

West Byfleet Community Liaison Group

Monday 28 September, 18:00hrs (held via Zoom)

Attendees:

Name	Organisation	Notes
West Byfleet Liaison Group		
Wade Pollard	West Byfleet Neighbourhood Forum	Chair of West Byfleet Neighbourhood Forum and chaired the meeting
Sally Cantello	West Byfleet Neighbourhood Forum	Plan editor on West Byfleet Neighbourhood Forum
Ian McAtamney	West Byfleet Neighbourhood Forum	Board member on West Byfleet Neighbourhood Forum
Cllr Graham Chrystie	Woking Council	Pyrford ward councillor and chair of planning committee
Cllr Gary Elson	Woking Council / West Byfleet Business Association	Pyrford ward councillor and chair of West Byfleet Business Association
Stewart Dick	Byfleet, West Byfleet & Pyrford Residents' Association	Chair of local residents' association
Keith Creswell	Byfleet, West Byfleet & Pyrford Residents' Association	West Byfleet village representative on local residents' association
Roland Nevett	West Byfleet Business Association	Retired business owner
Dharma Sivarajasingham	West Byfleet Business Association / West Byfleet Neighbourhood Forum	Managing partner of local business Excellenium
Sunil Khadka	West Byfleet Business Association	Owner of New Haweli restaurant (Station Approach, close to site)
Project team		
James Ahearne (JA)	Retirement Villages Group	Development manager – led on behalf of project team
Guy Flintoft (GF)	Retirement Villages Group	Planning director
Spencer Neal (SN)	Keeble Brown	Director
Marian Craig (MC)	Keeble Brown	Stakeholder and public affairs manager

Apologies:

Name	Organisation	Notes
Cllr Amanda Boote	Woking Council	Did not attend or respond to invite – followed up
James Lowe	West Byfleet Business Association	Did not attend but has now sent over quote for Christmas decorations
Peter Collis	West Byfleet Business Association	Did not attend – followed up

Future Meetings

Wade Pollard suggested that future meetings be held fortnightly on Mondays at 6pm as this seems to suit everyone. There will be an option to hold the meeting slightly earlier if there is a busy agenda.

All agreed and SN has sent out calendar invite for future meeting dates.

Questions to the project team:

Ian McAtamney suggested that RVG explain their thought process in making the proposed changes outlined in the S.73 application. Project team agreed to do this through a leaflet and e-newsletter update.

Wade Pollard asked about the architects' expertise. GF explained that PRP specialises in retirement living schemes and has a good track record. All were reassured by this.

Stewart Dick asked if a main contractor has been appointed. JA confirmed there is a shortlist and a final decision will be made soon. SN added that the project team was conscious of the timing of the demolition process, e.g. not carrying out disruptive works during the Christmas period.

Wade Pollard stated that the Neighbourhood Forum is frequently asked about the project timetable. Could the team issue something, even in draft form? SN responded that the project team is wary of setting false expectations as many of the milestones are dependent on external factors. GF suggested that the project team could issue a quarterly or half-year timetable – this was supported by **Ian McAtamney**. **Wade Pollard** suggested that the first update should advise local residents when they can expect to see HGVs arriving to begin demolishing the site and added that as long as demolition is carried out during standard working hours, there should be no problems. He noted however that there are usually queues along Station Approach Road in December for the Waitrose car park. Sally Cantello added that Waitrose is the only local business that is likely to have a view on when demolition commences. SN reassured the meeting that RVG is committed to being a good neighbour and will provide advance notice of any lorry movements.

Ian McAtamney asked if there is anything that can be done to minimise the impact of demolition on people who are working from home and attending virtual meetings throughout the day.

JA agreed to discuss noise suppression measures with the main contractor (when appointed). He noted that the first phase of demolition is 'soft strip' (including activities such as removing asbestos) which is expected to take two-three months. Noisy demolition works (involving HGVs) are not expected to commence before 2021.

