

THE BOOKHAMS' RESIDENTS' ASSOCIATION

Company Limited by Guarantee - Number 10053863

Minutes of the Committee Meeting held on Monday 4th July 2016 at St Nicolas Church Room at 7.30pm

Present: Peter Seaward (chair), Andrew Freeman, John Howarth, Chris Pullan, John Allen, Michael Anderson, David Cox OBE, Frances Fancourt, Arthur Field, Keith Francis, Michelle Hudspith, Elizabeth Hudson, Stan Miles, Ray Pritchard, David Smith, Nick Forrer (Minutes),

Invited Councillors: Cllr. Clare Curran, Cllr. Metin Huseyin,

Ordinary Members: Phil Harris, Clifford Wright,

Apologies: Michael Agius, Julia Dickinson, Les Huett, Cllr. Lucy Botting, Cllr. John Chandler, Cllr. Simon Edge, Cllr. Paul Newman, Cllr. Jatin Patel,

1 Minutes

- 1.1 The Minutes of the previous meeting were accepted as an accurate record, subject to a correction to 8.9 to BRABA as being Bookham Retail and Business Association.

2 A Moment of Reflection

The Committee gave a moving tribute to Jim Smith OBE, who recently died. Cllr. Clare Curran remembers meeting him for the first time in 1992 as a councillor. She owes him a debt of gratitude for all the advice he gave. He loved Bookham and he loved Surrey. John Howarth remembers Jim as always talking about cricket, when they met. He was one of nature's gentlemen. Peter Seaward reminded us that he was the Head of the Police Authority for Surrey. His funeral is to be held at St Nicolas Church on the 19th July at 10:15 am.

3 Matters Arising

- 3.1 2nd 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.

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

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

- 3.2 1st 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.

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. Carried forward.

Action: Michael Agius & Cllr.
Lucy Botting

- 3.3 5th 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 will consider what can be done to publicise the distinctions between them. Cllr. Lucy Botting was able to report that the Councillors will be agreeing at their next meeting on the 26th May on their respective responsibilities. They are also considering a rota for reporting back to the BRA. They will be contacting the BRA Chairman to discuss further. Carried forward.

Action: Cllr. Lucy Botting

- 3.4 2nd 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 review the Parking Policy.

Action: Peter Seaward

- 3.5 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.

Keith Francis reported that he was talking to PCSO Marion Hawkins on graffiti on the new bus shelter, broken glass on the telephone box, graffiti on the post outside the Sheila's Hair Fashions. Do we need to move the telephone box to next to Bookham Station?

Action: Michael Anderson & Keith
Francis

- 3.6 7th 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

- 3.7 9th 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.

Action: Andrew Freeman

- 3.8 6th 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.

Action: Francis Fancourt

At a meeting on site on 8th June with a local CCTV firm, there was discussion as to what images could be captured and the relative cost of installation and maintenance. The Police, who were also there, were very cooperative and have an active plan to review onsite incidents. There has to be a balance between excessive protection versus ease of access. If the facilities were used all the time that would be the best and give a good level of protection. Phil Harris mentioned that new windows had been installed and the inside made habitable. The building needs to be used in cooperation with Space at the other end of the grounds. Installation of a fence around the building would give more protection at the expense of ease of access, plus of course an additional component to vandalise.

There is a follow-up meeting at the Chrystie Recreation on the 14th July to discuss the improvements.

- 3.9 6th June 2016 item 4.2 **Donkey Derby**. This will be held on 4th September and as last year the meeting agreed to sponsor a race at £125, but not to have a stall.
- 3.10 There were no other matters arising that were not elsewhere on the agenda.

4 Correspondence

4.1 There was no correspondence to discuss.

5 Group Updates

5.1 Management Group

5.1.1 *Company Administration*

Key tasks are that all returns are done on time, that all directors are aware of their legal responsibilities, that the banking mandate is for the accounts are completed, that the previous accounts are closed down, that the change of name is recorded against the public liability insurance and finally that for the closed accounts that a trading statement is prepared.

Key dates are that the Company was incorporated 9th March 2016, first Corporation Tax instalment by 9th December 2017 and the first return for Corporation Tax by 31st March 2018. It is likely that the Corporation Tax to pay will be zero.

5.1.2 *Finance*

The bookstall on Village Day raised a total of £637 for both the BRA and for the BCA. The money raised from the weekly Friday market stall at the Old Barn Hall and other sundries was £205. So in total that made £421 for the BCA and £421 for us. The decrease in money reflects the publics move to electronic methods of reading.

