawford referred to the 'Business Case Assurance' part of the Towns Funding Update (Appendix 1) and particularly highlighted the following:
	<ul style="list-style-type: none"> • As discussed at the previous Board meeting, a sub-group will need to oversee the Local Assurance Framework and • Proposal 1: The Chair and Vice-Chair of Discover Ashfield review the Towns Fund subgroup expressions of interest and appoint members for this group. • Verdict: Board agreed with no objections. • Lana Mills noted that she had received 4 expressions of interest for the Towns Fund subgroup from the Board. • Paul Crawford recommended approximately 5 – 10 members will ensure that a diverse range of skills and expertise were covered in the group, and to therefore expand on four members of the subgroup.

	<ul style="list-style-type: none"> Tom Goshawk asked whether a D2N2 representative had submitted an expression of interest to be on the Towns Fund subgroup and Lana confirmed they hadn't received one from the LEP.
	<ul style="list-style-type: none"> New action – Please see action log – 2.4.2.2
5.2.3	Community and Stakeholder Engagement
	Paul Crawford then referred to the 'Community and Stakeholder Engagement' part of the Towns Funding Update (Appendix 1) and particularly highlighted the following:
	<ul style="list-style-type: none"> The Engagement Plan is a key part of the Towns Fund delivery process and to make sure stakeholder engagement remains the focus and priority several proposals had been developed for the Board to consider.
	<ul style="list-style-type: none"> Proposal 1: Set up an engagement sub-group - To oversee delivery of a forward-looking stakeholder engagement plan, the group could be Board members and/or communications specialists from partner organisations.
	<ul style="list-style-type: none"> Teresa Jackson noted that Ashfield Voluntary Action would be interested in being apart of the engagement process and suggested that Towns Fund information should also be made available through trusted community organisations such as GPs waiting rooms when safe to do so.
	<ul style="list-style-type: none"> Fiona Anderson suggested that if there was an Engagement Lead for each project this might create too much press and information for our stakeholders to read and digest. Fiona stated that a holistic approach might work more efficiently with the Engagement Plan co-ordinated through one subgroup.
	<ul style="list-style-type: none"> Peter Gaw seconded Fiona Anderson's comment and said that Inspire would be able to support this engagement work.
	<ul style="list-style-type: none"> Pete Edwards added that some stakeholders do not have the technology to access digital press, and collectively the Board needs to ensure that Towns Fund information is accessible both in digital and print form as appropriate.
	<ul style="list-style-type: none"> Paul Crawford noted that this has been considered by his team too and the aim is to diversify the formats in which the Towns Fund information is published in.
	<ul style="list-style-type: none"> Paula Longden proposed for the Primary Care Networks to be involved with the engagement process as their teams will be able to promote the projects in the community as well as provide any public feedback.
	<ul style="list-style-type: none"> Theresa Hodgkinson also agreed with Fiona and noted that the Engagement Plan was a big task and the Engagement Lead would need to consider the wider remit of the role such as engaging the communities which are hard to reach and co-ordinating partner's communications teams.
	<ul style="list-style-type: none"> Verdict: Board agreed to set up an engagement subgroup which would oversee delivery of the engagement plan; there were no objections.
	<ul style="list-style-type: none"> New action – Please see action log – 2.4.2.3
	<ul style="list-style-type: none"> Proposal 2: Sign up to an engagement pledge - Board to make a public commitment to continued engagement, create an 'Engagement Pledge'; write to stakeholders; display the commitment on the website to signal that we want to keep channels of communication open.
	<ul style="list-style-type: none"> Verdict: Board agreed with no objections.
	<ul style="list-style-type: none"> Proposal 3: Make the Town Deal a standing agenda item - Adding an item on the Town Deal to all upcoming meetings with community partners, even if the focus is on other subjects.
	<ul style="list-style-type: none"> Verdict: Board agreed with no objections.
5.2.4	Towns Fund Accelerator Programme

