

**Town and Country Planning Act 1990  
Neighbourhood Planning (General) Regulations 2012**

**CHETWYND: THE TOTON AND CHILWELL NEIGHBOURHOOD FORUM**

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**Application for Designation  
of a Neighbourhood Forum**

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Broxtowe Borough Council  
Legal and Planning Services  
Broxtowe Town Hall  
Foster Avenue  
Beeston  
NG9 1AE

Date: 30/11/2016

For the Attention of: Steffan Saunders, Head of Neighbourhood and Prosperity

Dear Steffan,

**Application for Designation of Chetwynd: The Toton & Chilwell Neighbourhood Forum**

I am writing to apply for the designation of a Neighbourhood Forum under Section 61F of the Town and Country Planning Act 1990 (the "Act") and in accordance with Part 3(8) of The Neighbourhood Planning (General) Regulations 2012.

The application is made by the proposed **Chetwynd: The Toton & Chilwell Neighbourhood Forum** and is supported by a set of documents which together meet the requirements of the above legislation as they include the following:

- The name of the proposed Neighbourhood Forum;
- A copy of the Constitution of the proposed Neighbourhood Forum;
- The name of the Neighbourhood Area to which the application relates and a map to identify the area;
- The contact details of at least one member of the proposed Neighbourhood Forum to be made public;
- A statement which explains how the proposed Neighbourhood Forum meets the conditions contained in section 61F(5) of the Act.

This information demonstrates that the proposed **Chetwynd: The Toton & Chilwell Neighbourhood Forum** is a relevant body for the purposes of obtaining designation as a Neighbourhood Forum.

This application is being submitted in parallel with a separate application seeking the designation of **Chetwynd: The Toton & Chilwell Neighbourhood Area**. Together, these designations will empower the local community to plan positively and creatively for the future development of the area through the preparation of a Neighbourhood Plan.

On behalf of **Chetwynd: The Toton & Chilwell Neighbourhood Forum**, I look forward to the Council's designation of the Neighbourhood Forum once statutory consultation procedures have been met.



Chair, Chetwynd: The Toton & Chilwell Neighbourhood Forum

## Compliance with Legislative Requirements

Fulfilment of criteria under Part 3(8) of the Neighbourhood Planning (General) Regulations 2012

A	The name of the proposed Forum:
	Chetwynd: The Toton and Chilwell Neighbourhood Forum
B	A copy of the Constitution of the Neighbourhood Forum:
	Annex 1: The Constitution (a separate pdf file). This was approved by members of the Forum at the inaugural General Meeting on 20 <sup>th</sup> November 2016
C	Name of the Neighbourhood Area to which the application relates:
	Annex 2: A map of Chetwynd: The Toton and Chilwell Neighbourhood Area (a separate pdf file). This was approved by members of the Forum at the inaugural General Meeting on 20 <sup>th</sup> November 2016
D	Contact details of member to be made public:
	Richard Hutchinson (Chair) Email: richieh2273@gmail.com
E	Statement explaining how the Forum meets the conditions in section 61F(5) of the Act
	Annexes 3 & 4

## ANNEX 3

### Statement of compliance with section 61F(5) of the Act

#### Background

At a public meeting of local residents held in May 2016 (organised by our local MP, Anna Soubry) and at a subsequent follow-up meeting in September 2016, a decision was made to lay the legal foundations for preparing a Neighbourhood Plan by establishing a Neighbourhood Forum and defining a Neighbourhood Area for the local areas of Toton and West Chilwell. The outcome of the last meeting was the formation an Interim Steering Group by representatives of the community.

Since then, the Interim Steering Group have been working to ensure that both the interim Forum and proposed Area are 'fit for purpose' in anticipation of making simultaneous applications for their designation.

This has involved further meetings of the Interim Steering Group, plus meetings and ongoing liaison with the Council, together with work to widen the membership and formulate a Constitution.

The inaugural General Meeting of the new Forum was held on 20<sup>th</sup> November 2016 where the Forum's Name, Constitution and Area were all formally approved by the membership. Furthermore, the meeting also elected a total of 20 members to the Steering Group. This Group is fully representative of the Toton and Chilwell community, and comprise members who are able and willing to take forward the task of preparing a Neighbourhood Plan.

The proposed Chetwynd: The Toton and Chilwell Neighbourhood Forum is therefore ready to embark on this task, with its overarching purpose being to promote and improve the social, economic and environmental well-being of the Neighbourhood Area. The extent of the Neighbourhood Area<sup>1</sup> is shown on the map in Annex 2.

#### Membership Profile<sup>2</sup>

Membership is open to all those who live and work (whether for businesses carried on there or otherwise) in Chetwynd: The Toton and Chilwell Neighbourhood Area, and to elected Members for the area.

The total membership of the proposed Forum currently stands (as at 21<sup>st</sup> November 2016) at 499 members, as summarised in Annex 4. The membership is drawn from different parts of the Neighbourhood Area and from different sections of the community, including:

- Residents from every part of the Area
- People who work in the Area
- 7 ward & county councillors
- Broxtowe's MP, Anna Soubry

The nature, spread and composition of the membership meets the necessary legislative requirements for the purposes of seeking designation as it closely reflects the demographic profile of this overwhelmingly residential community. The proposed Forum will continue to actively encourage new members to promote inclusivity and the involvement from all parts of the Area and within all sections of the community. In particular, an immediate priority will be to increase membership from our business community.

<sup>1</sup> Section 61F(5)(a) of the Town and Country Planning Act 1990

<sup>2</sup> Section 61F(5)(b) & (c) of the Town and Country Planning Act 1990

The Forum has a written Constitution<sup>3</sup> (see Annex 1) which clearly sets out the aims, objects and governance arrangements for the Forum.

### Conclusion

The members of the proposed Neighbourhood Forum are committed to formulating and producing a Neighbourhood Plan for Toton and Chilwell that will reflect as far as is practicable the aspirations of the wider community, whilst also conforming with national and local planning policy frameworks.

Constructive working relationships have been established with officers of Broxtowe Borough Council and this has provided a positive impetus and foundation to taking forward neighbourhood planning in Toton and Chilwell.

The designation of the Neighbourhood Forum (and corresponding designation of the Neighbourhood Area) will provide the formal platform for the community to work together, in concert with the Council, to plan positively and creatively for the future development of Toton and Chilwell through preparation of a Neighbourhood Plan.

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<sup>3</sup> Section 61F(5)(d) of the Town and Country Planning Act 1990

## ANNEX 4

### Chetwynd: The Toton and Chilwell Forum – Summary of Members

#### 1. Members:

##### Sub-area:

Toton	273	<i>inc. 2 Borough Councillors</i>
Chilwell Meadows	107	<i>inc. 1 Borough Councillor</i>
Chilwell West	116	<i>inc. 2 Borough Councillors</i>
<b>Total members</b>	<b>499</b>	<i>inc. 1 Borough Cllr, 1 County Cllr, and our MP (Anna Soubry) who live outside the Area</i>

*As at 21<sup>st</sup> November 2016*

#### 2. Friends:

In addition to our members we have a further 25 'Friends' who live outside of our Area but who are interested in our work and have requested to be involved and/or kept informed of progress.