

## BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION

### Minutes of the Committee Meeting held at Cornerstone, St John's Church, West Byfleet at 19:30 on 19 July 2019

#### Present:

Stewart Dick (SD) - Chair	Eleanor Grady (EMG) - Byfleet VR	Penny Hoskyn (PH)-West Byfleet Forum
Andy Grimshaw (AG) - Planning Officer	Eileen Perryer (EP) - Events	Geoff Geaves (GG)-Pyrford Forum
Dharma Sivarajasingham (DS) - Treasurer	Keith Creswell (KC) - West Byfleet VR	Councillor Gary Elson (Cllr GE)
Isabelle David (ID) - Editor	Ernie Elliot (EE) - Pyrford DVR	Councillor Graham Chrystie (Cllr GC)

The quorum is 8 members - the meeting was quorate.

**Reports circulated and to be appended to minutes:** Treasurer, Planning, Membership, West Byfleet VR, and Pyrford VR,

#### 1. Welcome & Apologies for absence

Apologies had been received from Lynette Davies ("LD"), Lynn Cozens ("LC"), and Councillor Bond. Marion Malcher ("MM") did not attend.

#### 2. Minutes of the Meeting on 21st June 2019, 17th May 2019 and 26th April 2019

The minutes of 21st June were reviewed and were agreed.

The minutes were signed by the Chair as a true record.

The minutes of the non quorate meeting of the 17th May 2019 and the meeting of the 26th April 2019 were reviewed and ratified.

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

Cllr GC was in a position to report on alternative locations for chemist and post office when leases in the Sheer House complex expire. He remains confident that new temporary locations will be identified though in view of the security requirements it was not clear where these might be.

Under this heading there was a discussion re the continuing blight of the appearance of Sheer House. Would it be possible to offer short term leases and generally just make the whole appearance more attractive. SD was requested to write (again!) to Stephen Tillman. **ACTION SD**

A view was expressed that West Byfleet needed a vision for how it wished to develop economically and socially. SD reminded everyone that the WBNF Plan contained a vision statement.

#### 4. RA Committee

Councillors will stay for the duration of the meeting should they so wish.

As from September the meetings will be on the third Wednesday of the month (18th).

AG confirmed that he was now in agreement with the paper on Roles and Responsibilities which would be re-circulated for adoption.

## **5. Planning Report**

AG had once again circulated a very detailed and comprehensive report.

Updates as per the written report were noted. In Byfleet the applicant has lodged an appeal re the 4 Glebe Gardens refusal

KC raised the telephone mast in the West Byfleet station car park

### ***Other Planning Matters***

**SADPD/Green Belt/Regulation 19** - there was a detailed and very lengthy discussion on this matter.

Comments are available on the WBC website. WBC anticipates the submission to the Secretary of State for examination will be made end July (Done).

Nothing has changed ( in spite of 2,797 responses). Pyrford fields are excluded; Byfleet sites are safeguarded and West Byfleet is to lose West Hall from Green Belt for 555 homes; 15 travellers pitches and no improvement to infrastructure. Vehicular access will be a roundabout on the Parvis Road and pedestrians can also use a bridle path to Dodds Lane.

There was a discussion regarding WFC new stadium and the additional housing that this will create potentially by 2025, the Victoria Arch development and a lack of understanding as to what was included/excluded and why in the new build housing projections under the SADPD Plan.

The Planning Inspectorate enquiry will likely be October/November and will be evidenced based.

## **6. Councillors' Report**

Cllr GE updated the Committee on NCIL where there is still a lack of understanding re the process which will not be reviewed until March 2020. Cllr GE undertook to liaise with all relevant Councillors as to how they wished to be involved.

Cllr GE provided an update on vandalism and WBC initiatives.

Cllr GE discussed the West Byfleet recreation Ground playing field where apparently there are complex legal issues. They have now been reclassified as school playing fields.

The proposed traffic changes to the Byfleet Road/Seven Hills Road were discussed. KC to draft a letter.

***ACTION KC/SD***

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

The Statement of Financial Affairs shows a sound performance with a strong level of subscription collection.

The Committee agreed to move forward with possible incorporation and seeking charitable status.

