



**MINUTES OF MEETING**

REF: PNF16MAR2016

**SUBJECT:** Pyrford Neighbourhood Forum Committee Meeting

**DATE:** 8.00pm Wednesday 16 March 2016

**VENUE:** Committee Meeting Room, Pyrford Village Hall

**PRESENT:** Geoff Geaves (GG), Joy Sachak (JS), Martin Doyle (MD), Ian Whittle (IW), Carole Gale (CG), Cliff Bolton (CB), Pat Barnes (PB), Pauline de Marco (PDM), Yvette Bolton (YB), Andy Grimshaw (AG),

**APOLOGIES:** Graham Chrystie, Brian Dodd, Ian Mills, Ashley Bowes, Brian Wilson, Ian Makowski.

**ACTION BY MINUTE**

**1.0 Welcome**

1.1 Geoff opened the meeting.

**2.0 Minutes of Last Meeting**

2.1 CG clarified that Footpath 75 was off of Sandy Lane, and the addition of 'resistant Elm trees'.

CG CG to arrange for a map of the local footpaths to be uploaded to the PFN web-site as well as all the maps in the Plan.

With these changes the Minutes were accepted as an accurate record of the meeting on 17 February.

**2.2 Actions outstanding**

4.2 – JS to e-mail a copy of the Groundwork budget to all committee members.

5.1 The Plan – GG preparing the pack but not submitted yet.

GG circulated example copies of the Plan itself and offered a limited number to any Committee Member at a cost of £10.75 – first come first served.

8.2 Pyrford Flower Show – GG has been advised that there will be no charge for the stand at the Flower Show but it was agreed that PNF will support the local community and pay for a stand, cheque will be made payable before the end of March from the Groundworks budget.

CB Should we order signage at this stage?



### 3.0 Treasurers Report

JS reported that on the 11/2 a Statement balance of £5689.46. Since then 5 cheques have been written out to a total of £223.70, leaving a balance left of £4,005.76. A copy of the Groundwork budget was circulated, together with Actual spend that Ian had put together.

*8.20pm Andy Grimshaw joined the meeting*

GG proposed that Nigel McGurk be retained for post submission advice that was anticipated and this was agreed. Expense claims for mileage, toners, copy paper and any other genuine expenditure were invited before the end of March in order that the monies come out of the current groundwork budget for 2015-2016. MD will email copy of expense form to be used for claims.

MD/All

Yvette to arrange dates for Committee meetings in September, October, November and AGM in main hall in Village Hall. No committee meetings in August or December.

YB

GG to submit invoice for use of Village Hall for meetings for the remainder of 2016.

GG

### 4.0 Progress on Neighbourhood Plan

4.1 The Neighbourhood Plan has not yet been submitted, although it is ready because a Basic Conditions Statement turned out to be rather longer than expected. This has now been circulated for comments and returned to GG. The submission pack now needs a covering letter and will be submitted by the end of this month. A vote of thanks put forward for GG and all his work on it.

GG

### 5.0 Site Allocations DPD

5.1 Discussion took place and a vote was taken on whether a proposed Action Group should be run by the Forum or a separate group. Eight voted for a separate group, 1 no, 1 confused.

CG and AG were asked to draft an announcement letter to be sent to all members and identify 5-6 people who might be interested in organising volunteers. Letter to go out in the next month.

CG

Separate bank account has already been set up by Joy.

### 6.0 RA/Forum Relationship

6.1 GG described the content of a successful meeting with the RA to



discuss the RA/Forum future relationship. Notes of the meeting are attached at Appendix 1 of these minutes. In brief there is agreement that the RA and Forums work together as an association of independent organisations in line with the brief received at the AGM.

## **7.0 Any Other Business**

- GG
- 7.1 Planning proposals – Traditions Golf have asked for planning permission to create more function rooms, 1 on the ground floor and 1 on first floor, and for an extended liquor licence on 38 days per annum. The RA is objecting. GG to e-mail a Forum objection.

## **8.0 Date of Next Meeting**

The next Committee Meeting will take place on Wednesday 20 April 2016. Meetings for the remainder of the year are as follows, including the AGM in October:

Wednesday 20 April  
Wednesday 18 May  
Wednesday 15 June  
Wednesday 20 July  
August – No meeting  
Wednesday 21<sup>st</sup> September  
Wednesday 12<sup>th</sup> October Committee Mtg  
Friday 21<sup>st</sup> October – AGM – Main Hall  
Wednesday 16<sup>th</sup> November  
December – no meeting

*Meeting closed at 10.05pm*



**APPENDIX 1**

**DISCUSSION RECORD**  
**Byfleet, West Byfleet and Pyrford Residents Association**  
**Committee Meeting – 19 February 2016-03-15**

Present: Chair: Godfrey Chapples, Richard Thomas, Eileen Perryer, John Bond, Jeff Sechiari, Ernie Elliott, Mick Doyle, Andy Grimshaw, Amanda Boote, Martin Doyle, Geoff Geaves, Penny Hosky

Objective: Discuss and agree a practical future relationship between the RA and the Forums.

Discussion Record:

1. GC opened the discussion by saying that there must be a clear understanding of the relationship between the RA and the Forums and how they 'fit' together. It was also agreed as a background to discussions that the RA and the three villages had more influence together than separately.
2. John Bond outlined his proposals for funding the Forums by allocating all subscriptions, in excess of the £3 membership, to the Forums operating in the collection area. Funding to be provided on presentation of expenses as they were incurred.
3. In response it was agreed that if agreement were reached on how the RA and Forums could work together then appropriate funding could be addressed more effectively.
4. With regard to a practical operating model GG proposed that the RA host an association of 4 independent organisations each with voting representation – the RA and the Forum for each village. Coming together in this way would strengthen both the RA and the Forum, offer a better service to residents and offer opportunity to share and reduce costs associated with many areas of activity. It would also maintain the Forum as the focus for exploiting any CIL funds that arise whilst presenting a more united face to WBC across the three villages.
5. It was confirmed that a Forum representative would have full voting rights on the RA committee and AG's suggestion that CDR's should be invited to join the Forum committees, on a similar basis, was also agreed.
6. MD pointed out that this would bring together the short term planning interests of the RA together with the longer term development interests of the Forum to provide a broader and stronger service to residents as a common objective.
7. There was considerable discussion around these points but all those present were in broad agreement. Penny Hoskyn pointed out that all the Forums needed a strong and vibrant RA and operating in this way and that this would improve communications across the three villages very significantly.
8. With regard to a practical financing scheme to ensure the RA and the Forum provided an integrated service to residents was discussed as follows:
  - A basic level of funding to ensure that the Forums can continue to support residents on longer term issues a basic level of financing should be put up by the RA from the subs across the Forum area.
  - This should be on an annual allocation basis rather than through an expense claim process as incurred.
  - Any surplus at the end of the year may be retained in Forum accounts.



- The Forums would use, in preference to the above if any government funding becomes available for the period after the plan is 'made'.
9. The level of basic funding appropriate was briefly discussed as approximately £1500pa but the details will need further discussion once there is agreement on the principles of the relationship are agreed.
10. The discussion concluded with GC summarising the discussion by proposing the following be put to the next RA AGM:
- Full RA committee voting rights be given to Forum chair/representative on RA committee.
  - The Forums would invite CDRs to represent RA interests on the Forum with equal full voting rights.
  - The Forums would operate as independent organisations in association with the RA.
  - Once Forum plan are made the RA will act to fund basic expenses of the Forums in the absence of any central government funding arrangements to ensure the Forums can continue to help represent residents.

NB A level of appropriate funding remains to be discussed and agreed.