

BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

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

Present:

Godfrey Chapples - Chair	Andy Grimshaw - Pyrford CDR
Richard Thomas - Vice Chair	Liz Grout - West Byfleet CDR
Lynette Davies - Secretary	Penny Hoskyn - WB Forum
John Bond - Councillor	Eileen Perryer - Events Secretary
Ernie Elliott - Pyrford Deputy CDR	

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, Footpath Officer, Website Officer

1. Apologies for absence

Susan Offen, Marion Malcher, Richard Wilson, Graham Chrystie Keith Creswell, Isabelle David, Wade Pollard, Geoff Geaves

2. Minutes of the Meeting on 21 April 2017 and matters arising not covered by the Agenda

The minutes were reviewed and 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. Planning Report

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

- **Broadoaks** - Richard T confirmed that house building was subject to the school also being delivered.
- **Sheer House** – Richard T had sent a letter from the RA (circulated) signed by Godfrey. This would be considered at either the July or September planning meetings.
- **CIL123 list** needs review. Total £60m (£53m unfunded) includes a number of schemes in the 3 villages (see report). RA should ensure money contributed by developments in the 3 villages was spent in the villages. RA to consider how the joint committee can be persuaded to do this - wish list? Liz Bowes, Richard Wilson and John Bond sit on the committee. **Action: Forum/RA**
- **West Byfleet Recreation Ground** - the school have asked about using the Rec as school land had been lost as a result of the new buildings. Parking on the Rec during the redevelopment of West Byfleet had also been suggested. Penny also reported that there were reports of commercial activity on the Rec in the pipeline - the Council have indicated there would be an announcement at WBLive!

There was a need for a concept plan. There was a discussion about what the Rec could be used for. It was known that the land had been given for the use of the community but evidence to that effect had been difficult to locate. Reference was made in Byfleet Parish minutes in 1933. Ernie would talk to Jim Allen, Chairman of Byfleet Heritage Society and Andy would look into contacting the Stoop family and Byfleet United Charities. **Action: Ernie, Andy**

- **Murrays Lane** - appeal had taken place this week, decision expected in 4/6 weeks. Original permission had been given to house a rural worker only, the appeal was to include the family of the worker.
- **Globe House** - application for 4 storeys at the back on the carpark
- **Vanners Parade** - application for improvements at the back to better allow for deliveries to the Co-op

5. Councillors' Report – no reports had been received

John Bond reported that there had been little activity due to the recent council elections and the upcoming General Election.

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

There was a discussion about the allocation of funds to the three villages and whether the level of membership should be a consideration. It was agreed that allocation should be fair and according to need.

Unallocated subscriptions, largely received through FPIs were being sorted out. A discussion ensued on how subscriptions should be collected ie cash, cheque, direct debit, standing order, online. Cheques were being used less and less. There was concern about the cost of the various options. Other RAs would be contacted for advice on the various methods.

AMOs and Treasurer meeting to look at FPIs to include the CDRs.

Action Treasurer/AMOs

Isabelle, Keith and Liz would be meeting as agreed to discuss advertising. They would look at an advertising policy for the website and setting up a formal set of terms of trade and conduct for all advertising whether in the newsletter or on the website. Andy suggested that the way the Business Directory was managed also be considered. The Constitution would need to be consulted.

There was a discussion about the role of the CDR - in particular the role description in the *Roles and Responsibilities* document which had been circulated. Should 'responsibility for the quality of data' be first on the list? Should the CDR be higher on the list of officers? More thought to be given to the Roles and Responsibilities of all post holders and the CDRs in particular.

Action ALL

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

Andy reported that membership remained static. He explained that if a member had not paid a subscription in the last 36 months, their entry disappeared from the database.

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.

8. Website - report circulated before the meeting.

Anita had included data on hit rates, bounce rates etc. The information on the closure of Pyrford Road had received the largest number of hits.

The importance of keeping the website current was emphasised - Anita needed to be provided with content which was both appropriate and timely.

9. Editorial - in the absence of Isabelle, there was no report

10. Footpath officer report circulated before the meeting

The comprehensive nature of the report was noted. The committee wished to thank Marion for her hard work checking on footpaths and following up on issues.

11. Community Rep – there were no requests for donations at this meeting. Liz indicated that she would be putting in a request for The Lightbox, Woking for their community work ie. 'Art in Mind Workshops' for people with dementia and workshops for the visually impaired. Godfrey reminded Liz of the need to demonstrate the link to members in the three villages.

