

**Minutes of West Byfleet Neighbourhood Forum Public Planning Meeting
17th September 2014 Church of the Good Shepherd Hall Pyrford.**

Committee Members Present

Penny Hoskyn, PH (Joint Chair)

Pauline Hedges, PA (Joint Chair)

Emma Davis, EH (Publicity Officer)

Ian Yates, IY (Outgoing Secretary)

David Hastie, DH

Wade Pollard, WP

Phil Wilson, PW

Ross Goodman, RG,

Councillor Gary Elson, GO

Apologies for absents. Noel Richards [Waitrose] Rob Mchattie Fui Ling Bolton.

Also 21 local residents.

1. Welcome and Introductions

PA made the introductions.

2. The West Byfleet Forum so far

Object of this meeting is to update on the Forum so far and start forming our planning groups, who together will write our Neighbourhood Plan for West Byfleet village. Each Plan is unique.

27 March 2014 the Forum was officially recognised.

Drop in took place in May 2014 to seek views from people in West Byfleet. ~100 responses

Committee meetings have taken place around once a month. Met other local organisations.

Webpage has been setup which is updated with meeting minutes and current issues.

HSBC bank account has been opened.

Apples & Pears act as our post box.

Have build a relationship with the library the acting manager is very keen to setup a community area in library.

This could include info from planning groups at various times in their work processes.

Takes time but we are becoming known in the village.

Some form of publicity has taken place each month other than August.

3. Money Matters

Each Forum allotted, by the Residents' Association, £1500 to set up.

Used for room hire, posters, website, insurance etc.

About £100 remains.

We approach Locality in August to apply for a grant.

Each forum allowed up to £7k. Bulk goes to professional fees for drafting the plan.

In the meantime we put in a claim for £1.560, which was approved. This grant must be used by the end of December.

4. Our Neighbourhood

PH introduced our neighbourhood area, which is unique to WBNF.

Camphill Tip was confirmed as being owned by Byfleet United Charity

West Hall land, owned by West Hall Estates Ltd, is being put forward for consideration to be released from Green Belt, which could make way for up to 600 houses. The proposals are from an independent consultancy [appointed by WBC] who carried out an analysis; *see our webpage for more details.*

5 What we need to do next

Please refer to the presentation given by PH, a copy of which accompanies these minutes. Hook Heath have allowed us to look/use their paperwork if we wish. It is on their website. "A Quick Guide to Neighbourhood Plans" by Locality has useful information.

6. Our Planning Groups

To work independently, keep brief and focused.

Each group is to do a survey of West Byfleet and to put together a questionnaire.

Certain subjects will be common to different groups so communication will be important.

Hence a representative of each group needs to attend the main committee meetings.

It is important that all statements in our Plan are backed up by evidence, which is gained by consulting the community throughout the process

Wade Pollard to lead the **Built Environment group**.

Ross Goodman to lead the **Open Spaces group**.

Social & Community (leader to be determined)

Local Infrastructure (leader to be determined)

Commercial Sector Group led by Pauline Hedges, Chair of Business Association

A questionnaire is already being prepared for all businesses in the Forum area.

They would like to take into account people working from home, although that may be more difficult.

At some stage people will be asked if they know anyone who is working from home.

What challenges are you faced with and how would you like to see these issues addressed?

What improvements do you think should be made to make WB a thriving village?

On average how long do your customers spend in West Byfleet and do they visit other businesses?

Health Centre is a business.

How would you like the buildings in WB to look?

Should WB be promoted as a business and retail centre? If so by whom?

Interaction? e.g. do office workers shop? Facilities for workers places to meet, eat, etc.

WB is 2nd most important business centre in Woking Borough (Woking being 1st)

A 'Vision for West Byfleet' a survey document is been produced by the Business Association

8. The time line and ideas for our way forward

Committee would like to concentrate over next few months, with a view to a draft plan in the spring/ early summer of 2015.

Publicity If anybody has contacts with schools etc that is a possibility for publicity and engagement. Not everyone wants to come along to meetings. Tables have been booked at Church and Christmas fairs.

Questionnaires It was suggested it may be best to adopt the Byfleet approach by issuing all together rather than individually as happened in Pyrford.

Emma to collate and format questionnaires, avoiding repetition. [Emma Slaymaker has also offered help in this area]

There was a query regarding how the results of the questionnaires would be processed e.g. on a computer and by whom. Online submission was stated as not being a realistic option because there are a lot of people who do not have access to a computer.

There was a suggestion that each completed questionnaire gets entered into a small prize draw e.g. supported by Waitrose or other businesses.

It was suggested that a letter should be sent round 10 days prior to questionnaire to tell people it is coming.

Large questionnaires take this approach to increase response to questionnaire.

Next Meeting: - Wednesday 22nd October 2014, Church of the Good Shepherd Hall, Pyrford.

Time :-7.45pm for tea & coffee. 8pm start.