

# THE BOOKHAMS RESIDENTS' ASSOCIATION

Company Limited by Guarantee - Number 10053863

## Minutes of the Committee Meeting held on Monday 1<sup>st</sup> August 2016 at St Nicolas Church Room at 7.30pm

**Present:** Peter Seaward (chair), Andrew Freeman, Chris Pullan, John Allen, Michael Anderson, Julia Dickinson, Arthur Field, Keith Francis, John Howarth, Michelle Hudspith, Elizabeth Hudson, Les Huett, Stan Miles, Ray Pritchard, David Smith, Nick Forrer (Minutes),

**Invited Councillors:** Cllr. Lucy Botting, Cllr. Clare Curran, Cllr. Metin Huseyin,

**Ordinary Members:** Phil Harris, Clifford Wright,

**Apologies:** Michael Agius, Frances Fancourt, Margaret Lawson,

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### 1 Minutes

1.1 The Minutes of the previous meeting were accepted as an accurate record.

### 2 Matters Arising

2.1 2<sup>nd</sup> January item 3.1.3 Completion of the **Business Maps** showing the business premises with their name and trade indexed against their location in Bookham. On completion Squiggle will print the map which then can be displayed on a Notice Board in Lower Road Car Park. A licence for this noticeboard has been granted by MVDC. The approval for the finances will be delegated to the Treasurer in consultation with Nick Forrer.

There will be a meeting of the main participants on Wednesday 3<sup>rd</sup> August in the Old Crown on how to speed up the progress on the business map.

Nick Forrer reported that a start had been made and it was hoped to complete the Business Map by the next meeting.

If Arthur Field is given details of the notice board in type and dimensions he will be able to help in sourcing.

**Action:** Nick Forrer

2.2 1<sup>st</sup> June item 11.2.2 **Grass Verges:** Michael Agius will be investigating the provision of wooden posts on the grass verges in Eastwick Park Avenue. This is to discourage parking on those verges. Michael Agius has contacted Paul Anderson to discuss this. Surrey County Council has yet to agree to the work being done. Also discussed was the effectiveness of verge cutting. Carried forward.

**Action:** Michael Agius

John Allen also said that the verge cutting in Eastwick Park Avenue outside his house was poorly done and needed rectification. Michael Agius will raise this with Paul Anderson (MVDC) and co-ordinate with Cllr. Lucy Botting. Peter Seaward pointed out that the quality of the verge cutting this year may be due to the looseness of the new contract awarded recently. Peter also observed that many

residents were cutting the verges outside their residences. For example, in Sole Farm Road, Little Bookham Street and for his road, Atwood, not cut for the last seven years.

There will be a meeting with Paul Anderson (MVDC) on the 4<sup>th</sup> August to review grass cutting across Bookham. Carried forward.

**Action:** Michael Agius & Cllr.  
Lucy Botting

- 2.3 5<sup>th</sup> October item 2.1.5 **Councillors' Responsibilities**. With the constraints in budget there needs to be better insight as to what the councillors' responsibilities are at each level of government. There is much confusion as to which does what functions between District and County.

Cllr. Lucy Botting reported that at a recent meeting, the councillors decided to review the areas each councillor would take a prime responsibility for reporting back. However, this would not constrain any councillors from taking up any issue that they felt was important or had been raised with them by residents. Carried forward.

**Action:** Cllr. Lucy Botting

- 2.4 2<sup>nd</sup> November item 0.2 - **Parking Update**. David Smith raised the issue of Trader Parking Permits, as the take-up of these is quite low. This is due to the cost being £150 and as the permit doesn't guarantee the trader a parking space. Perhaps having the dedicated trader permit holder spaces linked to the number of traders paying for them, might be a better approach. If street parking is available for free, why might you want to pay? Cllr. John Chandler will be reviewing the Parking Policy.

**Action:** Peter Seaward

- 2.5 Further to the discussion at the December 2015 meeting on the Police, who are going through an extensive restructuring. We should discuss this further with the Temporary Chief Constable Nick Ephgrave and PCSO Marion Hawkins. On the issue of youths using catapults and causing damage, the Police are aware and are dealing with it. Both issues are ongoing. If and when there is something to discuss then we should consider inviting the Police Commissioner.

**Action:** Michael Anderson & Keith Francis

- 2.6 7<sup>th</sup> March item 3.1 **Memorial Bench**. The ordering and installation of the bench from the donations at the funeral for Charles James Finch has been passed to Nick Forrer and then for him to arrange with the Projects Manager for the installation. Michael Anderson suggested that we might be able to obtain a better value for a bench from Norbury Park Wood Products. An estimate had been made of the total cost from both sources. The Streetmaster bench (used by the Council when needing street furniture) was cheaper than the Norbury Park Wood Products. The total cost is expected to be near £1,000 when including installation, fittings, carriage and VAT.