12. Events Co-ordinator

St John's Summer Fete, 6 June - Andy, Ernie, Godfrey all offered to man stall. Eileen to check booking with church

Pyrford Flower Show, 8 July - stall booked by Andy

Byfleet Parish Day, 15 July - stall to be booked by Godfrey

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

DropIn, Pyrford, 7 October - booked by Andy

13. CDR Reports

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

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- John commented on the increase in burglaries. Police have increased patrols. NHW groups have reported increased membership. Has the midnight street light switch off contributed to increase? Petition in circulation to have lights turned back on.
- Amazon vans still in the village. Contacting the CEO does get a result.

West Byfleet – Liz reported that there was a rough sleeper in the Sue Ryder doorway.

The Roman Catholic priest was moving on.

Chris at Apples and Pears had offered to deliver the newsletter to all shops. There was a discussion as to whether free copies should be provided to shops which were not members when others were. However, it was generally agreed that having the magazine available in the community was important. Copies are provided in the libraries.

The loss of street reps was discussed. Perhaps reps could be encouraged to suggest a replacement when they gave up. Liz asked for thanks to go to Lisa Graae for her help with the database.

John reported that the climbing frame for the playground had not yet been put up and a resident had lodged an official complaint. £35k had been made available by the council and an additional £25k secured by a local campaign.

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

Planning had been received for the Lloyds Pharmacy unit to become a Vet Clinic.

Building at the school had now finished the staff car park was in use which had improved the on road parking. Travel plan had been rewritten and resubmitted to the planning committee.

Roadworks had been completed.

Local noticeboard - Andy has a meeting to discuss relocation.

14. Forum Reports

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

West Byfleet - the Examiner has responded on the Plan and had recommended it be put forward to a referendum (autumn). WBC are still to approve it (meeting in July) but this should be a formality. WBC would send out a letter to all residents within the plan area making them aware of where they could look at the plan. The Forum were congratulated on producing such a high standard Plan.

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 is being discussed. There had been involvement with the Victoria Square development from individuals involved with the Forum. The Forum had supported objections to the Southernhay development in Woodlands Road. There were some questions over boundaries as to whether this development was in Pyrford or West Byfleet as the Electoral Ward, Village Forum Boundaries and the RA village boundaries differ. The RA should consider a definition of the three villages with a map showing boundaries.

Action: Godfrey

RT noted the need for the fair allocation of funds across the villages. Godfrey noted that at the AGM it had been stated that the RA would support Forums. Consideration of how these funds were distributed was needed and conditions agreed ie should a Forum fold, any money received from the RA to be returned. It was agreed that the funding of Forums after completion of their Neighbourhood Plans would be discussed at the next meeting. Keith would be asked to draw up a brief note on funding conditions.

Action: Keith

15. AOB

West Byfleet Business Association - WBBA had approached the RA about mutual support and cooperation. It was suggested that the Chair of the WBBA might be co-opted to the committee in the same way as councillors. This was discussed but there was concern that this would then mean that other organisations ie BUC, guides, scouts would need to be treated the same. Committee members were asked to send their opinions to the secretary and further discussion would take place at the next meeting.

Action: ALL

RA logo - WBBA had also asked about using the RA name and logo on its own literature. It was agreed that use of the logo would not be permitted at this point and that the issue would be subject to further discussion.

Dropins/Newsletters - Andrew Balchin continues to deliver the newsletter to street reps. Some CDRs preferred to distribute the newsletters to their street reps themselves as an opportunity to build relationships but others found using Andrew to be a more effective way of getting the newsletters to their street reps.

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Attendance at the Byfleet drop-in had been good enough. However, hooks to get the reps to attend were also considered and it was agreed that the Community Police Officer should be invited to Pyrford in October and BUC to Byfleet in May.

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

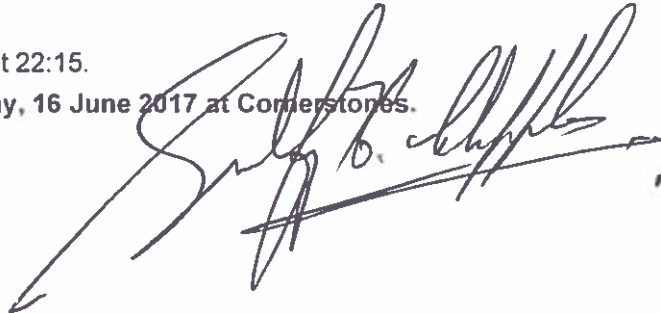
Forums vs RA - overall have the same objectives but the detail is different. Geoff and Wade to be asked about their Forums plans for future activities.

