

THE BOOKHAMS' RESIDENTS' ASSOCIATION

Minutes of the Committee Meeting held on Monday 4th January 2016 at St Nicolas Pastoral Centre at 7.45pm

Present: Peter Seaward (chair), Michael Agius, Andrew Freeman, Chris Pullan, John Allen, Michael Anderson, Arthur Field, Keith Francis, Elizabeth Hudson, Les Huett, Stan Miles, Ray Pritchard, Jim Smith OBE, Nick Forrer (Minutes),

Invited Councillors; Cllr. Stella Brooks,

Co-opted and Honorary Members; John Howarth,

Ordinary Members; Margaret Lawson, Phil Harris,

Apologies: David Cox OBE, Julia Dickinson, Frances Fancourt, Michelle Hudspith, David Smith, Cllr. Lucy Botting, Cllr. John Chandler, Cllr. Clare Curran, Cllr. Paul Newman, Cllr. Jatin Patel,

0 Views from an ex-Parish Clerk

Paul Hartley, who was a Parish Clerk gave his observations from his time as a clerk in a village in West Sussex. He spent some ten years and they achieved a quality status. Parish Councils are first tier of Local Government with some 8,500 across the UK.

A good Parish Council exists to improve the facilities in a community. They can enjoy extensive powers if they so wish. The powers are not mandatory to have but are down to the Parish Council to decide what it wants to do. As such they can do anything that is legal on behalf of the community. They work closely with the District and County Councils.

Paul Hartley then discussed his experience of a Parish Council working with a Residents Association in an urban community. A District Council cannot off-load its responsibilities onto a Parish Council without the Parish Council agreeing. In that circumstance the Parish Council could ask for a grant from the District Council to cover the extra costs that the District Council is avoiding. In 2012 13 new Parish Councils were put in place with campaigns in another 32 to form, 90 were considering and 5 were abolished. Although Residents Associations had better speed of response they have a lack of influence compared with Parish Councils.

The typical electoral turnout for a Parish Council was some 50%. The Parish Council he worked for had a Business Plan which was put to the electorate. A budget was drawn up for the following 3 to 4 years and was transparent. The law is all expenditure over £500 needs to be shown and published on the web and on noticeboards. Also all property owned and shareholding needs to be declared.

Cllr. Stella Brooks pointed out that a wide range of skills is required for Councillors because of the breadth of activities that need to be covered.

Paul Hartley said that interestingly enough most Town Councils are run on political lines whereas Village Councils are not. It is not possible to stop political parties from being involved. In his experience, he thought Parish Councils were a good idea.

Typical costs for a Parish Clerk were an annual £15,000 to £60,000 plus pension provision.

1 Minutes

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

2 Matters Arising

- 2.1 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 new Notice Board in Lower Road Car Park. A draft licence has been prepared for approval and revision by MVDC and will be submitted this month. 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.

Action: Nick Forrer

- 2.2 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 the verges. Michael Agius will contact Paul Anderson to discuss. Carried forward.

Action: Michael Agius

- 2.3 1st 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. They are unlikely to last longer than another 9 months. It would be good to be able to personalise the new signs by putting some picture that is typically of Bookham. This could be the "beech tree" emblem.

It was also noted that the Great Bookham sign next to Kennel Lane has been damaged and stolen. A check will be made with Surrey Highways and a review of their catalogue as what could be provided as a replacement for all three signs. Carried forward.

Action: Michael Agius

- 2.4 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 County¹. Cllr. Lucy Botting will consider what can be done to publicise the distinctions between them. Carried forward.

Action: Cllr. Lucy Botting

¹ In some cases, Government. For example, for the management of trunk roads and motorways.

- 2.5 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 dedicated trader permit holder spaces might be a better approach. In general people resent having to pay for a parking space. Taking all of this in context if street parking is available for free why might you want to pay? Cllr. John Chandler will review the Parking Policy. Carried forward

Action: Cllr. John Chandler

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

3 Correspondence

- 3.1 Further to the discussion at the last meeting on the Police going through an extensive restructuring we should discuss this further with the Temporary Chief Constable Nick Ephgrave and PCSO Marion Hawkins.

Action: Michael Anderson & Keith Francis

- 3.2 There was no other correspondence to discuss.

