



DISCOVER ASHFIELD BOARD MEETING

**Friday 6th May 2022
9:00am – 9:05am start**

Virtual Meeting via Microsoft Teams

ATTENDEES

Name	Position on Board	Position/Organisation	Present
Martin Rigley MBE	Chair / Theme Lead – Succeed in Ashfield	Managing Director, Lindhurst Engineering	√
Louise Knott	Vice Chair	Vice Principal, West Nottinghamshire College – joined the meeting at 9.50am	√
Darron Ellis	Theme Lead – More to Discover	Historian, Sutton Living Memory Group	
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 MYP	Board Member	UK Youth Parliament Steering Group Representative for the East Midlands	
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	√
Claire Ward	Board Member	Chair of Sherwood Forest Hospitals NHS Foundation Trust	√
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	Locality Director of Nottinghamshire Clinical Commissioning Group, NHS	
Edward Johnstone	Board Member	Assistant Principal (Development), Portland College	√
Ella McManus	Board Member	Mansfield & Ashfield 2020	
Fiona Anderson	Board Member	Head of Civic Engagement, Nottingham Trent University (NTU)	
Frank Horsley	Board Member	Head of Business and Innovation, D2N2	√
Gary Jordan MBE	Board Member	Director of The Musketeers CIC Charity	
Ian Bond	Substitute for Peter Graw	Director of Learning, Inspire: Culture, Learning and Libraries	
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	
Mark Clifford	Substitute for Viki Dyer	Department for Work and Pensions	
Melanie Phythian	Observer	Towns Fund Policy Advisor, Cities & Local Growth Unit	√
Peter Gaw	Board Member	Chief Executive Officer, Inspire: Culture, Learning and Libraries	
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	√
Theresa Hodgkinson	Board Member	Chief Executive, 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	
Alastair Blunkett	Supporting Officer	Service Manager for Neighbourhoods and Environment	√
Abbie Smith	Supporting Officer	Communications Officer, Ashfield District Officer	
Christine Sarris	Supporting Officer	Assistant Director – Planning and Regulatory Services	√
Hollie Maxwell-Smith	Supporting Officer	Project Officer Discover Ashfield, Ashfield District Council	√
Matthew Neal	Supporting Officer	Service Director of Investment and Growth, Nottinghamshire County Council	
Paul Crawford	Supporting Officer	Place and Regeneration Manager, Ashfield District Council	
Sarah Daniel	Supporting Officer	Service Manager for Place and Wellbeing, Ashfield District Council	√
Trevor Middleton	Supporting Officer	Town Centres and Markets Manager, Ashfield District Council	

In attendance:			
Helena Hansen-Fure	Presenting	Kinver Business - Virtually	√

Agenda Item		Lead
1	Welcome / Introductions / Apologies	
	<ul style="list-style-type: none"> • Apologies from Fiona Anderson 	
	<ul style="list-style-type: none"> • Apologies from Peter Gaw 	
	<ul style="list-style-type: none"> • Apologies from Jo Bradley from YMCA – Will not be presenting 	
	<ul style="list-style-type: none"> • Apologies from Pete Edwards 	
	<ul style="list-style-type: none"> • Apologies from Callum Parr 	
	<ul style="list-style-type: none"> • Apologies from Elle McManus, Trevor Middleton and Paul Crawford 	
	<ul style="list-style-type: none"> • Apologies from Liz Barrett with sub Simon Martin ATTFE 	
2	Review of Previous Meeting – Friday 18th March 2022	
a	Meeting Minutes – pages 7 – 17	
	Martin asked to confirm previous meeting minutes are true and accurate, all in agreement.	
B	Action Log	
	<ul style="list-style-type: none"> • Fiona arranged meeting with Martin & David Woolley (NTU) – Did meet – About transition from school to workplace and tracing a golden thread back, same children who have had issues transitioning from Primary to Secondary. 	
	<ul style="list-style-type: none"> • Declarations of Interest & Skills Audit – To be picked up with Martin & Hollie. 	
	<ul style="list-style-type: none"> • Sarah Daniel – Comms Plan Update – This was an agenda item on previous meeting. 	
	<ul style="list-style-type: none"> • ADMC - Martin was to invite Gary Jordan to the ADMC meetings, however Gary then stepped down so looking at alternatives. 	
	<ul style="list-style-type: none"> • Public Consultation- Sarah – Ongoing item, Sarah will report as and when to the Board. 	
	<ul style="list-style-type: none"> • Trevor Middleton to organise a Heritage Group – This has been done, doesn't need to be on Action Log anymore. 	
	<ul style="list-style-type: none"> • Cllr Relf & Martin discussed going to visit Taylors Transport to get them onto the Board, hasn't been actioned yet due to workload so will stay on the Action Log. 	
	<ul style="list-style-type: none"> • Business Case Work – There will be a report within the minutes below on this today. 	
	<ul style="list-style-type: none"> • Towns Fund – Sarah – Project sponsors surround the Science Discovery Centre & Planetarium and Library Innovation Centres. Item for note. 	
	<ul style="list-style-type: none"> • Risk Register – Sarah to share with Melanie Pythian the construction inflation reviews which is highlighted within the risk register so that this can be shared with colleagues and Ministers. Sarah explained this was done but it was of no real value as it's out of date due to other events overtaking it. Once completed this will be shared again, due to changing costs in inflation etc. 	
	<ul style="list-style-type: none"> • Board Member updates – Martin Rigley to contact Rafael Castro of ITP, who has taken over Rolls Royce, to invite him to join the board. Martin Rigley has had no reply to this – will need to follow up. Martin Rigley has had a conversation with Robert Orgill who used to sit on the board from Rolls Royce, and has requested to get Martin a contact at RR. 	

