

Chetwynd: The Toton & Chilwell Neighbourhood Forum
Minutes of 11th Steering Group meeting held on Wednesday 12th July 2017

- 1. Present:** Richard Hutchinson (Chair), Graham Heal (Treasurer), Nicola Lamplough (NLa) (Vice Chair), David Lovett, Helen Skinner, Norman Lewis, Colin Tideswell, Katie Stephens, Denise Lewis (DL), Ben Standing

Apologies: Jon Gallego, Teresa Dunsdon

2. Minutes of the last meeting

Action by:

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| 2.1 | Idea of a meeting at the school to discuss Barracks history – discontinued during school holidays. | |
| 2.2 | Ben to work with Jim on legal history of the Barracks – Ongoing. | BS |
| 2.3 | TPO's – discontinue due to Mia Key's resignation. | |
| 2.4 | Telephone Kiosk – discussed in this meeting. | |
| 2.5 | Contamination report – discussed in this meeting. | |
| 2.6 | Richard to contact Ken Mafham – his response was read out to the group, suggested a potential conflict of interest. Agreed to discontinue this action. | |
| 2.7 | Ben to look into an account with the Land Registry – Ben reported that you cannot create an individual account but you can submit an area plan and ask for ownership details on specific areas. Ben to send a copy of the map before sending it off. | BS |
| 2.8 | MOD visit – in this meeting. | |
| 2.9 | Look into Annington Homes – in this meeting. | |
| 2.10 | Katie circulated posters for the Special General Meeting. | |
| 2.11 | Richard and Graham met previous to the SGM to agree the PowerPoint presentation. | |
| 2.12 | Ben had looked into becoming an incorporated body – Ben explained that it is a relatively simple process and the liability and insurance involved, however in the short term we should look to find a business or the council to support our locality fund application. Graham to ask BVAB if they would be willing. Look into planning to become incorporated for the AGM in November. | GH
BS |
| 2.13 | David pointed out that the word committee in the previous minutes 4.3 needs to be 'Forum'. | KS |
| 2.14 | Minutes agreed. | |

3. Special General Meeting Discussion

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| 3.1 | The word 'interim' needs removing from the minutes where Interim Steering Group is written. | KS |
| 3.2 | SAT stands for Spencer Academy Trust, Katie to include. | KS |
| 3.3 | Any other 'typos' are to be e-mailed to Katie. | All |
| 3.4 | Discussed a learning point from the meeting – attendance. We need to publicise the meeting more and make members want to attend. | All |
| 3.6 | Richard pointed out that there were very few people in the age group 33-45 in attendance and likely in the membership. We need to have a strategy to get young families involved. | |
| 3.7 | Colin raised a question on the forum area boundary, where houses on one side of Attenborough lane were members and houses on the other side were not. Explained that legally the Forum must have an area boundary and it has to stop somewhere, we have used the ward boundary and people who do not live within the area are welcome to be 'friends' of the forum i.e. be a member without a vote. | |
| 3.8 | Helen expressed concerns that the members had not been given adequate time to debate or express opinions. We discussed the fact that time was a limiting factor during the meeting due to the late start but that many people stayed behind and asked questions of the Steering Group afterwards. Need to bear this in mind for future meetings but the use of area consultations in the future will also help engage members fully. | |
| 3.9 | Agreed to send out minutes of the SGM by the end of July. | GH |

4. Sub Group Update

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| 4.1 | Richard gave an overview of the visit to the Barracks on Monday 3 rd July. Richard, Graham, Jim and Norman attended. | |
| 4.2 | Annington Homes were discussed on the visit, Norman stressed that we must work with the | |

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4.3	MOD before the land is sold. Richard suggested the MOD work with Annington on our behalf.	RH
4.3	It was suggested that we work with the university students to conduct a traffic survey.	BS
4.4	BCC had not included the steering group in a communication with the Barracks. Richard to explain to Stefan that this needs to stop.	RH
4.5	The MOD confirmed that there was no contamination of the land and there are two tunnels on site approximately 40m in length.	
4.6	Graham to e-mail the SG a link to the Jobs and Economy local plan report.	GH
4.7	David to send a link for the blueprint of RAF Brampton which is a similar site in structure and was sold for development.	DL
4.8	David has sent the Barracks report from their last meeting.	
4.9	Katie gave an update on the Comms group. Denise, Graham, Katie and Mark (forum member) met to discuss options. Looking into improving the website and keeping regular communications up to date.	KS
5.	<u>HS2</u>	
5.1	The neighbourhood forum was given a seat at the table at the last Growth Partnership meeting, it was noted that the Peveril development team were observers only.	
5.2	Richard has sent the documents on the HS2 development to the SG.	
5.3	Erewash council have asked to meet with the neighbourhood forum to discuss the development.	
5.4	Nicola highlighted a 'Dispatches' programme which looked into housing development. Worth a watch to get an understanding of what we are likely to face.	All
5.5	Graham to send the council aspirations East Midlands HS2 minutes.	GH
5.6	All to feedback comments on the above document by 26 th July.	All
6.	<u>Officers' Reports</u>	
6.1	Treasurer: No comments on the report circulated by Graham prior to the meeting.	
6.2	Vice Chair: Nicola gave an overview of the meeting with Jenny Kirkwood from RCAN consultancy. The quote and information leaflet were circulated round the table. Norman raised the question of the risk in investing in the charity. Ben researched their figures online for the previous six months, Katie explained they have been established since 1920. RCAN are an individual charity, however they have an umbrella corporation called ACRE.	
6.3	Graham to ask Jenny about their finances and whether we would pay VAT.	GH
6.4	A majority voted to apply for locality funding based on the quote given by RCAN.	GH
7	<u>Research Topics</u>	
7.1	As a group the SG need to gather evidence based information in order to create a plan. The list compiled by Norman is to be used as a guide.	
7.2	Richard to send out a list of work packages for the SG members with deadlines and naming conventions.	RH
7.3	David will remain as leader of the Barracks sub group.	
7.4	Nicola advised that Experian sell some of the information we will need. The office of national statistics was also suggested as a source of information.	
7.5	Richard to contact Richard Jackson at BBC to inform the council of the work packages and get contact details for specific departments.	RH
8	<u>AOB</u>	
8.1	Idea put forward from Teresa previously for a 'brain storm'. Is this necessary now we have work packages. Teresa to put together a document with the aim of the exercise by the next SG meeting.	TD
8.2	Adopt a phone box proposal – Richard expressed concern that the liability is too great for the Forum. Agreed it is a good idea for a community to adopt and work together to improve communication. Norman suggested looking at Barton in Fabis as they have adopted one. Colin to	CT

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| 8.3 | look into further and ask BT for other options on using the kiosk.
Newsletter will need creating for distribution at the end of July. Include the Barracks visit, research topics and HS2 update. | KS |
| 8.4 | Katie reported that she had contacted Forresters House (Reserve Base at Chetwynd) for use of meeting space or office. Unfortunately, they do not have space for use of an office and the meeting rooms are usually hired out Mon-Fri, 9-5. | |
| 9 | <u>Date and venue of next meeting</u>
Doodle Poll to be created by Graham to find suitable date. | GH |