

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

CHETWYND: THE TON AND CHILWELL NEIGHBOURHOOD FORUM

Application for Re-Designation
of the Neighbourhood Forum

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Broxtowe Borough Council
Planning Department
Planning and Economic Development
Council Offices
Foster Avenue
Beeston
NG9 1AB

Date: 25th October 2021

For the Attention of: Ryan Dawson, Head of Planning and Economic Development

Dear Ryan,

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

I am writing to apply for the re-designation of the Neighbourhood Forum for a further five-year period 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 **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 Neighbourhood Forum;
- A copy of the Constitution of the Neighbourhood Forum;
- The Decision Notice Designating the Neighbourhood Area to which the application relates, including a map to identify the area;
- The contact details of at least one member of the Neighbourhood Forum to be made public;
- A statement which explains how the Neighbourhood Forum meets the conditions contained in section 61F(5) of the Act.

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

This application is being submitted in order for re-designation of the Forum to continue empowering the local community to plan positively and creatively for the future development of the Neighbourhood Area through the adoption of a Neighbourhood Plan.

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

Yours sincerely

Richard Hutchinson, 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 Forum:
	Chetwynd: The Toton and Chilwell Neighbourhood Forum
B	A copy of the Constitution of the Neighbourhood Forum:
	Annex 1: The Constitution (version 2) was approved by members of the Forum at the Special General Meeting held on 25 th June 2017 and is available as a pdf file at http://cttnf.org.uk/wp-content/uploads/2017/09/CTTC-Forum-Constitution.pdf
C.	Name of the Neighbourhood Area to which the application relates:
	Annex 2: The Decision Notice Designating Chetwynd: The Toton and Chilwell Neighbourhood Area, approved by Broxtowe Borough Council on 9 th March 2017 and is available as a pdf file at https://www.broxtowe.gov.uk/media/3067/neighbourhood-area-decision-notice_redacted.pdf
D	Contact details of member to be made public:
	Richard Hutchinson (Chair) Email: richard.cttnf@gmail.com or via assist.cttnf@gmail.com
E	Statement explaining how the Forum meets the conditions in section 61F(5) of the Act
	Annexes 3 & 4

Statement of Compliance with Section 61F(5) of the Act

Background

Chetwynd: The Toton & Chilwell Neighbourhood Forum was designated by Broxtowe Borough Council on 9th March 2017. The Decision Notice is available as a pdf file at https://www.broxtowe.gov.uk/media/3066/neighbourhood-forum-decision-notice_redacted.pdf

The lifetime of Neighbourhood Forums is five years, and the current designation will expire on 8th March 2022. However, a Neighbourhood Forum can apply to extend its life for further 5-year periods. The Forum sought approval from its membership at the Annual General Meeting held on 7th October 2021. Unanimous approval was given by the members in support of an application to continue for a further five-year period to ensure the Neighbourhood Plan is ‘made’ and monitored by the Forum as part of the planning process for the Forum Area.

A draft Neighbourhood Plan was submitted to Broxtowe Borough Council in June 2020 following amendments made after Regulation 14 consultation in 2019. Subsequently a Strategic Environmental Assessment (SEA) was deemed necessary following screening of the Plan in February 2021 by the Council. The final Environmental Report from the SEA process has been made available to the Council, and the Forum is currently making amendments to a small number of policies as recommended by the Environmental Report. Once complete, the revised Plan will be submitted to the Council in order for the statutory Regulation 16 consultation and Independent Examination to take place. Once this process is complete, the final Plan will undergo local referendum seeking approval to adopt the Plan. After which, if approved at referendum, the Plan will be ‘made’ by the Council.

Although the final timescale for the Plan to be ‘made’ is yet to be fully determined, it is likely to run beyond the current Forum expiry of 8th March 2022. To see the process through, the Forum will need to be active i.e. re-designated for a further five-year period. The Forum also intends to monitor the progress of the Plan once ‘made’, including the degree to which the aims and objectives are being realised, and the extent to which relevant policies are being considered by the local planning authority when deciding on planning applications. Only a Neighbourhood Forum can make amendments to the Neighbourhood Plan in future if required, or if circumstances change, before the conclusion of the Plan period in 2040, which cannot be totally foreseen at this time.

To this end, **Chetwynd: The Toton and Chilwell Neighbourhood Forum** wishes to continue with its overarching purpose to promote and improve the social, economic and environmental well-being of the Neighbourhood Area¹ and deliver a ‘made’ Neighbourhood Plan for the community it represents.

Membership Profile²

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 Forum currently stands (as at October 2021) at **740 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:

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

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

- Residents from every part of the Area
- People who work in the Area
- 8 ward & county councillors
- Broxtowe's MP, Darren Henry

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 Forum continues to actively encourage new members to promote inclusivity, and the involvement from all parts of the Area and within all sections of the community. There has been a recent small increase (15) in new members following participation by the Forum at Broxtowe's Big Green Festival at Inham Nook Recreation Ground (September 2021), and also in the lead up to, and after, the recent AGM (October 2021).

Members and Friends of the Forum are kept informed via our website www.cttcnf.org.uk and through regular email 'Digest' newsletters and social media posts. All the posts can be viewed at <https://cttcnf.org.uk/home/>

The Forum has a written Constitution³ (see Annex 1) which clearly sets out the aims, objectives and governance arrangements for the Forum.

Conclusion

The members of the Neighbourhood Forum are committed to seeing the Neighbourhood Plan for Toton and Chilwell through to adoption and being 'made', 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 are now well established with officers of Broxtowe Borough Council, and this has provided a positive impetus for taking forward neighbourhood planning in Toton and Chilwell.

The re-designation of the Neighbourhood Forum will continue to provide the formal platform for the community to work together, and in concert with the Council, to plan positively and creatively for the future development of Toton and Chilwell through completion of the Neighbourhood Plan and to see it 'made'.

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

Chetwynd: The Toton and Chilwell Neighbourhood Forum
– Membership Summary

1. Members:

Sub-area:		
Toton & Chilwell Meadows	555	<i>inc. 2 Borough Councillors</i>
Chilwell West	181	<i>inc. 3 Borough Councillors</i>
Total members	740	<i>inc. 1 Borough Cllr, 2 County Cllr, and our MP (Darren Henry) who live outside the Area</i>

As at October 2021

2. Friends:

In addition to our members we have a further **146 ‘Friends’** who live outside our Area, but who are interested in our work and have requested to be involved and/or kept informed of progress.

3. Social Media:

We have 480 followers on Facebook, 17 on Twitter, and 56 on Instagram, making a total of **553 social media followers**.

4. Email Distribution List

There are a total of **774 Members & Friends** registered to receive the Forum email newsletter ‘Digests’ and latest news, which are also posted on Facebook & Twitter.

N.B. Figures relating to social media and email distribution are each a sub-set of the total number of members & friends which stands at 886.