

**Meeting of the west Byfleet Neighbourhood Forum
Held on 28th June 2016 at West Byfleet Social Club at 7.30pm.**

Present

Penny Hoskyn (Chair)
Pauline Hedges (Chair)
Emma Davis
Cllr. John Bond
Ross Goodman
Wade Pollard
Cllr. Rashid Mohammed
John Banks
Richard Thomas
Phil Wilson
Nasrin Shahbazi – (Treasurer)
Stewart Dick
Richard Wilson
Beverley Tourle
David Hastie
Chris Dougherty (Secretary)

Apologies for Absence

Received from David Fisher, Sally Cantello and Roland Nevett

1. Minutes of last Meeting

These were accepted and signed by both the chairs.

2. **Welcome** to Cllr Rashid Mohammed who is from Pyrford Ward and Beverley Tourle who has just moved into West Byfleet and is a planning consultant.
Also John Bond who is now the counsellor for Byfleet and West Byfleet.
The forum introduced themselves to the new members.

3. Updates for the Chair

Pyrford Neighbourhood Forum Plan which is out for 6 weeks consultation had 126 comments, they said that when they went to Woking planning office were exceedingly helpful, there were 3 objections and 90 % in favour. They were given hard copies of the comments. Now it goes to Secretary of State before the referendum in January, then their final result in April 2017.

David Fisher invited Penny to a meeting with Rebecca Bradshaw and Emma Slaymaker, who are very keen to do something with the play area, and they may also help with the concept plan for that area i.e.: play area, guides etc. They have been invited to the meeting on 7th July with United Learning.

The play area zip wire will be repaired in the next 6 weeks and a climbing frame will be put up, probably over the winter, after consultation with parents.

4. Finance

The public liability insurance, policy is now in place it costs £ 186 a year.

At the Pyrford flower show, the table will be free so it was thought a donation should be made to the flower show organisers. This is not in the budget, but will come under promotion.

5. CIL money This will be discussed at the Joint Committee Meeting and both Cllr. Richard Wilson and Cllr John Bond who are at the forum meeting and also are on the joint committee panel for Woking.

With the joint committee and a subcommittee are just concerned with CIL, so a question will be raised – to clarify any linkage between forum and CIL money, letter setting out concerns, and seeking assurance from the committee. This was also discussed at the RA meeting., The WBNF want a formal mechanism in place with clear visibility for our residents.

Questions to put forward to Joint Committee Meeting

Question from Penny Hoskyn and Pauline Hedges, West Byfleet Neighbourhood Forum

The West Byfleet Neighbourhood Forum (WBNF) was designated by Woking Borough Council (WBC) on 27 March 2014. Following considerable engagement with local businesses and residents, our Neighbourhood Plan is close to completion and we hope to see it adopted by WBC in early 2017.

West Byfleet is facing major changes over the next few years especially with the development of the ex-MOD Broadoaks site and the Sheer House complex. Such developments will have a significant impact on the village and its surroundings, its residents and businesses, the local infrastructure and road network.

In 2014, WBC adopted the Community Infrastructure Levy (CIL) Regulations 2010 as its primary means of securing developer contributions towards infrastructure provision in the Borough with the tariff coming into effect from 1 April 2015.

There is considerable interest within Woking's neighbourhood forums, residents' associations and the wider community regarding CIL and how it is going to be applied. We need to be reassured that WBC will be ring-fencing an element of the levy for the direct benefit of the local community in any area where such developments are taking place. Taking the case of West Byfleet, we understand that the regulations demand that if an application is approved for development in our area, eg. Broadoaks, then a minimum of 15% of the levy will be set aside for spending on community projects in our area and that once our Plan is brought into force that figure rises to 25%. There is a strong feeling in our community that, if further housing development occurs in West Byfleet, developers should make a significant contribution towards improving our local community and social facilities. Equally we believe that major highways and engineering work associated with any development should be paid for by the developer and not paid out of CIL.

