

BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

Minutes of the Committee Meeting held at Cornerstones, West Byfleet at 19:30 on Friday 16 February 2018

Present:

Godfrey Chapples (GC)- Chair	Eileen Perryer (EP) - Events Secretary	Geoff Geaves (GG) – Pyrford Forum
Richard Thomas (RT) - Vice Chair	Andy Grimshaw (AG) - Pyrford CDR	Penny Hoskyn (PH)- WB Forum
Keith Creswell (KC)- Treasurer	Liz Grout (LG) - West Byfleet CDR	John Bond (JB) - Councillor
Lynette Davies (LDD)- Secretary	Ernie Elliott (EE) - 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, Editor, Byfleet CDR, Pyrford CDR, Pyrford Forum

1. Apologies for absence

Apologies had been received from Isabelle David, Eleanor Grady, Wade Pollard, Susan Offen, Richard Wilson and Neil Butcher.

2. Minutes of the Meeting on 19 January 2018 and matters arising not covered by the Agenda

The following amendments were made:

Item 4: The phrases commencing "Retrospective planning ..." and "The site would...." were deleted.

AOB: Action on GG to look into employer liability and insurance cover for volunteer organisations such as the RA was removed. GG had researched this for the Pyrford NF and had shared the information with the committee.

With these amendments the minutes were reviewed and signed by the Chair as a true record

3. Matters arising from the minutes of the last meeting

All actions completed. Any other matters arising covered by this agenda.

4. AGM, Wednesday, 14 March 2018

The agenda was reviewed and agreed.

There would be one resolution: Constitution Rules and Regulations: roles and Responsibilities (Planning deputies in each village with AMO in each village).

The final approved draft of the Constitution had been circulated and was further reviewed with the following agreed amendments:

4. Cessation of membership - 'at the discretion of the Street Representative – phrase removed.

6. Trusteeship - 'Deed of Trust' was removed and replaced by 'Constitution' in. The final sentence which references the Trust Deed was also removed.

8. Duties of Officers - para 3 'audited at least...' changed to 'examined by an appropriately qualified independent examiner at least....'

Secretary to produce a final version of the Constitution for inclusion with the AGM documentation. **Action: LDD**

Secretary will check the capacity of the church hall

Action : LDD

It was noted that only RA members would be entitled to vote and concern was expressed about how this would be monitored. It was possible for AG to produce list of members. Would there be a register as people came in?

There was also a discussion about whether or not the subscription collection envelopes constituted a membership form. With the introduction of GDPR all RA members would have to consent to their data being collected and held. This could be done with a signature on the collection envelope. Street Reps would be asked to get everyone, not just those using the envelope to pay, to complete and sign an envelope.

The Donations policy does not need to be presented at the AGM as it is an internal committee document but, as per the policy, it will be advertised in the magazine. ID to ensure inclusion. **Action: ID**

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The amendments which had been discussed and agreed at the last meeting were reviewed. The maximum donation was confirmed as £750 'per individual donation' and this was added to item 2 of the policy. The reserves held by the RA was changed to 'cash reserves'; in item 12. The phrase in brackets in item 15 was removed. Secretary to produce a clean copy of the policy for publishing. **Action: LDD**

GC will refer to the change to the maximum donation in his Chairman's Report at the AGM. **Action: GC**

It had been agreed at the last meeting that recruitment to vacant posts would be an agenda item for the March committee meeting. **Action: LDD**

The Chair and Vice would be standing down at the AGM but no nominations had been received. A discussion ensued about several candidates who might take on these roles and GC agreed to make contact with them.

The relationship between the neighbourhood fora and the RA and their respective responsibilities in relation to planning was also extensively discussed. There was a need to understand what each did particularly with regards to planning. Generally, the RA advised on individual planning issues and sought to help residents through the process to ensure that all developers were held to account. The RA sought to influence planning so that it was done effectively for residents and for large projects copied the Construction Method Statement (CMS) to relevant CDR and street reps so that compliance could be monitored.

The NF's, having drawn up their Plans had much more in-depth knowledge of wider community development and were in the best position to identify where planning might not meet the Plan.