DS, AG and SD will investigate the structural options and AG will also investigate the implications for the membership database.

***ACTION DS/AG/SD***

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

Membership is stable and as noted above subscription collection has been strong, particularly in West Byfleet.

**9. Website**

Members only area of the website was discussed and AG agreed to explore the cost implications. **ACTION AG**

**10. Editorial**

Consideration is to be given to photographs of committee members appearing on the website so that they may be more recognisable.

Succession planning was again discussed and we are all to attempt to identify possible successors. **ACTION ALL**

**11. Rights of Way** – on this occasion no written report. However SD recorded that MM has been very active on climate change issues; advice on cutting back overgrown footpaths and units 11 and 12 Wintersells Road, Byfleet.

As regards Muddy Lane, the Inspector has ruled that it will be upgraded to a bridleway but there will be a six week period during which an appeal or complaint can be lodged.

**12. Events Co-ordinator** - EP gave a verbal report.

**13. Village Representative Reports**

**Byfleet** - EMG gave a verbal report.

**West Byfleet** – a detailed report from KC had been circulated prior to the meeting.

**Pyrford** – AG had submitted a written report. AG updated us re Marshall's Parade. The Pyrford Flower Show had been a great success. Congratulation to all concerned.

**14. Forum Reports**

**Byfleet** – None

**West Byfleet** – PH gave a verbal report.

**Pyrford** - GG gave a verbal report updating us on fund raising

**15. AOB**

- > PH was congratulated on her dog winning the "senior bitch" rosette at the Pyrford Flower Show.
- > Possible future charitable donations were discussed

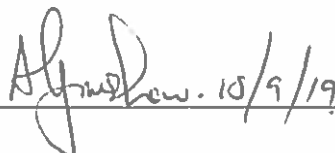
**Drop-in dates:**

Saturday, 12 October in Pyrford at 14:00 - booked by AG

**Other Dates**

Next Committee Meeting WEDNESDAY 18TH SEPTEMBER at the Cornerstone.

**Meeting closed Late**

 10/9/19

## **PLANNING REPORT – JULY MEETING - 19/07/2019**

### **KEY POINTS IN MONTH TO REPORT**

**SA DPD** – Papers are on Full council Agenda 25<sup>th</sup> July 2019; **Verbal update at RA meeting.**

#### **PLANNING APPEALS -**

- Cherry Lodge, Oakcroft Road, West Byfleet.
- 4 Glebe Gardens, Byfleet

#### **PLANNING COMMITTEE**

- 2019/0119 - Providence Field, Thorley Close, Pyrford – Recommend to GRANT
- 2018/1228 - Ellingham, Pyrford Road, West Byfleet - Recommend to REFUSE and ENFORCEMENT

#### **BYFLEET VILLAGE**

- Manor House, Mill Lane – Contractor parking – Pending consideration
- Manor Farm Mill Lane - Vary condition 2 on extension - Pending consideration
- Linden Nursery School Byfleet Cricket Pavilion Sports Ground Parvis Road - planning use – Pending consideration
- 4 Glebe Gardens – Applicant lodged APPEAL against refusal
- Cyan House, Canada Rd – Mezzanine Floor – APPROVED
- Natural Flames 17 Brewery Lane – Enforcement action agreed

#### **WEST BYFLEET VILLAGE**

- 15 Old Woking Road – Collisions fit out - Pending consideration
- Lello's 18 Station Approach Outdoor seating - Pending consideration
- Globe House Lavender Road – Condition 6 discharge REFUSED
- Basingstoke Canal Society, Land East of Sheerwater road – Trees – No objection
- Magna West Lavender Park Road – Reduce area of cladding – Pending consideration
- Land Between Invermark And Greenhayes Oakcroft Road West Byfleet – Sec 73 – Pending consideration
- Esso 77 Old Woking Road – Sign & blast wall – APPROVED
- 19 Old Woking Road – Awning – APPROVED
- Broadoaks – Concerns about tree felling on verge

#### **PYRFORD VILLAGE**

- Marshall Parade – Additional unit – APPROVED
- International School – Portakabin extension to 2022 – Pending consideration

