

# BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

## Minutes of the Committee Meeting held at Cornerstones, West Byfleet at 19:30 on Friday 16 June 2017

**Present:**

Godfrey Chapples - Chair	Andy Grimshaw - Pyrford CDR
Richard Thomas - Vice Chair	Wade Pollard - WB Forum
Keith Creswell - Treasurer	Eileen Perryer - Events Secretary
Ernie Elliott - Pyrford Deputy CDR	Cllr Graham Chrystie
Geoff Geaves – Pyrford Forum	

The quorum is 8 members - the meeting was quorate.

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

### 1. Apologies for absence

Lynette Davies, Cllr John Bond, Susan Offen, Marion Malcher, Cllr Richard Wilson, Isabelle David, Liz Grout

### 2. Minutes of the Meeting on 19 May 2017 and matters arising not covered by the Agenda

The minutes were reviewed and the following changes were agreed:-

Planning - Sheer House – Change "reviewed " to " considered"

Forums - Pyrford - Change " had been completed and adopted" to "is being discussed"

- Change – "was this development in Pyrford or West Byfleet?" to "as to whether this development aws in Pyrford or West Byfleet as the Electoral Ward, Village Forum Boundaries and the RA village boundaries differ."

The minutes would be signed at the next meeting by the Chair.

### 3. Matters arising from the minutes of the last meeting

#### Planning & Village Boundaries.

It was noted that the WBC planning portal was generating reports on electoral Ward boundaries but for Pyrford Neighbourhood Forum planning applications were able to be allocated by Forum boundary. Wade Pollard asked if the planning portal notifications could be amended to Forum boundaries. Agreed a letter should be written to Chris Dale requesting change.

**Action: Richard**

It was also agreed to amend RA Village boundaries on the Membership Database to mirror the Forum village boundaries (also needed for Forum grant calculations) **Action: Andy**

#### Neighbourhood Services WBC

AG reported he had met Catherine Wilkinson, Neighbourhood Officer Byfleet, West Byfleet & Pyrford. Catherine can be contacted about the following:

- waste and recycling
- litter
- graffiti
- abandoned vehicles
- untaxed vehicles (on highway land)
- grounds maintenance (trees, grass cutting and vegetation)
- street furniture (street name plates, litter bins, dog waste bins and benches).

It was suggested that Catherine should be invited to a RA meeting to explain her role **Action: Lynette**

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

#### 4. Planning Report

Richard T had provided a report. Further comment and discussion as follows:

- **Broadoaks** – Planning consent issued, but the Sec 106 agreement had yet to be signed between WBC & Octagon. An agreement between Octagon & United Learning was also not signed. There seemed to be a number of issues arising resulting from this mixed development.
- **Sheer House** –The outline planning application had been revised to reduce the height of the buildings at the Madeira Road end. The application was expected to be discussed at the 25 July Planning Committee.
- **CIL123 list.** Total £60m (£53m unfunded) includes a number of schemes in the 3 villages. RT said the list was available and would be circulated with minutes needs review. **Action: Richard**

RA should lobby WBC, officers and elected members, for the 100% of all CIL monies generated from developments within the three villages to be spent within the three villages, not just the 15% or 25% (depending on whether an approved plan exists). It was agreed that Richard should write to WBC about the procedure of calculating and allocating CIL monies **Action: Richard**

Wade mentioned that the CIL arising from a development was set out by the relevant Act. (further <https://www.woking.gov.uk/planning/service/contributions>) Mention was made of a National Association of Forums. Wade agreed to raise CIL with them **Action: Wade**

#### 5. Councillors' Report

Cllr Graham Chrystie suggested that if the RA wished to speak about a specific planning application then the RA should approach the Planning Committee as early as possible after agenda published.

Graham reported that

- the new Council Leader was Cllr David Bittleston and the Deputy Council Leader Colin Kemp.
- There were a large number of projects underway in WBC
- There were concerns about the impact of the loss of shops during the expected 2-3 year development period for Sheer House
- Little work on the Green Belt Site Allocations DPD had been done since February 2017 and there was no public timetable published for the next steps and as yet no planned feedback on the recent public consultation on Land East of Martyr's Lane
- a letter had been sent to Jonathan Lord MP about the lack of funding of Forums once a plan had been approved

#### 6. Treasurer's Report - report circulated before the meeting

An expense claim from Godfrey for printer cartridges amounting to £30 was agreed to be paid

**Action: Keith**

#### Forum Funding

There was a discussion about the paper submitted by the Treasure concerning the allocation of funds to the three village forums. The principle of linking the grant to the membership in each village as at the end of December each year was agreed. The rate would be £500 plus £1 per household in the village.