	<ul style="list-style-type: none"> Gary Jordan has stepped down from MA2020, Chair. Martin Rigley asked if there are any objections to offering the position to Ella McManus or Jane Box. This has been actioned and Ella McManus now on Board.
	These items were signed off by recorded meeting.
3	New Declarations of Interest – ALL
	No new declarations were noted from the meeting today. Hollie and Martin will pick up with Lindsey regarding getting the Declaration of Interest forms for this year and ensuring we have them all/who's we need.
	Lead
4	Towns Fund Update - Sarah Daniel
	Sarah Daniel provided an update on the Towns Funding with the following:
	<ul style="list-style-type: none"> Apologies from Paul, Helena is presenting for Civil Engineering Centre & Kings Mill Reservoir.
4a	Helena Hansen-Fure presented on the Business Case Review - Civil Engineering Centre. Project submission in July 2022, Work commencing October 2022, Works completed October 2024.
	Chris Baron asked when the Centre will be Operational – Helena answered it will be from October 2022 as students from VWNC will be involved within the working site to build it.
	Melanie Phythian asked where the funding stream from DEFRA relates to? – Helena explained it is from the water drainage. Bid to DEFRA has gone in and awaiting an outcome any day.
	Louise Knott will connect with Chesterfield College as they have a similar project.
	The Civil Engineering Centre was approved by the Board for submission to DLUHC
4b	Helena Hansen-Fure presented on the Business Case Review – Kings Mill Reservoir.
	Mill Adventure Base is extending their activities space, they will be putting in a planning submission shortly. Christine Sarris commented to request the Mill Adventure area contacts Planning before submission.
	Claire Ward asked what environmental aspects are within the design as Kings Mill Hospital has a Water Source Heat Pump within the reservoir– Cllr Relf explained the Green Credentials are key for all projects, it will also be checked if one can be used for this project or failing that either a GSHP or ASHP. Agrees the Environmental/Renewable energy aspect should be promoted.
	Sarah Daniel explains that the site has an Environmental Ranger, and the site will be put forward for a Green Flag Award. Will also look at access to the site from the Hospital.
	Gary Jordan asked about the existing sailing club building on Kings Mill. Helena explained this has gone through Legal & the Sailing Club's agreement ends in September. Cllr Relf explained that the Council is trying to work with the club.
	Frank Horsley explained that the projects will go back to the Subgroup for approval of the next stages then will be reported back to the Board, as part of the conditions for the projects. If comments made in either Group they will be transferred to each meeting. Melanie Phythian stated that the change process for Towns fund projects requires sign off by the board.
	The Kings Mill Reservoir project was agreed by the Board for submission to DLUHC. The Subgroup will approve next steps and the Board will be updated on each project regularly.
4c	Sarah Daniel – High Street Property Fund