	Paul Crawford gave a verbal report on the Towns Fund accelerator programme and noted the following:
	<ul style="list-style-type: none"> • Kirkby Indoor Market - Work is progressing well and the team are on target for completing the renovation by July.
	<ul style="list-style-type: none"> • Walking and Cycling Routes – Currently in the procurement phase and there are some challenges to overcome around this programme regarding landownership
	<ul style="list-style-type: none"> • Low Street, Sutton – The first property purchase will be completed by 25th May 2021 and the second property purchase will be likely to be completed by the end of June.
5.2.5	Towns Fund Discussion Continued
	<ul style="list-style-type: none"> • Carol Cooper-Smith stated that a vast amount of work has gone into the development of the Towns Fund projects, and every process and procedure has been vital. Carol thanked Sarah Daniel and officers at Ashfield District Council for all their work on the Town Investment Plan and the Discover Ashfield Board for their strong input and support with the bid.
	<ul style="list-style-type: none"> • Louise Knott seconded this and passed on her thanks and gratitude to everyone involved in the development of the Towns Fund projects.
6	Reports Back from Delivery Group
6.1	Succeed in Ashfield
	Apologies were received from Martin Rigley and Lana Mills gave the following update:
	<ul style="list-style-type: none"> • Secondary Schools and Businesses Partnership – Next meeting to be held on 26th May 2021 with the aim of developing an action plan going forward for the partnership.
6.2	Love Where You Live (LWYL)
	Liz Barrett, Theme Lead provided the following update:
	<ul style="list-style-type: none"> • Discover Ashfield Primary Schools Subgroup - The first meeting took place at the end of April and was a great success. The LWYL project group introduced local teachers to Discover Ashfield and Feel Good Families and going forward the schools involved in the subgroup are keen to help promote and support these initiatives and projects in their schools. The aim is to get more and more schools involved in this meeting.
	<ul style="list-style-type: none"> • Love Where You Live Banner – The project is progressing well and Peter Gaw has noted his interest in displaying some of the art work in the libraries around Ashfield as well to encourage younger students to visit.
	<ul style="list-style-type: none"> • Foodbanks - The emergency still continues, and strong partnership work is still taking place to tackle food poverty in Ashfield.
	<ul style="list-style-type: none"> • Food Clubs – More Food Clubs are being set up across Ashfield where residents would pay for their food but at a reduced rate.
	<ul style="list-style-type: none"> • Love Where You Live - Litter Picking – A new idea which will be proposed to the group this week. Liz has contacted Donna Mellor at Ashfield District Council to see how this initiative can support the work of the volunteers.
	<ul style="list-style-type: none"> • New action – Please see action log – 2.4.2.4
	<ul style="list-style-type: none"> • Cllr Relf and Liz Barrett discussed how the local Rotary Clubs are following a similar initiative which has proven successful. Cllr Relf noted that the Council could provide community litter picking packs for this initiative.

	<ul style="list-style-type: none"> Pete Edwards stated that there was an app available called 'Next Door' which local volunteers used when out litter picking to take before and after pictures.
	<ul style="list-style-type: none"> New action – Please see action log – 2.4.2.4
	<ul style="list-style-type: none"> Teresa Jackson noted that this project would need to encourage a new way of thinking in the community as litter pickers are often mistaken for being on probation, but they are actually people who take pride in where they live. Teresa also noted that people who litter also often think they are keeping someone in a job.
	<ul style="list-style-type: none"> Katherine Green highlighted that the Council's upcoming litter campaign aims to tackle this mindset and encourage residents to stop littering. The campaign will show the amount of extra funds the Council would have to spend on other facilities in Ashfield if they didn't have to fund litter picking.
	<ul style="list-style-type: none"> New action – Please see action log – 2.4.2.4
6.3	More to Discover
	Apologies were received from Darron Ellis and Lana Mills gave the following update:
	<ul style="list-style-type: none"> More to Discover Project Group – Next meeting to be held on 3rd June 2021 and the group will review the action plan and progress on current initiatives including collating a blue plaques list and marketing local heritage and tourism centres.
	<ul style="list-style-type: none"> Visit England's English Tourism Week Campaign (22nd – 31st May) – In support of this campaign, a series of posts will be uploaded each day of the event on the Discover Ashfield Facebook page which will focus on Ashfield's heritage and landmarks.
6.4	Be Healthy, Be Happy
	Pete Edwards, Theme Lead provided the following update:
	<ul style="list-style-type: none"> Ashfield Health and Wellbeing Partnership (AHWP)– Partners have started to consider what they can do in their roles to support the new Health and Wellbeing strategy and have sent their suggestions to Andrea to include in the partnership's action plan going forward.
	<ul style="list-style-type: none"> Sharewear – A representative from this community organisation was a guest speaker at the last AHWP partnership meeting and this opened up lots of new connections for Sharewear. There is a satellite children's only referral in Sutton which organisations can refer into as well as individuals.
	<ul style="list-style-type: none"> Rebecca Phillips also gave a presentation at the AHWP partnership meeting and noted that Everyone Active is developing their GP referral schemes in the area and are looking to increase partnerships with local community clubs and groups.
6.5	Primary Care Network Update
	Paula Longden provided a written Primary Care Network (PCN) Update which can be viewed in Appendix 3.
7	Discover Ashfield Officer Update
7.1	Final Progress Update of Previous Delivery Plan
	At this point, Louise Knott had to leave the meeting for a short while and Pete Edwards took over as Chair

