



Stoughton Community Association

including the Stoughton Community Centre Project (SCCP)

www.stoughtonca.org

Financially assisted by



MINUTES OF THE SCA COMMITTEE MEETING, MONDAY 12th JUNE 2006

At Emmanuel Church, Upstairs Room 8.00pm

Present:

Paul Kassell	(PK)	Chair
Dinah Bisdee	(DB)	Vice Chair
Ian Godfrey	(IG)	Secretary. Secretary for the meeting.
Malcolm Kimber	(MK)	Treasurer
Gavin Critchley	(GC)	Committee member.
Linda Shefford	(LS)	Committee member.
Cllr Jayne Marks	(JM)	Committee member. Rep for GBC.
Maureen Bell	(MB)	Committee member.
Michael Andrews	(MA)	Committee member.
Michael Hanson	(MH)	Committee member.
Cllr Olaf Kolassa	(OK)	Committee member.
Cllr Pauline Searle	(PS)	Committee member.

1. Apologies:

Fiona White	(FW)	Committee member. Rep for SCC
Peter Gunner	(PG)	Committee member.
Robin Clinch	(RC)	Committee member.
Wendy May	(WM)	Committee member.

2. Election of Chair

a) Election using postal votes

- 2.1. Dinah offered her thanks to everyone for agreeing to use the postal voting process she had proposed. *[Anonymous voting form inside an envelope, placed inside a further envelop with the voters name, delivered before the meeting.]*
- 2.2. Dinah and Olaf counted the postal votes. Dinah confirmed all 16 members of the committee had voted; 6 for Gavin and 10 for Paul and declared Paul Kassell was therefore elected as the new Chair. Congratulations were offered, and Paul took over as Chair.

b) Address from new Chairman

- 2.3. See page 6. Paul asked for questions or comments.
- 2.4. Jayne said partly because she had been denied the opportunity of saying anything at the Community Centre planning meeting, it would help if we all understood the issues between both sides of the community. She understood those living in QE Park are concerned the CC does not impact on their enjoyment of their home and the way the estate is run. The committee needs to recognise this so it is good we have new members from QE Park to make sure that happens. The other side needs to recognise that whilst we must make the most of the CC without impacting on neighbours, it has to serve the whole of Stoughton, not just a few nearby. If accepted by both sides then we should all be able to make the best of it.

- 2.5. Ian said that statement was helpful; Maureen said there was no argument with it. Michael Hanson said the tension we have had is because the beneficiaries of the scheme is the wider community but the people who had to live with the consequences and any negative impact are QEP residents in general - from a number of standpoints - and also those living in close proximity which is not just those in QEP but from neighbouring roads; and it is important to get the balance right. Jayne said it was important that we could all speak our mind if we felt the balance was not going the right way.

3. Previous meetings minutes:

a) *Agree/amend*

- 3.1. Ian proposed the minutes are an accurate record of the meeting, seconded by Maureen. All approved.

Action: Ian to post on web-site

b) *Review actions not covered elsewhere*

- 3.2. Obtaining quotes for indemnity insurance. In Wendy's absence this was deferred.

Action: Wendy

- 3.3. All new members to sign the minute book. Ian confirmed this had been done.

- 3.4. Receipt of sponsors payment for the AGM. Pauline agreed to get a copy of the invoice from Emmanuel Church. Jayne agreed to contact Ladymead Carpets and Esporta.

Action: Pauline & Jayne

- 3.5. Minutes of the 2005 AGM. Ian apologised again and promised to have them done before the next meeting *[so they can be emailed to residents]*.

Action: Ian

- 3.6. Re-registration of Stoughtonca.org domain name. Ian confirmed this has been done for £29.38. *[Note for April 2007: if a switch to a cheaper registration service is required, this must be done between 7 and 40 days of expiry.]*

- 3.7. Moving to a new web-site host. Ian had no recommendation to make because it was slightly more expensive at £40 to £50 per year and most providers charged similar prices for roughly the same basic services which are sufficiently 'whizzy' enough for SCA. It was agreed that Ian could pick the most appropriate.

