

**Chetwynd: The Toton & Chilwell Neighbourhood Forum**  
**Minutes of 13<sup>th</sup> Steering Group meeting held on Thursday 9<sup>th</sup> November 2017**

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**Present:** Richard Hutchinson (Chair), Graham Heal (Treasurer), Nicola Lamplough (NLa) (Vice Chair), David Lovett, Helen Skinner, Norman Lewis, Colin Tideswell, Katie Stephens, Denise Lewis (DLe), Pamela Glover, Jenny Kirkwood (RCAN).

**Apologies:** Ben Standing, Teresa Dunsdon, Jon Gallego

<b>1. <u>Minutes of the last meeting</u></b>	<b><u>Action by:</u></b>
1.1 Carry forward action for Ben to liaise with Graeme Barker re: land registry.	BS
1.2 David pointed out a discrepancy in the previous minutes of 20 <sup>th</sup> September. 2.1 the date of the meeting was 4 <sup>th</sup> September and the next part of the sentence should be removed.	GH
1.3 Minutes of the meeting of 20 <sup>th</sup> September 2017. 2.1 the date of our response should be Friday 3 <sup>rd</sup> November.	GH
1.4 Richard formally thanked Graham for the work put in to organising and running the consultation meetings. Graham has booked the Village Hotel for the AGM Sunday 21 <sup>st</sup> January 2018 for 3pm. Carry forward action to discuss invitations.	
1.5 Richard has completed the action from Norman in 4.1.	RH
1.6 The meeting listed in 6.1 did not take place. Therefore 3.1 the date should be Wednesday 4 <sup>th</sup> October.	GH
<b>2. <u>Sub Group Update</u></b>	
2.1 Barracks – David to send the minutes to the SG from the last Barracks meeting. David confirmed the footpath that runs from the Barracks to Stapleford Lane is owned by the MOD.	DL
2.2 Norman suggested that David contact Gill Morral as a source of information on the Barracks. Graham to send Gill David’s contact details.	GH
2.3 Comms – the e-mail digest will be send out through the website using MailChimp, this will also automatically publish on the Facebook page and Twitter. Richard and David have been added as ‘authors’ on the website.	KS
2.4 Denise has been contacting local magazines to publish details of the Forum and the AGM. David offered the contact details of local magazines he has from the Inaugural GM. David suggested publishing the AGM on the Broxtowe Borough Council website.	DL DLe
<b>3. <u>Officers’ Reports</u></b>	
3.1 Chairman’s report – Richard reported that Paul Mullins (from HS2 Ltd) has requested a meeting and a walk around the Area.	RH
3.2 Alex Topliss from Broxtowe Borough Council is creating a list of businesses in the Area, should be complete by Friday 10 <sup>th</sup> November.	RH
3.3 Nottingham County Council has published an update for the ‘Statement of Community Involvement’. Richard to send out to the SG.	RH
3.4 The Postgraduate students visited the Barracks on Monday 6 <sup>th</sup> November, during this visit the DIO reps ‘opened up’ to the SG members and were enthusiastic about working with the Forum.	
3.5 Graham to send the maps from the DIO to the SG. Richard to upload photos from the visit onto the Google Drive. Richard to ensure that all SG members have access to the drive.	GH/RH/All
3.6 David explained that the Centenary of the factory explosion will be 1 <sup>st</sup> July 2018. The DIO said there were no current plans to restore the memorial. David to write a letter of suggestion to the DIO. This is an opportunity for the Forum to restore the memorial. Jenny explained that there are many grants available for restoration projects.	DL
3.7 The Artefacts of the Barracks were discussed; the DIO reported that the regiment-specific items will go with the regiment. However, there may be an opportunity to ask for the Chetwynd-specific to be kept on site.	DL
3.8 Treasurer’s report – Graham to send the report to the SG. Graham went through the September and October report. Richard suggested that we charge the room hire for the consultation meetings back to Broxtowe Borough Council.	GH GH

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3.9	It was agreed that a donation would be made to the Chilwell Community Room.	GH
3.10	John Berry (former SG member) has agreed to act as External Auditor for the Forum Accounts.	
<b>4.</b>	<b><u>RCAN Consultancy Update</u></b>	
4.1	Jenny explained that three consultation events have been planned for February 2018. Nicola suggested attending the Christmas events at local schools in the upcoming months. Pamela to make enquiries and liaise with Jenny on schools' engagement.	PG/JK
4.2	The group discussed different ideas to engage the community, often people ask, 'what's in it for me?' Helen suggested that affordable housing was a key concern in Chilwell West. Colin suggested using facts and figures to engage people in their local area. Richard asked each member of the steering group to identify key issues for the three wards. These need to be specific to that local area so that a strategy to target the residents can be applied. SG members to give their ideas to the ward 'champions', Colin, Denise and Nicola.	All by 17 <sup>th</sup> November.
<b>5.</b>	<b><u>Work Packages</u></b>	
5.1	Colin has collated the information for Parks, Churches and Allotments. He expressed concern that the ideas discussed at the last meeting were too focussed on football as an all year-round sport. Richard explained that this was not what had been intended, all sports should be given an opportunity. Colin to continue to put onto paper all this information within the next two weeks. Graham to ask Julie for information to pass on re: allotments.	CT GH
5.2	Helen has collated the information on public services, this needs to be added to the Google Drive.	HS/RH
5.3	Pamela has collated the information on Schools, this needs to be added to the Google Drive.	PG/RH
5.4	Norman to send the link for flood plain information to Graham.	NL
5.5	Graham pointed out that we need facts on traffic flow within the area. PBA have recently completed a traffic survey, we need to access this information.	?
5.6	Richard to send the stakeholder map that was created. The SG need to discuss organising a regular stakeholder review meeting.	RH
5.7	The University students will present their work so far on the 20 <sup>th</sup> November PM, time TBC. The SG to attend where possible. Norman to invite Gill. David to invite the Barracks group.	RH NL / DL
<b>6.</b>	<b><u>AOB</u></b>	
6.1	Denise asked if communications within the SG could be improved. Norman asked for a contact list of the SG members with phone numbers and addresses. Graham to send out once permission has been confirmed. A separate 'digest' for the SG was suggested, perhaps on a fortnightly basis. Richard intends to resume sending a report of activity during the month.	GH DL RH
6.2	Norman asked that the SG get in touch with the DIO re: affordable homes. Richard suggested going through our MP to push for the 30% target of affordable homes.	
6.3	Ben and Norman met with the County Council re: tree preservation orders etc. This was very helpful and useful information was gathered. Norman to send the contact details to Richard and Graham for inclusion on the stakeholder map.	NL
	Norman to speak with the DIO re: a visit to the Barracks to identify trees that need TPOs.	NL/RH
6.4	Norman has been in contact with Western Power re: the trees under the pylons to the west of Toton. The pylons may be moved and Norman has provided his suggestions. Western Power wishes to talk to the SG about further road works that are planned. Norman to organize a meeting in the new year.	NL
<b>7.</b>	<b><u>Date and venue of next meeting</u></b>	
	<b>Tuesday 12<sup>th</sup> December at 7pm. Venue TBC.</b>	
	Nicola and Katie gave their apologies at the meeting.	