

## West Byfleet Community Liaison Group

Monday 28 February, 18:00 – held by Zoom

### Attendees:

Name	Initial	Organisation	Notes
Spencer Neal	SN	Keeble Brown	Director, Community Relations
William Jankowski	WJ	Keeble Brown	Media & Public Affairs Manager
Rob Bolwell	RB	Keeble Brown	Account Executive (Public Affairs)
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
Chris Jenings-Petz	CJP	PRP	Architect, PRP LLP
Ian Mcatamney	IM	West Byfleet Neighbourhood Forum	Board Member, West Byfleet Neighbourhood Forum
Guy Flintoff	GF	Retirement Villages Group (RVG)	Planning Director
Cllr Gary Elson	GE	Woking Borough Council	Pyrford ward Councillor
Cllr Steve Dorset	CSD	Woking Borough Council	Pyrford ward Councillor

### 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	Owns JL Butchers
Roland Nevett	RN	West Byfleet Business Association	Retired business owner
Seanne Hunter Hill	SH	Woking Borough Council	Neighbourhood Officer

**Minutes:**

<b>Initial</b>	<b>Notes</b>	<b>Action(s)</b>
SN	Introduces meeting and the topic of site progress activity	
TU	*Shared screen showing site cam progress*	
TU	Provides site updates: <ul style="list-style-type: none"><li>- Substation now demolished</li><li>- Excavation on site completed</li><li>- Rubble ready for recycling</li><li>- De-risked site, ready for main contractor to start</li><li>- Squibb anticipate completion Wednesday/Thursday (3<sup>rd</sup>/4<sup>th</sup> Mar)</li></ul>	
TU	Good progress behind the scenes Plans for April start/Green shovel event with Mayor and Chief Exec. Contractor is currently submitting construction plans to hit the ground running and establish themselves onsite. Now can organise event to formally kick off construction	
SN	Introduces Green Shovel Event We are confirming what this will look like and who will be involved (Mayor, LA leader, Councillors). Demonstrate scheme is here for the whole community.	
SD	Is main contractor public? TU responds, not yet public information. Is contractor familiar with large projects? TU responds, Yes and confirms due diligence taken on the company's financiers.	
SN	Introduces Chris, PRP architect to talk through technical refinements. GF adds, these are a bit more than technical refinements, but changes to ensure the scheme is viable and optimises benefits to residents.	
CJP	Presents technical refinement and detailed design changes. Changes to be submitted under Section 73, minor non-material amendments and some more significant changes as we have been refining the scheme and carrying out process of detailed design.	
CJP	Changes to sky bar on top of block A. *Shares screen* Previously sky bar, this was an over service of communal provision and now seeking to change to an apartment, increasing from 196 to 197 apartments. Apartment will not change height, size, or setback of building.	
GF	Adds that, sky bar was a luxury. After review, a good range of amenity is provided elsewhere and concern over spreading staff too thinly to service a bar.	
WP	Asks question on lift shaft and entrance. CJP, no change to the lift shafts and explains access to the terrace in line with initial plans.	

CJP	<p>*Shares document presented to the design review panel which has received written feedback*</p> <p>Presents suggested changes to balconies:</p> <p>Number of inset balconies changing to projecting balconies. In line with projecting balconies seen elsewhere on the scheme.</p> <p>Changes to block A and B.</p> <p>Block A, to elevation facing the public square</p> <p>Block B, facing public square, terraces at higher level, and to elevation on Madeira Rd.</p> <p>Strategy employed to have inset at first floor and above fifth floor. These will be maintained throughout the scheme.</p> <p>Consistent with facade strategy.</p>	
SD	<p>Why wanting to change from inset to projecting? WP recalls projecting causing concern at planning committee. Fears changes, without strong justification, will not be well received.</p>	
GF	<p>Driving force, is to give residents best of both worlds. Some inset compromised space and layout of the developments.</p> <p>Increases indoor floor space, and access to outdoor space.</p>	
SN	<p>Projecting adds to quality of façade and aesthetic and improves quality for residents.</p> <p>Management strategy will be in place to ensure use of balconies is not disruptive.</p>	
CJP	<p>These changes conform to the consented outline parameters.</p> <p>Proposals present no change to the balconies on block C, facing Lavender Park.</p> <p>Chair of review panel sees this as a beneficial change to the quality of the architecture.</p> <p>Notes, there is still a range of inset balconies available across the scheme.</p> <p>Touch on cost still tbc, consultation in process to determine this.</p>	
IM	<p>Why is this section 73 change, not full planning change?</p>	
GF	<p>Section 73 is effectively granting a new planning permission for the entire development. Classed as material amendment, rather than non-material change. This will therefore be subject to full consultation.</p>	
IM	<p>Will this affect development timescales?</p>	
CJP	<p>We are working through a design that accommodates both strategies. Design is progressing so that we have a piling plan that works for both strategies.</p>	
CSD	<p>Believes this will go to planning committee, based on size of the development.</p>	
CJP	<p>This has been programmed into our strategy.</p>	
SN	<p>We will ensure community engagement, those interested can understand rationale and benefits to the changes.</p>	