It was also agreed that it should be recurring and that it would be paid quarterly in four equal instalments starting from the date of application. It was agreed that any surplus of funds not used by the end of the 12 month period should be returned by the Forum to RA before the next year's payments commenced.

In the case of Pyrford Neighbourhood Forum the start date was agreed as 1/4/2017.

**Proposed Keith Creswell & seconded by Richard Thomas and passed unanimously.**

#### Roles & Responsibilities

The paper on Roles & Responsibilities was reviewed. It was agreed to add the RA Forum Representative role and amend banking of RA subscriptions from Treasurer to AMO's. **Action: Keith**

It was suggested that these new roles would need to be agreed at the AGM. Richard thought that it should remain an internal document as the detail might put some volunteers off.

It was agreed that the working party was authorised by the Main committee to make the changes.

*Action: Lynette*

**7. Acting Membership Secretary's Report** - a report and data had been circulated before the meeting.

Andy reported that he had a meeting with Fui Ling Bolton on Wednesday 21st June to discuss how the Membership role could be split.

So that the Street Rep could keep a copy for their future reference, it was agreed that two copies of the Street Rep distribution report should be printed.

*Action: Andy*

Andy reported that Fui Ling had indicated that she might wish to amend the reports. It was agreed that the Main Committee were happy to delegate the authority to change to the Membership/Website Working Group.

*Action: Andy*

Collection of email addresses continued to be patchy. Post codes and telephone numbers were also needed. Emails would only be used for key and important communications.

*Action:*

*CDR's*

Andy reported that membership had grown slightly. He explained that if a member had not paid a subscription in the last 36 months, their entry disappeared from the Street Rep report.

**8. Website** – In the absence of Anita, there was no report but her work on the business directory was noted

**9. Editorial** report circulated before the meeting - The submission deadline for all articles the next Magazine Issue 156 of 10<sup>th</sup> August was emphasised & noted.

*Action:*

*ALL.*

**10. Footpath officer**

The committee wished to thank Marion for her hard work on footpath 99 and following up on issues. An update on Muddy Lane was requested

*Action:*

*Marion*

**11. Community Rep** – there was no report. As neither Sue Offen nor Liz Grout were present, the request for funds for The Lightbox Woking (for their community work i.e. 'Art in Mind Workshops' for people with dementia and workshops for the visually impaired), submitted by Liz Grout was deferred to the next meeting on July 21<sup>st</sup>.

*Action: Liz Grout/Sue Offen*

*Offen*

**12. Events Co-ordinator**

*St John's Summer Fete, 6 June* - 6 possible members to follow up

*Pyford Flower Show, 8 July* - stall booked by Andy; Rota to be organised

*Action: Eileen*

*Byfleet Parish Day, 15 July* - stall booked by Godfrey; Rota to be organised

*Action: Eileen*

*WBLive! 28-30 July* - stall to be booked - by Eileen?

*Dropln, Pyrford, 7 October* - booked by Andy

It was rumoured that Ray Morgan is to make an announcement at West Byfleet Live! Concerning West Byfleet Recreation. It was agreed that Godfrey should write to Ray Morgan seeking further clarification

*Action: Godfrey*

### 13. CDR Reports

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

**West Byfleet** – no report circulated

It was noted that Thomas Cook shop had closed & the HSBC Bank Branch was due to close on 23/6/2017.

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

Local noticeboard - Andy had met Catherine Wilkinson of WBC Neighbourhood Services.

### 14. Forum Reports

**Byfleet** – a new website was in preparation and would be launched soon. Plan documents had gone out.

**West Byfleet** – The Development plan has been re-drafted taking into account comments from WBC. It is likely to go to the planning Committee in July for approval.

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

The Forum had successfully raised money for their campaign fund. A new constitution to cover activities post Neighbourhood Plan is under discussion.