RT intended to meet with WP to set out clear principles for the RA planning function. AG also to attend. PH suggested that the WBBA should also be involved in any discussions between the WBNF and RA re planning.

KC was keen to see the RA place more emphasis on cross community than planning issues.

5. Planning Report

Report circulated before the meeting. Additional comments from RT:

Broadoaks new proposal of housing/office space/nursing home would require a change of use application. There would be an increase in CIL and hopefully 106 money. JB would talk to Cllr Amanda Boote. New plan likely to be submitted in May. Broadoaks would continue to be an ungated private estate. Access to public footpath running through it would be maintained.

Sheer House GC, WP, Barry Hatcher and JB meeting on 28 February for discussions. Concern around compliance with outline planning conditions: 18 Constructional Environmental and 19 Constructional Management Plan. These would eventually be copied to some residents.

Phoenix House Letters had been sent re lack of parking spaces

WB Rec Still no progress on children's play area. JB has this on his radar. Residents need to send letters of complaint about the delay!

6. Councillors' Report

John Bond gave a brief verbal report. He commented on the Woking centre development; New Vision Homes - noting that 70% of service reports became complaints; the success of Byfleet Neighbourhood Watch; meeting of the Flood Forum noting the WBC lack of funds for flooding; increase in fly tipping; parking problems in WB; Murrays Lane - mobile home issue. AG also noted the incursion of travellers on the Broadoaks site and the lack of challenge from the police. There had been an email exchange with Richard Wilson. RT was advised to write to Cllr Liz Bowes about a street light in WB which had caught fire.

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

Two invoices had been written off but it was uncertain whether the adverts to which they related had been placed without reference to the advertisers.

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

With the percentage of non-paying households steadily increasing the push to collect outstanding membership fees was becoming more urgent.

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9. Website – GG apologised that there were no analytics this month but he had been discussing with Anita how this information could be made more accessible. AF would join GG and AG to look at how best to use the website and to embrace other social media ie Twitter, FB etc. **Action: GG/AG/AF**

10. Editorial - Copies of The Resident, Winter 2018 Issue 157, were provided. ID to be congratulated on another brilliant edition. ID's report had been circulated before the meeting.

11. Footpath officer - No report.

Pigeon House Bridge - Marion will be asked to find out what was happening as it was reported that SCC had no funds to replace it. **Action: MM**

12. Community Rep - No grant applications had been received.

GC reported that two invitations had been received to a Celebrating Volunteers event organised in Byfleet by St Mary's Church. The cost was £5 per head for the food. The RA were also asked to consider donating a raffle prize. Raffle proceeds would be given to one of the volunteer organisations attending. It was felt that this was an excellent initiative which offered good networking opportunities and it was agreed that GC should attend with Eleanor Grady.

13. Events Co-ordinator - Eileen Perryer

Drop-in dates to be further discussed but currently agreed as:

- 17 February 2018 at Our Lady Help of Christians, West Byfleet - EP did not expect to be there at the start and had asked Sue Offen to look after the refreshments
- 19 May in Byfleet - Village Hall booked by LG (*Note this is Royal Wedding and Cup Final Day!*)
- 13 October in Pyrford - Village Hall or Church of Good Shepherd to be booked by AG **Action: AG**

14. CDR Reports

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

Eleanor Grady had agreed to become the CDR for Byfleet starting 26 March 2018. She had already suggested organising a get together for the Byfleet street reps and it was agreed that she should have up to £100 for expenses (against receipts)

West Byfleet – LG had circulated a report on the meeting Octagon had held at Phoenix House on 12 February 2018. LG had also emailed information about the Public Consultation 14:00-19:00 on Monday, 5 March at Phoenix House when Octagon's draft Planning Application for Broadoaks would be on display.

Pyrford – a report from AG had been circulated before the meeting. EE noted that there were still problems with the drainage systems.

15. Forum Reports

Byfleet – JB gave a report. GC had taken over as Chairman.

Pyrford - Report circulated before the meeting.

GG highlighted the research carried out into insurance which had also been shared with the committee as it could be useful for the renewal of RA insurance. WBC had a formal plan to carry out a heritage review which would include contributions from the community but this was not likely to take place until site allocations had been settled ie not before 2020. A site for the Heritage display board had been found outside the Village Hall - it could not be put on SCC owned land.

