

Chetwynd: The Toton & Chilwell Neighbourhood Forum
Minutes of 4th Steering Group meeting held on Friday 25th November 2016

Present: Richard Hutchinson (Chair), Graham Heal (Secretary), Andy Askham, Barbara Bakewell, Karen Dilks, Teresa Dunsdon, Jon Gallego, Nicola Lamplough, Norman Lewis, David Lovett, Ben Standing, Colin Tideswell, Val Walker.

Apologies: Richard Bowen, Helen Skinner, Katrina Stephens.

	Action by:
1. <u>Minutes of the last meeting</u>	
1.1 The meeting started with a quick 'round table' introductions and both Karen and Val were welcomed to the Steering Group. Graham reported that Keith & Morag Ball have also agreed to join the Group but it was too late notice for them to attend tonight. He also reported that Neil Buckley and Denise Lewis had been emailed to confirm their intention to join but was still awaiting a response from them.	
1.2 Minutes of the last meeting were approved. All actions were cleared and there were no matters arising	
1.3 Minutes of the inaugural General Meeting were approved apart from adding a further note to the 2nd bullet in section 4 explaining the removal of the 'Reserve' option.	Graham
1.4 Norman raised a 'matter arising' from the minutes. He queried the decision regarding the Forum's Area as being just the two wards. He felt that the Steering Group had voted on an amended 'Reserve' option (option 3) that used the railway line to the south of Chilwell Retail Park and Eldon Road industrial estate to mark the Area's boundary and not the ward boundary of the A6005. A lengthy discussion ensued and it was resolved that, moving forward, the Group must be precise in stating proposals and ensure there is a clear common understanding before undertaking formal votes at meetings.	All
2. <u>Inaugural General Meeting</u>	
2.1 Richard provided a quick review of the meeting on Sunday. Everyone was very complimentary on the way it was managed and the feedback received thus far was positive.	
2.2 Val endorsed this view and reported that those she had spoken to were also complimentary about the meeting and said it was much better managed than previous council-run events	
3. <u>Election of Officers</u>	
3.1 Richard presented a couple of slides detailing his view on how the Forum should to be organised to effectively manage the workload. It was agreed that a number of sub-groups need to be created to examine specific elements. In particular, sub-groups are needed for the three main development 'sites' in the Area; HS2/Toton Sidings, Toton Lane development, and the Barracks. In addition, an 'Analytics/Research' group was needed to gather key statistics and evidence and present then in a useful format.	
3.2 He went on to explain the core Officer roles he felt were needed comprising: Chair, Vice-Chair, Secretary, Treasurer, IT/Comms, and Legal Counsel.	
3.3 A general discussion ensued with useful further input on the various roles and possible sub-groups. It was agreed that these groups would evolve over time and more will likely be needed. Jon raised several points including the suggestion that the "IT/Communications" role was a bit broad, and that he believes the IT role should focus mainly on IT infrastructure (management of web-site, e-mail accounts, social media etc.). He went on to propose a separate role for a "Communications Officer" responsible for ensuring that what is published by the Group is consistent with the Group's ethos and strategy, and to co-ordinate with the Officers before information is published.	
3.4 Election of Officers then took place: <ul style="list-style-type: none">• Chair: Richard Hutchinson Proposed: Graham; Seconded: Barbara. Carried unanimously	

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- Vice Chair: Nicola Lamplough
Proposed: Richard H; Seconded: Graham. Carried unanimously
- Secretary: Vacancy
- Treasurer: Graham Heal
Proposed: Richard H; Seconded: Ben. Carried unanimously
- IT/Comms: Richard Bowen
Proposed: Richard H; Seconded: Ben. Carried unanimously
- Legal Counsel: Ben Standing
Proposed: Richard; Seconded: David. Carried unanimously

Richard asked for nominations to the role of Secretary but none were forthcoming. Richard explained that he wasn't surprised as it was a big role that was probably too much for one person and that he suggested the role was broken up and bits of it were taken by different people. Further discussion followed:

- Ben suggested looking for external funding to enable us to buy in Secretarial resource
- Andy suggested passing the workload around the Group so that everyone had the chance to experience the role
- Teresa explained that she had project management experience and was happy to undertake that part of the role in a secretarial sub-group.