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.

The meeting closed at 22:15.

Next meeting - Friday, 16 June 2017 at Cornerstones.

A large, stylized handwritten signature in black ink, likely belonging to a committee member, is written over the text of the next meeting. The signature is cursive and somewhat illegible due to its speed and style.

Byfleet, West Byfleet and Pyrford Residents Association
TREASURER'S REPORT
May 2017

I have attached a Statement of Financial Affairs (SoFA) to 16th May. At the time of writing, we have £975 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 late May I am expecting at least another £2000. We have received unallocated subscriptions of £705 which are from Pyrford at least £370 of this are suspiciously large payments that may have to be returned. (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)

The year to date now shows a surplus of £4,393 for the five and a half months. There will be further advertising invoices to be issued once Isabelle, Liz and I have met to finalise the method of operation. We have received the printing and setup costs for the magazine of £1079.

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. It should be noted that production costs of leaflets re Martyrs Lane and Shire House are shown as RA expense and not as Forum expenses.

A cheque has been drawn for Byfleet Amenities Group in respect of a donation to cover the cherry picker costs for Xmas lights. We have also paid for an advert in Byfleet Parish Day magazine that is shown in "Fetes"

I will report on our insurance cover next month following a long conversation with Zurich. (note we still are covered and a renewal quote is being issued!)

Issues.

- 1 A meeting will take place next week 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. Next week's meeting will come up with a recommendation after consulting with Anita.
- 2 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

Keith Creswell 17/05/2017

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Byfleet, West Byfleet & Pyrford Residents Association
to 16th May 2017

INCOME	Year to date	
	£	£
Subscriptions and member donations:		
Friends & Unallocated	705	
Byfleet	1397	
West Byfleet	1659	
Pyrford	2844	
		6605
Advertising		1695
Bank Interest		3
Donations		1
Sundry Income		
Totals		8303
EXPENDITURE		
The Resident		-2592
**Committe Expenses		-10
**Street Rep Drop Ins		0
Room Hire not Comm.		-50
**AGM		-301
**Pyrford Flower Show		
**Fetes		-30
Display/Equipment		
Donations:		-198 *
Insurance		0
Postage, Stationery & Printing		-550
Sundries		0
Database/Web Expenses		-180
Mileage/Parking		0
Forums - Pyrford	0	
- Byfleet	0	
- West Byfleet	0	
		0
		-3910
Surplus/(Deficit)		4393
Opening Cash		16926
Surplus/(Deficit)		4393
Closing Cash		21319
Analysis		
	C/A	975
	Dep	20344
		21319
Donations		£
Byfleet Amenity Group	re Xmas lights	198

MEMBERSHIP REPORT MAY 2017

The membership numbers as at 15/05/2017 were: -

Area	No	%
Byfleet	747	26.4%
West Byfleet	929	32.9%
Pyrford	1,124	39.8%
Friends	27	1.0%
Totals	2,827	

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

Membership has increased by 1, but the number of grace has fallen by 105 and current grown by 106.

There are two reports showing monies collected – Distribution report by CDR and collected report by CDR. There are differences by village and these will need to be raised with Alan Fuller. I understand the differences by CDR but I need to ask Alan why.

PYRFORD CDR REPORT MAY 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)

PYRFORD SCHOOL

The old school is now fully demolished. Landscaping works are completed and the temporary ramp 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.

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 has improved since the school car park has re-opened. The carpark at the Peatmore Close entrance remains open.

PYRFORD ROAD CLOSURES STARTED 18 MARCH TO END MAY 2017

The work is virtually complete and the road is open to through traffic.

Future Pyrford Dates 2017

8th July – Pyrford & Wisley Flower Show

BYFLEET CDR REPORT
May 2017

1. There are an increasing number of crimes in burglaries being reported.
2. This may/may not be related to street lighting switch off between midnight – 5am
3. No doubt Councillors will advise further in this matter?
4. Parking in High Road is becoming intolerable.
5. Thank goodness we have rain for our gardens
6. A plethora of planning applications for extensions, refurbes and tree works are pertaining.
7. Claire McMahon, Byfleet Assistant Membership Officer and Godfrey Chapples Acting CDR will Meet Shortly To Update Street Representatives and Membership List.