West Byfleet - PH gave a verbal report. Any suggestions, other than Woodlands, Harvester, telephone exchange, the Rec, about where additional car parking could be made available should be addressed to Jane Armitage, WBBA Secretary.

The WBNF Constitution drawing had been circulated for comment and KC and GG were thanked for their input. GG noted that he would like to suggest one or two additional amendments which he would meet with PH to discuss. The RA consented to the Constitution (proposed by KC, seconded by AG) unanimously, which would enable the RA to fund WBNF at the agreed annual rate of £500 plus £1 for each paid up RA member in the West Byfleet designated area with effect from 1 April 2018. The constitution would be adopted at the WBNF AGM.

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16. AOB

- **Control of (Notice)Boards policy** - boards looked after in each community - LG in West Byfleet and AG in Pyrford. Care would need to be taken that the boards in West Byfleet didn't disappear once the development work started.
- Using **Facebook** to build stronger communities - GG would discuss the email from Tony Kremer with Anita. PH noted that WBNF have a FB page.
- **Donations Policy** - minuted under item 4
- Incinerator at Sheerwater - the email from Neil Jameson had been circulated. No further action to be taken.

The Committee thanked Godfrey and Richard for their hard work on behalf of the Residents Association over many years.

17. Next meeting - Friday, 16 March 2018 at Cornerstones.

2018 committee dates:

20 April
18 May
15 June
20 July
21 September
19 October
16 November

Byfleet, West Byfleet and Pyrford Residents Association
TREASURER'S REPORT
February 2018

I have attached a Statement of Financial Affairs (SoFA) to 12th February. At the time of writing, we have £470 in our current account and £20352 on deposit.

The year to date now shows a deficit of £479 for the one and a half months.

We have received Subscriptions of £125 this year all Pyrford, the -£90 showing in Unallocated is the reversal of the 2018 subs received in 2017 in this category (£135) less the £45 received from Ridgway members (see below). It is done this way so it gives an easier match between the members database reports and the cashbook categories.

We have issued £695 of advertising invoices this year. £190 has already been paid by Surrey Skin Care (Private GP). We have written off the £95 owing from Gascoigne Pees (£70) and Waterfalls (£25) from 31st May 2017 as they are no longer advertising.

Pyrford Neighbourhood Forum fourth quarter grant is to be paid within the next week. West Byfleet NF draft Constitution has been reviewed and is acceptable to the Treasurer, It is anticipated that the new grant will be from 1 April, the first quarter payable mid-May. WBNF has £390.35 outstanding from their historic grant which will lapse when the new grant scheme comes into force. Byfleet NF have had all their historic grant and are not yet in a position to establish the new regime.

Issues.

1. 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 the AMO situation settles down. Some Ridgway members currently pay by direct bank transfer. These are notified to CDR/AMO who then has to update member sheets for the Treasurer to reimport to the Database.
2. 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. 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!
3. CDR Pyrford has raised the issue of insurance cover, the Treasurer hopes to respond on Friday.

Keith Creswell 12/02/2018

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Byfleet, West Byfleet & Pyrford Residents Association
to 12th February 2018

		Year to date	
		£	£
INCOME			
	Subscriptions and member donations:		
	Friends & Unallocated	-90	
	Byfleet	0	
	West Byfleet	0	
	Pyrford	215	
			<u>125</u>
	Advertising		190
	Bank Interest		1
	Donations		0
	Sundry Income		
	Total Income		<u><u>316</u></u>
EXPENDITURE			
	The Resident		0
	**Committe Expenses		0
	**Street Rep Drop Ins		-70
	Room Hire not Comm.		0
	**AGM		0
	**Fetes		20
	Display/Equipment		0
	Donations:		-700
	Insurance		0
	Postage, Stationery & Printing		0
	Sundries		0
	Database/Web Expenses		-45
	Mileage/Parking		0
	Forums - Pyrford	0	
	- Byfleet	0	
	- West Byfleet	0	
			<u>0</u>
	Total Expenditure		<u><u>-795</u></u>
	Surplus/(Deficit)		<u><u>-479</u></u>
Opening Cash			21301
	Surplus/(Deficit)		<u>-479</u>
Closing Cash			<u><u>20822</u></u>
	Analysis of Cash	C/A	470
		Dep	<u>20352</u>
			<u><u>20822</u></u>
*	Donations		£
	Pyrford and Byfleet Childrens Centre	re Xmas lights	300
	Byfleet Cricket Club		400