It was agreed that the BRA would make a contribution towards the total cost but Cllr. Clare Curran suggested that we should seek funding from the PIC (Planning Infrastructure Contributions) to make up the difference. Michael Agius will provide an example form.

**Action:** Nick Forrer

- 2.7 9<sup>th</sup> May 2016 item 6.1 **Speed Cameras**. The whereabouts of the two speed cameras, that we helped to fund, need to be discussed with the local Police Inspector. Even if we can't download the pictures that it takes, it still acts as a deterrent and we don't want to lose sight of where the speed cameras are. Andrew Freeman will discuss with Inspector Richard Hamlin. Ray Pritchard noted that the speed camera in Dorking seemed to be installed and working, not that it had tried to test it.

One idea would be to train a few people on how to use the speed camera and how to install it safely. We should also check that our public liability insurance covers this activity.

**Action:** Andrew Freeman

- 2.8 6<sup>th</sup> June 2016 item 1.1 **Chrystie Recreation Ground**. Frances Fancourt has been working on proposed improvements. These are the planting of trees and shrubs, with the additions of posts and benches, plus the relocation of a concrete bench. These proposals have been passed to Rod Shaw, MVDC, for consideration. If agreeable, to then use Bookham PIC funds for implementation. The estimate cost is £2,676. Peter Seward has spoken to Rod Shaw (MVDC) about applying for funds.

**Action:** Francis Fancourt

There was a follow-up meeting last Thursday to review the security of the site with the Police. The Police were prepared to identify individuals and where necessary visit their families to discuss their behaviour.

Cllr. Clare Curran mentioned that there may be funds available from SCC for specific improvements.

There was a suggestion that Bookham Sports Association should be more involved in identifying uses for the grounds and the building.

- 2.9 4<sup>th</sup> July item 5.3.5 **Pavement**. The footpath that goes from the Grange, along Rectory Lane past the new Care Home, to the corner of Lower Road had been reviewed and will be widened around the mini-roundabout to make it compliant with planning permission.

- 2.10 4<sup>th</sup> July item 5.4.5 **Bookstall**. There was discussion as to whether we should replace the marquee used to cover the books at the bookstall. The current marquee consists of two separate parts which channels water onto the books when it rains. The cost would be about £400 and could be stored at the Old Barn Hall. Further investigation will be carried out to see what the best option might be.

**Action:** Action: Peter Seaward,  
John Allen

- 2.11 4<sup>th</sup> July item 5.6.1 **Membership**. John Allen reported that about half the membership subscriptions has been collected. Eleven road stewards have been lost. Ray Pritchard has kindly volunteered to help John Allen on collating the newsletters for distribution. We need to ask for volunteers to contact us. This to be published on the web site. John Allen to contact the webmaster Les Huett. An alternative approach might be to send letters to those streets where we need Road Stewards asking for volunteers.

**Action:** John Allen

- 2.12 There were no matters arising that were not elsewhere on the agenda.

### **3 Correspondence**

- 3.1 John Howarth reported that HMRC had supplied the authentication code for the Company Limited by Guarantee.
- 3.2 There was no other correspondence to discuss.

### **4 Group Updates**

#### **4.1 Management Group**

##### **4.1.1 Directors**

The details of the Company Directors have been updated to reflect recent additions.

##### **4.1.2 Finance**

The Treasurer reported that no donkey was available for sponsorship at the Donkey Derby at Polesdon Lacey on the 4<sup>th</sup> September. So instead a contribution was made to a page in their brochure.

The Chairman has been added as a signatory to the Company Accounts.

With the transfer of the Association to a Company Limited by Guarantee on the 13<sup>th</sup> May 2016 there has been a shortened accounting year. Over this shortened period there has been a loss as not all the membership fees have been collected. The best way to show this in the accounts will be left to the Company Secretary and Treasurer to determine.

**Action:** Treasurer & Company Secretary

The Treasurer also explained, that as we are a Company bank charges will be more than previous for handling cash in to and out of the accounts. He will be looking at ways at reducing the fees charged.

#### **4.2 Planning Group**

##### **4.2.1 Planning**

Jack Straw (MVDC) is looking to put together a plan, taking account of the Green Belt, of where to put future housing from the Spring 2018. It is expected most of the building would occur north of Leatherhead.

Community Infrastructure Levy (CIL) will be introduced next January. It is not expected to give Bookham any significant amount of money.

The appeal for Howard of Effingham development will be held next month.

