

BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

Minutes of the Committee Meeting held at Cornerstones, West Byfleet at 19:30 on Friday 8 December 2017

Present:

Godfrey Chapples (GC)- Chair	Isabelle David - Editor	Wade Pollard - WByfleet Forum
Richard Thomas - Vice Chair	Eileen Perryer - Events Secretary	Cllr Graham Chrystie - (GChr)
Keith Creswell - Treasurer	Ernie Elliott - Pyrford Deputy CDR	
Lynette Davies - Secretary	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, West Byfleet CDR, Pyrford Forum

1. Apologies for absence

Apologies had been received from Liz Grout, Andy Grimshaw, Susan Offen, Marion Malcher, Cllr John Bond, Cllr Richard Wilson

2. Minutes of the Meeting on 20 October 2017 and matters arising not covered by the Agenda

The minutes were reviewed and the following amendments made:

Item 1, circulation of posters and leaflets: change 'Pavilion on the Green' to 'Pavilion on West Byfleet Rec' -

Item 7, Website: change 'personal websites' to 'the Forum websites'.

With these amendments the minutes were signed by the Chair.

3. Matters arising from the minutes of the last meeting

Payment had now been made to the church for RA use of the meeting room over the past year. The room has been booked for all 2018 committee meetings by GCh.

- RA Drop in on 17 February - WB Catholic church hall booked - confirmed by LG
- RA Drop in on 19 May - Byfleet Village hall booked by LG
- RA Drop in on 19 May - Pyrford to be booked
- AGM - 14 March - WB Catholic church hall booked - confirmed by LDD

All other matters arising covered by this agenda.

4. Planning Report

RT commented as follows:

Broad Oaks no change - school has pulled out, developers are in discussion with WBC. Rumours abound over future ie retirement properties but no concrete information

The original Broadoaks scheme included the funding for a cycle path on the south side of Parvis Road, with the withdrawal if the school development, this funding has been withdrawn by the developer. It remains on the 123 list of County and Borough local infrastructure improvements but is now under threat through lack of funding, KC proposed and the Committee agreed that the RA expresses its strong disappointment and requests that County renews its commitment to providing this facility as soon as practicable.

Sheer House Waiting to see if the scheme will be called in by the Secretary of State. If it is there would be a public enquiry in the next 6 months.

RA response to the development was discussed at length but it was considered not to be appropriate to take action until a decision had been made by the Sec of State. Hopefully this would be by end of the year.

A public enquiry would further delay the development and there is concern that WB is slowly dying as more and more businesses leave. Footfall has already reduced considerably as a result of the loss of businesses from Sheer House.

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GChr noted that there was no affordable housing in the borough, a result of high property prices, and there was no appetite for office space.

Altitude are the only developers who have shown a real interest in developing the centre of WB. GChr noted that they had consulted extensively with the community and seemed to want to work with that community. Some design elements have been changed following comments. Height and bulk have been amended to meet light requirements.

With the current state of retail, Waitrose would not be in a position to take any action.

If the planning was not called then that would be the time to sit down with Altitude and look at the planning 'conditions' ie arrangements for shops, parking, library during construction etc. This could be a joint RA/Forum action.

WP and RT would work on a letter to Altitude to reflect a common standpoint which would include a wish for work to commence without delay.

It was proposed that Altitude might be asked to present their detailed plans to the Forum and RA.

RT noted that he would attend any appeal if the scheme was called in

There was some concern that the RA and Forum had not been proactive enough. RT pointed out that a public meeting had been organised and everyone present had been urged to write to the council. Unfortunately, very few had done so.

Phoenix House	RA would not be objecting but if any residents contacted RT he would respond
Lees Farm	retrospective planning likely to be approved
CIL	Bob Tilley addressed this issue. 25% is spent in a community where there is a neighbourhood plan. However, this was a matter for the council who might try to claw it back. Bob Tilley advised that it would have been preferable for the Rec to be designated as Village Green rather than local green space.
WB Rec	No planning application submitted yet. Forum were in contact with Marston's. Greatest concerns were that WBC were acting as if they had title when this was not clear and the conflict of interest as they were trustees for a site which was to be used for recreation but encouraging development and without due regard for consultation. Forum had submitted a FOI request to WBC.
Parking	working party had not met
Green Belt	next full committee would be in February

GChr noted that site allocations were not finally settled with no decision likely before Easter. He noted that Martyrs Lane was really the only site where affordable housing could be included. In this respect, the developments in Woking had met requirements and taken pressure off the villages. Broadoaks was to be a mixed development but there were problems with the conversion of the main house/building with its reinforced 3ft concrete walls!

