

Chetwynd: The Toton & Chilwell Neighbourhood Forum
Minutes of 5th Steering Group meeting held on Thursday 12 January 2017

Present:	Richard Hutchinson (Chair), Nicola Lamplough (Vice Chair), Graham Heal (Treasurer), Andy Askham, Keith Ball, Richard Bowen, Teresa Dunsdon, Jon Gallego, Denise Lewis, David Lovett, Helen Skinner, Ben Standing, Colin Tideswell.
Apologies:	Barbara Bakewell, Morag Ball, Karen Dilks, Norman Lewis, Katrina Stephens, Val Walker.

1.	Minutes of the last meeting	Action by:
1.1	The meeting started with a quick 'round table' introductions and both Keith and Denise were welcomed to the Steering Group. Graham reported that Karen had emailed him that morning resigning from the Group citing pressures of work, but was hoping to become more active in the summer when work becomes part-time.	
1.2	All actions were discussed and cleared. Helen raised a query regarding whether it was appropriate to ask the county councillors for funding, but it was explained that the councillors had sole discretion in how they allocated funds. There were no other matters arising and the minutes were formally approved.	
2.	Chairman's Report	Action by:
2.1	Richard provided feedback on the meeting with the Council when we submitted our formal application for the designation of the Forum and Neighbourhood Area. He explained that the council remain sceptical regarding the proposed scope of the Area i.e. the inclusion of all land within the two wards but overall our application was well received. Formal public consultation was now underway and everyone was asked to do all they could to publicise the consultation and encourage responses to the council.	
2.2	Richard then outlined the way we need develop the structure the Steering Group to manage the workload. He proposed that, initially, we form six sub-groups each with a lead member from the Steering Group and supported by other Steering Group members along with members from the wider Forum who may want to help. He proposed that the Chair, Vice-chair, Treasurer & Legal Counsellor act as ex-officio members to these groups and attend them as appropriate	
2.3	The proposed sub groups are: <ul style="list-style-type: none"> • Geographic focus: <ul style="list-style-type: none"> ○ Barracks sub-group: looking at the whole Chetwynd Barracks site ○ Toton Lane sub-group: looking at Toton Strategic Growth Area ○ HS2/Toton Sidings, Greenbelt land & other development sites in the Area • Functional focus – these sub-groups to provide support to all other groups: <ul style="list-style-type: none"> ○ IT, Comms, and Community Engagement ○ Research and Analytics ○ Legal matters, Project Office/Admin 	
3.	Treasurer's Report	Action by:
3.1	Graham went through the proposed layout for a monthly financial report. After answering a couple of queries, it was agreed that the layout was suitable and should be adopted.	
3.2	There followed a brief discussion regarding other sources of funding for the Forum and that local companies (Boots, Tesco, Sainsbury's etc) should be approached as well as national sources such as government grants and lottery funds.	
3.3	The setting up of a bank account was also discussed. To qualify for a government grant we need to find a suitable, incorporated, business/organisation. Agreed that Graham would investigate options for the next meeting	Graham
4.	SG Roles and Responsibilities	Action by:

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6.2		<p>Jon pointed out that:</p> <ul style="list-style-type: none"> • we need to continue to publicise the current consultation and suggested further use of social media (inc. Beeston Updated Fb site) as well as further communication to our members. David offered to inform local politicians to include it in their newsletters • he had heard rumours, regarding the Barracks, that the council were already in discussions with potential developers about the site. The meeting agreed that these were probably just rumours as no-one else had heard anything about this and such rumours can be expected as it is such a critical site to the Borough. <p>Richard B reported that the new website was nearly ready to be launched and that he was finalising Forum email addresses for each Steering Group member.</p>	Richard B/ Graham / David
6.3			
7.	<u>Date & Venue of Next Steering Group Meeting</u>		
7.1	Friday 10th February at 7.30pm at Tesco Community Room		All