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**ALFRETON TOWN COUNCIL**

Rodgers Lane, Alfreton, Derbyshire DE55 7FF. Telephone 01773 520032

**#**

**MINUTES OF THE REGENERATION COMMITTEE**

**HELD ON THURSDAY 7TH DECEMBER 2023**

**IN ROOM1 AT 3.30PM**

Present: Acting Chairman Councillor S Marshall-Clarke

Councillors: Shirl Sounes, Hannah Jowett-Frost, Mary Kerry, Marlene Bennett

Staff: Clerk T Crookes

**ORDER OF BUSINESS**

As the Chairman was absent the meeting voted Councillor S Marshall-Clarke as acting Chairman for this meeting

23/23r To receive apologies for absence

Apologies were received from Councillors David Taylor (personal) and Chloe Morcombe (Work commitment)

24/23r To receive any declarations of interest from Members

There were none

25/23r Public Participation

There were none

26/23r To consider any items which should be taken in exclusion of the press and public

There were none

27/23r To read and consider the minutes of the last meeting

The minutes were received

28/23r To approve the minutes of the last meeting as a correct record

**RESOLVED**

The minutes were approved as a correct record

29/23r To receive an update on progress so far

* Arts Trail
  + To receive the outline plan

**RESOLVED**

Details of plans shared (appendix to agenda)

To consider support art installation in Derby Hospital if focussed on Alfreton with images from Alfreton

Budget to be considered of £3000.00 for 24/25

* Business Forum

Update received. ATC as enabler with a small fund to support initial meetings (£200 budget 23/24)

Facebook page set-up

To be relaunched by members in new year

* Interpretation boards

**RESOLVED**

Interpretation Boards – CS Lewis and DH Lawrence board in situ

ATFC board sent to printers

Park Mill board ready

Expected Spend of £500.00 approved from 23/24 budget

* Litter Pick

**RESOLVED**

Relaunch in spring

Consider neighbourhood champions scheme

* Phone Box

**RESOLVED**

Approve spend to date £400.00 23/24 budget

Wrap ordered for Mayoral message £100.00 to approve

Expected one more additional wrap for 23/24 budget

* Decx – flags and displays

**RESOLVED**

Meeting organised with David Nieper 15/12/23 to consider input to idea of Alfreton in bloomer and David Nieper through the ages

Consider installation £7k for 2024/25 budget for Alfreton in Bloomers

* Monthly markets
  + Spring 2024

**RESOLVED**

Consider marketing for this and Alfreton in Bloom expected spend of £500.00 to approve 23/24 budget

* Alfreton in Bloom and East Midlands in Bloom
  + Plan for Spring 2024

**RESOLVED**  
Initiate its your neighbourhood campaign will need budget support 24/25

Consider £3000.00 budget for 24/25 to support this scheme

* Town Guide
  + Town guide pursued with Bamboo House Publishing
  + Positive feedback received so far

**RESOLVED**

* + Approve Town Council to have a double page advert at £400.00 23/24 budget
  + Approve content outline as
    - Priorities
    - Spot-light on Alfreton
* Film production
  + Phase 1 agreed with John Felix (invoice attached to agenda £500 23/24 budget)
  + Quotes requested for phase 2 to be provided in future meeting

30/23r To receive an update on Community Hub and consider future actions

* The meeting heard an update from Lynn at CVS

Members heard an update on the current position and also an update on a meeting with Palmer Moorwood.

**RESOLVED**

Formalise a meeting with Palmer Moorwood with Councillors David Taylor, Hannah Jowett-Frost, Marlene Bennett (Mary Kerry as stand-in) with Town Clerk

Discuss ATC Community Hub ideas and plans and if this could be accommodated into the current use of Palmer Moorwood with support from ATC

31/23r To consider the budget request for 24/25

**RESOLVED**

Incorporate Community Hub £22,500.00

£7000 Installation of town centre display

£3000 Interpretation Boards

£3000 Arts Trail

£3000 Planting

£3000 Film production

£20,000.00 request for Regeneration 2024/25

32/23r To approve payments from the Regeneration 23/24 so far and those committed