### 15. AOB

**West Byfleet Business Association** – Wade had contacted Neil Butcher, Chair of WBBA and he had indicated a wish to attend a RA meeting. It was agreed that Wade should contact Neil to invite him to the July meeting for the same time period as local Councillors. **Action: Wade**

**Barbara Provis** It was noted that Barbara had decided to step down as a Pyrford Village Street Rep so breaking her 30 year plus connection with the RA. Godfrey agreed to write to Barbara expressing the Committees appreciation of all her activities for the RA **Action: Godfrey**

#### **Traffic Concerns**

It was noted that the recent closure of the A3 roundabout over the M25 at junction 10 had caused traffic mayhem in the three villages. This clearly highlighted the impact on Residents in the three villages of the high levels of daily traffic passing through and in the local vicinity. This highlighted the poor provision of traffic infrastructure. It was agreed that Godfrey should contact the Secretary of the RA's Association to see what co-ordination was possible on such infrastructure issues. **Action**

**Godfrey**

It was also suggested that Liz Bowes should be approached to arrange a presentation by SCC staff on the workings of the SCC traffic models **Action Godfrey**

**Policies of the RA** - the RA needs to identify the areas in which it wants to be engaged. What else besides planning? **From June Agenda item for next meeting**

**Forums vs RA** - overall have the same objectives but the detail is different. Geoff and Wade to be asked about their Forums plans for future activities.

**From June Action: Geoff/Wade/John**

**Social groupings** - there had been a suggestion that the RA should facilitate these ie listings in newsletter, information on RA website etc. How this should be approached would be further discussed. Update request **Action Anita**

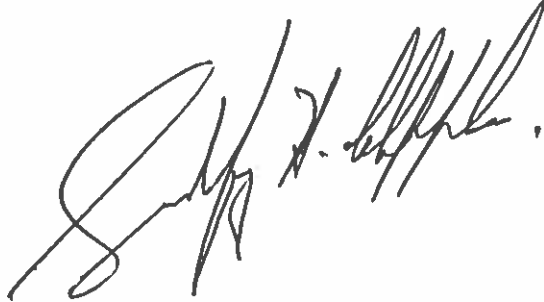
**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
**Committee Meeting, 19 May 2017**

16 June

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The meeting closed at 22:30.

Next meeting - Friday, 21 July 2017 at Cornerstones.

A handwritten signature in black ink, appearing to be 'S. J. ...', is written in the center of the page.



**TREASURER'S REPORT**  
**June 2017**

I have attached a Statement of Financial Affairs (SoFA) to 16<sup>th</sup> June. At the time of writing, we have £1,362 in our current account and £20,345 on deposit.

The year to date now shows a surplus of £4,781 for the six months.

Fui Ling's appointment is welcomed and this will eventually take a lot of the load from Andy as temporary Membership Sec. His contribution has been much appreciated by myself as Treasurer.

We have received subs from all three villages that have been banked and uploaded to the database. The rate of collection is not as satisfactory as we would like, there appears to be a large backlog in Byfleet, and the rate of collection in West Byfleet is a down. Pyrford are doing well but there has been at least £555 collected in subs from Ridgway that are possibly paid incorrectly (and should be just £15!) I have asked Andy to investigate. Andy's banking of today is not included in these figures.

We have received unallocated subscriptions of £265 which are from Byfleet (Claire has had some difficulty updating the membership database for new members. Andy and Lisa should help Claire resolve this shortly) All of Andy's unallocated FPI membership subs have now been recorded in the membership database (but note query above)

Liz, Isabelle and I met and agreed processes and policies for the advertising, Isabelle kindly updated the proposals and Liz will lay them before the Committee.

We have issued £3035 of advertising invoices this year. We have £1410 owing still (so not shown in the accounts) of which one, £70 Gascoigne Pees, is 13months overdue, one, £130 Brookland Jewellers, is 5months overdue and the remainder less than one month. Liz, in her new additional role, is taking the opportunity to hand deliver all current invoices, magazines and dunning letters as a way to get to know the advertisers.

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.

We have renewed our insurance cover with Zurich at a cost of £301. The policy schedule is attached, the Hirers schedule referred to as "not covered" does not refer to hiring buildings for use, this is covered by our public /third party liability policy. Godfrey and Lynette have been given a copy of the new certificate to give to the hirers of space to us.

There have been a number of minor payments for stalls at Fetes etc.

Issues.

- 1 The meeting that took place between Editor, Treasurer and Advertising Sales Manager has agreed processes and ensure we optimise adverting income. However, they still need to come up with a recommendation after consulting with Anita for an advertising policy for the website.
- 2 Some progress has been made but it still remains essential that CDRs review the coverage of their street reps and identify new reps to cover gaps.
- 3 The Committee agreed 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. This will take place when all are available from holidays, when Claire has settled into role and Fui Ling can absorb much of Andy's temporary role.
- 4 The outline budget for the Neighbourhood Forums is £1500 each. Pyrford (PNF) are now "live" as a new organisation and have put in a request (see elsewhere), West Byfleet have almost reached completion of their original existence and Byfleet have a way to go, Whilst we must treat each village as equitably as possible, it would be invidious to hold back PNF to the pace of the slowest, so a rapid agreement to some funding of PNF should be decided urgently.