Action: Ian

- 3.8. Pauline to contact Elizabeth Mitchell about chasing the developers for news on the CC. Pauline reported she had spoken to Elizabeth who didn't feel the need to chase the developers, but Dave Barton had met with them.

- 3.9. Pauline to obtain a raffle license form and submit. Dinah explained that if we were a charity there were certain constraints on the types of raffle or lottery we could hold *[refer Community Matters information leaflets 26, 41 and 42]*.

Action: Pauline

- 3.10. Subscriptions.

Action: Deferred.

- 3.11. Wendy to give speed-camera information to Ian for putting on the web-site. *[Ian is waiting, but has put a notice on the web-site about the next public meeting on 28th June with a link to the Surrey Police details.]*

Action: Wendy

4. Planning Sub-Committee

- 4.1. Ian gave the Planning Sub-Committee Chair's Report *[see page 7]*.

- 4.2. On point 2, 56/58 Grange Road 06/P/0330, Ian said several of us had sent in letters. Pauline confirmed GBC Planning Dept, had received 10 letters *[therefore forcing the matter to be taken to committee with a public speaker]*.

- 4.3. Ian said he thought the letter Dinah had sent on behalf of SCA was fine. He was happy for anyone to send in personal letters, but asked that letters written on behalf of SCA should be properly researched and approved because any mistake or inaccuracy could reflect badly on SCA, diminish the effect of any good points, and compounded when copied by others thus creating misinformation. Paul said it is recognised that we are not professionals.
- 4.4. Pauline noted the developers had withdrawn Waltham Ave 06/P/00515, with over 30 letters of objection.
- 4.5. On point 3, Pauline said that John Davey would come to a meeting if we gave him a date.

Action: Ian, Paul and Pauline to decide a date

- 4.6. Paul asked if it was SCA's policy to object to all major developments. Jayne said if that was SCA's formal policy then it would automatically compromise councillors' positions on the planning committee. It was generally agreed the aim of the Planning sub-committee was to improve Stoughton environment by monitoring local planning applications.

Action: Jayne to review wording with the GBC Standards committee

- 4.7. Paul handed out sheets with tables showing the purpose and timetables for the LDF's high level planning documents and supplementary planning documents (SPDs).
- 4.8. Paul summarised by saying in the past SCA has been reactive but now we have a list of deadlines we can work towards. *[See attached summary of the LDF on page 8]*
- 4.9. GBC are asking for public comments by 12th July for the Statement of Community Involvement they submitted on 31st May.

**Action: All to review and comment on the SCI by 10th July
Paul to collate and prepare response by 12th July**

- 4.10. Paul to collate and prepare response by 10th July (for next SCA meeting)
- 4.11. Paul summarised the effect on Stoughton of English Nature's proposals for TBHSPA mitigation *[See page 8]*. Noted that Whitmoor common extends south of Salt Box Road.
- 4.12. Paul said he thought a review of the LDF Core Strategy was a matter of some urgency (next 3 to 4 weeks) and needed help from other members of the committee. Jayne volunteered to help and also suggested talking to Fiona.

**Action: All to review and comment on the LDF Core Strategy by 24th July
Paul to collate and prepare response by 31st July**

- 4.13. Paul highlighted some points from the South East Plan *[See page 8]*.
- 4.14. Ian proposed that Paul take over Chair of the Planning sub-committee. Seconded by Michael Andrews.

Action: Paul to organise sub-committee meeting when convenient

5. Traffic Sub-Committee

- 5.1. Paul gave Traffic Sub-Committee Chair's Report *[see page 9]*.
- 5.2. Paul asked for anyone to join him when he submitted the final version of SCA's Stoughton Traffic Report and petition at the next Guildford Local Committee meeting on Thursday 15th in Wanborough.
- 5.3. Paul was expecting Derek Lake to arrange a meeting but had heard nothing. Pauline said she would raise this at the LC meeting.