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Accrued** | **Budget 23/24** | **Project** | **Spend** | **Committed** | **Remaining** |
| **22/23** | **23/24** | **23/24** | **23/24** |
|  | £1,000.00 | Membership and advice for market rights | £399.60 |  | £600.40 |
|  | £7,000.00 | Town Brand/Festoons | £6,265.00 | £4,000.00 | -£3,265.00 |
| £1,437.60 |  | Planting Scheme | £2,437.60 |  | -£1,000.00 |
| £200.00 | 0 | Business Forum |  |  | £200.00 |
| £2,300.00 | 2800 | Artist Trail | £1,076.61 |  | £4,023.39 |
| £200.00 | 1000 | Phone Box (Arts Trail) | £200.00 | £400.00 | £600.00 |
| £544.00 | £3,000.00 | Interpretation Boards | £2,016.00 | £500.00 | £1,028.00 |
| £1,000.00 | 0 | Memorial Bench | £120.00 |  | £880.00 |
|  |  | Alfreton in Bloom/Market | £200.00 | £500.00 | -£700.00 |
|  |  | Promotional Film |  | £500.00 | -£500.00 |
|  |  | Town Guide |  | £400.00 | -£400.00 |
| **£5,681.60** | **£14,800.00** | **TOTAL** | **£12,714.81** | **£6,300.00** | **£1,466.79** |
|  | Budget | £15,000.00 |  |  | £15,000.00 |
|  | Underspend from 2022/23 | £5,681.60 |  |  | £5,681.60 |
|  | **Total** | **£20,681.60** | **£12,714.81** | **£6,300.00** | **£1,666.79** |



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**MINUTES OF ALFRETON TOWN COUNCIL**

**REGENERATION COMMITTEE MEETING HELD ON TUESDAY 26TH SEPTEMBER 2023 AT 3:30PM AT WOODBRIDGE JUNIOR SCHOOL**

PRESENT:

Chair of Committee: Councillor D Taylor

Councillors: Hannah Jowett-Frost, Mary Kerry

**ORDER OF BUSINESS**

13/23r To receive apologies for absence

None were received

14/23r To receive any declarations of interest from Members

There were none

15/23r Public Participation

There were none

16/23r To consider any items which should be taken in exclusion of the press and public

There were none

17/23r To read and consider the minutes of the last meeting

The minutes were read

18/23r To Approve the minutes of the last meeting as a correct record

**RESOLVED**

The minutes were approved as a correct record

19/23r An update on progress so far

Arts Trail

**RESOLVED**

To ratify the Payment of £1,000.00 to Tony Fisher

This will be to;

* Constitute a group of interested individuals
* Apply for funding with support from group and ATC
* Identify locations to meet
* Shortlist artists
* Outline plan of the project

Business Forum

A meeting is being held with interested businesses to discuss a regular meet up

Interpretation Boards

**RESOLVED**

CS Lewis and DH Lawrence board prepared to be installed

Good progress made on these with Miners Wheel, Centenary Green, Church St, Bevan Boys area and Football Club

Memorial Bench

Installed and unveiled

Litter Pick

**RESOLVED**

To investigate different schemes and support community litter picks for a future meeting

Phone Box

**RESOLVED**

Christmas wrap ready, to be installed

Town displays - Decx

**RESOLVED**

To engage David Nieper Foundation in a town centre display ‘Alfreton in Bloomers’

For regeneration to fund installation 2024

Monthly markets

**RESOLVED**

Markets will be launched in spring 2024, with support from Blue Dice Promotions. Starting 30/03/2023.

Alfreton in Bloom

**RESOLVED**

That interest is sought from businesses and AVBC prior to spring 2024.

That free advice is sought from Britain in Bloom Neighbourhood Campaign

Town Map

**RESOLVED**

To accept the offer of a free town map and booklet through Bamboo House Publishing and that this is considered alongside a short film of Alfreton

20/23r To review progress on Community Hub and consider future actions

**RESOLVED**

No update has been provided by SISU

That ATC withdraw from the partnership with SISU and seek other alternatives to deliver a Community Hub in Alfreton

