

## **Minutes of West Byfleet Neighbourhood Forum Committee Meeting 29<sup>th</sup> May 2014**

### **Present**

Penny Hoskyn, PH (Joint Chair)  
Pauline Hedges, PA (Joint Chair)  
Emma Hier, EH (Publicity Officer)  
Lisa Graae, LG (Acting Membership Secretary)  
Keith Creswell, KC (Treasurer)  
Mark Fuller, MF (Webmaster)  
Ian Yates, IY (Secretary)  
David Hastie, DH  
Mark Fletcher, MA  
Richard Wilson, RW  
Gary Elson, GE  
Richard Thomas, RT  
Ross Goodman, RG

### **Apologies for Absence**

Keith Creswell, Wade Pollard, Phil Wilson

### **Chairs: Forum Update etc.**

PH & PA have been to 2 meetings. One was to meet the chairs of the Residents Association (RA) and Forums. PH spoke to chair of Hook Heath, who is happy to assist with advice on the money side.

Waitrose have offered their Partnership dining room for no charge. Will save about £25 a month.

RW stated he has had approval from SCC that if we want to ask for funds for physical things such as banners they might consider funding it.

PH stated that on Sat 14 June St Johns Church have a summer fair. PH will have a stall and would appreciate any assistance on the day.

PW is going to prepare something for the website to explain the difference between the RA and the Forums. It will confirm that our main focus is building the Neighbourhood Plan, which should be produced and ratified within 5 years of the Forum becoming official. Burpham Forum has such an article on its website.

PA has a plan for drafting in professional planning input at no cost.

### **Membership Update (LG)**

PH thanked LG for all her hard work in distilling the responses to the questionnaire. LG stated she has a 17 page document setting out the responses which can be emailed to anyone interested.

Total members: 189 (+ 4 more form brought to meeting)

The distribution is:

62 WB Centre

53 WB, East (Dartnell Park)

2 WB, Green spaces

48 WB, South

11 WB, West

13 Non WB residents

189 Total

The distribution of attendees at the drop-in was:

24 WB Centre

6 WB, East (Dartnell Park)

0 WB, Green spaces

20 WB, South

7 WB, West

2 Non WB residents

59 Total

East & West bits were not well represented at the drop in. Next time we might need to think about different ways of engaging people.

Next time we should use just postcodes to identify people rather than addresses.

LG would like a pinned message on the website stating that if people members have not received an email from the Forum please get in touch to confirm their email address.

MF agreed to have a look at the viability of this.

Later GE summarised the results of his survey. He is going to ask a colleague to analyse the responses and he will then circulate to us.

### **Treasurers Update (LG)**

Nothing to report. The treasurers are away in June.

PH to speak to Martin and Earnest about the criteria for applying for funding. DH stated that the £7000 could only be obtained after the Neighbourhood Plan has been ratified; the accuracy of the statement was queried by others on the committee (please also see note 2 below).

*Post meeting notes:*

*1. Last month's minutes stated the following:*

*"Have not applied for any funds yet. Need to establish a budget first and to do that we need to know what we are going to do. Therefore need to get an executive plan for the coming year before proceeding with budget or formal application for funding."*

*2. Woking BC has advised us to apply for funding as soon as possible. The decision as to whether to do so will need to be discussed at forthcoming meetings.*

### **Publicity Update**

Nothing to report other than the successes of the drop-in held between 6pm and 9pm on 1<sup>st</sup> May.

## Neighbourhood Plan

Terry DaSouza (Planning Officer) is our contact at WBC.

There are no rules or guidelines on how we go about drafting a Plan PH to send links to different Forums which have put together Plans.

West Byfleet Business Association is to draft the section relating to the commercial environment (businesses) focusing on the centre of West Byfleet. The committee and Woking BC will then review.

The other areas (see below) are as yet not being led.

Which groups do we want to form and how do we want them to function? It was generally agreed that we would like all of them to be formed.

PA stated that Chobham had split the issues up well.

Around 40 people have offered to sit on working groups or the committee.

*Post meeting note: PH has checked and the figure is actually around 60.*

PH suggested splitting the Built Environment / Housing / Development group up into several character areas. RW stated Birchwood Road residents would probably welcome that approach since they have a vision for their area.

RT suggested that each group lists likes and dislikes, which can then inform each policy.

RG stated we need to liaise with the adjacent Forums. The council will hold workshops for that purpose.

Heads of Terms:

1. Land Use, Housing and Development - split into five neighbourhoods within West Byfleet
2. Environment
3. Local Infrastructure – transport, education, etc.
4. Leisure – community and sports facilities etc.
5. Business – employment, commercial premises etc.

It may be appropriate for any given policy to apply blanket to the whole Forum area, or for slightly different sub-policies to be applied to different character areas within the Forum area.

Terms of reference under each of the five headings (see above) to be agreed upon by email.

*Post meeting notes:*

*PH and PA have since met and come up with an alternative approach, which is to retain 5 groups but each group would cover a particular geographical area and each would address **all** the heads of terms listed above. The proposed areas are:*

- a. Dartnell Park, Broadoaks, Parvis Road up to but not including Highfield Road.*
- b. Highfield, Elmstead, Oakcroft, Pyrford, Holly Bank, Old Woking, Old Avenue Roads and school and Sheerwater Road.*
- c. Madeira Rd & Brantwood Estate, Station Approach, Camphill Road, The Close, house facing onto the Old Woking Rd and St John's church, recreation ground, school, Stoop Court.*
- d. Woodlands Avenue, Hollies Avenue, Station Road, Claremont Road, Birchwood Dr and Road.*
- e. The Commercial Centre of West Byfleet (as defined by the Woking Core Strategy plan) and the Industrial Estate*

*This alternative approach will need to be debated by the committee (e.g. via email and/or at a meeting).*

*The WBBA has had a meeting to start on their plan. Care will need to be taken to ensure that interests other than business are also addressed in that plan.*

### **Next Meeting**

7.30pm Tuesday 8<sup>th</sup> July at Waitrose; access arrangements to be confirmed by PH

*Post meeting notes:*

*All attending the above meeting are to meet at the welcome desk in Waitrose.*

*An inaugural meeting of the planning groups / workshops will also take place from about 7.30pm on Friday 11<sup>th</sup> July at St Johns Church.*