Action: Pauline

- 5.4. Paul asked if anyone could tell him whether QEP Residents Association have an opinion on the Traffic Report, and if it was useful to 'touch base'.

Action: MichaelA agreed to ask at the next QEPRA meeting

- 5.5. Jayne reported GBC are performing a 'needs analysis' for a Park and Ride for North Guildford. This is required because of strict rules governing compulsory purchase which will be necessary. The timetable is to complete by July, assess sites, and produce a shortlist by May (in time for the elections next year). SCA and Stoughton residents are unlikely to be consulted because any location will be outside our area. Ian ascertained that will not stop us commenting. It appears the 'needs analysis' will be based on possible use of sites rather than who would benefit.

Action: Dinah to see if she can find out about the needs analysis

6. Constitutional Review Group

- 6.1. Gavin reported he was waiting for Glen Herbert to agree a date for a meeting.
- 6.2. Ian asked for a deadline because the review was a pre-requisite to getting charitable status. It was agreed the group should develop a plan and timescales before the next SCA meeting. MichaelA agreed to be involved if needed.

Action: Gavin

7. Public Safety Sub-Committee

- 7.1. No Chair's report. Robin has been away all month and next. Wendy is also away.

Action: MichaelA agreed to organise a sub-committee meeting when Wendy is back

- 7.2. Paul, Maureen, Pauline attended the Police Community meeting 25th May [next is 19th Oct]. There is some concern progress is slow and commitments not kept. About 40 attendees, at least half from QEP who are still concerned about ongoing anti-social behaviour.

- 7.3. The sub-committee needs to draw up its own terms of reference to define what it will do, and help support the Community Police team and Safer Guildford Partnership.

Action: PS sub-committee

- 7.4. Pauline is meeting with Andrew Crisp (SCC Youth), Mike Beckwith (GBC Leisure) and Angela Gunning (Cllr for Stoke) about the potential closure of Bellfields and Stoughton Youth & Community Centres.

Action: Pauline to report back

8. Community Centre Project

- 8.1. Maureen gave the Community Centre Project Chair's Report [see page 10].

- 8.2. On point 7. Jayne asked if we should advertise for help with fund-raising. MichaelH said before fund raising we needed to know what the community centre would be used for and what its business proposition was. This would affect capital and setup costs.

- 8.3. Paul asked SCCP to produce a plan with tasks. Dinah suggested a critical path. Maureen said this could be done but timing of some tasks was out of our control. MichaelH volunteered to help if a meeting could be arranged before he went on holiday.

Action: Maureen to arrange a meeting for SCCP to produce a plan

- 8.4. Maureen said SCCP has plans for a brainstorming meeting to ensure everyone has an opportunity to contribute to ideas of what needs doing.

- 8.5. MichaelA asked and it was agreed that SCA and SCCP support QEP to ensure construction work does not damage the green or trees.

9. New Committees?

- 9.1. Dinah asked if an Environment sub-committee could be established. It was agreed to defer this for several meetings until other committees had re-established themselves.

10. AOB

- 10.1. Northmead fête Sat 24th June. Modest stall to provide a presence and information. Treasure Hunt. Need a prize, flyer and poster. MichaelA offered a £10 book token.
- 10.2. Linda asked for agenda and papers to be sent out by noon on Friday before.
- 10.3. Ian volunteered to investigate whether the quarterly Eyez Open magazine (run by Alison White) for North Guildford as a possibility for a regular SCA newsletter.

Action: Ian

- 10.4. Olaf said the committee gave its thanks to Dinah for chairing.
- 10.5. Paul asked for help drawing up a set of rules for committee meetings. Dinah said it was incumbent on the new members to help and not just find fault.

Action: Paul to circulate

The meeting closed at 9:48pm

DATE OF NEXT MEETING: **MONDAY 10th JULY 8pm at EMMANUEL CHURCH**

Acronyms

- GBC** Guildford Borough Council
- SCC** Surrey County Council.
- LDF** Local Development Framework – replaces the old Local Plan
- SPD** Supplementary Planning Document – replaces the old Supplementary Planning Guidance SPGs.
- TBHSPA** Thames Basin Heath Special Protection Areas – includes Whitmoor Common

Minutes prepared by Secretary of the meeting Ian Godfrey.

