

BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

Minutes of the Committee Meeting held at Cornerstones, West Byfleet at 19:30 on Friday 21 April 2017

Present:

Godfrey Chapples - Chair	Ernie Elliott - Pyrford Deputy CDR
Richard Thomas - Vice Chair	Geoff Geaves - Pyrford NF Chair
Keith Creswell - Treasurer	Andy Grimshaw - Pyrford CDR
Isabelle David - Editor	Eileen Perryer - Events Secretary
Lynette Davies - Secretary	Wade Pollard - WB Forum Chair

Reports circulated and to be appended to minutes: Treasurer, Planning Officer, Byfleet CDR, Pyrford CDR, Pyrford Neighbourhood Forum

The meeting was quorate.

1. Apologies for absence

John Bond, Susan Offen, Liz Grout, Marion Malcher, Penny Hoskyn, Richard Wilson, Graham Chrystie

2. Minutes of the Meeting on 17 March 2017 and matters arising not covered by the Agenda

The minutes were reviewed and the following changes made:

- **Item 10:** following comments received from Marion, amended to read "... Marion Malcher would attend meetings if there was a specific issue"
- **Item 4:** sentence on Pyrford co-op removed as incorrect.

With these amendments the minutes were agreed and signed by the Chair.

3. Matters arising from the minutes of the last meeting

There were no matters arising not addressed by this meeting's agenda.

4. Minutes of AGM held on 23 March 2017

The minutes were reviewed and agreed without change.

The question posed by a member at the AGM about an official response from the RA to the Sheer House planning application was noted. There was a discussion about the value of writing such a letter and what it should contain - minuted in Item 5 below.

5. Planning Report

Richard T had provided a report which had been circulated before the meeting. Further comment and discussion as follows:

- **Broadoaks** - permission had been agreed subject to 54 conditions, some of which would need to be satisfied before work commenced and some before occupation. Richard T proposed to go through the conditions with Wade once the permission had been published.

There was a condition pertaining to the signing of the new school which Richard T would check.

Action: Richard T/Wade

- **Sheer House** – WBC will accept comments on the outline plan beyond the March deadline, right up to the planning meeting in June. A response from the RA was discussed and it was agreed that the following concerns should be addressed:
 - density of building proposed for the site
 - height of the buildings
 - provision of car parking - appropriateness of this being underground
 - provision for library and PO
 - parking arrangements during construction
 - requirement for affordable housing

Richard T had prepared his own response and agreed to write an RA response which he would circulate to committee members for comment before it was sent off under the Chairman's signature.

Action Richard T/All

Richard T will investigate parking for the commercial units which did not seem to be included in the draft parking consultation which referred only to ratios for residential units.

Action Richard T

All RA members to be encouraged to write.

- **Boyds Farm** - planning for barns and milking parlour have been agreed. Appeal only concerns the mobile homes.
- **West Byfleet School & Pyrford School travel plans** – Richard W had reported that he had authored the plans on behalf of West Byfleet Infant and Junior schools which, following some amendments, had become operational for monitoring in September. The schools had completed initial monitoring questionnaires. The RA would be asking for confirmation that monitoring was taking place at West Byfleet and Pyrford.
- **CIL money**: this is held by WBC and would be paid by the developer in three instalments

6. Councillors' Report – no reports had been received

The fact that no councillors were at the meeting was noted. The committee would welcome their attendance and/or a report. A reminder to be sent about meeting attendance.

Action: Lynette

7. Treasurer's Report - report circulated before the meeting

Keith noted that the accounts were in a healthy state and that Clare McMahon had taken on the role of Asst membership Officer for Byfleet and received induction training.

Keith explained the problems associated with FPI payments and that a solution was being sought.

Liz was thanked, in her absence, for taking on the role of Advertising Manager. It was agreed that Keith, Liz and Isabelle would meet to discuss the role.

Action: Liz, Keith, Isabelle

There was a discussion about whether or not adverts should be included on the website. Investigations would be done into the 'hit rate' for the website. Any discussion would include Anita.

8. Membership Secretary's Report

Andy reported that membership now stood at 2,832.

It was agreed that a committee contact list should be compiled to facilitate communication. The information would be strictly confidential and for committee use only. Andy offered to extract relevant information from the membership list. Lynette would maintain the list.