Keith Creswell 15/06/2017



**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
**Committee Meeting, June 2017**

Byfleet, West Byfleet & Pyrford Residents Association					
Statement of Financial Affairs					
to	16th June 2017				
			Year to date		
<b>INCOME</b>			£	£	
	<b>Subscriptions and member donations:</b>				
	Friends & Unallocated		265		
	Byfleet		1132		
	West Byfleet		2259		
	Pyrford		3744		
				7400	
	<b>Advertising</b>			1695	
	<b>Bank Interest</b>			3	
	<b>Donations (other than subs)</b>			1	
	<b>Sundry Income</b>				
	<b>Totals</b>			<b>9099</b>	
<b>EXPENDITURE</b>					
	The Resident			-2592	
	**Committee Expenses			-10	
	**Street Rep Drop Ins			-11	
	Room Hire not Comm.			-50	
	**AGM			-301	
	**Fetes			-80	
	Display/Equipment				
	Donations:			-198	*
	Insurance			-301	
	Postage, Stationery & Printing			-550	
	Sundries			0	
	Database/Web Expenses			-225	
	Mileage/Parking			0	
	Forums - Pyrford		0		
	- Byfleet		0		
	- West Byfleet		0		
				0	
	<b>Totals</b>			<b>-4318</b>	
	<b>Surplus/(Deficit)</b>			<b>4781</b>	
<b>Opening Cash</b>				16926	
	<b>Surplus/(Deficit)</b>			4781	
<b>Closing Cash</b>				<b>21707</b>	
	<b>Analysis</b>				
			C/A	1362	
			Dep	20345	
				<b>21707</b>	
*	<b>Donations</b>				£
	Byfleet Amenity Group		re Xmas lights	198	

## MEMBERSHIP REPORT JUNE 2017 (REV 15/06)

The membership numbers as at 15/06/2017 are: -

Area	Nos	%
Byfleet	748	26.3%
West Byfleet	939	33.1%
Pyrford	1,126	39.6%
Other	27	1.0%
<b>Totals</b>	<b>2,840</b>	

In the month of June total membership has increased by 7; in total 13 since the AGM in March.

NB. Membership includes a household where no subscription has been paid since 2015. Since May, the number of grace memberships (not paid) has fallen by 196 and current memberships (paid) grown by 176. The total memberships at Current & New stands at 1,172, 41% of the current membership and the average amount paid is £5.73. The analysis by village shows :-

Area	Nos	%	Average Paid
Byfleet	197	27%	5.49
West Byfleet	364	32%	5.49
Pyrford	610	53%	6.01
Other	1		
<b>ALL</b>	<b>1,172</b>	<b>38%</b>	<b>5.73</b>

**This means 62% of the membership (c1,650) have yet to be recorded as collected on the database. 45% of Street Reps are recorded as not having collected any monies.** The St Johns Fete on 10<sup>th</sup> June 2017 provided 6 new leads and will have been followed up by the meeting.

The database shows as a % of renewals and new membership the data collected & input is:-

Emails	553	47%
Telephone	415	35%
Post codes	541	46%
<b>Current &amp; New</b>	<b>1,172</b>	

There are two reports showing monies collected – Distribution report by CDR and collected report by CDR. These are showing slightly different numbers. Alan Fuller has made some changes to the code but there are still some current differences by village and these will need to be further investigated.

The attached excel report shows more data and trends since the AGM.

As you will be aware from recent emails Fui Ling has agreed to take on certain aspects of the Membership Secretary role. I have arranged to see her on the afternoon of 21 June.

**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
**Committee Meeting, June 2017**

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Planning comments for meeting

June

2017

**There were some 80 + planning applications since our last meeting**

**Sheer house variations to original application**

**Ongoing permissions**

**Broad Oaks** PLAN 2016 1003 for 147 homes approved the issue of the PP & Start subject signing of legal agreement I [including delivery of school] CIL £ 3,889,000.

**Boyd's farm Murrays Lane** PLAN 2016 1013 barn & milking barn and mobile home appeal date 16<sup>th</sup> May decision expected soon

**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** additional application, committee meeting expected June / July!