#### **OUTSIDE 3 VILLAGES**

- Land to Rear of Byfleet Road – Withdrawn in April 2019 for further consultation
- Waste Transfer Station - Units 11 & 12 Wintersells Road, Byfleet – pending consideration
- Brooklands - Traffic Survey
- Heathrow - new consultation opens 18th June 2019 and end on the 13th of September
- Kingfield Stadium – Public consultation on 10,000-seater stadium and cardinal court 1,100 dwellings plus 40 at Egley Road Mayford

**SCC PARKING REVIEW** - Annual process started again 1st July 2019

**TO WATCH** - Byfleet Fire Station

**TREASURER'S REPORT**  
**18 July 2019**

The following Statement of Financial Affairs is for the period from 1/1/19 to the 18<sup>th</sup> of July 2019.

The year to date accounts shows a surplus of £3,966 (June £3,514). The increase in July is mainly due to subs received from West Byfleet in July.

We have received Subscriptions of £9,279 YTD this year (previously reported £8,384 in June) and continuing to increase cash reserves. The balances remaining in each Collections Accounts are the subs received but yet to be allocated to the Members Database.

In July we have issued new advertising invoices totalling £630 for the recent issue of the Resident magazine (previous issue £1,170). £600 of the new invoices remain outstanding. It is worth noting that, some of the past invoices raised in Jan for triple issues including the next issue of the Resident. Therefor the billing continuing to remain steady. We still have £230 outstanding from the January invoices (Grouts Gardening £150, West Byfleet Dental £80). I have resent these two invoices and waiting for settlement.

£1,490 Stag's printing invoice and the Cornerstone invoice to be settled by the end of July.

Issues.

- 1 Treasurers of West Byfleet and Pyford forums to repay their unspent surplus grants from previous quarters. Jeff and I agreed to review the accounts later. WB to send a cheque since unable to make electronic transfers.
- 2 Dual authorisation of online payments is yet to be implemented.
- 3 Charitable status and gift aid. No progress made since the last meeting. Formal relationships and remit between AR and the three fora are yet to be determined.
- 4 The RA funds allocated towards Recreation Ground legal challenges are maintained and will remain for the foreseeable future.

Dharma Sivarajasingham 18/07/2019

**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
**Committee Meeting, 19 July 2019**

**Byfleet, West Byfleet & Pyrford Residents Association**

to 18 July 2019

<b>INCOME</b>	<b>Year to date</b>	<b>£</b>
<b>Subscriptions and member donations:</b>		
Byfleet	1,863	
West Byfleet	4,108	
Pyrford	2,989	
Subscriptions not allocated	383	
2019 paid in 2018	(125)	
2020 paid in 2019 or to be allocated	61	
		<b>9,279</b>
<b>Advertising</b>		970
<b>Bank Interest</b>		30
<b>Donations</b>		0
<b>Other</b>		0
<b>Total Income</b>		<b>10,278</b>
 <b>EXPENDITURE</b>		
The Resident		1,398
Committee Expenses		166
Street Rep Drop Ins		438
Room Hire not Comm.		0
AGM		78
Fetes		153
Display/Equipment		0
Donations:		0
Community Support		199
Insurance		310
Postage, Stationery & Printing		68
Sundries/Losses		0
Database/Web Expenses		384
Mileage/Parking		0
Forums - Pyrford	1,808	
- Byfleet	0	
- West Byfleet	1,312	
		3,119
<b>Total Expenditure</b>		<b>6,313</b>
Surplus/(Deficit)		<b>£3,966</b>
Opening Cash		23,021
Surplus/(Deficit)		3,966
Closing Cash		<b>£26,987</b>
Analysis of Cash		
	Current Account	1,497
	Un allocated Collections Accounts + 2020 subs not allocated	444
	Deposit	10,003
	32Day deposit	15,042
		<b>£26,987</b>

## MEMBERSHIP REPORT MAY (19 July 2019)

(As at 16 July 2019)

### KEY POINTS

#### 2019 collection is still very much ahead of 2018.

Only West Byfleet village data has changed significantly since last month. There are memberships worth £308 still to be entered into the database.

