

## BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

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

#### Present:

Godfrey Chapples - Chair	Ernie Elliott - Pyrford Deputy CDR	Susan Offen - Community
Richard Thomas - Vice Chair	Andy Grimshaw - Pyrford CDR	Geoff Geaves – Pyrford Forum
Keith Creswell - Treasurer	Liz Grout - West Byfleet CDR	Penny Hoskin - WB Forum
Lynette Davies - Secretary	Eileen Perryer - Events Secretary	Cllr John Bond -
	Isabelle David - Editor	

Neil Butcher - WB Business Association

The quorum is 8 members - the meeting was quorate.

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

Neil Butcher was welcomed to the meeting.

#### 1. Apologies for absence

No apologies had been received.

#### 2. Minutes of the Meeting on 16 June 2017 and matters arising not covered by the Agenda

The minutes were reviewed and agreed without change. The minutes were signed by the Chair.

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

There were no matters arising from the minutes of the last meeting.

#### 4. Planning Report

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

- **Rutson Road** – no approach had been made to the RA although GC had taken a look. JB thought there might be issues and would follow up.
- **Regency Drive** - John Butcher commented on the development. RT had asked Wade to comment and was awaiting a response. PH agreed to follow up with Wade. **Action: Penny**
- **Manor House** - JB thought that objections had been received. If residents wanted support from the RA they would need to write to RT.
- **Boyds Farm** - appeal had been dismissed. JB further reported that the landowner had offered the land to the council for £1m which had been rejected. A subsequent lower offer from the Council had been turned down.
- **Sheer House** – It was expected that the outline planning application would be discussed at a Planning Committee meeting in September. Building heights had been reduced at one end of the development but the relocation of services ie chemist, PO, library and parking during the building works was still a concern. A statement of intent included (submitted by Thurley) with the application seemed to imply that the ground floor of the medical centre would soon be vacant and available for use. PH offered to contact the Chair of the Friends of the Medical Centre for an update on the situation. **Action: Penny**  
Options for parking seemed to be use of the recreation ground or part of the station car park.  
There was uncertainty as to who should be approached for these areas. RT agreed to write to Steve Norrington and to Surrey Library Services (cc Richard Wilson and Ashley Bowes) **Action: Richard**
- **CIL123 list.** Total £60m (£53m unfunded). List circulated before the meeting. The Forums should get 25% of CIL generated by developments in their area. It would be up to councillors to co-ordinate the projects. PH and WP had met with Bob Tilley who would be joining the Forum and would be looking into CIL. Items on the list were discussed but there was some uncertainty about what projects might eventually be funded.

It was confirmed that the cycle path on the south side of Parvis Road was still on the 123 list, and the Committee agreed this remains a priority and that SCC should complete asap as of particular benefit to Byfleet secondary pupils.

- Rumours were still circulating about a development proposal which might include the rec. Whether this would be announced as part of WB:Live! was not clear.
- There had been no more news on the parking consultation or the Green Belt review
- JB reported that more yellow lines for Byfleet and W Byfleet would be completed in the 3rd quarter
- JB noted that there had still be no action on updating the playground on WB Rec despite funds having being available for a considerable time. RT will email JB asking for an update. **Action: Richard/John**

#### 5. Councillors' Report

Cllr John Bond noted the approval of the WB Plan at a meeting of WBC and congratulated the WB Forum on their success.

KC noted Ray Morgan's failure to follow up on his promise to create liaison between the RA and emergency/disaster response organisations. JB agreed to follow this up and asked KC to email him (JB).

**Action: Keith/John**

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

KC reported that the finances remained healthy.

Advertising revenues did not quite cover the cost of printing the newsletter but with the appointment of an advertising manager this could potentially change.

#### Forum Funding

GG confirmed that the Pyrford Forum was happy with the proposal. KC asked that this be formalised either in an email to him or recorded in the minutes of a Forum meeting and passed to the RA.

PH confirmed that WP was also in agreement but that this would need to be put to the Forum committee which would not be meeting until in the autumn. Formal notification of agreement would follow in due course.

JB confirmed that the process had been started with the Byfleet Forum.

KC would release the money to Pyrford as soon as formal agreement had been notified and membership stats for 31/12/16 had been made available. AG will print a list of the paid up members as of 31/12/16 for KC.

**Action: Andy**

PH noted that further costs had been incurred and a request would be submitted for the ca £700 still to be claimed.