21/23r To approve payments from the Regeneration Budget 22/23

and 23/24 so far

**RESOLVED**

Tony Fisher Arts Trail £1,000.00

Film production £500.00

22/23r To review the budget 23/24

**RESOLVED**

The budget was noted

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Accrued | Budget 23/24 | Project | Spend | Remaining |
| 22/23 | 23/24 | 23/24 |
|  | £1,000.00 | Membership and advice for market rights | £399.60 | £600.40 |
|  | £7,000.00 | Town Brand/Festoons | £6,265.00 | £735.00 |
| £1,437.60 |  | Hanging Baskets | £1,437.60 | £0.00 |
| £200.00 | 0 | Business Forum |  | £200.00 |
| £2,300.00 | 2800 | Artist Trail | £1,064.46 | £4,035.54 |
| £200.00 | 1000 | Phone Box (Arts Trail) | £300.00 | £900.00 |
| £544.00 | £3,000.00 | Interpretation Boards | £1,890.00 | £1,654.00 |
| £1,000.00 | 0 | Memorial Bench | £120.00 | £880.00 |
|  |  | Alfreton in Bloom | £200.00 | -£200.00 |
|  |  |  |  |  |
| £5,681.60 | **£14,800.00** | **TOTAL** | £11,676.66 | £8,804.94 |
|  | **Budget** | **£15,000.00** |  | £15,000.00 |
|  | Underspend from 2022/23 | **£5,681.60** |  | £5,681.60 |
|  |  |  |  |
|  | **Total** | **£20,681.60** | £11,676.66 | **£9,004.94** |

29/23r An update on progress so far

* Arts Trail

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**THE NOTES OF THE ARTS TRAIL MEETING HELD 07/11/2023.**

* TF to contact Savidge & Brown for landlord details to ask permission to display items in/on shop windows by end Dec 2023
* TF to present ideas for development – locations and develop ideas for each location by end Dec 2023
  + Alma Watchorn Park
    - Bus Shelter (ATC)
  + House of Confinement (ATC)
  + Mining Wheel (ATC)
  + Alfreton House (ATC)
  + Centernary Green (ATC)
  + Freemasons
* TF to meet with Rachel and Rebecca (Makeshift) and Gemma (Junction Arts) about site visits and fact-finding visits by early 2024.

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**NOTES FROM THE ARTS TRAIL MEETING TUESDAY 3RD OCTOBER 2023**

**Present:**

Rachel Smith – Makeshift

Sam Whelan – Platform 31

Tony Fisher – Project Lead

David Taylor – Councillor. Regeneration Lead.

**Staff:** Tina Crookes (Alfreton Town Council)

**Alfreton Arts Trail:**

**Initiative for Alfreton shared:**

Heritage Centre holds local artifacts

Coal mines

Interpretation board trail

Arts trail

Lady Palmer Moorwood

Links to Lewis Carroll

Links to DH Lawrence

House of confinement

Horse fairs/markets

Rope making

Industrial heritage

Knitwear

Anniversary of train lines and links to coal mines

Stained glass – Church

**Ideas:**

Needs to be community led and start small to identify a need and engage

Complex to install a permanent arts trail – breakdown ideas to build up to a permanent trail

Complete research and development to understand desires (Umbrellas/ photography)

Fact-funding visits – big and small ideas. Rachel can assist with this.

Sam and Rachel are happy to support with coordinating.

Use of empty shops – research other areas. How do they do it?

Library is a central community hub which is interested in being more community focused. Rachel has a contact

**Next steps**

Plan a workshop early November to brainstorm ideas and a way forward building up to a permanent trail

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Terms of Reference (TOR)

A Terms of Reference describes your Project at high level on one page. Excellent for communication and project agreement / sign off.

NEVER delete headings; if you are struggling to complete the details, simply leave the section blank.

It is likely that you will be able to complete the details once your project thinking and planning moves forward.

Through Project Team discussion the quality and clarity of information should be continually developed to reach the final version.