The membership as at 16 July 2019 stands at 2,426 an increase of 7 in the month and 346 since 1<sup>st</sup> January 2019, but 374 below this time last year.

So far during 2019 £9,062 of subscriptions have been collected (86% of the whole of 2018) and 1,420 memberships renewed (80% of the whole of 2018). West Byfleet has already achieved 127% plus of the 2018 full year numbers on both memberships and subscription amounts.

203 electronic payments have been received year to date.

### MEMBERSHIP DETAIL 2019 YEAR

The reports run on 16 July 2019 show that the membership stands at 2,426 an increase of 7 in the month and 346 since 1<sup>st</sup> January 2019, but 374 below this time last year.

The numbers by village are shown below:-

Village	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Month Change
Byfleet	751	549	551	554	554	560	574	574	-
West Byfleet	896	592	626	720	732	755	758	761	3
Pyrford	1,192	1,046	1,057	1,064	1,073	1,073	1,079	1,082	3
Other	11	8	9	10	10	10	8	9	1
	<b>2,850</b>	<b>2,195</b>	<b>2,243</b>	<b>2,348</b>	<b>2,369</b>	<b>2,398</b>	<b>2,419</b>	<b>2,426</b>	<b>7</b>
Movement		(655)	48	105	21	29	21	7	

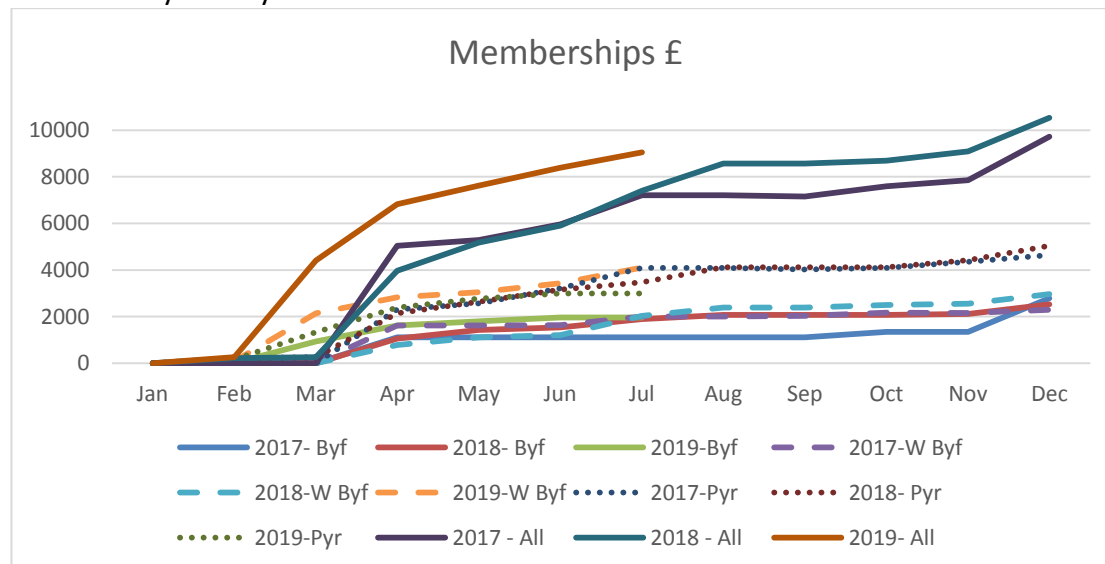
The majority of the growth of members in 2019 is from West Byfleet village.

The amounts recorded as collected by village are:-

Village	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Month Change	Jul-18
Byfleet	2,526	-	15	932	1,615	1,803	1,965	1,965	-	1,896
West Byfleet	2,961	-	73	2,134	2,822	3,053	3,448	4,113	665	2,033
Pyrford	5,045	-	165	1,329	2,389	2,739	2,984	2,984	-	3,480
	<b>10,532</b>	<b>-</b>	<b>253</b>	<b>4,395</b>	<b>6,826</b>	<b>7,595</b>	<b>8,397</b>	<b>9,062</b>	<b>665</b>	<b>7,408</b>

**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
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The monthly history of collection is shown below:-



This clearly shows the total amounts collected are significantly earlier than the previous two years. Well done to everyone, in particular West Byfleet!