#### Roles & Responsibilities

The paper on Roles & Responsibilities had been further reviewed and circulated. It was agreed that this would be an internal working document and not a Schedule attached to the Constitution.

JB suggested that the Councillors should be included and that CDRs should be officers of the committee.

GG's amendments to the Constitution and the R&R document had been circulated. KC had incorporated the comments into the R&R document.

GG will circulate the amended and agreed <sup>RA</sup> Constitution. These changes will need to be proposed and agreed at the next AGM.

**Action: Geoff**

KC had not received comments emailed by ID on the Roles. ID to resend the email. **Action: Isabelle/Keith**

#### Advertising Policy

KC, LG and ID had drawn up a draft policy which was handed out for everyone to review and comment on so that it would be ready for approval at the next meeting.

**Action: All**

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

Membership had risen only slightly since the last report and collection of email addresses, postcodes and telephone numbers continued to be patchy.

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The automatic removal of members who had not paid a subscription for 36 months from the system and the Street Rep report were discussed. An improvement in subscription collection was needed and street reps needed encouragement to pass on funds in a timely fashion. Street reps would also be aware if there were good reasons for members not to pay subscriptions ie personal circumstances, etc. The automatic removal would remain.

Andy reported that he had met with Fui Ling Bolton and welcomed the support she had offered. She would provide background administrative support and paperwork for the drop-in sessions.

A new membership secretary was still urgently needed. The post should be advertised in both the magazine and on the website along with the posts of CDR for Byfleet and a Planning Officer. GC will lead on recruitment.  
*Action: Godfrey/Isabelle*

AG noted that there was an issue with recording subscriptions from houses on a WB/Pyrford boundary and a system adjustment would need to be made to ensure the accuracy of reports. AG would also liaise with the street rep re subscription collection.  
*Action: Andy*

**8. Website** – In the absence of Anita, there was no report but her work with the website was noted.

She had provided metrics for a previous meeting and it was agreed that she should be asked to do this for each meeting if possible.  
*Action: Geoff*

KC noted that there was only one place on the website where comments could be left and wondered if there was more that could be done ie should there be an [info@ RA...](mailto:info@RA...) email?. In addition, it was not certain if responses were being supplied to the comments which had been left.

GG agreed to talk to Anita about what might be possible.

*Action: Geoff*

**9. Editorial** - report circulated before the meeting

ID reminded everyone that the submission deadline for the next Magazine Issue 156 is **10 August 2017**.

ID asked for photos from all the recent local events ie Pyrford Flower Show (AG can provide these), St John's Fete, Byfleet Parish Day, WBLI:VE.

KC had provided an article on the introduction of 20mph speed limit. The Committee agreed they were happy for the article to say comments could be passed through street reps and website.

ID received a poster for a local event which would take place before publication of the magazine and it was agreed that this, and anything similar, should be forwarded to Anita for inclusion on the website.

**10. Footpath officer**

Marion had emailed detailed information on Footpath 99. LDD was asked to circulate the email to all.

*Action: Lynette*

It was noted that maintenance of footpaths was the responsibility of SCC but that this had suffered from the funding cuts. Many footpaths were in need of attention.

**11. Community Rep** – Sue Offen

Sue Offen spoke to the request for £1,500 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 who also spoke in support of the request.

After some discussion it was agreed that as the Lightbox services were not 'solely' for the benefit of the three villages, although some residents might benefit from them, and it was not located within the RA area it was not appropriate to approve this request. Requests from other organisations outside the area had been turned down in the past. If The Lightbox wanted to prepare an article for the magazine that would be welcomed. LG will pass on this suggestion.

The policy for the distribution of donations would be updated - widen/limit distribution? Raise the maximum to £750? Update to come to September meeting. The final policy would need to be agreed at the AGM.

*Action: Sue/Keith*

**12. Events Co-ordinator**

**WB LI:VE 28-30 July** - there was uncertainty as to whether a stall had been booked by Wade to be shared by the WB Forum and the RA. Eileen to follow up with Wade. Neil Butcher noted that he would be present on the Saturday.

As the gazebo had suffered some damage it was agreed that a new one should be purchased up to a limit of £125.

**Drop-In, Pyrford, 7 October** - booked by Andy

**Drop-In dates for 2018** to be decided - Isabelle to circulate and publish in magazine

**Action: Isabelle**

### 13. CDR Reports

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

The increase in crime and the lack of an active Neighbourhood Watch had resulted in the creation of a Facebook Group which had had some success tackling crime in the village.