The committee thanked Tony Alsbury for his considerable effort in collecting the books and selling them.

5.2 Planning Group

5.2.1 *Planning Applications*

There are 13 planning applications to review this month. There has been a informal approach with Photo-Me about routing lorries through Rectory Lane rather than through East Street or High Street, as both being unsuitable for lorries to traverse safely.

5.2.2 *Vanguard Task Force*

The opinion of the inspector to the plan is to be reported back in September. The village will be able vote on the Bookham NDP (Neighbourhood Development Plan) next May, when there are elections.

5.3 Environment Group

5.3.1 *Litter Pick*

At the last litter pick there were 6 volunteers and unfortunately the two types of sacks, were not provided to split the litter in recyclables and the rest. The pick takes about 1 hour. The litter pick is a great way to get on top of the litter around the village.

5.3.2 **Tree Maintenance**

Frances Fancourt reported that she is finding it difficult to contact David Belsham to initiate the maintenance. Arthur Field will discuss with Frances how to speed up progress.

Action: Arthur Field

Cllr. Clare Curran will send the relevant forms to Peter Seaward for a grant to support tree maintenance around Bookham.

Action: Cllr. Clare Curran

5.3.3 **Flood Forum**

At the next Flood Forum, they will be looking at the culvert that goes parallel to Little Bookham Street and Sole Farm Road. This carries a fair amount of water and because of blockages causes local flooding.

5.3.4 **Flooding**

The next scheduled road inspection will be on the 18th August to look at the drains under East Street.

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 will be reviewed to see if it is compliant with planning permission.

Action: Michael Agius. Jack Straw MVDC

5.4 **Community Group**

5.4.1 **Education**

The Howard of Effingham development is currently on appeal.

5.4.2 **Churches Together**

David Cox reported that they are offering youth services in Bookham using the facilities in the Youth Centre. Also there is a theatre group for youngsters on Wednesday. There is a longer term project for the Youth Centre to see how it should be developed for the future.

5.4.3 **Police**

Keith Francis reported that a new Policing Model is expected in the Autumn. MVDC have put in place a new contract for maintenance of CCTVs. As a result of this a new set of criteria will be required for the installation of CCTVs.

The BRA needs to send the application form for the third CCTV at the corner of the High Street and Lower Road.

Action: Peter Seaward

5.4.4 **Health**

The Eastwick Park Practice which has 7,500 patients has only 50% of the space that it should have.

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: Peter Seaward, John Allen

5.5 **Business Group**

5.5.1 **Village Retail**

Ray Pritchard said we needed to look how we can encourage use of the shops in Bookham. It is very much "Use it or Lose It". He will ask David Smith if we can produce an article for Look Local.

Action: Ray Pritchard

5.6 **Communications and Membership Group**

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 published on the web site. John Allen to contact the webmaster Les Huett.

Action: John Allen

6 **Projects Update**

6.1 Community Pride & Lengthsman scheme

Michael Agius
Pending

6.2 BRA High Street awareness campaign

There is a need for more volunteers and the occasional Councillor to support this key activity.

Phil Harris and Arthur Field

6.3 War Memorial

Peter Seaward

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. Another quote is being obtained for the lettering.

6.4 Trees 2016 schedule

Frances Fancourt

Frances Fancourt has drawn up a schedule of tree activities coupled with planned tree maintenance activities.

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| 6.5 | Bookham Business Map | Nick Forrer & Ray Pritchard |
| 6.6 | New Notice Board Lower Road Car Park | Nick Forrer |
| 6.7 | 3rd CCTV | Peter Seaward |

This will require some £4500 for purchase and subsequent installation. This may be available through the Police Commissioner's Budget.

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| 6.8 | Electronic Sign | Peter Seaward |
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- It may be possible to fix it to the Notice Board in Lower Road Car Park

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| 6.9 | Xmas lights | BRABA |
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- 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.

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| 6.10 | Bench renovation outside St Nicolas (Lower Road North side) | |
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- An update will be available at the next meeting. Arthur Field

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| 6.11 | Lower Shott Memorial Bench | Nick Forrer |
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It was suggested to make an application for PIC funds to help in the purchase and installation.

7 **Next BRA Meeting:** Monday 1st August 2016 at 7:30pm.

NB that the future meetings are now in the St Nicolas Church Room, which is on the left of the Church main entrance.