Our assertion is therefore that:

- A formal mechanism should be put in place to identify the community element (ie. a minimum of 15% or 25%) of any CIL funds arising from a development. This should be kept separate to the 123 'wish list' as it is specifically for use by the community in areas where development takes place
- A list of such allocations should be regularly shared with forums and be in the public domain
- A formal process should be put in place for neighbourhood forums to discuss and agree community project priorities and the use of CIL funds
- The ToR's of the Infrastructure Working Group should have their objectives amended to include specific reference to the local community element of CIL (ie. the 15% or 25%)

Question: How does the Woking Joint Committee intend to make sure that the community element of CIL is identified, ring-fenced and allocated to local projects in collaboration with the West Byfleet Forum, other forums and community organisations? ITEM 5

www.woking.gov.uk www.surreycc.gov.uk/woking

Answer from Chairman on behalf of the committee:

Woking Borough Council has already committed to pass on the community element of the CIL income to local communities where development takes place. This is clearly expressed in the adopted CIL Charging Schedule. The proportion of the Community Infrastructure Levy (CIL) that is to be passed to local communities where development takes place is prescribed by Government. The Council's intends to act accordingly to make sure that whilst it has the responsibility to keep the community element of the money; it is ring-fenced for local community projects. Communities without a Neighbourhood Plan where development takes place will receive 15% of the total CIL income in the area (Ward). If there is an adopted Neighbourhood Plan, it is 25% of the CIL income in the Neighbourhood Area. To qualify for the 25% the Neighbourhood Plan should have been adopted by the time that the development is granted planning permission, so for example, the 25% will not apply to the planning permission at Broadoaks given that the West Byfleet Neighbourhood plan is not yet adopted. The Council working in partnership with the County Council has set up the Joint Committee with the responsibility to oversee the management of CIL funds and the coordination of infrastructure delivery in the area. The Joint Committee has set up an Infrastructure Working Group to make sure that detailed arrangements for the use of CIL money is appropriately managed, including the community element of the CIL fund. The Joint Committee has also asked Ward Members to liaise with Neighbourhood Forums, local organisations and Resident Associations to decide what projects the CIL money could be used. Officers are aware that Ex Councillor Gary Wilson had written to West Byfleet Neighbourhood Forum about his intention to liaise with them on this matter. Hopefully, the new Ward Members will be liaising with the Forum in due course. It should be noted that Officers have also in the past discussed with West Byfleet Neighbourhood Forum about options for identifying projects that CIL income could be used. Based on the above, there is already a clear governance structure in place to administer CIL income, including the element for local community projects. Officers will be notifying Ward Members when CIL income is received and the proportion that will likely be earmarked for local community projects. As an update, no CIL income has been received to date as CIL payment is by commencement of development. The operation of CIL and its governance is relatively new. It continues to evolve and lessons learnt will inform any operational changes that might be necessary in the future.

The Neighbourhood Forum are adamant that any money generated from CIL should be spent in the 3 villages.

5. **Draft plan**—Thank you to everyone who helped at the events, nearly every question asked was about sheer house, which shows the concern with the local residents.-
extra dates are now a session at school on the 11 th July at The West Byfleet junior school, from 2.30 for an hour, and possibly The Byfleet farmers market on 2nd July, from 9-1..

Hard copies of the Plan are now in the library in Byfleet and New Haw Library.

70 new members have signed up to from the recent local events which now brings membership now over 400.

It was thought that the publicity so far was very good.

6. Draft plan report to WBC. –

It was thought the Plan is now a fantastic looking document and thank you to Sally for pulling it all together and the boards for the events created by Emma.

The Plan to be sent in *for* assessment that it complies with European directives, first for screening then assessment, The vast majority of neighbourhood forums go to screening first

and have to have the basic conditions met before it is then forwarded to Woking Borough Council.

Our policies are quite mature and the plan could be submitted now- Terry de Souza has sent copies of the letter from Hook Heath Neighbourhood Plan which can be modified, Our policies will be sent to the Environment agency, Historic England's, etc., who will send back their responses. - hopefully it will say there is no need to go beyond the screening stage.

WB Council says it is about 4 weeks before these agencies responds, so it will be about 6 weeks before we get a response from WBC.

This can be done now, rather than waiting further down the line. Any changes can still be made.

7. Agenda for Meeting with Stephen Tillman

The meeting will be next Tuesday 5th July and Beverley Tourle will put together an agenda for this meeting and email it to the forum members for consideration. Main concerns are still the main building close to Parvis Road, Parking, and the plan is not in keeping with the Village. Of note was that the land where the proposed marker building was to be built is on land owned by Surrey County Council, and the library by Woking Borough Council. It Altitude have bought the land or are leasing it, this information will be sought by Councillor John Bond and Cllr. Richard Wilson, and they will inform the forum of their findings.

8. United learning

The meeting will be on 7th July at Cornerstones there will be no agenda and will be led by Graham Harvey Browne and could be part of the concept plan.