5. Councillors' Report

Nothing more to add to the comments noted under planning.

21:10 GChr left

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

KC noted that the donation for the WBBA Christmas tree had been processed.

There was a shortfall on the magazine which would be covered if more advertising was forthcoming.

KC did not want to collect subs by direct debit or bank transfer until payment recording methods were clearer. He would prefer that cash and cheques were collected by street reps for the time being.

WP is now a street rep in WB. GC was still looking for volunteers in Byfleet. Recruitment opportunities were discussed ie flyers in library, newsletter etc.

KC noted that when he had joined the RA committee he had agreed to a 2 year term. This deadline had now been reached but he was willing to stay on for another year. The committee were delighted and unanimously agreed he should be nominated for re-election.

21:20 EE left

KC noted that he had received a request to reimburse the Forum for expenses incurred for the campaign against Marston's. The agreement had been that the Forums would receive up to a set amount for costs to bring the Plan

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to fruition and that individual invoices would be required. The new agreement with Pyrford Forum going forward excludes funding for costs other than admin and procedural, it is expected that the WB Forum funding would be similar and that the grants would not require individual invoices but would be properly accounted for within the Forums and any unrequired funding would be returned to the RA.

In discussion, it was agreed that the RA would consider additional grants to Forums for specific activities especially if in defence of the published policies within the plan, application to the RA by a Forum should be made for such grants. The Committee agreed that defence of Open Green Spaces would be an acceptable type of application.

WP would pass on this information to the Forum. He noted that there was a new constitution and a bid for funding ready for formal submission to the RA.

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

In Andy's absence it was noted that a number of members would drop off the list due to the 'grace' rule and the committee asked that this did not happen. GG will see if this can be done.

Action GG/AG

8. Website – analytics provided by AF had been circulated before the meeting.

9. Editorial - ID noted that she had met with Liz Grout re advertising. They had a list of possible contacts for WB but were looking for the same for Byfleet and Pyrford. The Byfleet Community News was suggested as one source. GG would forward contact details for Mr Conisbee and the new vet practice.

Action GG

As the magazine costs were not being met, ID wondered if the number of copies printed could be reduced. Before a decision was made she would look at the savings which might be made.

ID noted that she would not be available on 17 February for the drop in but would make arrangements for the delivery of the magazine to the hall.

Deadline for articles is **11 January 2018**.

ID would re-circulate the advertising policy for comment. Once agreed it would be posted to the website and the secretary would keep the master copy.

Action ID

10. Footpath officer - a report from Marion Malcher had been circulated before the meeting. As requested by MM the RA secretary would respond on behalf of the RA to an email sent to the RA by Mr Daniels, SCC Footpath Officer, re Pyrford Path.

Action LDD

MM and KC will attend the Muddy Lane Public Enquiry on 22/23 May 2018 as representatives of the RA.

11. Community Rep – no report from Sue Offen

SO had circulated an email re a request from Pyrford and Byfleet Children's Centre for a donation towards their community event to be held during the Easter 2018 school holidays. £300 would be put towards the cost of the mobile farm visit. As the details of the request were not available at the meeting this would be discussed at the meeting in January 2018. Those who had seen the email were in favour. LDD will recirculate the email.

Action LDD

12. Events Co-ordinator - Eileen Perryer

Drop-in dates Confirmed as:

17 February 2018 at Our Lady Help of Christians, West Byfleet - venue booked by LG

19 May in Byfleet - LG to confirm booking of Village Hall

13 October in Pyrford - LG to confirm booking of Village Hall or Church of Good Shepherd

Action LG

13. CDR Reports

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

West Byfleet – no report. There had been a major fire at Careys, NatWest would be closing in early 2018 and another funeral directors had taken the former cycle shop next to the garage.

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Pyrford – a report from AG had been circulated before the meeting.

14. Forum Reports

Byfleet – the committee were busy writing up policies. More committee members were needed.

Pyrford - GG reported the AGM had taken place on 27 November 2017. 86 people had attended and Steve Conisbee of Lady Place Farm had given an excellent talk.

The constitution, as shown to the RA, had been adopted subject to minor amendments being presented at the next AGM.

GG was seeking sponsorship for extending the conservation area and erecting a Heritage Display. A request would be made to the RA.