	Lana Mills noted that she had completed a final progress update of the previous 2020 – 2021 Discover Ashfield Delivery Plan in the agenda pack for partners to refer to.
7.2	New Delivery Plan
	Lana Mills referred to the new 2021 – 2022 Discover Ashfield Delivery Plan and highlighted the following:
	<ul style="list-style-type: none"> Both the Secondary School and Business Partnership and the Discover Ashfield Primary School subgroup had been added to the Delivery Plan and engaging these groups will be a real priority going forward.
	<ul style="list-style-type: none"> Inspiring Ashfield has been added onto the Delivery Plan so that the Board is able to monitor this partnerships progression and support where possible.
	Cllr Relf noted that he would be able to support adding virtual downloadable maps to the DA website and is keen to be involved in this.
	Peter Gaw noted that after linking up with Ashfield Arts Fest through the Ambassador programme, Inspire have really engaged with the festival and there will be a lot of local content developed from the festival.
	Julia Terry also noted that the Faith Action in Ashfield partnership are also promoting this festival through their churches.
	Trevor Middleton stated that through the Welcome Back Fund they are planning an Ashfield Arts Trail over the Summer in Hucknall, Kirkby and Sutton.
7.2	Summer Newsletter
	Lana Mills noted the following:
	<ul style="list-style-type: none"> The content for the Discover Ashfield Summer Newsletter was currently being drafted.
	<ul style="list-style-type: none"> The newsletter aims to include content from across the board and if partners wish to promote any events, projects or courses in the newsletter please email Lana the content or poster.
	<ul style="list-style-type: none"> To be included in the next Discover Ashfield newsletter, partners needed to submit their content by Friday 28th April.
	<ul style="list-style-type: none"> It was noted that the newsletter is made available for all Ashfield residents, Ambassadors and partners online, but other ways were also being explored to distribute a hard copy in the District.
7.3	Ambassadors Update
	<ul style="list-style-type: none"> *Louise Knott returned to the meeting and took over as Chair once again*
	<ul style="list-style-type: none"> A new ambassador had joined the Ambassador programme who has a passion and professional career in Arts and Culture.
	<ul style="list-style-type: none"> The Spring Ambassador Event, attended by 17 Ambassadors in total, was a great success and gave Ambassadors the opportunity to reconnect as well as make new connections.
	<ul style="list-style-type: none"> Ashfield Arts Fest 2021 was one of the focuses of the event and Ambassadors were able to reach out and support this growing initiative.
	<ul style="list-style-type: none"> We plan to meet up with the Ambassadors in Summer to see how things have progressed.
8	Cultural Compact
	Fiona gave the following background on the Cultural Compact:

	<ul style="list-style-type: none"> It was first developed in core cities to bring together different partners around the culture agenda. The agenda links to quality of life, wellbeing and attractiveness of place.
	<ul style="list-style-type: none"> Nottingham Trent University received £20,000 from the Arts Council to establish a Mansfield and Ashfield Cultural Compact.
	<ul style="list-style-type: none"> Inspire, Ashfield District Council and Vision West Notts College will also be founding partners for the Cultural Compact.
	<ul style="list-style-type: none"> New action – Please see action log – 2.4.2.5
9	Future Board Meetings Forma (Virtual/Face-to-Face)
	<ul style="list-style-type: none"> Cllr Relf proposed a blended approach where the Board meets every quarter or six months face-to-face, and all the other intermediate meetings should be conducted virtually. Pete Edwards seconded this view.
	<ul style="list-style-type: none"> Peter Gaw added that it might also be helpful if some board members could link in virtually to face-to-face meetings. Peter noted that attendance to some of his other meetings had increased since meetings became virtual.
	<ul style="list-style-type: none"> Christopher Baron noted that Lee Anderson, MP prefers virtual meetings as it saves on travel time.
	<ul style="list-style-type: none"> Simon Martin noted that the Board might also want to consider the meeting agendas as some agenda items might be easier to deal with online, and some might be easier to deal with in person.
	<ul style="list-style-type: none"> Cllr Relf noted that the Committee Room at Ashfield District Council was equipped with the technology to host a face-to-face and virtual meeting at the same time.
	<ul style="list-style-type: none"> Proposal: The meeting format going forward will be a blended approach. The Board will look to meet face-to-face every quarter but there will also be an option to attend the face-to-face meeting digitally.
	Verdict: Board agreed with no objections
10	Board Member Updates
	Nothing to note.
11	Any Other Business
	Nothing to note.
12	Date of Next Meeting
	Friday 18 th June 2021, 9.00am - 9.15am start.

Appendix 1

Discover Ashfield Board, 21st May 2021, Towns Funding Update

Future High Streets Fund

A formal funding announcement is due to be made in late May. Project planning and development is underway, with a project manager appointed. A visioning session is being held with stakeholders for the theatre project on 24th May.

Towns Fund Stage Two

1. Summary
2. Business Case Assurance
3. Community and Stakeholder Engagement
4. Programme Delivery
5. Partnership-led projects
6. Project prioritisation

1. Summary

A summary diagram has been produced (Annex 1) which describes the Stage Two process for Towns Fund, with estimated timeframes.

An introductory meeting to Stage Two was held with the Towns Fund Delivery Partner and MHCLG in late April to discuss next steps and the support available.

2. Business Case Assurance

As reported at the April Board meeting we are developing a Local Assurance Framework (LAF) which is a requirement for Towns Fund, to ensure that we have a transparent and robust process in place to challenge and ultimately approve the business cases for the projects.

A draft version is being produced (based on D2N2's LAF) which will be sent to MHCLG for review and comment. A final draft will then be circulated to the Board and will be discussed at a future Board meeting.

The local assurance will be overseen by a sub-group of the Board which will review the business cases and make recommendations to the Board.

An email has been circulated to Board members with a description of the skills and expertise required for the role. Board members interested in joining the sub-group are asked to submit a summary of why they would fit the role by 28th May.

It is suggested that submissions are then reviewed by the Chair and Vice-Chair of the board and recommendations brought to the June Board meeting for agreement.

We are currently working with Broxtowe, Chesterfield and North-East Derbyshire councils to procure the independent assurance work required for the business cases. This assurance work would be undertaken by consultants once the business case had been checked by the Accountable Body and prior to it being presented to the Board sub-group.

Decision 1: To approve the process for agreeing membership of the sub-group

3. Community and Stakeholder Engagement

A draft Stakeholder Engagement Plan has been developed for Stage Two (Annex 2). Engagement is a key part of the Towns Fund process and as we move into the delivery stage it will be important to ensure that we have comprehensive engagement to build widespread support for the projects and programme. The engagement plan will continue to be updated as the programme develops.

Towns Fund have provided some suggestions for keeping engagement at the forefront during Stage Two:

- **Set up an engagement sub-group**

To oversee delivery of a forward-looking stakeholder engagement plan, the group could be Board members and/or communications specialists from partner organisations. Establish clear lines of responsibility for ongoing engagement to ensure engagement remains a priority.

- **Sign up to an engagement pledge**

Board to make a public commitment to continued engagement, create an 'Engagement Pledge'; write to stakeholders; display the commitment on the website to signal that we want to keep channels of communication open.