Planning comments for meeting February 2018

There were some 70 + planning applications since our last meeting

Broad Oaks School pulled out
Meeting 12th Feb by Octagan public meeting 5th March Phoenix Ho 2 to 7pm.

Existing permission includes 125 homes, school and 36 affordable homes .

Revised scheme 125 homes [largest smaller in size] 80 bed care home, 54 affordable homes, 75 retirement flats [within ex building & 9,000sq ft offices.

CIL expected to increase to App £6 million
There needs to be a change of use from mixed use [employment] to residential...

The existing conditions section 106 etc expected to be as previous permission.
Timing planning application May start Autumn 18. Offsite works remain the same .

Sheer House PLAN 2017/ 0128 outline application approved RA Letter attached, to Altitude RHT WP meeting Altitude7-3-18

Meeting Wade, Godfrey, Barry Hatcher, & J Bond 28-2-18 [I think they criticize RA & Forum supposed lack of action],

There are detailed conditions in the O/ L Permission that developer has to comply with there is concern re bulk, height, no of flats /parking, temp relocation of PO, Chemist & library ,
Construction Environmental Management Plan
& Construction Management Transport Plan, as well as traffic management in the village

Phoenix House 29 retirement flats 9 parking spaces RA have object t application.
Ex building conversion 14 Flats & 12 parking spaces approved

Lees Farm retrospective application to reclad house with boarding over brickwork, 14 objections
WBC still awaiting additional information from applicant, committee March !! Likely to be recommended for approval by OFFICER pressure from?!!!!

CIL Broad Oaks £ 3,889,000 + + Sheer House £2,500,000
Payments 1/3 on commencement, 1/3 after 12months, 1/3 at first occupation

West Byfleet Recreation Ground still awaiting planning application!

Draft parking consultation & Green Belt review date of working party still no arranged

Feb 2018

MEMBERSHIP REPORT FEBRUARY 2018
(11 February 2018)

MEMBERSHIP

The membership numbers from the database as at 11/02/2018 by village compared to December 2017 year end & January 2018 are below: -

Area	Dec-17	Jan-17	Latest	%
Byfleet	754	760	760	26.5%
West Byfleet	902	902	902	31.4%
Pyrford	1,173	1,174	1,174	40.9%
Other	32	33	33	1.2%
Totals	,861	2,869	2,869	

In the month since January report, total membership has not grown; in total 42 since the AGM in March 2017.

The membership above includes households where no subscription has been paid since 2015.

The numbers not paying by village each year since 2015 are: -

NIL Collections	2015	2016	2017
Byfleet	218	305	239
West Byfleet	417	506	523
Pyrford	239	213	246
	874	1,024	1,008

And as a percentage of member households: -

% No Nil collection of members	2015	2016	2017
Byfleet	30%	42%	33%
West Byfleet	45%	54%	56%
Pyrford	22%	19%	22%
	31%	36%	35%

The subscriptions amounts collected by village by years 2015 to 2017 were: -

Subscriptions by year	2015	2016	2017
Byfleet	1,843	1,551	2,788
West Byfleet	2,138	1,793	2,298
Pyrford	3,223	3,615	4,642
	7,203	6,959	9,728

I happened to be looking at household data and using data from 2011 Census the % household membership by village seems to look like:-

Area	Households	% Mix	% VillageHouseholds
Byfleet	760	26%	24%
West Byfleet	902	31%	45%
Pyrford	1,174	41%	51%
Others	33	1%	-
	2,869		

So far for 2018, subs £215 has been collected, all from Pyrford.

There have been two requests to join in January from the website. One became a street Rep in Byfleet.