West Byfleet - WB Neighbourhood Plan had been passed by WBC on 7/12/17. RA wished to congratulate the Forum on their success. There would be an update at the next meeting on Forum objectives for 2018, budgeting and the new constitution.

15. AOB

Control of (Notice)Boards policy to be discussed at next meeting.

AGM confirmed as 19:30 on **Wednesday, 14 March 2018** at **Our Lady Help of Christians, West Byfleet**

GC to invite Jonathon Lord MP to speak at AGM in the first instance. If he cannot attend to invite Ray Morgan.

Post meeting note: Jonathon Lord had declined as he would need to be at Westminster on Wednesdays. **Ray Morgan had accepted the invitation**

2018 meetings to be held at 19:30 on the third Friday of each month except August and December:

19 January

16 February (NB this is school half term)

16 March

20 April

18 May

15 June

20 July

21 September

19 October

16 November

Next meeting - Friday, 19 January 2018 at Cornerstones.



A handwritten signature in blue ink, followed by the date 19/1/2018.

TREASURER'S REPORT
November 2017

I have attached a Statement of Financial Affairs (SoFA) to 15th November. At the time of writing, we have £648 in our current account and £21350 on deposit.

The year to date now shows a surplus of £5072 for the ten and a half months.

We continue to receive a few subs from WB and P that have been banked. At the time of writing, of the unallocated subs received, £975, the vast majority relates to Byfleet. Claire has been in touch and has been working with Lisa and I hope to get the appropriate input in the near future.

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.

We have issued £3295 of advertising invoices this year. We have £165 owing still (so not shown in the accounts) Gascoigne Pees (£70) and Waterfalls (£25) date from 31st May. One regular advertiser (Big Phil) had not had his advertising renewed although he had wanted to, we have allowed him one free advert in February and anticipate he will continue with paid advertising thereafter. It would therefore appear that, because of the composing costs, the advertising income falls short of the total magazine costs by about £500. This means we need 4 to 5 more advertisers to meet the objective of advertising meeting the whole cost of the magazines, I do not think it prudent to raise prices.

Pyrford Neighbourhood Forum has now claimed all of the £2,500 given in historic grants and they have now been paid the first two quarters of their new grant and their third quarter is about to be paid. Byfleet has now claimed and been paid the balance £101.90 from their historic grant as a contribution to their insurance, West Byfleet has £450.35 outstanding as a further expense of £119.92 for web expenses from their historic grant was paid on their behalf during the last month.

Issues.

- 1 Byfleet Forum have been advised that no further grants can be paid.
- 2 Collections: 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 I have not forgotten the issue of charitable status and gift aid. However, I do not think we can make much progress on this until we formally establish the relationship between the RA and the three fora and their related remit, I believe the new Pyrford NF Constitution is an appropriate model. It may also be worth discussing some organisational restructuring to save overhead costs whilst maintaining independence. If the four committees are in agreement this might need the help of a friendly lawyer!

Keith Creswell 14/11/2017

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Byfleet, West Byfleet & Pyrford Residents Association
to 14th November 2017

INCOME	Year to date	
	£	£
Subscriptions and member donations:		
Friends & Unallocated	975	
Byfleet	1358	
West Byfleet	2449	
Pyrford	4495	
		<u>9276</u>
Advertising		3330
Bank Interest		9
Donations		1
Sundry Income		
Total Income		<u><u>12616</u></u>
 EXPENDITURE		
The Resident		-4187
**Committee Expenses		-10
**Street Rep Drop Ins		-11
Room Hire not Comm.		-118
**AGM		-301
**Pyrford Flower Show		
**Fetes		-80
Display/Equipment		
Donations:		-218 *
Insurance		-301
Postage, Stationery & Printing		-737
Sundries		0
Database/Web Expenses		-474
Mileage/Parking		0
Forums - Pyrford	-758	
- Byfleet	-102	
- West Byfleet	-248	
		<u>-1107</u>
Total Expenditure		<u><u>-7544</u></u>
Surplus/(Deficit)		<u><u>5072</u></u>
 Opening Cash		 16926
Surplus/(Deficit)		<u>5072</u>
Closing Cash		<u><u>21998</u></u>
 Analysis of Cash	C/A	 648
	Dep	<u>21350</u>
		<u><u>21998</u></u>
 * Donations		 £
Byfleet Amenity Group	re Xmas lights	198
Remembrance Day Poppies		20