- **Make the Town Deal a standing agenda item**

Adding an item on the Town Deal to all upcoming meetings with community partners, even if the focus is on other subjects. This will provide regular opportunities to update stakeholders on progress and a mechanism to capture feedback and identify any concerns.

Other suggestions are provided below:

- Nominate an Engagement Lead from the Board to oversee the work and report to Board meetings and/or:
- Appoint a Board Lead for each project with engagement as part of the role.

The DA Project Officer will have a key role in developing and supporting engagement activities, working with the Council's Corporate Comms. team. If you have any comments or ideas about the engagement plan please contact the project officer.

Decision 2: To agree what measures to utilise to ensure effective engagement.

4. Programme Delivery

Work is ongoing to develop Council resources and to procure work from consultants to support business case development and project delivery.

5. Partnership-led projects

Meetings have been held with Nottingham Trent University and Mansfield and Sutton Astronomical Society, with a meeting due to take place with Inspire w/c 24th May to discuss Stage Two of the process and how the business cases for these projects will be developed and funded (subject to the projects being included in the Towns Fund Deal).

6. Project prioritisation

For information - Towns Fund have issued a [Project Re-Prioritisation Tool](#) that can help to re-consider projects, in light of the Heads of Terms (HOT) offer of funding.

Appendix 2

Kirkby and Sutton in Ashfield

Stakeholder Engagement Plan

DRAFT

May 2021



Introduction

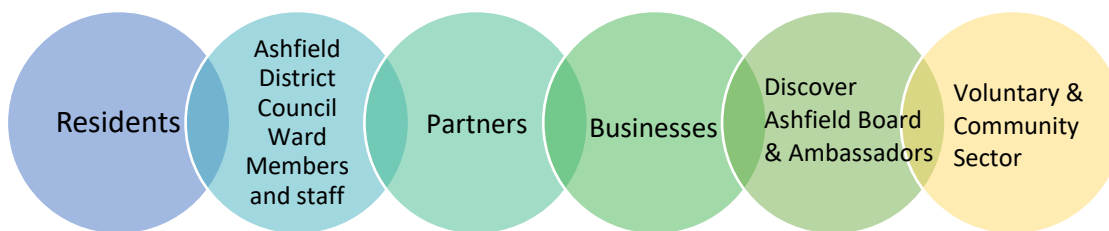
This plan has been developed to provide a framework for ongoing engagement during the delivery of the Town Investment Plan for Kirkby and Sutton.

Engagement is a key part of delivering the projects and plan, and we want to ensure that as many people as possible:

- Know what Towns Fund and Future High Streets Funding is
- Know the benefits the projects will deliver
- Feel able to, and contribute to the process.

If communities feel heard and are invested in the success of the projects, this should ultimately help build on the sense of pride and connection to the area and the local community.

Target audience



Throughout the development and delivery of the project programme we will:

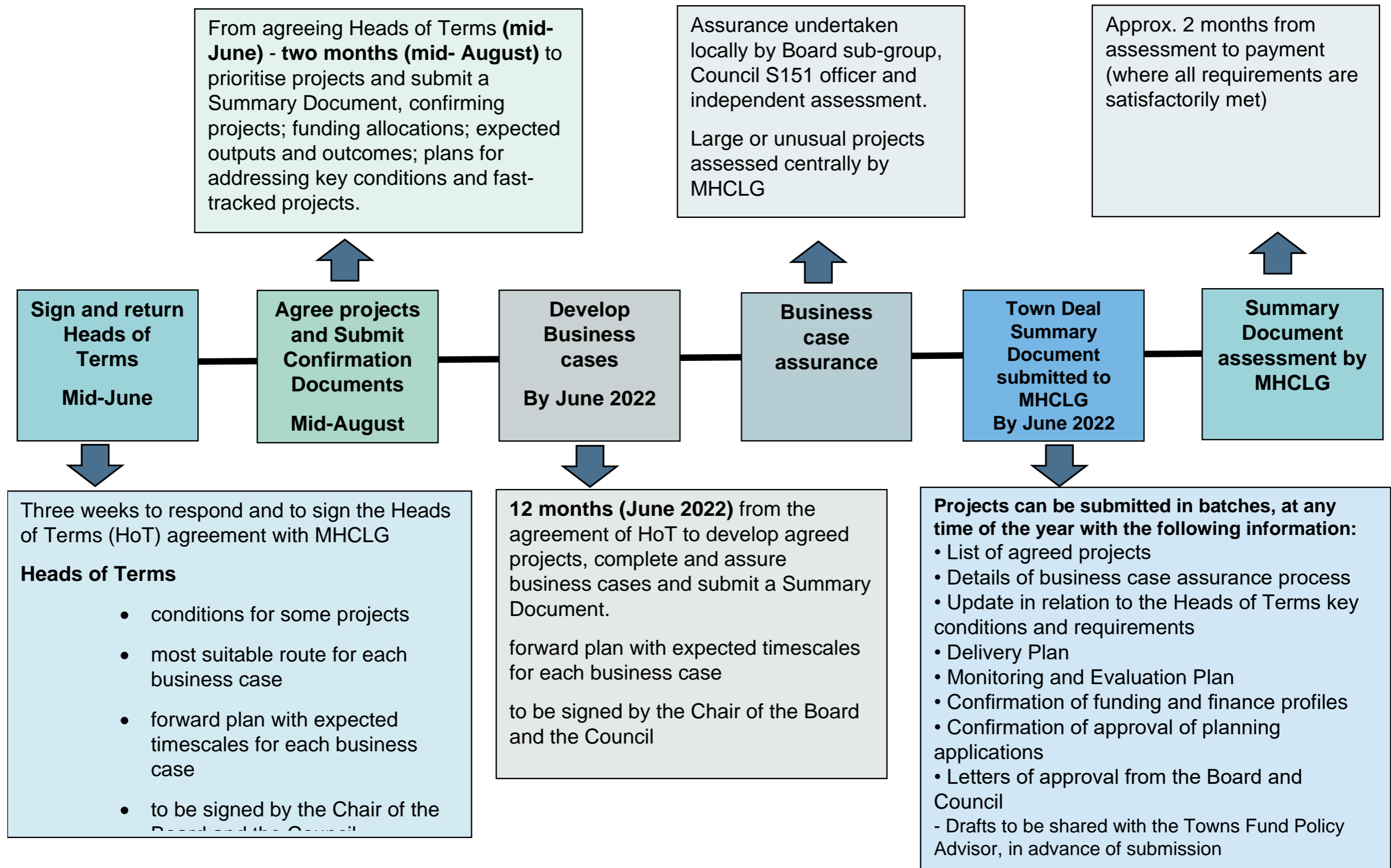
- Record all feedback from stakeholders and consider how it can be used to inform the projects
- Respond directly to stakeholders where possible to acknowledge feedback and confirm how we have been able to use it
- Produce a monthly engagement activity plan and report all engagement and feedback at the Discover Ashfield Board meetings for discussion
- Monitor and evaluate on a quarterly basis whether the engagement achieves its purposes and adjust as necessary.

Engagement plan, Year 1

Programme engagement			
Lead	Stakeholders to be engaged	Timeframe	Method
Board members Ashfield District Council: DA Project Officer & Corp. Comms. lead	Residents, young people, businesses, Discover Ashfield Ambassadors, partners, Ashfield Ward Members	May/ June 21 onwards	DA and ADC websites, social media, word of mouth, Ashfield Matters newsletter, DA newsletter, CHAD and Evening Post newspapers, schools and community contacts
Project engagement			
Project	Stakeholders to be engaged	Timeframe	Method
Be Healthy Be Happy			
North Kirkby Gateway	NHS, health service providers in Kirkby town centre, Health and Wellbeing Partnership, businesses in the vicinity of the Plaza, ADC ward member	Feb 21 onwards	Meetings, letter, email
Kirkby Sports Hub	Bowls, football and hockey clubs, Kirkby College, Health and Wellbeing Partnership, ADC ward member	May 21 onwards	Meetings, letter, email
Sutton Lawn Sports Hub	Sutton Community College (ATTFE) - (partner), football and tennis clubs, Health and Wellbeing Partnership, ADC ward member	Apr 21 onwards	Meetings, letter, email
More to Discover			
Cycling and walking routes	Nottinghamshire County Council, landowners, ADC ward members	May 21 onwards	Meetings, letter, email
Visitor digital offer	Discover Ashfield Theme Leads, Health and Wellbeing Partnership, ADC ward member	May 21 onwards	Meetings, email
Science Discovery Centre and Planetarium	Local residents, Members of Mansfield and Sutton Astronomical Society, ADC ward member, schools	Ongoing	Meetings, letter, email
Kings Mill Reservoir leisure development	Clubs based at the reservoir, Nottinghamshire County Council (leaseholder for Adventure Base), ADC ward member, Mansfield DC	May 21 onwards	Meetings, letter, email
Portland Square, Sutton	Businesses around the square, market stall holders, ADC ward member	June 21 onwards	Letter, email