	the Subgroup concluded that the project is not ready for Board referral as the model for the housing company which the Council will need to set up hasn't been sufficiently developed. The Council is seeking expert advice to understand what model they need.
4d	ADMC has been through the Sub Group and is now with Pete Hudson, S151 officer, who has asked for another week to review it. Looking to submit to DLUCH w/commencing 16 th May.
4e	Request has come in from the Astronomical Society, who had received the early release funding for the Science Discovery Project initial design which is going to plan. As they also have issues around unknowns such as inflation costs, their advice from the design team is to go to RIBA stage 4 to ensure they know their costs and have therefore requested release of an additional 100k. This would go over the 5% early release fund we received from DLUCH for this project, so we will need to review the programme budget overall. Melanie Phythian clarified that permission from DLUHC would not be required.
4f	Sarah Daniel went through the Business Case Programme proposed rescheduled dates which. Sarah explained that although the business case submissions had been put back this does not necessarily mean a delay in the final project, but a more developed business case. Project Highlight Report – options appraisal for the construction centre underway, will be reported at the next board.
	Decisions for the Board: <ol style="list-style-type: none"> 1. To approve revised submission dates for the business cases: All approved. 2. Agreement of Kings Mill Reservoir and Civil Engineering Centre business cases for submission to DLUHC: Approved. 3. Allocation of additional funding for the Science and Discovery Centre - Delegated to Louise Knott due to Martin Rigley being Chair of Sherwood Observatory: All approved, subject to ADC review of financial profile of Towns Fund programme and sufficient funding being identified.
	Teresa J asked about Ashfield Evergreen who she has been working with, and that they have difficulty getting into their car park due to the Aldi car park entrance. Sarah to take away, has requested the Evergreens contact details so that Paul Crawford can contact them.
	Martin Rigley wanted to ensure the Risk Register is the most up to date version and have this on the report – Sarah Daniel to action
4g	UK Shared Prosperity Fund – Sarah Daniel
	Council to receive £3.192 million over the next 3 years, we are currently in year 1. This financial year £387,000 is available. Plan won't be approved by DLUCH until October. Can spend from April onwards but subject to DLUCH approval. Goals of the fund are on the document attached in the Agenda Pack. Also Briefing note on Multiply will be circulated. Sarah explained they have been getting ideas together at ADC and will get Stakeholder workshops set up in June – Asks that Board send their Lead Contacts for this fund to Hollie Maxwell-Smith so workshops are set up when Sarah Daniel is back from Annual Leave. Sarah Daniel explained we will also need Nature & Environment Representative and Rural Representative. Need to review the Board Terms of Reference – To bring to the next Board meeting in June. Decision 2 Skills Partnership – May become a Sub Group of the Board.
	Frank Horsley noted that more guidance on UKSPF is due. Also that there is the opportunity to join a potential county wide scheme focused on skills and business support.