MEMBERSHIP REPORT NOVEMBR 2017
(14 November 2017)

MEMBERSHIP

THERE ARE ONLY 5 WEEKS LEFT OF THE MEMBERSHIP YEAR AND 48% OF 2017 SUBSCRIPTIONS ARE RECORDED AS UNCOLLECTED ON THE DATABASE. THIS IS WORRYING AS 436 MEMBERS -16% - WILL DROP OFF THE MEMBERSHIP NUMBERS ON 1ST JANUARY 2018

The membership numbers from the database as at 14/11/2017 are: -

Area	Prev	Latest	%
Byfleet	749	754	26.4%
West Byfleet	895	902	31.5%
Pyrford	1,170	1,172	41.0%
Other	30	32	1.1%
Totals	2,844	2,860	

In the month total membership has grown by 16; in total 33 since the AGM in March.

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

The latest data shows that 436 members 16% of the total will drop off the distribution lists in from 1st January 2018. The details by village & the percentage is below: -

	Members	zero subs 2015, 16 & 17	%	Notes
Byfleet	717	141	20%	
West Byfleet	944	241	26%	
Pyrford	1,109	54	5%	Holding £120 i.e. 24
	2,770	436	16%	

Since October, the number of grace memberships (not paid) has fallen by 49 and current memberships (paid) grown by 49.

The total memberships at Current & New stands at 1,489, 52% of the current membership and the average amount paid is £5.73. The analysis by village shows: -

Current & New by Village	Prev	Curr		
Byfleet	243	243	27%	5.49
West Byfleet	394	393	32%	5.49
Pyrford	800	848	53%	6.01
Other	4	5		
ALL	1,441	1,489	38%	5.73

This means 48% of the membership (1,337) have yet to be recorded as collected on the database. 40% of Street Reps are recorded as not having collected any monies. By village the numbers are:

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Street Reps No monies	Prev	Curr	% total
Byfleet	24	25	49%
West Byfleet	23	24	41%
Pyrford	4	4	10%
	51	53	

As stated at the start of the report this worrying.

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

	Prev	Latest	%
Emails	684	686	46%
Telephone	504	510	34%
Post codes	701	714	48%
Current & New	1,441	1,489	

Planning comments for meeting November 2017

There were some 70 + planning applications since our last meeting

Broad Oaks permission issued with 106 agreement latter refers to Affordable housing, school [land transfer to WBC] Heritage, landscaping and notices [start first occupation etc]

There are 50+ conditions which need to be monitored as works proceed two in particular 3 & 4 The Residential Construction Method Plan & School CTMP suggest we have sight of them at draft stage [to be agreed by WBC before commencement]

CIL £ 3,889,000. 1/3 payable at commencement 1/3 after 12 months later & final 1/3 on first occupation

The School has pulled out watch this space developer meeting planners this week

Sheer House PLAN 2017/ 0128 outline application approved details not yet issued, concern re temporary PO, Library, Chemists. Concern at more loss of shops while detail application is completed & 3 year construction period...

Permission with Sec of State who is deciding if it will be called in if so public enquiry
CIL valued approx £ 2,500,000

Draft letter being held until Sec of state decision attached

Phoenix House Developers consulting locally re retirement flats.

Lees Farm retrospective application to reclad house with boarding over brickwork, 14 objections
planning committee Dec

CIL the Joint committee control the 123 List Total £ 60M [£53 M unfunded] not including Broadoaks or Sheer House

West Byfleet Recreation Ground Loss of amenity land playing field -- Plans for replacement of pavilion and new restaurant /pub planning application expected . a planning need, National Guide lines .Woking Plan , Neighborhood Plan , concept plan agreed as a way of going forward by all stakeholders [ALL ignored by C Ex to replace pavilion at no cost , this is premature]

Draft Parking consultation responses being considered Decision to working party November full committee December /Jan !

Green belt review Decision November/ December

Richard Thomas
November 2017

BYFLEET CDR REPORT
November 2017

1. Blue Vauxhall Zafira, a suspect vehicle in Sanway Close
2. A White Van, a suspect vehicle in York Road.
3. Thefts and attempted thefts in Byfleet, scrap metal, bikes from sheds and garages
4. BEWARE and keep your doors and windows locked when absent from your home.
5. A Wonderful Remembrance Service last Sunday. At least 450 in attendance, well done the youth of our Village, Guides, Scouts, Cubs, Brownies, Rainbows and lots of various ages who sang and prayed in gratitude for our forefathers.
6. Thank you Keith for the cheque £20 delivered to me for payment of wreath to Royal British Legion.
7. We urgently need more Street Representatives
8. We urgently need a CDR Byfleet
9. We urgently need a Deputy CDR Byfleet
10. Collection of Subs and delivery of The Resident 156 ongoing.
11. I have to report The Oaks in Murrays Lane and The Goat/Animal Farm
Looked peaceful and tranquil on Wednesday morning as I took an overview.
Soil drainage still of some concern and being dealt with by WBC EHO Department.