The year to date amounts collected by village are shown below:-

Village	YTD 2019	YTD 2018	Full 2018	YTD % 2018
Byfleet	1,965	1,896	2,526	78%
West Byfleet	4,113	2,033	2,961	139%
Pyrford	2,984	3,480	5,045	59%
	<b>9,062</b>	<b>7,408</b>	<b>10,531</b>	<b>86%</b>

The year to date memberships signed up village are shown below:-

Number of memberships collected	YTD 2019	YTD 2018	Full 2018	YTD % 2018
Byfleet	310	330	435	71%
West Byfleet	611	350	482	127%
Pyrford	499	623	865	58%
	<b>1,420</b>	<b>1,303</b>	<b>1,782</b>	<b>80%</b>

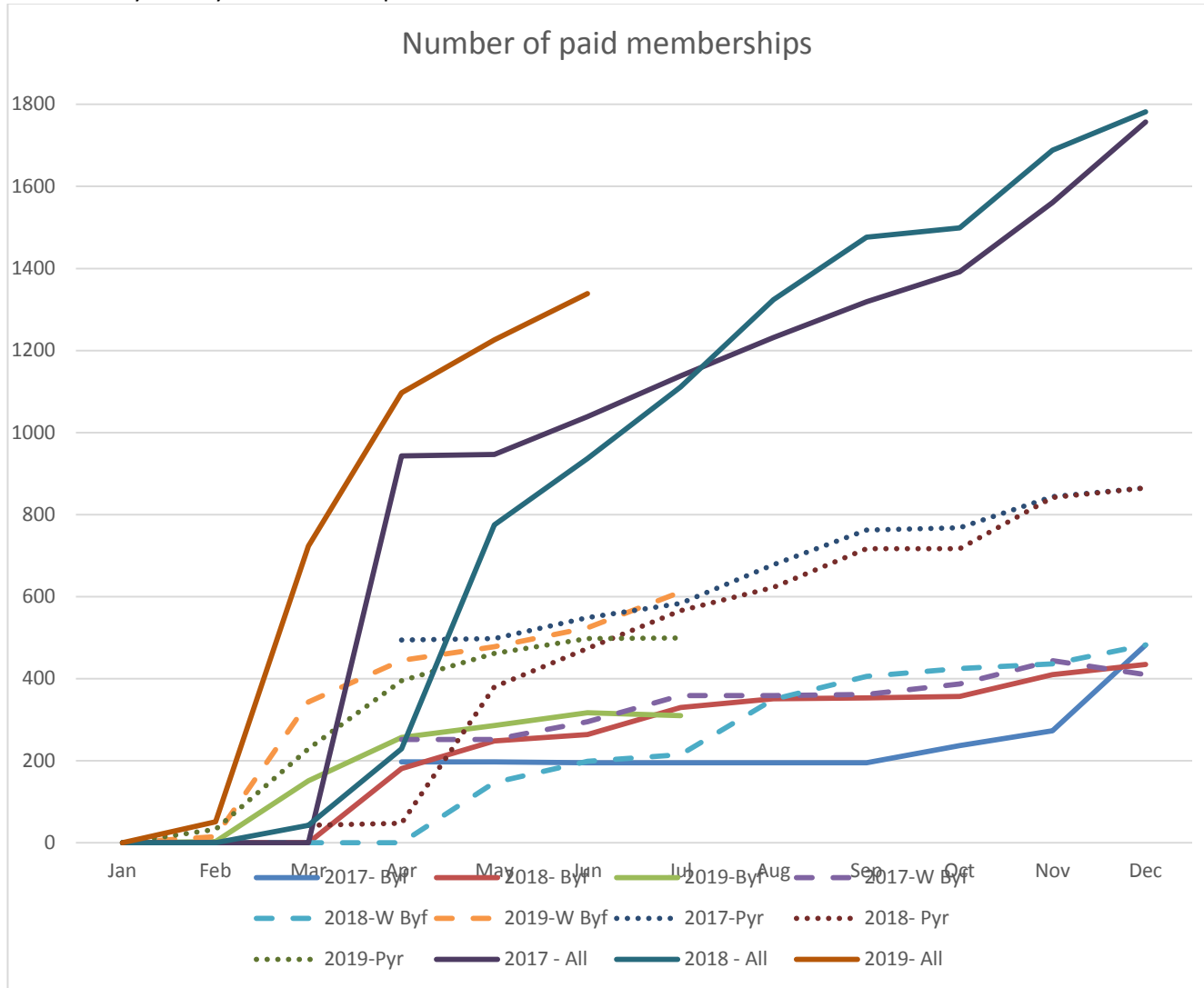
There are memberships worth £308 still to be entered into the database as follows:-