	<p>Melanie Phythian explained that Revenue can be used for capital, and noted that getting Year 1 allocation spent before the deadline will be a challenge.</p> <p>Teresa Jackson wanted to clarify on Voluntary aspect for the funding – It was explained this is only for Voluntary groups deemed at risk by any gap in the availability of funding.</p> <p>Sarah to email Martin Rigley, Frank Horsley and Nathan McNicholas regarding getting businesses involved in the Skills Group, could become a Skills & employment Group, Decision 1: Agreement that the Board will act as the local partnership for UKSPF and that the Skills Partnership will act as a supporting group and potentially become a subgroup of the board- All agreed.</p>
5	Theme Lead Reports – Theme Leads
	Succeed in Ashfield – Martin Rigley
	<ul style="list-style-type: none"> • Martin Rigley has been working with Frank Horsley on the Make Smarter Bid, and made a pitch to BEIS which was well received however the decision is awaited. Martin Rigley shortly after saw Rishi Sunak and Rishi took a note of this. Frank Horsley explained he hadn't heard much but was under the impression they may get some funding, maybe not the full £7 million.
	<ul style="list-style-type: none"> • Martin Rigley had a meeting with Karen Andrews, who works for a construction company based in Ilkeston. She's interested in the STEM activity and has joined Discover Ashfield as an Ambassador, has also sent over details of a colleague who would like to get involved.
	<ul style="list-style-type: none"> • Martin has been working with the Chamber to set up a Nottingham Manufacturer Network and have now launched a North Nottinghamshire Manufacturer Networking Group. First meeting was held at NTU in the City Centre with 35 businesses showing up. Next meeting in June, to meet every 2 months.
	<ul style="list-style-type: none"> • Martin recently had 2 teachers from Brackenhurst School to do Work Experience, so they understand what his business is about and looking for. He is aiming to continue with this and wants to encourage other businesses to do this.
	Love Where You Live – Liz Barrett
	<ul style="list-style-type: none"> • The Primary 'Love where you Live' network continues to grow and impact across the whole of Ashfield. Feedback from Primary schools is positive especially linked to the free resources that they are able to access through this network. Thank you to Tracey Bird for all of her work linked to this. • Litter Picking remains a focus for 'Love where you live' to instil a sense of pride within the Ashfield area and to teach the importance of personal responsibility to the younger generation. The majority of this work is happening within the primary schools but there are some great examples across the Ashfield area of teams of volunteers getting out and about and litter picking too. This was especially prevalent during the recent 'Big Spring Clean' event. • The 'Love where live' delivery group met this week and have updated and sharpened the delivery plan. We are keen to get community ambassadors active and involved locally especially with the events that Amra is putting on. Our approach would be to offer them free training such as First Aid which would hopefully act as an incentive whilst also adding in further capacity to events.

	More to Discover – Darron Ellis
	No update received
	Be Healthy, Be Happy – Pete Edwards
	<ul style="list-style-type: none"> • Successful AGM Event held on Wednesday – over 40 attendees and extremely positive feedback, thanking us for the opportunity to reconnect, share information, and look at how we can further join our work up in line with the BHBH strategy • Pete Edwards re-elected as Chair for the next 2 years, Rebecca Phillips has stood down as Vice Chair, and Lorenzo Clark elected into this role (Everyone Active Contract Manager for Ashfield), treasurer and secretariat role will continue to be done by ADC • A few successes to highlight <ul style="list-style-type: none"> ○ Over 1 million attendance at our leisure centres between April 2021 – 31 March 2022 ○ Successfully secured £35,000 for a food co-ordinator post – successful candidate will start on 10th May for 12 months – also a budget for some activity ○ £66,000 secured through NHSEI for Broomhill/Butler’s Hill and Coxmoor – AVA will manage 2 part-time posts, that will focus on engagement and support to local residents, officers in post and work commenced from 1st May 2022 – in addition to covering staff costs, there is also some money available for organisations to work in the two areas ○ There were 700 attendances over Easter to the HAF (Holiday Activity and Food) programme – all were either in receipt of free school meals or vulnerable ○ A new network has been set up to look at ageing well and long term disabilities in Ashfield – first meeting saw over 30 professionals attend (held at Willets Court in Leamington). A meeting has been set up to discuss how we can bring this network under the umbrella of BHBH.
6	Discover Ashfield Project Officer Update
	<ul style="list-style-type: none"> • Discover Ashfield Awards are in early discussions. Board & Theme Leads will be contacted regarding deciding on Nomination Categories. • Amra, ADC’s events officer, has put forward to the Board that if anyone can sponsor any event, or able to help out on the day can they contact her or Discover Ashfield.
7	Board Member Updates – ALL
	<ul style="list-style-type: none"> • Teresa Jackson- Just come to the end of the Social Prescribing Thriving Communities Fund – Inspiring Ashfield for people who are still coming out of lockdown and isolation. They are just finishing the evaluation and are working with NTU on a Scaling Up Programme to gain more funding for this and inequality programmes happening in the area.
8	Any Other Business – ALL
	<ul style="list-style-type: none"> • Martin Rigley – Pete Edwards emailed Martin regarding alternating Board Meetings on Wednesday and Friday. Cllr Relf agreed as this may be able to facilitate more Cllrs, Teresa Jackson in agreement as Fridays are not a working day for her – Both in agreement to keep the meetings in the morning. This will be picked up at the next Board meeting to discuss with MPs rep.

9	Next Meeting – Friday 10th June 2022 at 9am	
----------	---	--