PH noted that Neighbourhood Watch was active in WB.

**West Byfleet** - no report circulated

LG noted that the biggest issue was parking. Chu Chin Chow had closed - after 40 years

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

Parking on roads around the school had eased following the opening of the staff car park.

One of the vacant units in the parade was due to be occupied by a Vet or a Veterinary suppliers.

The Flower Show had been very successful.

PH reported on a conversation she had had with a local farmer who had declared an interest in working with Pyrford Forum and the RA. EE was aware of some of the issues with the land and the plans for it ie crops, cattle etc.

### 14. Forum Reports

**Byfleet** - JB reported that work was ongoing with establishing the committee.

**West Byfleet** - The Development plan had been approved by the Planning Committee and would go to referendum in October. There would be some work needed to make sure residents voted - more than 50% in favour needed for it to be adopted.

Tina Osborne, a lay preacher living in Pyrford, has been appointed as waterways chaplain for <sup>the</sup> Send, River Wey Navigation/ Isabelle would make contact and see if she would like to write an article for the magazine.

*from Send to where it meets the Basingstoke Canal in Byfleet* **Action: Isabelle**

**Pyrford** - GG reported that he had received a response from Jonathan Lord to his concerns about the way the SADPD process had been managed by the council. Jonathan Lord was keen to share his plan of action.

The establishment of an extended conservation area around St Nicholas Church was still under discussion.

As previously discussed the PNF constitution had been amended and following approval by the PNF committee would be formally sent to the RA so that funds could be released.

### 15. AOB

**Martyrs Lane Tip** - Amey are taking over waste collection and the proposal to close the tip 2 days per week is out for consultation.

**Advertising** - LG, as advertising manager, will meet with ID to review the list of people she has met with.

**Advertising Policy** - to be finalised and brought to the committee for approval in September

**Byfleet Fire Station** - JB noted that Surrey Historic Buildings Trust were now on board.

**Infrastructure** - KC would like the RA to consider the implications for the area of the drive towards electric vehicles and what this might mean in terms of power supplies and recharging facilities. This was also an area for the village forums to consider.

The meeting closed at 22:20.

Next meeting - Friday, 15 September 2017 at Cornerstones.



**TREASURER'S REPORT**  
**July 2017**

I have attached a Statement of Financial Affairs (SoFA) to 16<sup>th</sup> June. At the time of writing, we have £2,639 in our current account and £20,346 on deposit.

The year to date now shows a surplus of £6,274 for the six months.

We continue to receive subs from all three villages that have been banked. However, there has been a delay in submitting uploads to the database. At the time of writing within the unallocated subs received, £797.90 relates to Byfleet and a net £negative315 relates to Pyrford consisting of £240 subs received less the £555 referred to below. I am concerned that no progress has been made yet on the Byfleet database updating.

As noted last month, residents in the Ridgeway Residents Association pay by direct debit, unfortunately three residents got confused with the instructions and paid the Ridgeway sub of £185 to us. As a result, we have returned this money, with the residents' agreement, directly to the Ridgeway Association. Those three residents therefore still owe our subs, Andy is following up.

The rate of collection is not as satisfactory as we would like, some further effort to collect outstanding dues and identifying new street reps is required for the next magazine distribution.

We have issued £3035 of advertising invoices this year. We have £485 owing still (so not shown in the accounts) of which one, £70 Gascoigne Pees, is 13months overdue. C&E, Unity, Vets for Pets and Waterfalls have 6week old debts. Liz, in her new additional role, is taking the opportunity to meet the advertisers. I will issue dunning letters at the end of the month following updates from Liz.

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.

Issues.

