

# THE BOOKHAM RESIDENTS' ASSOCIATION

Minutes of the Committee Meeting held on Monday 4<sup>th</sup> February 2013 at  
St Nicolas Pastoral Centre at 7.45pm

**Present:** Peter Seaward (Chair), Andy Freeman, John Allen, Michael Anderson, James Smith, Chris Pullan, Chris Boughey, Stan Miles, Les Huett, David Cox, John Howarth, Michael Agius, Elizabeth Hudson, Cllr Phil Harris, Cllr Stella Brooks, Frances Fancourt

1. **Apologies:** Lin Hulford, Grant Woodham, Cllr. Paul Newman, Alec Garnham, Ray Pritchard, Judith Walker, Cllr Clare Curran, David Smith, Michelle Hudspith, Cllr John Chandler, Cllr Tessa Hurworth,

2. **Minutes:** The minutes of the previous meeting were accepted as an accurate record subject to a few minor amendments.

3. **Matters Arising:** There were no matters arising not elsewhere on the agenda.

## 4. Correspondence

4.1 There have been several emails regarding the Bookham Common ranger's accommodation.

## 5. Annual Objectives 2012/13

5.1 **Queen's Diamond Jubilee – Village Sign:** It was reported that a reply was awaited from Highways to give their permission. It was also reported that a planning application was not required.

5.2 **Email Addresses of Members:** John Allen given Andrew a number of new email addresses for the Road Stewards which should bring the total to more than 200 collected so far.

5.3 A wider discussion then took place regarding next year's objectives in that the BRA should aim to attract 1,000 email addresses. Possible mechanisms to achieve this were discussed under the Communications agenda item.

## 6. Annual Objectives 2013/14

6.1 Andrew said that feedback is required from members as to what the objectives for 2013/14 year should be. These would then go to the AGM but frontrunners at the moment are:

- Email Distribution List: Increase to 1,000 addresses;
- Closer/more formal working with other organisations, e.g. BCA, Bookham Vanguard, Churches Together, etc. to tackle priority areas, etc. Greater power in joint working!

- Proactively seek out and apply for grants and additional funds as appropriate to increase income
- Schools/Youth: Engaging younger people in “Bookham” activities
- Tourism Guide - places of interest in Bookham and nearby, brief history, walks, where to eat, where to stay (and nearby places of interest if Bookham is a central place to stay), etc.

## 7. Parish Council Status

7.1 John Howarth addressed the meeting outlining a number of points regarding the advantages and pitfalls of establishing a “Community Council”; and outlined the process that would need to be followed. John also offered the use of a consultant, for a modest fee of £750 for 3 days, to look into Bookham specific issues and report back. The cost would be offset by a contribution from Clare Curran’s members allowance and perhaps Bookham Vanguard (Stella Brooks to investigate).

7.2 Chris Boughey reported that he had been investigating the pros and cons and had written a paper that might provide the information needed and negate the need to engage with a consultant. It was agreed that Chris would circulate his papers and that other members should read this with a view to making a decision on the way forward.

7.3 What might influence the decision making about applying to become a Community Council, would ne to understand the level of funding that could be devolved to it by SCC and/or MVDC.

## 8. Sub-Group Updates

8.1 **BRA Income:** Chris Pullan reported that subscriptions were slightly down than in the preceding year despite which the BRA had made a surplus of £318. The accounts will also show Section 106 monies (of which £140 remained), spend on the hanging baskets, Christmas lights and the Jubilee sign in readiness for the forthcoming AGM.

8.2 David Cox reported that the DDOCA would be wound up in April/May and their committee needs to agree how their remaining funds of £2k should be used to ensure it benefits children.

## Communications

8.3 Les Huett gave a presentation. In summary we have various means of reaching local residents. e.g. Spring & Autumn magazine; web site; notice boards; press releases to local free advertising magazines; email messages and flyers through doors. Whilst we know how many newsletters, for example, are delivered, we don’t know how effective they are. Several discussions then ensued:

1. The Newsletter and should it be in colour? It was agreed that a decision should be made at next month’s meeting, there being a balance between cost and appeal to the reader.
2. Email addresses: Agreed target of 1,000 but we should be more professional Set up e-mail accounts for all public facing BRA officers, e.g. chair@bookhamresidents.org.uk, etc. We should also liaise with other organisations and either sharing data or set up forwarding distribution lists (but ideally ask residents on what subjects they would wish to receive information). We should also consider:

- a. producing posters and leaflets and distributing them to advertise the service
  - b. produce consistent templates for all e-mail and press releases
  - c. consider a Facebook page once we have all other channels in place
3. Website: Perhaps the website could be simplified by only have the last rolling twelve months content.
  4. Notice Boards: It was felt that the BRA should have its own reserved area and that other users should be use other space thus giving a better prominence.