WP	Will need to ensure correct strategies in place to manage balconies use.	
GF	Confirms this will be the case through management plan.	
CJP	Notes, protruding is a big improvement to the thermal envelope.	
CJP	Explains impact to the tree planting. Positioning is being adapted, but no loss of trees. These will be provided with a management plan.	
IM	When changes are submitted, is it the whole plan for approval again?	
CJP	It is a submission of all the drawings. Includes, the complete suite of architectural drawings. Because, we have more detail structural design where we have made allowances for net-zero. These would usually be submitted under non-material minor amendments.	
IM	Does this mean the scheme will be evaluated under current council policies? As these have changed.	
GF	Council is required to have regard to the existing planning consent which would be implemented. If objections are about anything other than the proposed changes we're seeking, the effect would be that the scheme that conflicts would still be built.	
WP	The balconies look a good improvement.	
SD	Agrees, they look more uniform. However, approach with caution of any backlash.	
CSD	Any change or difference is liable to be jumped on and overanalysed. Recommends strong communication on this.	
SN	Strong communication is our approach, everyone needs to be fully sighted.	
SD	Alarmed at the extent of the resubmission	
GF	The approach taken is not uncommon. Gives the community the opportunity to comment as it is a material change. Would benefit RV if capable of being dealt with through a more limited procedure. The question it will cause around what can be reconsidered is a distraction given that it will be built with or without these changes.	
CJP	Shows elevation plans to discuss levels at station approach: Accessibility is improved, lends itself to all members of the public to pass on both sides. Change from steps into a sloped pavement towards Madeira Rd. Improves offering, makes it more accessible to residents. There is no change to the road or curb levels. Access and size of retail units slightly adapted to suit. We have had a retail consultant to advise on this. Will be folded into the Section 73 application.	
GF	This enables us to have multiple smaller retail units with a door on the same level. Rather than larger retail units, which	

	we want to avoid, given desire to be suitable for small scale local independent retail.	
CJP	Describes internal breakdown of the retail units, showing the proposed quality of the façade.	
CJP	Introduces operational changes to the ground floor relating to the wellbeing swimming pool, multifunction community room and the office spaces within the scheme.	
CJP	These have been reviewed to make improvements. Pool now to be a treatment pool, with sauna, reception area. Been investigating quality of the changing area, various treatment rooms, maintaining gym provision to improve overall wellness offering. Location of the offices has also been improved.	
CJP	Size of multifunction area has been improved. Bar has a bar area and cinema area opposite. This is a offering for the residents, with the opportunity for these places to be hired out for community use.	
SD	Skill base for the management staff. Operations team still working on the number of staff and skill base required. It will include health and wellbeing staff. Not to be confused with personal care team.	
CJP	Very generous offering, cited so well in the scheme it is going to be evident from the public square the community created.	
WP	Can we increase the size of the cinema?	
CJP	Working with a specialist to refine this offering.	
SN	We've been asking people to revalidate their interest in the newsletter, to ensure GDPR compliance. We can communicate updates to the new marketing suit and involve ideas from the local community.	
SN	Emails have very good take up, Facebook pages still effective in keeping people updated.	
SN	Next meeting date: <b>Monday 28 March</b> AOB?	
WP	Date for the green shovel event?	
SN	TBC. Near to Easter but will ensure does not clash with Bank Holidays.	
CSD	FYI, 28 March is last full council of the civic year so may affect councillor attendance.	
SD	Thanks all attendees.	