Village	Jul-19
Byfleet	122
West Byfleet	45
Pyrford	141
	<b>308</b>



**BYFLEET, WEST BYFLEET & PYRFORD RESIDENTS' ASSOCIATION**  
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West Byfleet Village has already collected 127% of memberships compared to the 2018 full year!  
 The monthly history of membership renewal is shown below:-



The email, phone call & postcode data collected is shown below:-

	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Month Change
Emails	993	934	959	997	1,030	1,059	1,077	1,096	19
Telephone	855	823	841	880	913	949	961	977	16
Post codes	1,211	1,152	1,175	1,236	1,268	1,283	1,284	1,297	13

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The analysis of the direct payments by village is:-

<b>FPI Payments Cum</b>	<b>Dec-18</b>	<b>Jan-19</b>	<b>Feb-19</b>	<b>Mar-19</b>	<b>Apr-19</b>	<b>May-19</b>	<b>Jun-19</b>	<b>Jul-19</b>	<b>Month Change</b>
Byfleet	-	-	25	34	38	39	39	42	3
West Byfleet	-	-	36	49	53	56	57	58	1
Pyrford Coll	-	-	48	71	72	76	78	85	7
Pyrford Main	-	5	9	13	22	22	22	18	(4)
	-	5	118	167	185	193	196	203	7

**MEMBERSHIP DATABASE EMAIL COMMUNICATIONS**

No emails sent out since last report.

In 2018 24 emails were sent out.

In 2019 9 emails have been sent out; for the first time in May one email was just to one village - West Byfleet.

The statistics so far are:-

	<b>2018</b>	<b>2019</b>	<b>Totals</b>
No emails sent	24	9	33
Average per month	2.0	1.5	1.8
No recipients sent	21,911	9,007	30,918
Bounced	1,028	327	1,355
	4.7%	3.6%	4.4%
Delivered	20,883	8,680	29,563
	95.3%	96.4%	95.6%
Opened	13,295	6,270	19,565
	63.7%	72.2%	66.2%
Clicked	1,911	697	2,608
	9.2%	8.0%	8.8%
Unsubscribed	33	8	41
	0.2%	0.1%	0.1%

## PYRFORD VR REPORT - 19 July 2019

### **Pyrford Street Reps**

There are five Street Rep vacancies to fill, covering around 100 members.

There are 6 rounds for which no monies have been received. Some Street Reps in Pyrford collect over the Summer so this not unusual and one is paid by the local Residents Association in the Autumn.

### **Marshalls Parade**

Even though the garage block behind the parade was demolished in late December 2017 and work started in late March 2018 to prepare for foundations, progress is very slow. Work is forever starting and then stopping and seems to have stopped.

The indications are the construction should be finished by Mid-summer 2019 but this looking tight. The VR is monitoring.

A new planning application has been received requesting the division of the single retail unit into two units which has been permitted. Hopefully building work will restart soon.

Replacement bollards were installed on 13 July as the previous ones had been knocked over. These bollards are more substantial containing metal centres. Drivers beware!

### **Significant Planning Applications**

Marshall parade additional retail unit APPROVED

A TPO application at Holmes Mead (previously Oakfield School) to crop existing trees has been approved.

### **Twisted Stone (Traditions) Golf**

The diversionary permitted footpath around the edge has been closed and walkers pointed to the designated SCC footpath across the fairway. The reason seems to be misuse of the golf course bins.

The storage of equipment on the car park is still causing concern.