#### 4.2.2 ***Planning Applications***

Stan Miles reported that there were some eighteen applications reviewed this month.

### 4.3 **Environment Group**

#### 4.3.1 ***Drainage***

The Lower Road Recreation Ground newly installed drainage ditch and pipe work will be reviewed by Michael Agius on his return.

**Action:** Michael Agius

The drainage under Little Bookham Street had been examined using CCTV to better understand the problems.

#### 4.3.2 ***Vandalism***

The vandalism at the Bookham Commons play area, in the bushes opposite the telephone box near Bookham Station and the telephone box itself were raised. We all need to report vandalism by dialling 101. The more reports received by the Police will raise visibility of these problems and help the police to prioritise where they place their efforts.

### 4.4 **Community Group**

#### 4.4.1 ***Transport***

Besides Southern Rail chopping some of the trains going south of Croydon, the only other changes are bus routes restructuring including the 516. The bus services into Bookham will have some timing changes but otherwise nothing significant.

#### 4.4.2 ***Health***

It was reported that the Surrey Downs CCG was considering closing the Epsom and Ewell Cottage Hospital. They were also looking at local Medical Practices.

### 4.5 **Communications and Membership Group**

#### 4.5.1 ***Communications***

The BRA website pages has some 500 hits per month. The Facebook page is being setup. On Streetlife there is lots of activity but nothing of great significant.

#### 4.5.2 **Noticeboards**

There was discussion of where a noticeboard could be placed when going south along Church Street towards Bookham Village centre. Perhaps on the Old Crown Public House. There used to be a noticeboard on the Post Office wall.

**Action:** Nick Forrer

#### 4.6 **Business Group**

##### 4.6.1 **Bookham Retail and Business Association**

David Smith reported that there was concern by businesses on drug dealing around the village.

Local businesses were doing okay. There is a new shop that has opened in Lower Shott called Room Tonic. The resurfacing of the High Street has completed and is good and much improved.

The Caveman BBQ, which has closed, seem to be doing some activity inside. Not sure to what end.

### 5 **Projects Update**

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|-----|--|------------------------------|
| 5.1 | Community Pride & Lengthsman scheme  | Michael Agius<br>Pending     |
| 5.2 | BRA High Street awareness campaign<br>There is a need for more volunteers and the occasional Councillor to support this key activity.  | Phil Harris and Arthur Field |
| 5.3 | War Memorial   | Phil Harris                  |
|     | The letters seem to erode after 7 years and need to be redone. There needs to be a review of the integrity of the monument. An estimate quote for the work is £2,000 and a formal quote is being obtained. We may be able to obtain a grant using PIC funds. |                              |
| 5.4 | Trees 2016 schedule<br>Frances Fancourt has drawn up a schedule of tree activities coupled with planned tree maintenance activities.   | Frances Fancourt             |
| 5.5 | Bookham Business Map   | Nick Forrer & Ray Pritchard  |
| 5.6 | New Notice Board Lower Road Car Park   | Nick Forrer                  |
| 5.7 | 3rd CCTV   | Peter Seaward                |
|     | This will require some £4500 for purchase and subsequent installation. This may be available through the Police Commissioner's Budget.   |                              |
| 5.8 | Electronic Sign<br>It may be possible to fix it to the Notice Board in Lower Road Car Park   | Peter Seaward                |

5.9 Xmas lights BRABA  
After discussion with Bookham Retail and Business Association it was decided not to continue with the lamp standard hung lights for winter 2016/17 because of costs.

5.10 Bench renovation outside St Nicolas (Lower Road North side)  
An update will be available at the next meeting. Arthur Field

5.11 Lower Shott Memorial Bench Nick Forrer

It was suggested to make an application for PIC funds to help in the purchase and installation.

## **6 Any Other Business**

### **6.1 Cock Lane**

Cllr. Clare Curran reported that the lane had been taken down to the base level, removing the clay and was being allowed to dry. It was hoping to complete the work by Friday as long as it had not rained.

### **6.2 Road Stewards**

It might be possible to extend the responsibilities of the Road Stewards to report on verge cutting, along the road they look after, that had not been done or poorly completed. Another possibility might be gully clearance. Perhaps this could be discussed at the Autumn Meeting of the Road Stewards.

### **6.3 Anti-Social Behaviour**

Cllr Lucy Botting had asked MVDC to produce a ASB poster to put up around the village on the noticeboards.

**Action:** Nick Forrer

**7 Next BRA Meeting:** Monday 5<sup>th</sup> September 2016.  
Don't forget that the meeting will be held in the Church Room, which is to the left of the St Nicolas's Church entrance.