- 1 We 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 approx. £1500 each. Pyrford (PNF) are now "live" as a new organisation. West Byfleet have almost reached completion of their original existence and Byfleet have a way to go. The new funding agreement has been agreed and we are awaiting formal acknowledgement from the Forums. The PNF quarter effective from 1/4/2017 funding will be made as soon as the acknowledgement is received and the official membership stats as at 31/12/2016 are published. West Byfleet NF and Byfleet NF funding can commence from the first quarter day following approval of their plans and adoption of their revised constitutions (following the precedent set with Pyrford NF)

Keith Creswell 17/07/2017

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Byfleet, West Byfleet & Pyrford Residents Association  
to 17th July 2017

		Year to date	
		£	£
<b>INCOME</b>			
	<b>Subscriptions and member donations:</b>		
	Friends & Unallocated	483	
	Byfleet	1132	
	West Byfleet	2259	
	Pyrford	4231	
			<u>8104</u>
	<b>Advertising</b>		2750
	<b>Bank Interest</b>		3
	<b>Donations</b>		1
	<b>Sundry Income</b>		
	<b>Total Income</b>		<u><u>10859</u></u>
<b>EXPENDITURE</b>			
	The Resident		-2592
	**Committee Expenses		-10
	**Street Rep Drop Ins		-11
	Room Hire not Comm.		-118
	**AGM		-301
	**Pyrford Flower Show		
	**Fetes		-80
	Display/Equipment		
	Donations:		-198 *
	Insurance		-301
	Postage, Stationery & Printing		-680
	Sundries		0
	Database/Web Expenses		-294
	Mileage/Parking		0
	Forums - Pyrford	0	
	- Byfleet	0	
	- West Byfleet	0	
			<u>0</u>
	<b>Total Expenditure</b>		<u><u>-4584</u></u>
	Surplus/(Deficit)		<u><u>6274</u></u>
Opening Cash			16926
	Surplus/(Deficit)		6274
Closing Cash			<u><u>23200</u></u>
	Analysis of Cash		
		C/A	2639
		Dep	20346
			<u><u>22985</u></u>
*	<b>Donations</b>		£
	Byfleet Amenity Group	re Xmas lights	198

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

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**MEMBERSHIP REPORT JUNE 2017**  
**( 18 July 2017)**

The membership numbers as at 18/07/2017 are: -

Area	Prev	Latest	%
Byfleet	748	748	26.3%
West Byfleet	939	937	32.9%
Pyrford	1,126	1,133	39.8%
Other	27	27	0.9%
<b>Totals</b>	<b>2,840</b>	<b>2,845</b>	

In the month of July total membership has increased by 5; in total 18 since the AGM in March.

NB. Membership includes a household where no subscription has been paid since 2015.

Since June, the number of grace memberships (not paid) has fallen by 92 and current memberships (paid) grown by 103. The total memberships at Current & New stands at 1,276, 45% of the current membership and the average amount paid is £5.65. The analysis by village shows :-

Current & New By Village	Prev	Latest	%	Aver £p
Byfleet	197	197	27%	5.49
West Byfleet	364	366	32%	5.49
Pyrford	610	710	53%	6.01
Other	1	3		
<b>ALL</b>	<b>1,172</b>	<b>1,276</b>	<b>38%</b>	<b>5.73</b>

This means 55% of the membership (c1,570) have yet to be recorded as collected on the database. 43% of Street Reps are recorded as not having collected any monies.

It is disappointing to note that the amounts recorded as collected have not changed since last month.

The Flower Show on 8th July 2017 provided 4 new leads and will be followed up.

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

Emails	553	605	47%
Telephone	415	475	37%
Post codes	541	560	44%
<b>Current &amp; New</b>	<b>1,172</b>	<b>1,276</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.

I did meet Fui Ling Bolton on 21st June. She is happy to produce the paperwork for the three drop ins but does not wish to be involved in the meetings of the main committee not in data accuracy issues.

Andy Grimshaw

**Planning comments for meeting JULY 2017**

**There were some 70 + planning applications since our last meeting**

**Retrospective PA 32 Royston road 0725**

**Wisely Airfield 2068 homes additional information**

**9 Regency Dr one terraced home 0980 infill / set a precedent .**

**Manor House Byfleet some concern**

**Ongoing permissions**

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

**Boyds farm Murrays Lane PLAN 2016 1013 barn & milking barn and mobile home appeal date 16<sup>th</sup> May**

**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 3years .  
Details agreed by WBC to be WATCHED!!**

**Sheer House PLAN 2017/ 0128 additional application, committee meeting expected July  
!!!!!!!!!!!!!!!!!!!!!!!!!!!!**

**Other matters CIL the Joint committee control the 123 List [next meeting 28<sup>th</sup> June 6pm]  
members attended meeting.**

**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.  
RA /Forum action**

**Proposal at rec | details only known to EM] suggest it should include WB Recreation ground  
and surrounding land in a concept plan as requested last year by Forum /RA,!! We hear that  
the C Ex is to announce some plans for this area in July August!!**

**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**

**Richard Thomas**



**REPORT FROM EDITOR FOR COMMITTEE MEETING – 21 JULY 2017**

1. Apologies (again) for not attending the meeting. Unfortunately, Friday evenings will always be difficult for me during the summer months, but I do enjoy attending the meetings and will be back!
2. **The Resident Issue 156**  
 I have begun to reach out to potential contributors to this next issue, and remind all Committee members that the deadline is **10 August**.