Priority Project	Stakeholders to be engaged	Timeframe	Method
Succeed in Ashfield			
Automated Distribution and Manufacturing Centre	Partners: Nottingham Trent University, Vision West Nottinghamshire College, Ashfield District Council. Neighbouring Catapult centres; AMRC and MTC, D2N2, University of Nottingham and other universities in the area, local businesses, national/international, ADC ward member	Mar 21 onwards	Meetings, letter, email
Ashfield Construction Centre	Partners: Inspire, Portland College, Sutton Community Academy (ATTFE), Vision West Nottinghamshire College, surrounding businesses, local and national employers, ADC ward member, schools	May 21 onwards	Meetings, letter, email
Ashfield Civil Engineering Centre	Vision West Nottinghamshire College, surrounding businesses, local and national employers, ADC ward member	May 21 onwards	Meetings, letter, email
Enterprising Ashfield	Local businesses and colleges	May 21 onwards	Meetings, letter, email
Library Innovation Centres	Local residents and businesses, ADC ward member	May 21 onwards	Meetings, letter, email
Greener Ashfield			
West Kirkby Gateway & public transport hub	East Midlands Railways, landowners and tenants, ADC ward member	May 21 onwards	Meetings, letter, email
Green Ashfield	Assets & Investment team Ashfield District Council	May 21 onwards	Meetings, letter, email
High Street Property Fund	Property owners, ADC ward members	May 21 onwards	Meetings, letter, email
Portland Street Sustainable Housing	Land and property owners, ADC ward member	May 21 onwards	Meetings, letter, email

Towns Fund Stage Two Timeline – based on an announcement w/c 24th May



Appendix 4

Primary Care Network update

Author: David Ainsworth

As at: 14/5/2021

All GP practices in Ashfield are members of one of three primary care networks (PCNs). PCNs provide a framework to bring together healthcare, social care and third sector to deliver improved local health and wellbeing services. Each PCN is led by a Clinical Director who is a local GP.

This paper provides a synopsis of the most recent work of the six Primary Care Networks in Mid Nottinghamshire as an update for the ICP Board. The value of each scheme describes some but not all of the intended benefits to people, the system and the economy.

Covid vaccination bus (Victor)

- Mobile vaccination service providing walk in appointments.
- Improves access for those citizens who have struggled to book at the vaccination clinics.
- Allows patients to discuss any vaccine concerns face to face and in a safe environment.

Partners: PCNs, District Council humanitarian teams, CCG COVID programme, Police, Education, Housing officers, SFH Bank staff

Value: All members living in our communities get access to their COVID vaccination irrespective of their housing, ability both physical and mental and socio-economic circumstances; globally increasing uptake which helps community prevention.

Mental Health Improvement Workers

- New role to provide focused support for those patients with severe mental illness (SMI)
- Supportive engagement with those SMI patients who suffer significant anxiety with home based appointments if more suitable.
- Proactive care of SMI patients physical health through health checks and early preventative interventions.

Partners: PCNs and Nottinghamshire Healthcare Trust (NHT)

Value: Patients with severe mental illness have 15 to 20 years shorter life expectancy, predominantly caused by poor physical health. These patients often have more vulnerable lifestyles and are less likely to access physical health services. Signposting and easier access to health and wellbeing services can improve their life expectancy and quality of life.