**PLAN 2016 0987** West Byfleet School Travel Plan R Wilson- monitoring

**\*Pyrford School** travel plan being monitored.

**Other matters** CIL the Joint committee control the 123 List [next meeting 28<sup>th</sup> June 6pm] total £ 60M [£53 M unfunded] includes relevant to 3 villages  
WB one way system £ 1 to 2 M, A245 Cycle lane £ 1M, A320 corridor £5 to 10M, Education Borough £16 M.

**Suggest it should include WB Recreation ground concept plan!!** We hear that the C Ex is to announce some plans for this area at W B Live!!

**I suggest that the policy of RA is to do ensure that CIL Money contributed by developments within the three villages is spent in the three villages!**

**Suggestions from forums and lobbying Area committee** Action Forum /RA

**Draft Parking consultation response by 22 May**

**Green belt review waited!**

**PS** I have circulated to Pyrford & West Byfleet Forum's the planning coordinators procedure which I also attached essentially from the list of planning applications I copy to CDR;s highlighting ,large controversial or retrospective etc .etc

JUNE 2017

## PYRFORD CDR REPORT JUNE 2017 MEETING

### MARSHALLS PARADE

The unit previously occupied by Lloyds Pharmacy seems to have found a tenant. The owner has made a planning application to change the planning use from A1 to D1 for use as a Veterinary Clinic (PLAN/2017/0448). The application is still under consideration. I attended a meeting with the developer and Woking Borough Council about moving the RA funded notice board from the current location to a site near to the village sign. The development works are planned to start in late June 2017.

### PYRFORD SCHOOL

As reported last time, the old school is now fully demolished. Landscaping works were completed but parts were redone during half term week.

The temporary ramp application has been removed and the hedging re-planted. The planning application for an additional access has been withdrawn.

A couple of the residents living opposite are concerned about the new hedging. As it seems no one was watering they did water the new plants but there are concerns it may have died. Also, the residents believe a section should have been replanted but has not. I am in discussions with the developer. The hedging that died has been replaced and extended.

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

Parking on Coldharbour Road has continued to be better since the school car park has re-opened.

### PYRFORD ROAD

The work is virtually complete and the road is open to through traffic. In the last few days work has commenced to connect the cables.

### OLD WOKING ROAD & TRAFFIC

Traffic on Tuesday 6<sup>th</sup> June was chaotic in the area following the partial closure of the roundabout at the A3/M25. According to Radio Surrey this was the worst in recent years. What could the RA do to lobby Surrey County Council about traffic issues?

### Future Pyrford Dates 2017

8th July – Pyrford & Wisley Flower Show

**BYFLEET CDR REPORT**  
**June 2017**

1. There is some concern over a suspected leak from the Drainage system of the Travellers Site in Murrays Lane
2. Delight expressed over the notice of receipt of substantial grant to be awarded St. Mary's Church from Surrey County Council and Woking Borough Council in the order of £12,000 from each party.
3. Assistant Membership Officer Claire McMahon getting into her stride.
4. A new CDR being groomed for an eventual adoption/election.
5. Burglaries still a very concerning aspect of life in Byfleet.
6. Parish Day plans well in hand for a bumper day with at least 2000 in attendance.
7. Attached application forms for a stall OR FREE VEHICLE ENTRY at Byfleet Parish Day 2017

Godfrey H. Chapples  
Acting CDR Byfleet

**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
**Committee Meeting, June 2017**

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**Report from Isabelle David - Editor**

The proposed timetable for Issue 156 is as follows:

<b>Deadline (Date)</b>	<b>Activity</b>	<b>Details (Responsibility)</b>
10 August	Deadline for <ul style="list-style-type: none"><li>• adverts</li><li>• articles</li></ul>	Liz Grout (Advertising Manager) ID (Editor)
17 August	Finalise layout	ID (Editor)
18 August	Send to printer for 1 <sup>st</sup> draft	ID (Editor)
25 August	Send out to selected for proof reading	ID (Editor)
28 August	Send out to RA Committee	ID (Editor)
<b>31 August - 16 September - AWAY ON HOLIDAYS</b>		
20 September	Final deadline for last minute changes/updates	ID (Editor) /RA Committee
25 September	Confirm final copy to printer	ID (Editor)
7 October	RA Drop In – Pyrford Village Hall	

In terms of theme – it will be a combination of looking back at Summer Events (lots of photos and write-ups please) and looking forward to Christmas (which seems a bit far fetched at the moment!)

I am also keen to promote any winter activities that local residents can participate in so winter walks, winter talks by local societies is my idea at the moment. All suggestions are very welcome.