Reports requested:

Chairman's reflections of the year	Godfrey Chapples
Pyrford CDR	Andy Grimshaw
Byfleet CDR	Godfrey Chapples
West Byfleet CDR	Liz Grout
Planning Co-ordinator report	Richard Thomas
Neighbourhood Forum News – West Byfleet	Wade Pollard
Neighbourhood Forum News – Byfleet	John Bond
Neighbourhood Forum News – Pyrford	Geoff Geaves
Forthcoming Events	All Committee

3. **Article: 20mph speed limits – engagement of local residents.**  
 Keith has submitted an article for inclusion in Issue 156. I will reflect the decision of the Committee in terms of how to engage with local residents at the end of this article.
4. **Article:** Marion has kindly agreed to write an article following on from her work on Footpath 99. One of the objectives will be to highlight to local residents what they can do to make a difference.
5. **Article: WBC Disaster plans for High Rise buildings.** I plan to incorporate the recent Q&A submitted to the WBC by the RA. If we do receive a response from Ray Morgan I will incorporate this too.
6. **West Byfleet LIVE –** The RA was offered a free stall at this event by Pauline Hedges, and this information was passed to Eileen so the stall should all be booked. Given the much-anticipated announcement by Ray Morgan, can I ask that someone from the RA who is attending provides me with feedback. (Unfortunately I cannot attend.)

**PYRFORD CDR REPORT JUNE 2017 MEETING**  
**(18 July 2017)**

**MARSHALLS PARADE**

The unit previously occupied by Lloyds Pharmacy has 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 was approved. The new tenant is advertising for staff.

The development works for an extra retail unit & flats were planned to start in late June 2017 but the works have not started.

Flutterbyes has moved out and the unit is currently vacant.

**PYRFORD SCHOOL**

Parking on Coldharbour Road has continued to be better outside drop off & pick up times since the school car park has re-opened.

Various conditions including landscaping and the travel plan have been recently discharged.

**PYRFORD FLOWER SHOW**

The weather was fine for the Flower Show & Fete which was held on Saturday 8<sup>th</sup> July 2017.

**BYFLEET CDR REPORT**  
**July 2017**

1. Friends of Byfleet Parish Day was a notable success with some 2.300 attendees  
Drizzle from 8am -1pm was a nuisance but the afternoon proved dry and most enjoyable with over 150 stalls, activities and events taking place on the Recreation Ground. The Oatlands Park Pipe Band and the Horse and Carriage with a fleet of Vintage vehicles processed from The Church Hall to the Recreation Ground. Cllr Graham Cundy, Mayor for the second time opened the event. A superb Hog Roast, beer from Hogs Back Brewery and an RA Stall attended by Eileen, Lynette, Andy, Ernie, Eleanor Grady, Jean Pierre Froissard and Sarah Davison dealt with a number of potential new members.
  
2. Brooklands Museum seeks help in receiving comments in respect their Development Plan.  
They have an AUTUMN MOTORSPORT DAY on Sunday 8<sup>th</sup> October and anyone wanting more information is advised to contact the Heritage Manager- Julian Temple:  
[juliantemple@brooklandsmuseum.com](mailto:juliantemple@brooklandsmuseum.com)
  
3. St. Mary's Church congregation welcomes the return of Rector John McCabe following his 3 month sabbatical. During his time away the church members have been well looked after by Charlie Lamont, curate of St. Nicholas Pyrford
  
4. Byfleet Represent is a recently established website covering Byfleet and is open to new members, subject to approved application, help requests and specific information is published by members and a very helpful team hosting the site.
  
5. Byfleet Heritage Group is considering reviving the ORAL HISTORY GROUP. Contact Jim Allen or Tessa Westlake in the Heritage Centre, Byfleet CP Library, High Road, off Plough Green.
  
6. A Chief District Representative is urgently needed for Byfleet. Do come forward and call me to discuss.

Godfrey H. Chapples  
CDR Byfleet Acting

