

West Byfleet Community Liaison Group

Monday 31st January, 18:00 – held by Zoom

Attendees:

Name	Initial	Organisation	Notes
Spencer Neal	SN	Keeble Brown	Director, Community Relations
Robert Bolwell	RB	Keeble Brown	Account Executive (Stakeholder)
Amy Leigh	AL	Keeble Brown	Account Executive (Media)
Guy Flintoff	GF	Retirement Villages Group (RVG)	Planning Director
Wade Pollard	WP	West Byfleet Neighbourhood Forum	Chair, West Byfleet Neighbourhood Forum
Terry Unitt	TU	Retirement Villages Group (RVG)	Senior Project Manager
Keith Cresswell	KC	Byfleet, West Byfleet & Pyrford Residents' Association	West Byfleet village representative on the residents' association
Stewart Dick	SD	Byfleet, West Byfleet & Pyrford Residents' Association	Chair, Residents' Association
Cllr Josh Brown	JB	Woking Borough Council	Byfleet and West Byfleet ward Councillor
Ian Mcatamney	IM	West Byfleet Neighbourhood Forum	Board Member, West Byfleet Neighbourhood Forum
Gary Elson	GE	West Byfleet Business Association	West Byfleet Business Association

Apologies:

Name	Initial	Organisation	Notes
Cllr Amanda Boote	AB	Woking Council	Byfleet and West Byfleet ward councillor and county councillor for The Byfleets division
Peter Collis	PC	Waitrose & Partners	Store Manager
James Ahearne	JA	Retirement Villages	Development Director
Sunil Khadka	SK	West Byfleet Business Association	Owner of New Haweli restaurant (Station Approach, close to site)
Graham Chrystie	GC	Local resident	Former Pyrford ward councillor
Dharma Sivarajasinham	DS	West Byfleet Business Association/West Byfleet Neighbourhood Forum	Managing partner of local business Excellenium
James Lowe	JL	West Byfleet Business Association	Owens JL Butchers
Roland Nevett	RN	West Byfleet Business Association	Retired business owner
Cllr Steve Dorset	CSD	Woking Borough Council	Pyrford ward Councillor
Seanne Hunter Hill	SH	Woking Borough Council	Neighbourhood Officer

Minutes:

Initial	Notes	Action(s)
SN	Introduces meeting and the topic of site progress activity	
TU	Short term updates: <ul style="list-style-type: none"> - Not much work on site, work behind scenes - Preferred main contractor has been decided but it's not yet appropriate to share name until contractor is finalised. Terms agreed. Formalities not yet complete, ink to paper - Terminated supplies to substation - Need UKPN to surrender lease - Preparations with Squibb to prepare and mobilise their team to demolish substation 	
SN	Power to the substation has been terminated successfully, KB happy to report that as predicted no one was affected by this. TU agrees that it was a seamless exercise.	FB post highlighting the decommissioned substation
TU	Image 1 – Empty site and substation	
WP	WP – will new contractors need power	
TU	RV have a deal with UKPN. Deal with Power On, new suppliers to the site. Power sorted for the new contractor, TPS temporary power supply is required but this is not a huge effort. New power for substation. TPS temporary power supply is required, not a huge effort, just looping in new main contractor. What we want to avoid is any reliance on diesel generators.	
WP/SN	Is satisfied. SN and WP agree that Squibb did a great job on the clear up. Nice big empty site, will be good to see the substation go.	
SN	Introduces topic of marketing	
GF	RV have acquired property opposite site, next to Lloyds bank. Intentions for the site 1. Sales and marketing suite in traditional way. Customer experience	Update FB and newsletter

	<p>2. Office for wider marketing team</p> <p>Still looking for ways to explore wider amenity of site, game of cards, pint? Etc.</p>	
SN	When will we see the marketing suite?	
GF	Completion will take while, fully fitting out, improvements to shop fronts	
TU	Best part of the month to run concepts put pen to paper. Actual fit out shouldn't take too long. 5-6 months. Shop front fit out.	
SN	<p>Colleagues looking forward for summertime to launch and community engagement exercise around this. Perspective of liaison committee continues to be important. Suggestion for the new hoardings came from the committee. Interim information has been well received so far. Canvassing whilst erecting the sites on the hoardings.</p>	KB to continue conversations with liaison committee and local groups.
SN	<p>Public square. Conversation takes time. No point in waiting until everything is ready. Reassurance that lots of progress is being made and it is important to build excitement about the future of West Byfleet.</p> <p>28th Feb is the next meeting.</p> <p>AOB ?</p>	
SD	<ol style="list-style-type: none"> 1. Assuming discussions w main contractor continue to go well, when will main contractor go on site? Time gap 2. Have you concluded your conversations with Surrey County Council? 	
SN	Good progress with SCC so far. Great question to ask the main contractor, when will the introductory event be?	
SD	Sounds like the length of a piece of string	
TU	<p>Intent to shorten length of time and go into contract asap. Also open the door for them to come to site.</p> <p>Next month you will see the main contractor arrive on site to do some exploratory work.</p>	
SN	Liaison Group is good to provide reassurance and provide a touch point for information.	