Godfrey H. Chapples
CDR (acting) Byfleet
16 November 2017

**PYRFORD CDR REPORT NOVEMBER 2017 MEETING
(14 November 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. Fit out will start in mid-November 2017.

The development works for an extra retail unit & flats were planned to start in late June 2017 but the works have not started. A developer has been signed up and work is likely to start in the first three months

Flutterbyes unit remains 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.

Residents of Peatmore Avenue were concerned about a white shipping container that was in the rear carpark and visible from the road. This has been raised with the School Office and has now been removed..

PYRFORD ROAD PAVEMENT

Vegetation outside Lees Farm Barn units reducing footpath width by over 50% has been reported to Surrey County Council. This has now been removed.

PLANNING ENFORCEMENT NOTICE ON BYRON LODGE, RIDGWAY HAS BEEN CONCLUDED

As per WBC:-

A couple who failed to comply with a Planning Enforcement Notice were successfully prosecuted at Guildford Magistrates Court on Tuesday 24 October 2017. Mr and Mrs Sahota, joint owners of Byron Lodge, Ridgway Road, Pyrford, constructed a raised, brick patio and steps in their rear garden, without planning permission.

After the patio and steps were brought to the attention of Council Planning Officers, a retrospective planning application was submitted and subsequently refused. The couple were issued a Planning Enforcement Notice requiring its removal in May 2016, with six months to comply, and a further six months following a rejected appeal.

However, the structure was not removed and the couple were summonsed to appear at court and pleaded guilty under section 179 of the Town and Country Planning Act 1990. They were both fined £2,500 and ordered to pay costs of £327 and a victim surcharge of £170, totalling £5,994.

STREET REPS VACANCIES

Another Street Rep has been found and the CDR now covers 2 rounds, though the CDR has agreed to collect 2017 subs for 3 rounds.

MAGAZINE ISSUE

Approximately 90% of rounds collected.,

Footpath Officer Report

17/11/17

Footpath 73/74 - Pyrford. (Teggs Lane)

"Dead trees". Reported by footpath user to SCC.

East section: Council officer visited took down one small tree, did not consider other trees to be dangerous.

West section: on Pyrford Common, trees are responsibility of Horsell Common Preservation Society. I have asked them to take a look.

Note : "Dead trees" or those with dead limbs are not necessarily dangerous and are important for biodiversity.

Footpaths 75,76,78,79 Pyrford

A new tenant has taken over the farm and is making management changes. A number of walkers have raised concerns. Having spoken to the farmer Mr. Collier I was reassured. The land management changes have been disconcerting but in the longer term there is nothing that should adversely impact footpath users. He was pleased to make contact and we intend to review signage together when hedging and fencing are completed.

Footpath 97 Byfleet

A resident in Oyster Lane reported ongoing problems with antisocial behaviour along the footpath behind her house. The level of this is causing distress, there is noise, drinking and drug use. She has removed needles from the path. The Police have been called many times but do not respond.

I have advised caution with "sharps", to report all instances of anti-social behaviour to the Police and to speak to her local councillors.

Pyrford Path (SCC Ref CP577)

The SCC Footpath Officer (Mr. Daniels) is investigating my application regarding the path which runs from Pyrford Common, near Pyrford Court to the Arbor Centre. In doing so he has written to the Residents Association asking for comment. The email was then forwarded automatically to myself (and thence to my spam folder).

I attach a copy. Obviously it is inappropriate for me to reply. Two members of the RA Committee have provided supporting Evidence Forms. (G.Geaves & A.Grimshaw).

I would appreciate the Secretary writing a brief reply to Mr Daniels. I propose the following wording, or similar.

"The BWB&P Residents Association are aware of Mrs Malcher's application to add the path (Ref CP577) to the Definitive Footpath Map. The Committee understands that this path has been used historically in Pyrford and is supportive of it being added to the Definitive Map."

Marion Malcher

17th November 2017