BYFLEET CDR REPORT February 2018

CDR BYFLEET

1. So pleased to advise you that Eleanor Grady is our appointed CDR BYFLEET. Eleanor has been known to me for many years as a resident of Byfleet.

We both served on the original Committee of Byfleet Oral History Group being a part of Byfleet Heritage Society. The recordings of residents are available from The Surrey History Centre Goldsworth Road Woking and include reminiscences of Howard Cook, Former Secretary and President of the B WB & P RA.

We are working on the posts of Deputy CDR and Assistant Membership Secretary.

Eleanor is keen to have a get together of current Street Representatives and to this end I am requesting a formal budget of up to £100 be made available and payable After receipt production? Please let me have a positive accord on Friday?

VILLAGE MATTERS

2. There is a growing number of irritating incidents concerning burglaries, breaking And entering, suspicious vehicle and person movements observed in the village.

Everyone is urged to keep vigilant, lock doors and windows when away from home even just out for an hour or so shopping. Keep looking at Byfleet Neighbourhood Watch and Byfleet Represents and perhaps become a subscriber?

IN MEMORIAM

3. The funeral of Sir Douglas Lowe, GCB, DFC, AFC, takes place today (Tuesday 13 February 2018) at St. Mary The Virgin Church Road Byfleet. Douglas held the village dear to his heart and was often helping at Parish Day in his years of retirement. He has addressed the Byfleet Heritage Society about his life in the Royal Air Force where he attained the rank of Air Chief Marshall. His career was involved with the Ministry of Defence and one hopes for more information. On this fine man in the future.

SOCIETY NEWS

4. Byfleet Heritage Society are arranging several Coach trips during 2018 including Portsmouth, Royal Hospital, Chelsea, Brighton and London Lights.

CONTACT: Mary McIntyre 01932 341586 for enquiries/bookings.

My last report as I hand over to Eleanor. Do give her your fullest support please?

Godfrey H. Chapples
ACTING CDR Byfleet

**PYRFORD CDR REPORT FEBRUARY 2018 MEETING
(11 February 2018)**

MARSHALLS PARADE

The garage block behind the parade was demolished in late December. This has already reduced the space available for car parking to the rear of the shops. The developer has agreed to try to minimise the construction footprint required to build the four 2-bedroom flats over a single retail unit which is expected to start in the first quarter of 2018, but unfortunately it seems inevitable that car parking will become difficult at certain times usually Saturday mornings & school start and end times.

The RA noticeboard has been moved to the small green beside the Pyrford Village sign. WBC received one complaint about the new location. It has now been moved to a new location.

The telephone kiosk has also been removed and the post box will be moved.

Work has started to fit out the vacant unit as a Veterinary Clinic. This is expected to be open soon.

Flutterbyes unit remains vacant

DULUX TRADE LONDON REVOLUTION CYCLE EVENT SATURDAY 21ST MAY 2018

Just for information, the above event involving c300 cyclist, is planned to pass through Pyrford Village on Saturday May 21st during the afternoon. The cyclists will come along Coldharbour Road, Old Woking Road and onto Sheerwater Road having come from Send Marsh along Polesden Lane & Newark Lane.

STREET REPS VACANCIES

There are Street Rep vacancies for the following streets:-

- Lovelace Drive
- Dane Court
- Norfolk Farm Road area

RA Committee Meeting – 16th February 2018

Pyrford Neighbourhood Forum Report

A fairly quiet month in which insurance for the Forum was researched and selected.

A meeting was held with Ernest Amoako to discuss the process for conducting a Heritage Assessment and reviewing conservation areas in the Forum Area was held . The result was encouraging in that the community can play a considerable part in assessing, cataloguing recommending conservation actions to the council. The process will quite lengthy and is akin to the plan process of research, consultation and adoption and the manner we would work with the council is similar.

The roller coaster that is qualifying for SCC Member Allocations continued but I think we can now see the colour of money in the money in the distance.

The Forum has sourced a supplier for the Heritage Display previously discussed and it seems that the cost will be covered by the SCC grant although there may be installation costs to add if that is not done by the Forum.

Geoff Geaves – Chairman - Pyrford Neighbourhood Forum

16th February 2018