Action Andy/Lynette

The aims and objectives of the organisation together with the Constitution as agreed at the AGM would be posted to the website. Lynette would circulate the aims and objectives to all committee members for comment and liaise with Anita re posting the final documents on the website.

Action Lynette/Anita

9. Website

Geoff would find out about the hit rate on the website - Anita or Alan?

Action Geoff/Anita

10. Editorial

Isabelle was commended on the draft of the newsletter which she had circulated for comment and thanked for an excellent job. She noted that she would be submitting the newsletter for print on Sunday after which date no further changes could be made.

7 October was confirmed as the autumn drop in.

Following online discussion a disclaimer re adverts would be included.

As Isabelle was unavailable at the required time, Andy agreed that the newsletters could be delivered to him and he would take them to St Marys.

11. Footpath officer

There were no items for discussion. (Muddy Lane covered under item 16)

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12. Community Rep – Sue Offen was not present but had circulated a request from Byfleet Amenities Group for a contribution to the hire of the cherry picker needed for the Christmas lights - £198. This was agreed.

She also noted that there might be an application from Byfleet Bowls Club but awaited further information.

13. Events Co-ordinator

Eileen noted that she would not be available for the next event but would liaise with Sue Offen.

14. CDR Reports

Byfleet - a report from Godfrey had been circulated before the meeting.

- He was pleased to note that Claire McMahon had taken on the role of **Byfleet Village Assistant Membership Officer**
- Comments received from Eleanor Grady re **tree planting** had been forwarded to WBC
- The problem of **vans parked** around the village appears to have been resolved.
- Issue 11 of **Byfleet Community News** was being circulated around the village and copies were provided for all the committee.

West Byfleet – there was no report

Pyrford – a report from Andy had been circulated before the meeting

It was noted that the second stage of the roadworks along Pyrford Road had commenced, with first stage having been completed almost to plan.

The building work at the school was almost complete and staff cars were now being parked in the car park and not on the road during the day.

Andy would be making sure that monitoring of the Pyrford school travel plan took place.

15. Forum Reports

Byfleet – Everyone resident is being given a last chance to see the preliminary Consultation document before collation of comments. Page 9 BCN11 is a draft of part the Local Plan with contact facility for comment. Work is in hand to test the Surrey Community free website to see if it will be a suitable replacement for the current website and can be managed by a group of people from the Byfleet Forum.

West Byfleet - Wade reported that the Plan is with the examiner and a response is awaited

Pyrford - a report from Geoff had been circulated before the meeting

Geoff reported that the operating budget was being prepared and it would be presented to both the RA and the Big Lottery. A request would be put into the RA for expenditure on campaigning - £150.

16. AOB

Richard T noted that the CIL funds for Broadoaks, which would be triggered by the planning process, might become available before the Plan was complete. Something to look out for. CIL money for Sheer House would come much later.

Andy had been contacted by a member re the land south of Murrays Lane concerned about waste pipes etc. AG will write on behalf of the RA to the inspector asking him to confirm that the works have met required standards.

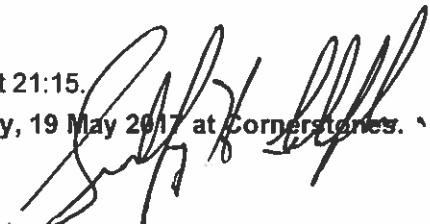
Action Andy

Godfrey informed the meeting that Richard T intended to stand down from the committee by the end of the year. His preference was to cease as Vice in July. Members were asked to consider who might take on the task of Planning Officer.

Keith had circulated an email from Jonathan Lord MP and letter from Gavin Barwell MP re Muddy Lane. Designation as a bridleway was still under consideration due to objections received.

The meeting closed at 21:15.

Next meeting - Friday, 19 May 2017 at Cornerstones.



TREASURER'S REPORT
April 2017

I have attached a Statement of Financial Affairs (SoFA) to 18th April. At the time of writing, we have £1,415 in our current account and £20,344 on deposit.

We have received subs from all three villages that have been banked and uploaded to the database. The rate of collection is satisfactory as many of the collections are traditionally collected in May. It is very pleasing that the Asst Membership Officer for Byfleet (Claire McMahon) has taken on the role and been successfully inducted. We have received unallocated subscriptions of £542 of which the vast majority appears to be Pyrford. The large unallocated figure is due to direct "Faster Payment Instruction" (FPI) receipts going directly into the bank account and awaiting identification and bulk uploading to the membership database. (see below)

The year to date now shows a surplus of £4,833 for the three and a half months. There will be further advertising invoices to be issued once the Magazine is published, Isabelle will advise that some advertisers have dropped out so we are grateful to Liz for volunteering to take on the Advertising Sales role. (see below). We will also, of course, be receiving the printing and setup costs for the magazine of c.£1500.

