

Chetwynd: The Toton & Chilwell Neighbourhood Forum
Minutes of 2nd Steering Group meeting – part 2 - held on Friday 14th Oct 2016

Present: John Berry (Treasurer), Graham Heal (Secretary), Andy Askham, Richard Bowen, Teresa Dunsdon, Jon Gallego, Nicola Lamplough, Norman Lewis, David Lovett, Jit Patel, Helen Skinner, Ben Standing, Katrina Stephens, Colin Tideswell.

Apologies: Richard Hutchinson (Chair), Barbara Bakewell.

8. Introduction

- 8.1 These minutes are a continuation from last Sunday's meeting (hence the section number starts at 8) and should be read in conjunction with them.
- 8.2 John chaired the meeting in the absence of Richard and outlined the process for the meeting which was to discuss 3 items:
- Review and agree latest version of Constitution
 - Resume discussions about the process to elect Steering Group at the General Meeting
 - Discuss and agree activities needed in the 6 weeks leading up to the General Meeting
- 8.3 Before we started, Jit explained his reasons for stepping down from the Group (he is shortly moving away from the area) but made clear he intends to continue to take a keen interest in the Forum and is willing to help out with his knowledge (and contacts) in the area of designing sustainable housing.

Jit emphasised the importance of the work we are undertaking, especially relating to the Barracks site, and explained there will be many people in the Borough (and elsewhere) who will seek to influence the outcomes & final shape of our Development Plan. So it is important we are openly seen to demonstrate the values in our Constitution, especially integrity and transparency in all our dealings with people who have vested interests in our Area.

9. Approval of the Constitution

- 9.1 Graham reported that Ben had revised the Constitution based on the changes agreed last Sunday and that we now need to provide final sign-off. Ben pointed out that our sole priority is to have a document that is 'fit of purpose' and is sufficient for the council to accept as part of our application to be designated as a Forum.
- 9.2 There was a brief discussion / clarification on a couple of sections, in particular the insertion of people who 'work in the Area' being entitled to become Full members. A vote was then taken and, subject to one typo correction, this version was unanimously approved.
- Agreed to make one correction and republish as our Constitution to take forward to the General Meeting for approval and adoption.

10. Process to elect Steering Group

- 10.1 The Group continued discussing the best way to elect the Steering Group. We agreed the process needed to be kept as simple and straightforward as possible. There was a wide-ranging discussion with contributions from around the table. Various concerns were raised and resolved. At the end there remained two over-riding concerns:
- Identifying nominees in advance of the Meeting to assess the overall numbers who may wish to take part in the Steering Group
 - The legitimacy of attendees at the General Meeting in being bona fide members of the Forum
- 10.2 We agreed to adopt the following process:

Action by:

Graham

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- Nominations to the Steering Group would be invited from residents as part of the notices of the General Meeting. Residents need to email their desire to take part in advance and be asked to provide a pen picture of themselves
- These pen pictures would be posted onto our web site for people to view beforehand
- All attendees at the Meeting will be handed (or find on their seat) a pro-forma asking them to register as members of the Forum. The pro-forma will be designed to reflect the current registration process on the web site and will include a tick-box to save existing registrants from repeating the sign-up process.
- The agenda will be as follows (amended from that seen on Friday; by pushing the 'Introduction' up to open the meeting, it creates a more logical sequence of events):
 - Welcome and Introduction to the Forum. This will explain the rationale to setting up a Forum (for those new to the concept) and provide a compelling vision for our Area. It will also provide an update of the work of the Interim Steering Group since the last meeting in September.
 - After the introduction, the chair will then invite all those attendees not interested in joining the Forum to leave so that the remainder of the Meeting can focus on the decisions that need to be taken by full members.
 - The main matters of the General Meeting will then take place:
 - Apologies
 - Declaration of Interests
 - Notes of Previous Meeting
 - Business of Meeting
 - Name of Forum
 - Area
 - Constitution
 - Election of Officers (Nominees stand up and move to the front and are then voted to the Steering Group 'en bloc')
 - Any Other Business: questions to have been submitted in advance

11. Pre-General Meeting activities

- 11.1 Graham outlined the key tasks circulated in a paper before the meeting, focussing on the two strands of participants: existing 'members' already signed-up; and other residents in the Area. The meeting accepted the key tasks had been captured and the following actions were agreed:
- Katie, Teresa and Richard B agreed to draft a 'call to meeting' leaflet by Sat 22
 - John agreed to provide them with some key words/messages as input
 - Andy agreed to lead on the advertising of the meeting to various media outlets including monthly free papers/magazines; politicians' newsletters (Anna Soubry, Nick Palmer, David Watts); Council 'what's on' website, Notts TV & local radio, poster sites etc.
[Post meeting note: David also offered to help with this task.]
 - Graham to define 'walks' needed for blanket leaflet drop to 2 wards. Also to chase the council to agree to fund the production of leaflets and advise the number we need.

K, T & RB
John
Andy /
David

Graham

12. Date & Venue of Next Meeting

Next Steering Group meeting will be held on:

Sunday 23rd at 2pm at Tesco Community Room (to be confirmed)

All

Only items on the agenda are activities relating to the General Meeting