Approval of these minutes was:

Proposed by

Seconded by

Approved at a meeting held at

On

Chairman's Address – Paul Kassell

1. Until decided otherwise, General Committee meetings are understood to be for all groups to report their progress and any issues requiring discussion, and to explain their plans for coming month.
2. Personally does not want meetings to on beyond 9:30pm, and intends to timebox agenda items.
3. Paul said people know him as a straight talking guy and he wanted to apologise in advance if this upset anyone.
4. He explained that everyone:
 - has other jobs to do
 - has given up some time – some have put in a lot of work
 - has been elected by the people of Stoughton
 - deserves respect and should give respect
5. Over the last six months, he has walked Stoughton ward talking to people about whatever issues they want to discuss, including traffic. Their key issues are topped by traffic and overdevelopment. Because SCA is elected to serve the wishes of the community he felt they would be disappointed in the progress so far. He has written letters to the press saying he would like to see a single community and it is therefore essential there is a strong Community Association, that should frequently poll the community to ensure what we are doing fits with their vision.

Planning Sub-Committee – Chair’s Report
June 12th 2006

Progress

1. There has been little activity for the past few months because of a lull in planning applications and the effect of TBHSPA.
2. Key developments that concern SCA, and are on our web-site, are:
 - Northmead School – no news
 - Stoughton School – no news
 - Tangley Place – no news
 - 56/58 Grange Rd 06/P/0330 – recent panic
 - Various Waltham Ave applications – latest is 0/P/00515
3. Last November, SCA decided to invite John Davey to join of our meetings, but this has not happened because of other priorities. John is head of GBC Environmental Policy and Planning. The idea was to learn how we can get involved in Community Action Plans and the Local Development Framework (LDF) – previously known as Local Plans. [www.guildford.gov.uk/GuildfordWeb/Planning/PlanningPolicy/LocalDevelopment/LDF.htm]

Issues / Decisions

1. Planning committee could do with a new Chair so I can spend more time on Community Centre and Secretarial matters.
2. Need to plan for GBC reaction to English Nature’s latest proposal for TBHSPA mitigation – expected beginning of July – what to do?
3. End of consultation period for SCI & LDF is 23rd June – needs urgent attention – how?
4. Does SCA have a stance on Tangley Place, which is on the edge of our “area of benefit”?

Plans

1. Resolve above issues
2. Continue to review applications as they appear on GBC web-site and email lists.

11. GBC Local Development Framework - summary

- 11.1. High level documents are statutory and undergo 'early stakeholder and community engagement', 'consultation on issues and options', 'draft document', 'public participation on preferred options and proposals', 'submission to the Secretary of State', 'examination' and 'adoption'.
- 11.2. SPDs are not statutory and involve only 'early stakeholder and community engagement', 'draft', 'public participation' and 'final adoption'.
- 11.3. GBC are asking for public comments by **12th July** for the Statement of Community Involvement submitted on 31st May. It has already undergone public participation. <http://www.guildford.gov.uk/GuildfordWeb/Planning/PlanningPolicy/LocalDevelopment/StatementCommunityInvolvement.htm>
- 11.4. The SCI:
 - lays out how the community will be involved in producing all the other documents
 - also lays out how the recommended method of planning applications will work in future
 - SCA is listed as an interested party (with Maureen's name)
- 11.5. As of June 2006 drafts have been produced for all other documents, except Site Allocations due to begin 'community engagement' in **September**.
- 11.6. Deadlines for 'public participation' have passed for:
 - SPD for Car Parking – 2nd June 2006
 - SPD for Sustainable Development and Construction – 19th August 2005
 - SPD for Historic Parks and Gardens – April 2005
- 11.7. Deadlines for 'public participation' coming up are:
 - The Core Strategy Draft Preferred Options - **31st July**
 - Town Centre Area Action Plan Draft Preferred Options **31st July**
 - Slyfield Area Action Plan Draft Preferred Options – **July TBD**
 - SPD for Woodbridge Meadows – **July TBD**
 - SPD for Thames Basin Heath Special Protection Area – **July TBD**