Reference other key documentation from the TOR. Keep the TOR concise. Do not start work until there is agreement on the project fundamentals Create yourself a TOR Template for repeat use.

|  |  |  |
| --- | --- | --- |
|  | Terms of Reference Heading | Completion Guidelines |
| 1 | Project Name | **Markets at Alfreton House** |
| 2 | Linked Projects / Programmes | Part of Regeneration/Linked to Events |
| 3 | Objectives: | Establish regular alternative and complimentary markets |
| 4 | Rationale: | To support regeneration of the town by diversification of retail offering |
| 5 | Success Criteria: | Visible presence on days stated |
| 6 | Key Drivers: Cost V. Quality V. Time | Low cost/initially no cost for stalls  Variety of stalls  Staff time to promote and organise |
| 7 | Runner? Repeater? Stranger? | Repeater |
| 8 | In Scope: | Promoting, organising, and delivering a market |
| 9 | Out of Scope: | Not about profit, not competing with existing indoor market |
| 10 | Project Timing: | 30th March 2023 10am – 3pm, monthly thereafter until September |
| 11 | Project Funding / Budget: | Regeneration Portfolio £1,000 |
| 12 | Methodology: | 1. Promote 2. Deliver 3. Review |
| 13 | Legal Compliance: | Market Act  Town Council Market Policy |
| 14 | Risks: | Risk assessment to be completed  Unsuccessful, low take up of stall holders, low footfall, weather conditions |
| 15 | Constraints: | Limited budget and staffing resource |
| 16 | Sponsor | David Taylor |
| 17 | Project Manager | Tina Crookes & Vic Johnstone |
| 18 | Steering Group | Regeneration Committee |
| 19 | Core Team | David Taylor – Lead Member, Regeneration  Shirl Sounes – Support Member, Regeneration |
| 20 | Extended Project Team | Staff and Committee members |
| 21 | Key Stakeholders | Stallholders  Alfreton Town Council |
| 22 | Record of TOR Versions And Dates | TOR V2 – October 2023 |
| 23 | TOR Approval | D Taylor |

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|  |  |  |
| --- | --- | --- |
|  | Terms of Reference Heading | Completion Guidelines |
| 1 | Project Name | **It’s Your Neighbourhood campaign** |
| 2 | Linked Projects / Programmes | Regeneration & Environment |
| 3 | Objectives: | Work with members of the community to clean up/green up the local area |
| 4 | Rationale: | To bring together members of the community to make a positive change, to support regeneration of the town |
| 5 | Success Criteria: | Visible improvement to the local area, three core pillars:  Community Participation  Environmental Responsibility  Gardening Achievement |
| 6 | Key Drivers: Cost V. Quality V. Time | Low cost  Staff time to promote and organise |
| 7 | Runner? Repeater? Stranger? | Repeater annually |
| 8 | In Scope: | Promoting & organising |
| 9 | Out of Scope: | Additional events |
| 10 | Project Timing: | Entry deadline 31st May  Judging conducted in July & August |
| 11 | Project Funding / Budget: | Regeneration/Environment |
| 12 | Methodology: | 1. Promote 2. Deliver 3. Review |
| 13 | Legal Compliance: | Health & Safety Regulations |
| 14 | Risks: | Risk assessment to be completed  Unsuccessful, low levels of Community Engagement |
| 15 | Constraints: | Limited budget and staffing resource |
| 16 | Sponsor | David Taylor |
| 17 | Project Manager | Tina Crookes & Vic Johnstone |
| 18 | Steering Group | Regeneration Committee |
| 19 | Core Team | David Taylor – Lead Member, Regeneration  Shirl Sounes – Support Member, Regeneration |
| 20 | Extended Project Team | Staff and Committee members |
| 21 | Key Stakeholders | Alfreton Town Council |
| 22 | Record of TOR Versions And Dates | TOR V1 – October 2023 |
| 23 | TOR Approval | D Taylor |

29/23r An update on progress so far

* Town map

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Alfreton Town Council

Dear Colleagues

**Exciting advertising opportunities in Alfreton’s new Town guide**

As a key local business, I am writing to you with regard to the advertising opportunities in the new Alfreton Town Guide. The official publication produced on behalf of Alfreton Town Council.

The new guide will be distributed through the town council network and will enjoy a very healthy estimated readership of over 20,000 and a long shelf life of two years. The publication will aim at keeping readers informed on all things Alfreton through informed editorial and eye-catching, contemporary designs.

Help us to celebrate Alfreton and promote our fantastic town. We would love for you to come on board with this exciting project.

For further details on the options available and for any further information contact Steve Carroll at our publishing partners Bamboo House Publishing directly on 07971 786248 or email steve@bamboohouse.co.uk.

Best Wishes

Tina Crookes

Tina Crookes

Joint Town Clerk

Alfreton Town Council