

# THE BOOKHAMS' RESIDENTS ASSOCIATION

## Minutes of the Committee Meeting held on Monday 4<sup>th</sup> August 2014 at St Nicolas Pastoral Centre at 7.45pm

**Present:** Peter Seaward (chair), Michael Agius, John Allen, Michael Anderson, Frances Fancourt, Michelle Hudspith, Les Huett, Stan Miles, Ray Pritchard, David Smith, Jim Smith OBE, Nick Forrer (Minutes),

Sub-Committee & Honorary Members, Arthur Field, John Howarth

Invited Councillors, Cllr. Lucy Botting, Cllr. John Chandler,

Ordinary Members, Keith Francis.

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### 1 Apologies:

Andrew Freeman, Chris Pullan, David Cox OBE, Phil Harris, Elizabeth Hudson, Cllr. Stella Brooks, Cllr. Clare Curran, Cllr. Paul Newman, Cllr. Jatin Patel,

### 2 Minutes

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

### 3 Matters Arising

3.1 It was agreed that we should have version numbers on the documents issued so as to quickly identify which is the latest version.

**Action:** Minutes Secretary

3.2 It was agreed that previous actions from the last set of minutes would be captured in one place for review, completion or carried forward.

**Action:** Minutes Secretary

### 3.3 Previous Actions

3.3.1 7<sup>th</sup> July item 0 fatal accident at Lower Road & East Street. Cllr. Clare Curran will monitor progress of the investigation.

3.3.2 7<sup>th</sup> July item 3.2 Yellow Lines on Phil Harris to investigate the placement of yellow lines and that be discussed at the September meeting.

3.3.3 7<sup>th</sup> July item 6.2.2 tree maintenance application and hedge maintenance at Old Barn Hall. Action by ???

3.3.4 7<sup>th</sup> July item 6.2.3 Christmas Lights on John Allen & David Smith. A new contractor needs to be identified for the installation of permanent wiring.

3.3.5 7<sup>th</sup> July item 6.2.4 damaged railings grant application and repair activity. Action by ???

3.3.6 7<sup>th</sup> July item 8.3 Tree Preservation Order on Peter Seaward. This to be discussed in conjunction with other local Associations with the Council and Cllr. Stella Brooks.

3.3.7 Business Maps. Item and action with Nick Forrer.

3.4 **Matters Arising.** There were no other matters that were not elsewhere on the agenda.

## 4 Correspondence

4.1 There was no correspondence to discuss.

## 5 The Democratic Challenge

Jim Smith gave a summary of the findings of the Working Party, which is examining the considerations for moving to a Parish or remaining with the status quo.

The working party covered the issues that the inhabitants might be impacted by, of communication, financial, working together, continuity and democracy. They also looked at the provision of facilities that may be provided by a Parish and how they measured up to existing position and observations on how that might change in the future with various alternatives. Finally they looked at the report produced Chris Boughy at previous BRA Committee Meetings and the presentations given at the AGM and a BRA Committee Meeting by Trevor Sokell of Bookham Vanguard.

In summary the Working Party found it hard to find any substantive improvements with a move to a Parish Council.

Michael Anderson commented that we should also look at strengthening our relationship with the Councils and looking at how we can improve in what we do. The use of social media for communication might well be a help in this case.

This whole topic should be an agenda item at the next Committee Meeting with an invite to Bookham Vanguard.

**Action:** Minutes Secretary

## 6 Data Protection and Security

The consensus was that we did not need to be registered under the Data Protection Act with the Information Commissioner's Office. However we do need to make sure that BRA membership information is kept securely and not misused.

The email addresses for circulation of information are kept within the cloud service Mail Chimp which does have a high level of security and control of access.

When we send out membership lists to the Road Stewards for the purposes of delivering newsletters and collecting annual membership fees the list only contains name and address. However this information could be misused to circulate other promotions to households using the name of individuals at each address. Hence we should firstly show on the web site what membership information we collect and what we use it for and secondly how a member can ask for that information to be deleted. When we sent membership information to Road Stewards that should be labelled confidential and be made clear as to the purposes to which that information can be used.

We could use a service such as Dropbox (a secure cloud based internet service) for the holding of information but that would require all stewards to have access and be proficient in the use thereof. However the stewards would still need to print out the

lists to tick the members off as they went round and to fill in the names onto the membership cards. So at the end no improvement in protection of information by use of a cloud service.