There has been no change in the contributions to the Forums. Pyrford Forum has now claimed all of the £2,500 given in grants. Byfleet has £101.90 to claim and West Byfleet £698.27. West Byfleet's plan is now submitted and we are happy to finalise their grant on submission of a claim with supporting documentation. The position with regard to Byfleet is still outstanding.

I can confirm that I believe that we can now go back to funding locally worthy (non-partisan) causes.

Issues.

- 1 A meeting will be required between Editor, Treasurer and Advertising Sales Manager to agree processes and ensure we optimise adverting income. The Committee should also consider an advertising policy for the website and we should establish a formal set of terms of trade and conduct for all advertising. I would suggest a small sub-group of the three above plus Anita to produce a proposal for the Committee.
- 2 The impact of the new database updating and collection procedure was mixed, generally positive but with a couple of minor hiccups that we believe have now been resolved. For example, the 2017 subs received were not showing on the street reports. Fullworks has been responsive and updated the reports and made other fixes to ensure the database reporting is accurate.
- 3 It still remains essential that CDRs review the coverage of their street reps and identify new reps to cover gaps.
- 4 Due to a misunderstanding/miscommunication between, Keith, Andy and a local street association secretary, the RA bank details have been provided to some residents who are making FPI payments for their subs. Although, no doubt this is the way of the future, the current uncontrolled use of this is leading to a multitude of bank account entries with difficulties to both database maintenance, cash book maintenance and bank reconciliations. Andy and I have a workround currently but a better solution is needed, which may require, for example, opening collection accounts for each village/AMO which the bank would be happy with in principle. The Committee are requested to agree to a subgroup of the AMOs and Treasurer to devise a solution which will enable FPI collections without jeopardising the integrity of the banking and database.

Keith Creswell 18/04/2017

Byfleet, West Byfleet and Pyrford Residents Association
Committee meeting April 2017

Byfleet, West Byfleet & Pyrford Residents Association

1st January to 18th April 2017

INCOME	Year to date	
	£	£
Subscriptions and member donations:		
Friends & Unallocated	542	
Byfleet	1112	
West Byfleet	1659	
Pyrford	2284	
		<u>5597</u>
Advertising		1625
Bank Interest		3
Donations		1
Sundry Income		
Totals		<u><u>7225</u></u>
 EXPENDITURE		
The Resident		-1513
**Committee Expenses		-10
Room Hire not Committee		-50
**AGM		-246
**Pyrford Flower Show		
**Fetes		0
Display/Equipment		
Donations:		0 *
Insurance		0
Postage, Stationery & Printing		-439
Sundries		0
Database/Web Expenses		-135
Mileage/Parking		0
Forums - Pyrford	0	
- Byfleet	0	
- West Byfleet	0	
		<u>0</u>
		<u><u>-2392</u></u>
		 <u>4833</u>
Surplus/(Deficit)		<u><u>4833</u></u>
Opening Cash		16926
Surplus/(Deficit)		<u>4833</u>
Closing Cash		<u><u>21759</u></u>
Analysis		
	C/A	1415
	Dep	<u>20344</u>
		<u><u>21759</u></u>
 • Donations		 £

Planning comments for meeting April 2017

There were some 30 + planning applications since our last meeting

Globe house 2016 0990 additional 6 flats & Roxburghe house additional 5 apartments

Green belt review

West Hall in land allocation 529 unit's 2022 green belt!!

Broad Oaks PLAN 2016 1003 for 147 homes & 10 conversions

Approved with more affordable housing. Start subject to legal agreement and clearance of certain planning conditions.

Boyds farm Murrays Lane

PLAN 2016 1013 barn & milking barn and mobile home appeal response by 20 Th April

PLAN 2016 0164 3 year term for 4 Romany pitches approved 25 conditions 5 of which need to be cleared prior to commencement, CMS, drainage procedures, detailed plans, reinstatement after 3 years .

Details agreed by WBC to be WATCHED!!