Keith Creswell submitted a comment to the chat box suggesting that works traffic should be asked not to use Madeira Road.

Gary Elson stated that **Fran Nevett** (wife of **Roland Nevett**) did lots of fundraising for a West Byfleet Christmas festival last year and suggested organising something similar for this year. Sunil Khadka offered to contribute to the costs and SN stated that the project team would also be keen to help. Gary Elson offered to coordinate activities.

Gary Elson asked if access to the public car park would be affected during the Christmas period as some businesses might be concerned.

JA confirmed access will be unaffected this year and the project team will confirm any changes to access with good notice.

Wade Pollard mentioned that there are proposals to demolish Sherwood House in the village but he was unsure when demolition is due to commence. **Ian McAtamney** asked if there are any regulations concerning multiple demolition projects occurring at the same time. GF stated that the two sites are probably far enough away from each other to not create excessive noise but the project team will consider the impact of works traffic arriving in the village for both sites at the same time. SN stated that Keeble Brown had been contacted by the communications agency working on the site and offered to get in touch with them.

GF announced that Woking Council's public consultation on the S.73 application is open until 25 October, with a target date for determination of 7 December. The nearest planning committee date is 8 December – so this is the earliest date the application could be decided. There was some confusion regarding dates – JA stated that RVG is seeking internal sign-off for demolition to commence before the S.73 application is decided and is doing everything he can to speed things along.

Wade Pollard asked for some images of the proposed buildings from the project team that could be shared on social media. **Roland Nevett** suggested RVG produce a 3D model that people could visit in the local library. While SN acknowledged this was a good idea for people who are not online, Covid-19 means that the project team will prioritise digital communication to keep people safe. **Ian McAtamney** added that a physical model would not show the proposed basement or explain the project team's thinking behind some of the proposed changes, such as access to the car park.

SN suggested that the project team explain each of the proposed amendments in turn, perhaps a different topic for each meeting. **Ian McAtamney** liked this idea.

Wade Pollard asked for clarification on the height of the proposed buildings.

GF confirmed that there will be no overall increase in height of the building and offered to provide outlines of the current vs proposed building to help people see the difference. The meeting agreed that this would be useful.

Sally Cantello noted that while the Liaison Group meeting has been helpful, it does not involve the local community. She suggested that RVG could make a series of videos explaining different aspects of the plans and offered to help share these with the local community. The project team agreed to take this suggestion on board.

Roland Nevett asked for some information on the public square and stated that the square will be crucial to get people excited about the project.

Sally Cantello informed the project team about a new local gardening group who would like to be involved in the development at the appropriate time. SN noted that **Keith Creswell** had already mentioned the group but the team would be delighted to engage with them.

GF stated that younger people need to be more involved in the development – not just asked to spend money in the local shops. SN added that teenagers should be made to feel welcome, and that the wider public shouldn't feel intimidated by this.

Ian McAtamney said that he had heard reports of people illegally entering the site and asked what security measures are in place. SN asked if this had happened since the hoarding was erected, as the project team had already been made aware of incidents of anti-social behaviour. JA confirmed that there is CCTV at the site and the building is alarmed.

Actions for the project team

Action	Responsibility	Notes
Explain reasoning behind proposed changes	KB to draft text and send to RVG for approval	
Issue quarterly timetable	KB to draft text and send to RVG for approval	
Engage with Waitrose RE: lorry movements	KB	Contacted branch manager to summarise discussion and state desire to engage
Investigate potential noise suppression measures during demolition	RVG	
Request main contractor does not use Madeira Road for site traffic	RVG	
Contact Fran Nevett RE: Christmas decorations	KB	Contacted Roland Nevett by email
Review quote for Christmas decorations	RVG	Approved

Find out timetable for demolition of Sherwood House	KB	Contacted Broadoaks communications agency
Supply visuals of the plans	PRP	
Provide outlines of current vs proposed buildings	PRP	
Produce videos explaining the plans	Project team (ALL – KB to organise)	
Engage with local schools/colleges	KB	