However Dropbox could be used by the Committee's officers to hold membership lists securely. The other option is to encrypt any membership data held on PCs.

## 7 **SCC consultation on the High Street**

Michael Agius gave an update to his note on the consultation. Whatever changes are made to the High Street these must improve traffic flow, increase pedestrians crossing safely, minimise the use by heavy goods vehicles and enhance community access to the retail businesses. There is concern (viz. Street Life) on the actual implementation of any changes and the congestion caused by the collection at and dropping off for the local schools.

The BRA has already commented on the proposals as follows:-

that the passing place at the Royal Oak should be located centrally with the access between the Co Op and The Royal Oak, which is the main pedestrian access from the Lower Road car park to the High Street.

that the southern passing place needs to be moved 5m south to be central between No 49, the old jeweller and No 51, the butcher.

that an additional central passing place should be placed equidistant between the other two passing places, outside Nos 29 & 31.

Michael Agius and David Smith will discuss further and Peter Seaward will co-ordinate with Cllr. Clare Curran.

## 8 **Sub-Group Updates**

### 8.1 **Planning**

8.1.1 **Preston Cross Development:** There is concern as to whether there will be enough parking spaces to support all the activities that will be taking place on the site. The recent plans show that the pavement adjacent to the development along Lower Road will be at least two metres.

8.1.2 **Maddox Lane.** The building here should be a single storey to be in keeping with the local housing.

8.1.3 **Shanly Homes:** The development will have a large number of houses so it is likely that the rooms may be very small in size.

### 8.2 **Environment**

#### 8.2.1 **Roads**

8.2.1.1 The current traffic speed and perhaps the use of calming methods need to be considered for Church Road.

**Action:** Michael Agius?

8.2.1.2 A246 will be resurfaced on 11<sup>th</sup> August overnight.

8.2.1.3 Manor House Lane will be resurfaced on the 11<sup>th</sup> to 12<sup>th</sup> August.

8.2.1.4 W S Atkins with Michael Agius .has been asked to review the drainage in Bookham.

## 8.2.2 **Footpaths**

The missing piping under the footpath leading to the Howards of Effingham is being discussed with the Council.

## 8.3 **Bookham Retail and Business Association**

Retail business is picking up and reasonably healthy.

8.3.1 **Clutter:** There is an increase in clutter around the village. It can be understood as to why there is a need to having banners along the railings for short periods but not as a longer term presence. This issue needs to be reviewed with the other issue of signs protruding onto the pavement with the Conservation Team and Cllr. Lucy Botting.

**Action:** David Smith

8.3.2 **“A” Boards:** There has a growth of “A” boards and other signs along pavements making it difficult for mobility scooters and buggies to navigate past. This needs to be looked at.

**Action:** Stan Miles

8.4 **Finance:** Nothing to report

8.5 **Health:** Nothing to report

8.6 **Education:** Michael Anderson reported that he will be talking to the Howards of Effingham committee on improving inter-communication.

## 9 **Annual Objectives**

9.1 **Joint Working:** Nothing to report

9.2 **Schools/Youth:** Nothing to report

9.3 **Business/Tourism:** Nothing to report

## 10 **Any Other Business**

10.1 **Yellow Lines:** Along Merrylands Road there are a lot of poles inserted into the verge giving the hours that the yellow lines are in operation. It would have made more sense to have placed these onto the lamp-posts to help in de-cluttering and reducing street furniture.

10.2 **Parking:** With the increase in car ownership and the introduction of car parking fees there is demand of additional parking in the village. Although the provision of additional parking at the back of the Old Barn Hall has been suggested, the BCA is not keen as it would be conflict with local traders as both would require the proposed additional parking spaces at the same time.

Alternatives parking areas are at the Football Club and the Driving School.

All of this is been looked at by Cllr. Paul Newman who is reporting back at the long-term plans in December. Cllr. Lucy Botting will discuss this with Cllr. Paul Newman.

**Action: ???**

- 10.3 **Commemoration Day:** It might a good idea to apply for a grant from the Thomas Flack Trust Fund for a bench. Other possibilities might be the planting of a copse with funds from a charity or possibly a tree in Lower Shott.

**Action: ???**

- 11 **Next BRA Meeting:** Monday 1<sup>st</sup> September 2014