Sheer House PLAN 2017 0128, responses were by end of March but WBC will receive any comment before committee meeting expected June !!

PLAN 2016 0987 West Byfleet School Travel Plan see R Wilson's response

***Pyrford School travel plan WBC/ SCC/ EFA [M of Ed] / contactor! See CDR report.**

CIL money action by RA and Forums attended Joint committee what created in villages stay in village, the 123 list £

payment by developer in three installments, at commencement, 12 months after and at first occupation.

M25 Junction 10 SCC review .

M & S extension at Brooklands planning application on hold!!

Draft Parking consultation response by 22 May

April 2017

BYFLEET CDR REPORT

April 2017

1. The appointment of Claire McMahon as Byfleet Village Assistant Membership Officer has been accomplished. We welcome her input having been given an induction course By Lisa Creswell recently.
2. The useful ideas received from Eleanor Grady have been submitted to Woking Borough Council, in conjunction with LA21 Environmental Action Group.
3. The removal of white vans from several routes in Byfleet appears to have been achieved. These were involved with Amazon and we trust that the vehicles may be kept in Company Locations when not in Company use!
4. The delivery to all homes in Byfleet of Issue 11 Byfleet Community News is underway. A copy for each RA Committee member is tabled for you tonight at Committee.

Godfrey H. Chapples
CDR Byfleet Acting

PYRFORD CDR REPORT APRIL 2017 MEETING

MARSHALLS PARADE

The unit previously occupied by Lloyds Pharmacy is still available for letting on the open market. The agent has had some interest from prospective tenants some of whom may require a change in planning use. None of these seemed to have progressed very far. Recently there seems to have been a water leak through the ceiling.

Flutter Byes has re-opened.

PYRFORD SCHOOL

The old school is now fully demolished. Landscaping works are underway and the end point seems to be fast approaching. The temporary ramp has been removed and the hedging planted. The latest feedback is the planning application for an additional access is unlikely to be approved.

A revised Travel Plan was submitted in late February to WBC and after amendments SCC seems happy. It is likely to go to a planning meeting in May 2017.

Parking on Coldharbour Road continues to be a problem - except during the current school holiday! Due to the works, the teacher car park has been closed and vehicles are now parked on the road all day. A small carpark has been created up at the Peatmore Close entrance.

PYRFORD ROAD CLOSURES STARTED 18 MARCH TO END MAY 2017

The work was planned in three phases:-

- | | |
|-----------------------------------|----------------------|
| 1. Hollybank Road to Boltons Lane | 18 March to 12 April |
| 2. Boltons Lane to Floyds Lane | 13 April to 10 May |
| 3. Floyds Lane to Lock Lane | 11 May to 26 May |

As at 17th April, the first phase is very close to completion and the second phase diversion is likely to start soon.

There will be signed diversion routes for each phase.

The first diversion was intended to go along Coldharbour Road, but was recently changed to go along Pyrford Common Road & Upshot Lane, due to the impact of the parking outside of Pyrford Primary School.

The last diversion will stop the 437 bus passing past Warren Farm Home Park and, after raising this with the project manager, it is proposed to have a shuttle service to West Byfleet.

SHEER HOUSE

Following on from the Sheer House meeting, I sent an email to Cllr Liz Bowes expressing concerns on behalf of Pyrford residents about the future of West Byfleet Library. Liz responded "I have requested the information but just so you are aware I have heard nothing at all about any possible closures"

Future Pyrford Dates 2017

8th July – Pyrford & Wisley Flower Show

RA Committee Meeting – 21st April 2017

Pyrford Neighbourhood Forum Report

Activities in the last month have been dominated fundraising and over £9000 has now been raised to pay for Martyrs Lane campaign expenses. It is hoped that the proceeds of a 'Night Out' will make up the balance of the £11220 required.

The constitution designed by West Hampstead NF has been used as a guide for modifications required to our current constitution occasioned by the completion of the neighbourhood plan.

An account of how the last Groundwork grant for plan preparation has been submitted and a little over £500 of unspent grant has been returned. The basic operating budget for the next 12 months has been finalised and our approach discussed briefly with Byfleet and West Byfleet Forums. The intention is to submit this for the consideration of the RA and also The Big Lottery. Any surplus raised in this way will be returned to the RA first. It should be noted that this budget will not include any campaigning costs.

Geoff Geaves – Chairman - Pyrford Neighbourhood Forum

21st April 2017