

**Chetwynd, Toton & Chilwell Neighbourhood Forum**  
**Minutes of 1<sup>st</sup> Steering Group meeting held on Sunday 18 Sep 2016**

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**Present:** Richard Hutchinson, John Berry, Graham Heal, Andy Askham, Barbara Bakewell, Richard Bowen, Andy Curzon, Teresa Dunsdon, Nicola Lamplough, Norman Lewis, David Lovett, Ben Standing, Colin Tideswell.

**Apologies:** Jon Gallego, Jit Patel, Helen Skinner, Katrina Stephens

**1. Minutes of the last meeting**

1.1 'Minutes' of the start-up meeting were approved – albeit these were more recollections than formal minutes. Colin suggested that they included the role Steve Austin (Bramcote Neighbourhood Forum) played in facilitating the meeting.

- Agreed to include acknowledgement of Steve's role in the document

**Action by:**

Graham

**2. Chairman's Report**

2.1 Richard thanked everybody for attending and especially thanked Andy C for arranging the meeting room at Foxwood Academy. Richard reported that:

- He had received messages of support for the Forum from our local ward councillors and our MP, Anna Soubry.
- Last week's Heritage Walk of the Barracks site was interesting and raised an issue over the overall size of the site. Figures of 185 acres and 350 acres for the total area was mentioned but it is unclear which figure relates to the sell-off. Still many questions to be answered.
- Richard also reported that Peveril (developers of land at Toton Lane) had been in touch and were willing to meet to discuss items of mutual interest.

Richard agreed to keep the Group informed of progress on this matter as it develops

Richard

**3. Treasurer's Report**

3.1 John reported that:

- Broxtowe Council have a small fund (circa £1,500) to help each Forum get properly set-up. We intend to call on these funds primarily to help advertise and promote our start-up General Meeting
- Once we have been formally designated as a Forum by the Council, we are able to apply for funds/grants in our own name.

**4. Presentation: Neighbourhood Planning**

4.1 Ben provided an overview of the Local Authority Planning process and how Neighbourhood Planning feeds into that process. He explained that there were options apart from a Neighbourhood Plan that we could adopt to feed our ideas into Broxtowe Council - such as Development Orders.

There was a wide ranging discussion on the best approach we should take but the general consensus was that a Neighbourhood Plan was the best solution due to the size of our Area as well as the overall significance of the sale of the Barracks to the Borough.

- Agreed to circulate slideshow to all members of the Steering Group

Ben /  
Graham

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**5. Forum Set-up**

5.1 The main part of the meeting was spent discussing the 3 key elements needed for our application to the Council for formal designation of the Forum.

**5.2 Forum Name:**

Two main options were put forward & discussed: 'Chetwynd' and 'Toton & Chilwell'. Other options included 'Chetwynd Meadows' and 'Toton & Chilwell Meadows'.

It was generally felt that 'Chetwynd' provided too narrow a focus as it implicitly excluded other sites in the area, whereas 'Toton & Chilwell' was too broad as we did not plan to include all of Chilwell in the Neighbourhood Area.

Norman suggested a conflated name of 'Chetwynd, Toton & Chilwell Neighbourhood Forum' and it was pretty quickly agreed as being appropriate for the Forum.

- Agreed to recommend the name 'Chetwynd, Toton & Chilwell Neighbourhood Forum' to the inaugural General Meeting

**5.3 Constitution:**

Ben reported that he has had an initial look at a draft constitution and that it seemed to fit the bill of what was needed. Ben said he would have a further detailed look at it and make suggestions. It will then be circulated to all members to review and comment before our next meeting

- Draft constitution produced – ideally within 2 weeks
- Draft document circulated to SG members to comment and provide feedback

Ben  
Graham

**5.4 Forum Area:**

Four main options were put forward for consideration:

1. Council 'sponsored' version first seen at the public meeting on Sept 4<sup>th</sup>. The focus of this Area was the Barracks and excluded all other potential development areas such as Toton Lane East/West; Toton Sidings and land to the north of the tram terminus. It also included a number of roads within Chilwell East ward (bordered by Bramcote Avenue, Cator Lane and Bypass Road).
2. All of Toton & Chilwell Meadows and Chilwell West wards
3. All of Toton & Chilwell Meadows and Chilwell West wards + Chilwell Retail Park and a part of Attenborough Nature Reserve – a site of Special Scientific Interest - immediately to the south of the Park
4. A variation of the Council option that added further roads in Attenborough (bordered by Chilwell Olympia school and Long Lane, Barratt Lane Attenborough)

Following an in-depth discussion with contributions by all members it was eventually decided to

- exclude options 1 & 4 on the basis that:
  - a) it will be difficult to obtain detailed demographic data for the roads included;
  - b) residents of Chilwell East (or anywhere else) will be able to join the Forum as Associate Members and thus be able to put forward their views/concerns to the Forum for consideration and inclusion in the Plan
- exclude option 3 on the basis that including part of Attenborough Reserve (with its SSI status) may compromise the Forum's aim to maximise green space in the rest of the Area.

A vote was taken on option 2 and it was carried unanimously that this was the best Area for the Forum.

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- Agreed to recommend Option 2 comprising all of Toton & Chilwell Meadows and Chilwell West wards as the Neighbourhood Area to the inaugural General Meeting

**6. Future Events**

**6.1 Inaugural General Meeting**

- Agreed that the inaugural General Meeting would take place on **Sunday 20<sup>th</sup> November**. This gives us suitable time to finalise plans and publicise the event
  - Agreed to approach Council to find/fund suitable venue
  - Agreed to document a draft General Meeting process to ensure smooth running
  - Agreed to produce and circulate an agenda in advance of the General Meeting & invite questions to be submitted beforehand
  - Agreed to advertise General Meeting widely using all available mechanisms e.g. Notts TV, local publications as well as leaflets to all households in the area.

Graham  
Ben

**7. Future Topics**

- 7.1 Graham reported that a number of suggestions had been submitted for consideration by the Steering Group and invited members to review these items (on reverse of meeting agenda) and provide further input

All

**8. Date & Venue of Next Meeting**

**Next Steering Group meeting** will be held on:

**Sunday 9<sup>th</sup> October at 3pm at Foxwood Academy, Derby Road.**

All

Main items on the agenda will be to review / agree the draft constitution and agree the steps to publicise the General Meeting.