8.4 Agreed actions were:

- LH to liaise with David Stoves to produce revised web site options and present back to BRA committee
- Set up e-mail addresses: David Stoves, PS, AF, RP (LH)
- Liaise with Village team on e-mail database LH
- Produce flyers (LH) and distribute (tbc)

### Spring Newsletter

8.5 Further to above discussion Les needs articles by 10<sup>th</sup> March. He will send out a pro forma. Articles suggested are:

|    |                                  |                          |
|----|----------------------------------|--------------------------|
| 1  | AGM Agenda                       | Peter Seaward            |
| 2  | Bookham Vanguard                 | Cathryn Hossack          |
| 3  | Bookstall                        | John Allen               |
| 4  | BRBA - hanging baskets           | David Smith              |
| 5  | Chairman's Message               | Peter Seaward            |
| 6  | Education                        | David Cox                |
| 7  | Environment - graffiti           | Phil Harris              |
| 8  | Highways                         | Michael Agius            |
| 9  | Hospitals & Health               | Chris Boughey            |
| 10 | Norbury Park                     | Michael Anderson         |
| 11 | Planning                         | Stan Miles               |
| 12 | Transport                        | Michael Anderson         |
| 13 | Remembrance Day                  | Pat Morrish / John Allen |
| 14 | BRA Finances                     | Chris Pullan             |
| 15 | Bookham Youth & Community Centre | David Cox                |
| 16 | e-mail BRA updates               | Andrew Freeman           |
| 17 | Churches together                | Mel Commandeur           |
| 18 | Housing                          | Tessa Hurworth           |
| 19 | Jubilee Village Sign             | Ray Pritchard            |
| 20 | Policing & Community safety      | Michael Anderson         |
| 21 | Roads and footpaths              | Michael Agius            |
| 22 | Tree wardens                     | Frances Fancourt         |
| 23 | Bookham Retail                   | John Howarth             |
| 24 | Christmas lights                 | John Allen               |
| 25 | Village Signs                    | John Allen               |

### Environment

8.6 **SCC High Street Study:** BRA is awaiting visibility of the report where making the High Street one-way will be covered (with knock-on impact to East Street) as will Lower Shott being considered as “disconnected”, car parking and footpaths which are considered too narrow in places.

8.7 Re. the High Street there are a number of issues that could be considered, e.g. increasing passing area; restrictions to HGVs; and impact on retailers. It was noted that 57% of respondents to the Bookham Vision questionnaire was in favour of the High Street becoming one-way, and 80% at the Bookham Vanguard event the previous weekend. It was noted that retailers should have a pivotal role in making any decision and that a 3 month trial could be tried prior to any permanent changes.

## **Planning**

8.8 Stan reported that the Sub-Committee had not written on any applications during January but would be writing on 37 Church Road. Stan also mentioned that St. Nicolas Church wanted to replace a door. As a listed building the views of English Heritage had been sought and a letter might be submitted thereafter.

## **9. Any Other Business**

9.1 **What’s in Bookham:** Phil Harris reported that he was organising the production of some maps to be placed on notice boards showing the retail outlets in Bookham.

9.2 **Empty Shops:** It was noted that some shops are now empty in Bookham. Phil had made the suggestion that these should have graphics of an active shop on the windows to give the impression that they are open and enhance the ambiance of the village centre.

9.3 **Roads:** Phil said that the quality of pothole repairs is very poor, e.g. Dornay Road and Dowlans Road. Some work was ongoing to improve services.

9.4 **Tree Planting:** Frances said that 4 more trees are due to be planted in Lower Road but were on hold until the right time of year.

9.5 **Leatherhead Area Partnership:** It was agreed that the BRA would contribute £80 to the Partnership for another year.

9.6 **Electronic Sign:** The Thomas Flack Fund had contributed £2k to the cost. A further £3k is needed. The BRA agreed to fund £500. Other potential sources are Bookham Vision, BCA or BRaBA.

10. **Next Meeting:** 7.45pm on Monday 8<sup>th</sup> April 201