4 Mole Valley Community Infrastructure Levy - Draft Charging Schedule

- 4.1 Twenty-five percent of the Community Infrastructure Levy (CIL) can be spent on achieving the plans outlined in the Neighbourhood Development Plan (NDP).²

5 Transform Leatherhead Exhibition

- 5.1 This will be held in the Harrison Room at the Old Barn Hall, 10 am to 1 pm, 9th January. Also information will be sent to the stewards.

6 Publicity Plan

- 6.1 The web site for the BRA³ has full information on the latest news and calendar of events with contact information. On the initial web page on the right-hand side there is a list of recent news and events making it quick to jump to the relevant piece of information.
- 6.2 There was discussion as to whether there needed to be some inducement to residents to give their email addresses. The addresses is for the purpose of sending occasional updates from the BRA. The inducement could be a yearly prize draw.

² Peter Brett Associates (PBA) was commissioned to undertake an Economic Viability Assessment to provide evidence and advice to support the introduction of a CIL in Mole Valley district. The document is at https://www.molevalley.gov.uk/media/pdf/d/p/Economic_Viability_Assessment_and_Addendum.pdf

³ <http://bookhamresidents.co.uk/>

7 Company Limited by Guarantee Agreement

- 7.1 The "Initial Subscribers" to "The Bookhams Residents' Association Limited" have been identified so that the new company can be registered and the replacement bank account setup. Then nominations from Surrey County Council and Mole Valley District Council can be obtained. All of this needs to be prepared for the next BRA Annual General Meeting on the 17th May 2016.
- 7.2 At the next meeting we will ask for material for the next newsletter which will be last one before the AGM.
- 7.3 It will also worthwhile to review with the Bookham Community Association (BCA) their rules to better understand their impact and how we should approach the writing of our own rules.

8 Projects Update

- 8.1 Community Pride & Lengthsman scheme Michael Agius
Pending
- 8.2 BRA High Street awareness campaign Phil Harris and Arthur Field
There is a need for more volunteers and the occasional Councillor to support this key activity.
- 8.3 War Memorial Jim Smith and Pat Morrish

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.

- 8.4 Trees 2016 schedule Frances Fancourt
Frances Fancourt has drawn up a schedule of tree activities and hope to be able to plant the hundredth tree in the near future. This is a tremendous achievement coupled with the extensive tree maintenance activities undertaken.
- 8.5 Bookham Business Map Nick Forrer & Ray Pritchard
- 8.6 New Notice Board Lower Road Car Park Nick Forrer
- 8.7 3rd CCTV Michael Anderson & Keith Francis

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

- 8.8 Electronic Sign Peter Seaward
It may be possible to fix it to the Notice Board Lower Road Car Park
- 8.9 Replacement of Village signs Michael Agius
- 8.10 Xmas lights John Allen & Phil Harris
Three/four sets of permanent wiring with a socket on High Street. This would allow Xmas lights to be just plugged in and switched on.

It is expected that the cost will be about £4,000.

- 8.11 Bench renovation outside St Nicolas (Lower Road south side) Andrew Freeman
An update will be available at the next meeting.

9 Sub-Group Updates

9.1 Finance:

9.1.1 The Treasurer gave a summary of our current financial position. We have spent an extra £400 on the newsletter, an extra £230 on moving to a new web site host and an extra £130 on printing and expenses. In summary with other expenditure some £1,300 more.

9.1.2 The layout of the accounts for last year will be in the previous accounts' formats. The accounts till the May AGM will be aligned to the mandatory Company layouts.

9.2 Environment

Flood Forum: The Bookham stream was discussed and how best to keep it flowing. Also the flooding in East Street was discussed and it was felt that the gully connection was not flowing correctly either due to being blocked or having being cut. The critical issue being how to cure the problem.

A more general issue was with incremental building to existing properties without checking to see if the drainage infrastructure was in a position to support the changes and was still in good shape.

9.3 Litter Picking

Margaret Lawson reported that litter grabs, gloves, hi-visibility jackets and bags have been organised. Presentations to and informing local educational establishments is awaiting the plan.

The first litter pick will be on Sunday 6th March The meeting place will at the top of the High Street at 10.00 am.

Our Public Liability Insurance should cover this but a check with the broker will be made to confirm.

10 Next BRA Meeting: Monday 1st February 2016