It was agreed that it would be best if **the role was properly defined and broken down into the component tasks involved**. Once we understood the specific roles then we could decide how best they could be allocated and managed.

Nicola

4. Applications to Council for formal designation

- 4.1 Graham reported that we had to submit two applications in parallel to the council to obtain formal designation as both a Forum with an appropriate Area
- The 'Area' application was reviewed and several amendments were suggested and agreed, mainly to do with the legal terms, but also a couple of typos/clarifications were identified.
 - The 'Forum' document was then reviewed and some typos/clarifications were identified.
- Agreed to amend both documents to include all suggestions**
- Richard reported that he and Graham have a meeting scheduled with Steffan Saunders at the Council next Weds to talk through the draft applications and understand any concerns Steffan might have with the applications. Hopefully we will be able to formally submit the applications at that time or else soon after if further amendments were necessary.

Graham

- 4.2 Ben raised the topic of membership and whether we should assume that our contact lists should automatically be assumed to be 'members'. He suggested that qualifying criteria might include the need for members to attend at least one meeting. Graham disagreed on the basis that according to our constitution residents just need to apply for membership and there is no obligation stated anywhere that attendance at meetings is essential.
- A general discussion followed. It was finally agreed that **a communication needs to be sent to our email contacts offering membership on an 'opt out' basis** i.e. contacts need to unsubscribe from membership. Text to be agreed beforehand (via email) with the Group.

Graham

5. Formation of sub-groups to spread workload

- 5.1 Most of the discussion relating to sub-groups was undertaken earlier in the meeting with Richard's presentation. Further generic discussion took place with good ideas submitted for various sub-groups.
- Jon suggested that a 'Community Engagement/Outreach Officer' role might be appropriate to help focus the engagement with schools and businesses & (as a post meeting note) proposed this role might also incorporate the Comms role mentioned earlier.
- A consensus was reached **that perhaps one of our first meetings in the New Year would be a general workshop type session** where all concerns/issues should be captured on post-it notes and then appropriate sub-groups will naturally emerge from the results.

Rich /
Nicola

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| 5.2 | It was agreed that the Toton Lane development is a current priority and that we need to re-engage with Cllr Mia Kee & Peveril to officially introduce ourselves as a Forum. | Rich |
| 5.3 | Norman reported that he has been in contact with Cllr Kee regarding Tree Preservation Orders for the area and, in particular, the Barracks but was awaiting a response from the Cllr before taking it further forward. | |
| 6 | <u>A.O.B</u> | |
| 6.1 | Jon raised a couple of issues that were discussed and the following were agreed: <ul style="list-style-type: none">• the use/agreement of the logo should be presented to a formal Steering Group meeting for endorsement• attendance sheets at any meetings should be shredded once the details had been transcribed into electronic formats | |
| 6.2 | Colin suggested we arrange to meet with neighbouring forums to share ideas and work together where useful. Rich reported that we were planning to meet with both Bramcote Forum and Stapleford Town Forum soon . Agreed that it may be useful to host joint Steering Group sessions | Rich |
| 6.3 | Ben suggested we look for funding to help with training costs for the Group so we know how best to plan our workload and prepare the information needed to develop a decent Plan | Graham |
| 6.4 | Graham suggested we standardise Group meetings to specific days/times and that we diarise meetings on a monthly basis and then cancel if they are not needed. Agreed that we would hold meetings on: <ul style="list-style-type: none">• 2nd week of each month• alternate Thursdays/Fridays• at 7.30pm for no longer than 90mins• at Tesco Community Room, Swiney Way First 2 meetings were agreed to be held on Thurs 12th Jan and then Fri 10th Feb | Graham |
| 6.5 | Val raised the importance of air pollution in the area and the need for additional road infrastructure to handle the increased projections of houses and asked what the Forum's views were on new roads. Rich explained that the Forum has no views at the moment but emphasised the need for us to do the necessary research to back up whatever proposals we eventually put forward – which may well include recommending new roads | |
| 7. | <u>Date & Venue of Next Steering Group Meeting</u> | |
| 7.1 | Thursday 12th January at 7.30pm at Tesco Community Room | All |