

**Chetwynd: The Toton & Chilwell Neighbourhood Forum**  
**Minutes of 3<sup>rd</sup> Steering Group meeting held on Sunday 23<sup>rd</sup> Oct 2016**

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**Present:** Richard Hutchinson (Chair), John Berry (Treasurer), Graham Heal (Secretary), Andy Askham, Richard Bowen, Teresa Dunsdon, Jon Gallego, Nicola Lamplough, Norman Lewis, Helen Skinner, Ben Standing, Katrina Stephens.

**Apologies:** Barbara Bakewell, David Lovett, Colin Tideswell.

**1. Minutes of the last meeting**

1.1 Minutes of the last meeting were approved. All actions were cleared and there were no matters arising

**2. Chairman's Report**

2.1 Richard thanked everybody for attending. There were no significant updates to previous reports.

**3. Treasurer's Report**

3.1 John had nothing to report given we do not have any funds at this stage.

**4. Secretary's Report**

4.1 Graham reported that

- The 'Chetwynd Barracks' workshop hosted by the council on the 17<sup>th</sup> went well, but had nothing further to add to the summary report supplied by email earlier in the week.
- He provided feedback on an email received by Colin, relating to the Barracks. Colin wants to ensure the Forum fully respects the personnel on the Barracks and the history of the site and that the Forum needs to work closely with them. His sentiments were fully supported.
- Norman reported that he had obtained the contact details of one of the MOD contacts who attended the workshop and Graham had the details of the representative from George Spencer Academy.

**5. General Meeting Activities**

The remaining time was spent discussing activities relating to the inaugural General Meeting

**5.1 Leaflet:**

- The draft leaflet produced by Katie, Richard, and Teresa had been circulated in advance and:
  - a few minor wordsmithing changes were agreed
  - the top two sections were switched around to ensure prime visibility of the request to attend the meeting
- Richard made the changes as we discussed and agreed to send the final version to Graham
- Graham agreed to forward the leaflet to the council to print enough copies to allow door-to-door deliveries to the two wards.

**5.2 Leaflet drops:**

- The 'walks' for the two wards were distributed and were divided up as follows:
  - Chilwell West: Inham Road area (north of Eskdale Road): Helen & Colin
  - Chilwell West: Field Farm Road area (south of Eskdale Road): Teresa, Jon
  - Chilwell West: Chetwynd Road area (Redland, Greenland, Haddon): Richard B & David
  - Toton & CM: Stapleford Road north (north of Swiney Way): Norman & Ben
  - Toton & CM: Banks Road area: Norman, Ben & Barbara (with help from TEPS)
  - Toton & CM: Stapleford Road south (south of Swiney Way): John, Andy, & Graham
  - Toton & CM: Chilwell Meadows: Richard H, Katie, Nicola

**Action by:**

Richard B  
Graham

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|------|---|-----------------------|
| •    | Agreed that Helen/Colin and Norman/Ben would likely need help with their areas as they were pretty large. <ul style="list-style-type: none"><li>○ Everyone agreed to 'shout out' if they need help to deliver the leaflets in good time. Need to complete deliveries by (latest) Nov 12<sup>th</sup></li></ul>  | All                   |
| <br> |   |                       |
| 5.3  | <b>Advertising:</b> <ul style="list-style-type: none"><li>• Andy (&amp; David via an email report) reported that local print media outlets had been contacted and provided with details of our General Meeting for their November editions</li><li>• Also that notices had been provided to the 3 political parties to be included in their regular e-newsletter updates</li><li>• Notts TV and radio haven't yet been contacted<ul style="list-style-type: none"><li>○ Agreed to approach Notts TV and see if they could help publicise the event</li></ul></li></ul>      | Richard H             |
| <br> |   |                       |
| 5.4  | <b>Group photo and individual pen-pictures/photos</b> <ul style="list-style-type: none"><li>• Individual photos for the website were completed and a group photo was taken to be published<ul style="list-style-type: none"><li>○ Agreed to publish all individual pen-pictures/photos and group shot onto website</li></ul></li></ul>  | Richard B             |
| <br> |   |                       |
| 5.5  | <b>Email communications to Forum contacts</b> <ul style="list-style-type: none"><li>• Discussed the need to start sending communications to our contacts as we haven't yet provided any updates on the progress we've made. We need to appoint a 'Comms Coordinator' role soon after the new Steering Group has been set up<ul style="list-style-type: none"><li>○ Agreed to send out 2 emails over the next couple of weeks; 1<sup>st</sup> one providing generic update and 2<sup>nd</sup> one to provide information relating to the General Meeting</li></ul></li></ul> | Graham                |
| <br> |   |                       |
| 5.6  | <b>Review General Meeting process and agree actions</b> <ul style="list-style-type: none"><li>• Time was running short so this topic wasn't fully discussed. It was agreed that Richard and Graham would meet separately to draft up proposal on how to manage meeting and circulate to Steering Group for comments &amp; further input</li></ul>   | Richard H /<br>Graham |
| <br> |   |                       |
| 6    | <b><u>A.O.B</u></b>   |                       |
| 6.1  | Graham reported that he had been approached by Halimah Khaled asking for help to publicise a Toton & Chilwell Meadows CAT meeting. <ul style="list-style-type: none"><li>○ Agreed that it would be inappropriate to use the Forum's contact list for this purpose</li></ul>   |                       |
| <br> |   |                       |
| 7.   | <b><u>Date &amp; Venue of Next Steering Group Meeting</u></b>   |                       |
| 7.1  | Agreed that we didn't need a formal meeting before the General Meeting, but contact would be maintained via email to make sure all remaining activities – primarily the leaflet drop – were completed in time.  |                       |