### **Village Events**

Pyrford Flower Show 13th July 2019 – 6 memberships collected for Pyrford; a couple for West Byfleet

**Andy Grimshaw**

**VR Pyrford**

**Village Representative Report West Byfleet**  
**July 2019**

**Admin**

A quieter month as we have been on holiday for some of the month.

The distribution and collection of subs has worked well. All areas, except one, have been distributed and the vast amount of street reps have sent in their returns. With direct payments, we have banked over £650 this month and have more still to bank. We have a new volunteer street rep for Camphill Road, many thanks to Wendy Grimshaw for effecting the intro. We have bulk dropped Claremont Road and Rivey Close seeking additional volunteer street reps, without success so far. Distribution of the west end of Dartnell Avenue is delayed due to street rep holiday. All other areas have been covered.

**Local issues**

- 1 Work with WBNF continues to be excellent and much of the following reflects work with them as a member of the WBNF Committee. The WBNF Summer Party was much appreciated and enjoyed.
- 2 There is considerable concern about the implementation of the proposed walking and cycling improvements along the Parvis Road and the strategic integration with safe cycling routes from Cobham to Brooklands and Byfleet to Old Woking as envisaged by Woking BC, Elmbridge BC and Highways England. The concern arises as the SCC officer responsible for traffic in this area denied any knowledge of such a proposal at the Joint Committee meeting, much to the surprise of local Councillors. We hope this is due to lack of his knowledge rather than a lack of county commitment to this long standing scheme. Our SCC councillor, Amanda Boote, will report further.
- 3 We are advised that the Woking Walking and Cycling Local Implementation Plan that is being developed for release later this year will be extended for the whole of Woking, and we hope it will address the impediments to walking and cycling along Parvis Road, Old Woking Road and Sheerwater Road. We need our councillors to ensure this is not used as an excuse to delay implementation of the Parvis Road shared use path and toucan crossing.
- 4 The Parvis Road toucan crossing plans have been published at the joint committee, although broadly acceptable the placing will reduce use by people accessing from Highfield and some redesign of access to the Rec will be necessary, a slight adjustment to positioning has been suggested. Related thereto is the extension of the centre 30mph limit, we have requested that this be considered for the whole of Parvis Road to improve safety of access from Dartnell Park \*2, Blackwood, Pinehurst, the Parvis cul de sac and West Hall.
- 5 The former West Byfleet Live is to be renamed West Byfleet Community Festival. The last committee meeting was held on 19/6, which unfortunately I could not attend. They have appointed a Secretary, a Fundraising coordinator and a Treasurer, so good progress. They also decided to hold the festival in the last weekend of July before or as schools break up so we will see Pyrford Flower Show, Byfleet Village Day and WB Community Festival happening in successive weekends. The next committee meeting is 7<sup>th</sup> August and I have requested that they adopt a constitution and agree the opening of bank accounts and obtaining insurance cover.
- 6 Concerning improved and increased use of the Rec, a number of initiatives are underway. The official opening of the playground took place by the new mayor with Rebecca Bradshawe and Emma Slaymaker and was well attended by the local community. WBC appear very reluctant to license the use of the funfair over the Ride London weekend no reason has been given for this except for an intimation that the accident in Woking Park with the bouncy castle leads to some reluctance. I have asked one of our local councillors to follow up.

Other areas of concern with nothing to report this month.

- 7 Highways England Walking and Cycling strategy for areas impacted by the M25 J10 proposals.
- 8 The traffic pollution monitoring from the Parvis Road

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- 9 Sheer House redevelopment and the empty nature of the existing Sheer House complex giving a dead feel to that part of the centre.
- 10 Broadoaks Park redevelopment and removal of trees along Parvis Road.
- 11 West Hall rezoning

Businesses: I have continued to meet business owners and have met with Michael Lee-Brown, current rotating Chair of WBBA. We will continue to meet and he has kindly agreed to provide monthly input to this report. Main points this month being Fran Nevett making excellent progress preparing for Xmas and Waitrose (manager Peter Collis) joining WBBA.

We continue to be grateful for the engagement and support from our local councillors (of all hues!)

Keith Creswell  
14/7/19