12. Thames Basin Heath Special Protection Area SPD

- 12.1. To build one house requires the provision of 20 to 40 hectares and show it will be used instead of the Whitmoor Common. No building is allowed within 400m of the SPA, and 2 to 5ha of new green space within 400m and 2km, which affects all of Stoughton. However, his guess is all affected councils will ignore English Nature's proposals and re-open the planning floodgates.
- 12.2. In June 2006 English Nature will produce a template for the TBHSPA SPD. The following is then likely:
 - In July 2006, GBC will submit their draft SPD.
 - In August there will be 'public participation'.
 - In October, Stoughton will be free for all development again if GBC ignore the template.
 - Stoughton residents will expect SCA to represent their views on the Stoughton Grange and Northmead School major developments
 - Stoughton's view is further development in Stoughton can only go ahead is with much more additional green space in the ward.

13. South East Plan

- A heavy focus on urban brown field sites – providing 60% of new housing
- 9 areas highlighted for large new developments
- A focus on getting infrastructure right (words but no details)

Traffic Group Progress – Chair's Report
June 12th 2006

Progress

1. Traffic report completed, proof read by Stoughton Traffic Working Group
2. Derek Lake (SCC) requested a copy two weeks prior to the committee meeting to prepare notes for the SCC/GBC local committee meeting.
3. Subsequently we were taken off the agenda and told we cannot present the petition
4. Interview given to 96.4 Eagle – reasonable exposure at least two airings of differing parts of interview
5. Interview given to Surrey Advertiser – excellent piece in weekend edition
6. Currently in touch with Rebecca Camber (Daily Mail) and Sue Jameson (ITV) hoping to get wider coverage.

Issues / Decisions

1. We need to put pressure on the local committee – I have 10 copies of the report and I intend to present it to them
2. I would like to stage a protest on the night of 15th June at Wanborough and need help from the committee
3. Still waiting for a response from the request to understand what QEPRA are doing in terms of traffic

Plans

1. We have a slot at the Surrey Executive on 20th June to present the petition and report (Paul)
2. Continue with attempts to get wider coverage (Paul)
3. Meet with Derek Lake and begin dialogue (Paul / Maureen)
4. Update DVD (Paul / Wendy)

SCCP Progress – Chair’s Report
12th June 2006

1. The minutes of the 8th May were not prepared in time to have them approved so that circulation would be sensible and possible for everyone to read for the SCA meeting on 12th June 2006. A few copies will be available at the meeting.
2. Despite advising you to expect a document to give you the history of the project, progress with the production of the history of SCCP has been inadequate and is not ready for circulation. My apologies.
3. The only feed-back on the Face to Face surveys is that Paul has done 11 and Maureen 5. Can we ascertain why we have had so few responses? We need to set a deadline for responses. Following this report can this committee advise how many others have been done and can we have comments on the questionnaire’s usefulness.
4. Communications with GBC advise the Developers plan to market the approved application and site for the community centre and offices to other developers.
5. No new s106 has yet been prepared.
6. The Developers recognize and agree that Bills of Quantity need to be prepared so that the s106 amendment to be prepared advises SCCP exactly what will be provided so we can then calculate how much money will need to be raised to complete, kit out and commission the community facility.
7. SCCP need to make fund raising a priority and we have need to appoint someone to the team prepared to take on this task who is willing to organize/assist with this task. Who is willing to volunteer? Can we form a Fundraising team?
8. Much research has been done and examples of business plans provided which only I have bothered to read through and have used towards our business plan. We have however begun the task of collecting and researching the specific information we need for our proposed project by sharing out some of the identified tasks. A considerable amount of required information will only become available when the Developers can provide us with a BofQ and exact details of what will be provided and this will take time.