

# THE BOOKHAMS' RESIDENTS' ASSOCIATION

## Minutes of the Committee Meeting held on Monday 3<sup>rd</sup> August 2015 at St Nicolas Pastoral Centre at 7.45pm

**Present:** Peter Seaward (chair), Chris Pullan, John Allen, Michael Anderson, Frances Fancourt, Arthur Field, Keith Francis, Les Huett, Stan Miles, Ray Pritchard, Jim Smith OBE, Nick Forrer (Minutes),

Invited Councillors;

Co-opted and Honorary Members; John Howarth,

Ordinary Members; Tony Alsbury, P J Clifford Wright, Phil Harris.

**Apologies:** Michael Agius, Julia Dickinson, Andrew Freeman, , David Cox OBE, Michelle Hudspith, Elizabeth Hudson, David Smith, Cllr. Lucy Botting, Cllr. Stella Brooks, Cllr. John Chandler, Cllr. Clare Curran, 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 item 3.1.6 and 8.4.

### 2 Matters Arising

- 2.1.1 2<sup>nd</sup> January item 3.1.3 Completion of the **Business Maps** index showing the business premises with their name and trade indexed against their location in Bookham. Once completed Squiggle will print the map which then can be displayed on a new Notice Board in Lower Road Car Park. This will require a licence from MVDC. Subsequently it was determined that planning permission is no longer required. The approval for the money to support this activity will be delegated to the Treasurer in consultation with the Actioner. Once licenced the Project Manager for the installation of the Notice Board will be Arthur Field.

There was dismay that it taken such a long time.

**Action:** Nick Forrer

- 2.1.2 6<sup>th</sup> October item 6. BRA Survey/Questionnaire. The questionnaire will need to be in a different form as a result of the Communication Plan discussed later in the meeting. The questionnaire could be sent out in October.
- 2.1.3 11<sup>th</sup> May item 6 Planning: MVDC Local Plan/The Howard of Effingham. The Chairman reported that MVDC will be producing a consultation document. The Community Infrastructure Levy (CIL) is likely to be £175 per sq. mtr. for rural, £240 for urban and £140 for business. Bookhams may well be classified as urban. When the Neighbourhood Development Plan (NDP) is agreed the village will have available 25% of the £1.5M raised by MVDC.
- 2.1.4 11<sup>th</sup> May item 8.2 Car Parking. An update was provided by the Chair. For parking at the Lower Shott car park, starting 3<sup>rd</sup> August, there will be some bays free for up to half an hour. For traders there will be some bays available for £150 per year.

- 2.1.5 11<sup>th</sup> May Kebab Shop. The signage and whether appropriate in a conservation area is to be decided by MVDC. This is wending its way through the planning process. This is to be chased.

**Action:** Stan Miles

- 2.1.6 1<sup>st</sup> June item 11.2.2 Grass Verges: Michael Agius would be chasing up on the provision of posts on grass verges in Eastwick Park Avenue.

**Action:** Michael Agius

- 2.1.7 1<sup>st</sup> June item 11.2.3 Bookham Signage: The two signs at each end of the village on the A246 will need to be replaced as the wooden frame is rotten and the surface of the sign is showing some distress. It would be good to be able to personalise the new signs by putting some picture that is typically of Bookham. The consensus was that a "beech tree" emblem would be suitable personalisation.

It was also noted that the Kennel Lane sign has been damaged and stolen.

**Action:** Michael Agius

- 2.2 6<sup>th</sup> July item 7.3 Woodlands Road Residents survey. Ray Pritchard reported on their survey as to whether they were in favour of a Parish Council. The results were 3 in favour and 31 opposed.

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

### **3 Correspondence**

- 3.1 There was no correspondence to discuss.

### **4 Communications Plan for 2015 to 2016**

Les Huett reported on the Communications Plan and Strategy. Key elements were to:-

- Inform Bookham residents of our role,
- Attract new members to our Association,
- Inform on local issues and actions taken,
- Undertake activities to enhance the enjoyment of living in Bookham.

He also put forward a comprehensive summary of all the channels that would be used to communicate and inform. He noted that the comments on StreetLife were very thoughtful in the questions and responses from others.

The BRA have invested in a Pop Up Stand to help with the communication on Saturday morning in the Bookhams' High Street.

A new website is being developed to make it easier to update and give wider accessibility to smartphones and tablets.

On the newsletter issued in the Autumn and Spring we could put three questions, but we would need to consider how we would collect the responses.

The aim of the Communication Strategy must be to stimulate more active participation in what we do as an Association. Also key is to attract a younger

audience with vibrant ideas and enthusiasm. It was pointed out that we need to follow through on actions placed with the results achieved so that they don't become lost and forgotten. We want and need results.

It could be said that the BCA do the fun things and the BRA do the boring things.

Jim Smith wondered whether Local Radio had a part to play in communicating our ideas and what level of audience it might reach.

Should the newsletter be given to all households or just those that were BRA members? There were some areas of Bookham which had no Road Stewards to do delivery.

Michael Anderson wondered if we should use the local press and how we could use Twitter, Facebook and Instagram.

We should discuss ways of improving communication and getting feedback from our Councillors.

**Action:** Peter Seaward

The costs of the strategy were discussed and how wide the delivery and circulation of information should be drawn. Some of the numbers shown in the presentation need to have VAT added.

The Treasurer would report back next month on the impact of the suggested costs for implementing the Communications Plan as it may well draw on using up our reserves.

**Action:** Chris Pullan

## **5 Company Limited by Guarantee**

An update was provided. One of the current six Councillors would be a Director for a term of three years. If the Councillor lost their seat then one of the remainder Councillors could be chosen. There should be fifteen directors in total. The transfer of funds and assets of the Association to the Company needs to be agreed by an AGM with a quorum of at least 20. Note that there is a Stewards Meeting on 11<sup>th</sup> November this year.

## **6 Vanguard Neighbourhood Development Plan**

There was discussion on the NDP covering tree preservation/protection, residents parking, housing density, local businesses, etc. The document detailing the plan can be downloaded from the website and comments can be made. The link is <http://bookhamvanguard.co.uk/>.

## **7 Sub-Group Updates**

### **7.1 Planning**

For further details see the Planning Minutes dated 16<sup>th</sup> July. Of concern was Hazelwood, Burnhams Road as possible contravention of original development condition. Also over development in various planning applications in Keswick Road.

## 7.2 Projects

It was proposed that the following be added to the project list:-

- The War Memorial letters need to be redone and cleaned,
- The Village Identification signs to be replaced at both ends,
- Xmas lights with second set of hanging baskets,
- Bench, next to bus stop outside St Nicolas Church, to be renovated.

Also on Xmas lights to write to David Smith to see if we could add time switched lighting to the Xmas trees. This would obviate the need of lights for the hanging baskets. This would be a better use of our financial resources.

**Action:** Peter Seaward

## 8 Next BRA Meeting: Monday 7<sup>th</sup> September 2015