9. Any Other Business

At the Residents Association meeting, it was thought it would be in everyone's interest if a forum member become a member of the RA as a voting member. The Residents Association will then recognise the 3 forums, and possibly help financially.

The Subway

An interesting piece of information was found from 2004, which shows that nothing has changed with the subway in 12 years.

Here it is for interest only

WEST BYFLEET SUBWAY

AREAS OF RESPONSIBILITY AND ACTION PLAN

INTRODUCTION

In January 2003, the Association produced a comprehensive report on the condition of the subway and asked Woking Borough Council to co-ordinate the actions of the various agencies responsible to bring it to an acceptable standard. This request was refused and Cllr. Mike Popham requested that we produce this list showing the tasks that need to be undertaken and the areas of responsibility of each agency. The information has been extracted from our previous report and from the letters received by our MP, Mr. Humfrey Malins, from the four Agencies responsible for the upkeep, repair and maintenance of parts of the subway.

AGREED AREAS OF RESPONSIBILITY OF AGENCIES INVOLVED

1.	Network Rail (NT)	John Armitt (Chief Executive) Richard Talbot	Maintenance of the entire structure.
2.	South West Trains (SWT)	Andrew Haines (Managing Director)	Maintaining surface drainage and keeping clean the railway land at each end of the subway which is not part of the right of way. This includes the steps from the subway to the island platform. SWT state in their letter of 28/04/04 that they are keen to work with NR and local authorities on exploring openings for joint initiatives to contribute to station improvements.
3.	Surrey County Council (SCC)	Paul Coen (Chief Executive) Stephen Child (Local Transportation Director, Woking)	Maintaining the lighting, surface drainage and the surface of the underpass and its approaches which form part of the Right of Way.
4.	Woking Borough Council (WBC)	Paul Russell (Chief Executive) Mike Smith (Common Services Manager)	The cleaning of the subway only. Their letter of 23/04/04 highlights the problem of graffiti which could be defined as damage to the fabric of the bridge and "as such should be Network Rail's responsibility." However, the Borough's Environmental Services have undertaken removal of graffiti and painting of the walls on a number of occasions.

ACTION PLAN

No	Item	Agency	Condition
1	Upper Drainage	NR and/ or SWT	Not working resulting in staining of walls. Please read section 5.1 of report for details.
2	Lower Drainage	SCC	Poor. Gullies need to be unblocked and more regularly cleaned.
3	Skylights	NR	Need rebuilding as they are unsightly and potentially dangerous. A design is required that is safe, lets in light and has a reasonable appearance as in the Woking subway. The most serious danger (rotting timber supporting window 2) has been repaired but appearance is very poor. Please read section 5.3 of report for details.
4	Subway Walls	WBC	Walls have been painted recently under a Local Youth Council project but are already stained due to failure of the upper

drainage (item 1 above).

Painting should cover the whole wall including behind the mesh over the drainage gutters.

Graffiti is still a problem.

5	Subway Ceiling	NR	Dirty curved plastic panels by skylight location 2 need cleaning/re-placing. Source of dirt should be investigated. Panels are missing above stairs to island platform.
6	Voids in Walls	NR	Holes next to drainage downpipes need filling in. Also void below corrugations in rolled steel sheets supporting track bed need to be hidden by material fixed to walls as in the Woking subway. Please see section 5.6 of report for details.
7	Lighting	SCC	Surrey CC's letter of 21/04/04 stated that new fluorescent fittings have replaced those vandalised and can take 3 tubes. It is not clear whether this has been done. The condition and cleanliness of the fittings require checking frequently.
8a	Litter and Dust	WBC	The large litter bin at each end of the subway appears to be adequate as long as it is emptied frequently. The subway needs sweeping regularly.
8b	Litter and Dust	SWT	The stairs to the island platform are very dirty and need sweeping regularly
9	Railway Land on South Side	WBC and SWT	<p>Litter collects under green close boarded fencing to west of subway entrance and (according to Serco cleansing team) is omitted from their contract. Litter needs to be removed and gap filled by raising kerb or other means.</p> <p>Also at the western end of the Car park the gates are not close boarded and litter is strewn across Railway land and open to public view. Perhaps green close boarded gates could replace the existing gates or wire netting fitted below their lower rails.</p> <p>To avoid rat infestation all litter in the car park, Railway embankment and Railway land behind the gates should be cleared and regularly kept clean.</p>

This was produced by John Virly and Ken Bewsey for the Residents Association in July 2004

Next meeting, 28th July at 7.30 pm. At West Byfleet Social Club at 7.30.pm