All appears quiet in Murrays Lane as we await the appeal in connection with PLAN/2016/0013
Proposal Boyd's Farm: Temporary permission for three years for an agricultural smallholding
Including the erection of a milking barn, stationing of a mobile home for use as an agricultural
Worker's dwelling, hard standing and associated works.
Hearing opened 10.00am on Tuesday 16 May 2017.

No takers for CDR Byfleet as yet. Nominations and suggestions welcome from Committee and Councillors.

Godfrey H. Chapples
ACTING CDR Byfleet

Pyrford Neighbourhood Forum



RA Committee Meeting – 17th May 2017

Pyrford Neighbourhood Forum Report

On 6th May the Pyrford Night Out was a great success and raised over £2000 for the Campaign Fund. Together, with further donations and a revised fee invoice by the consultants advising us on the Martyrs Lane Consultation, we have now cleared the debt incurred and have a small surplus to take forward into the next campaign.

A new constitution to cover activities, now that the Neighbourhood Plan has been completed and adopted, has been drafted and submitted to both the RA and WBC for comment. A funding application to the RA has also been submitted for a basic annual operating cost of £2010. This excludes any campaigning costs arising from future house drops, posters and banners etc. which will be funded, as required, from within the Pyrford community. Recent enquiries of The Big Lottery have unfortunately been much less encouraging as a source of operating funding as allocations seem to be strictly for use on qualifying projects.

In terms of Forum activity, a great deal of effort went into the Pyrford Night Out but we have played a part in the continuing saga of Victoria Square, supported objections to the Southernhay development in Woodlands Road and are starting discussions with SCC about traffic congestion and safety.

Geoff Geaves – Chairman - Pyrford Neighbourhood Forum

17th May 2017

REPORT - FOOTPATH OFFICER - 16th May 2017

GENERAL

Gates, stiles and signage generally in poor condition, some very poor or non-existent. Whilst it is apparent that some repairs have been made, possibly by the previous volunteer footpath officer, overall the position likely reflects the financial position of Surrey County Council.

Fouling by dogs is at a completely unacceptable level on all rights of way.

Litter and vandalism. Litter is a problem on all footpaths. Vandalism and evidence of drug use must be reported to the Police. (also see below)

I have been contacted about the following issues:

Muddy Lane - Upper Path

I was asked by a resident to specifically look into what was happening about the "upper path" under the M25. This resulted in several visits and some lengthy conversations with residents and the SCC Footpath Officer. The issue of the upper path sadly appears to have been overlooked and is now unlikely to be resolved until after a ruling is finalised on whether Muddy Lane is a footpath or bridleway. Vandalism and off-road motorbikes are a real problem and this will be difficult to address. I have information from Sustrans on access facilities/restrictions for various types of rights of way, this may be of assistance in the future.

Byfleet - path from York Close crossing A245 (Parvis Road)

I was asked about a path crossing the road here to access the retail estate. I can find no historical record; although it seems possible there was access at one time given the gate by "Home Bargains" directly opposite York Close. There is nowhere for a path to egress from the Close, possibly this was lost when new houses were built. This is a reminder that unless paths are on the definitive map, they can be lost - if not recorded by 2026 they will be gone for ever. However, it is dangerous to cross at this point so much better to use the zebra crossings at the junction of Parvis Road with Oyster Lane and at High Road/Chertsey Road.

Pidgeon House Bridge

I wrote to SCC about the bridge on my own behalf some time back and was told it would be unlikely that any repair or replacement would be done any time soon.

Pyrford Place

A footpath has been diverted and the alternative path is sometimes flooded. I am aware of this problem but it needs more investigation.

Byway 63 Sheepwalk/Stone Farm

Flooding/drainage problem reported/fixed

Flytipping reported and cleared

The Anchor, Pyrford

Locked gate investigated - no problem found

Pyrford Common

I have again reported vandalism on Pyrford Common to Horsell Common Preservation Society. Litter and an illegal encampment have been cleared by myself and the HCPS Estates Manager. Whilst not strictly a footpath concern, when illegal activity is taking place adjacent to rights of way it deters their legal use by residents.

Missing Byfleet/Wisley website map - resolved by webmaster

This map shows a "TORO" cabinet - if anyone knows what this means, please let me know!

Other Ideas

A walk and/or picnic.

A Footpath Litter Pick Day for each village to be held in February or March each year. Perhaps this would best be organised by the Neighbourhood Forums.

Marion Malcher

16th May 2017