

THE BOOKHAMS RESIDENTS' ASSOCIATION

Company Limited by Guarantee - Number 10053863

Minutes of the Committee Meeting held on Monday 3rd October 2016 at St Nicolas Church Room at 7.30pm

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

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

Ordinary Members: Phil Harris, Clifford Wright,

Apologies: Tony Alsbury, Mike Brookes, David Cox OBE, Frances Fancourt, Michelle Hudspith, Cllr. Lucy Botting, Cllr. John Chandler, Cllr. Simon Edge, Cllr. Paul Newman, Cllr. Jatin Patel,

1 Bookham Neighbourhood Panel

2 Minutes

- 2.1 The Minutes of the previous meeting were accepted as an accurate record, subject to a few minor corrections to item 1.1 for Colts and Whiteway and item 5.2.3 Berkeley.

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 the list of businesses had been updated with the latest information. This leaves only the numbering of each of the properties to the business map to be done. It was hoped to complete the Business Map by the next meeting.

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. Carried forward.

Action: Michael Agius

There was a meeting with Paul Anderson (MVDC) on the 4th August and various follow-up meetings to review grass cutting across Bookham. There will be one more cut before then end of the year.

Cllr. Clare Curran pointed out that if the verges were cut then the contract should state that cuttings need to be cleared up otherwise the cuttings will start growing wherever they fall. The grass cutting contract is signed on an annual basis. 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 reported that at a recent meeting, the councillors decided to review the areas each councillor would take a prime responsibility for reporting back. However, this would not constrain any councillors from taking up any issue that they felt was important or had been raised with them by residents. 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. Cllr. John Chandler will be reviewing the Parking Policy. There is a meeting to discuss Lower Shott parking next Tuesday, 4th October. David Smith has all this in-hand.

Action: David Smith

- 3.5 Further to the discussion at the December 2015 meeting on the Police, who were going through an extensive restructuring. If and when there are issues to discuss then we should consider inviting the Police Commissioner David Munro to one of our meetings. One issue perhaps to discuss will be that the 101 telephone service is not fit for purpose.

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. The total cost is expected to be near £1,000 when including installation, fittings, carriage and VAT.

It was agreed that the BRA would contribute towards the total cost but we will be seeking additional funding from the PIC (Planning Infrastructure Contributions) to make up the difference.

Action: Nick Forrer

- 3.7 9th May 2016 item 6.1 **Speed Cameras**. The speed cameras have been found and PC John Fruen in is now looking into the condition of the cameras and what further work needs to be done before they can be used effectively.

One idea would be to train a few people on how to use the speed camera and how they should be installed safely. We should also check that our public liability insurance covers this activity. If we took over responsibility for the speed cameras, we need to ensure that they were in fully working condition with a contract in place for their maintenance and repair. It might be possible to store the cameras in the Old Barn Hall.

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. Note the amount might be slightly less because of reduction in the amount to be planted. Peter Seward has spoken to Rod Shaw (MVDC) about applying for funds.

Action: Frances Fancourt

Cllr. Clare Curran mentioned that there may be funds available from SCC for specific improvements.

There was a suggestion that Bookham Sports Association should be more involved in identifying uses for the grounds and the building.

- 3.9 4th July item 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 had been reviewed and will be widened around the mini-roundabout to make it compliant with planning permission.
- 3.10 4th July item 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

- 3.11 4th July item 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. This to be published on the web site. John Allen has received a lot of help from Les Huett. An alternative approach might be to send letters to those streets where we need Road Stewards asking for volunteers.

Action: John Allen

- 3.12 1st August item 4.1.2 **Finance Accounting Year** with the transfer of the Association to a Company Limited by Guarantee on the 13th May 2016 there has been a shortened accounting year. Over this shortened period there has been a loss as not

all the membership fees have been collected. The best way to show this in the accounts will be left to the Company Secretary and Treasurer to determine.

Action: Treasurer &
Company Secretary

- 3.13 1st August item 4.3.1 **Drainage.** The Lower Road Recreation Ground newly installed drainage ditch and pipe work has been reviewed by Michael Agius. The only issue is that there is a gap in the protective fencing at one end. This will be discussed with the Council.

Action: Michael Agius

- 3.14 1st August item 4.5.2 **Noticeboards** There was discussion of where a noticeboard could be placed when going south along Church Street towards Bookham Village centre. Perhaps on the Old Crown Public House. There used to be a noticeboard on the Post Office wall.

Action: Nick Forrer

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

4 Correspondence

- 4.1 Chris Pullan received correspondence from the Treasurer of Leatherhead Residents Association asking how we approached accounts for a Company Limited by Guarantee.

- 4.2 There was no other correspondence to discuss.

5 Group Updates

5.1 Management Group

5.1.1 Finance

An approach has been agreed for the closing of accounts of the BRA for the period until the formation of the Company Limited by Guarantee earlier this year. John Howard will consider any implications.

The Treasurer Chris Pullan mentioned that company accounts at Barclays Bank had fees for cash and cheque payments both in and out. The implication of these fees will be considered over the next few months.

5.2 Planning Group

5.2.1 Planning Applications

The report of the Planning Meeting was discussed. Letter of representation was sent on planning 16/1105 for seven two-storey dwellings (Trevelyan and Whitehaven, Eastwick Road) because of overdevelopment and insufficient on-site parking.

5.2.2 **Bookham NDP**

The report from the examiners on the submitted Bookham Neighbourhood Development Plan (NDP), which covered sixteen policy areas, was discussed. The inspector said the report was good but many changes have to be made. The policy on the nominated areas of green space was rejected. The policy on trees and hedgerows was amended. Since the NDP was put together lots of the regulations have been tightened up and the Government have changed the rules. The overall impact of these changes will emasculate the plan. Note that MVDC will take over some the policies.

The next steps are that the Bookham NDP Forum will consider the report on the 8th November as to whether to accept or reject the changes made. It will then go to full Council in December.

5.3 **Environment Group**

5.3.1 **Litter**

Margaret Lawson reported on the litter pick of the Sunday 2nd October where 24 bags of refuse were collected of which 4 were recyclable. There were eight people collecting litter. The most, we had earlier in the year, was seventeen. Since March we have collected one hundred and eleven bags of rubbish.

5.3.2 **Roads**

Micro-surfacing is being done on several roads including the Dorking Road.

5.3.3 **Paths**

It was noted that the Council was weed killing, using a spray, in several places around Bookham. This was on pavements and in the gutters. The weed killer is of lower strength so it dissuades rather than kills.

5.3.4 **Drainage**

The recent meeting of the Flood Forum reported on the flooding on East Street where we are waiting on the investigations made and some more surveys looking at the drains along Little Bookham Street near the Windsor Castle.

5.3.5 **Resilience Plan**

Michael Anderson, Keith Francis and Michael Agius are looking to develop a resilience plan for Bookham. This would cover what to do as a result flooding, who to contact in case of emergencies and how we should we react. Mole Valley District Council have an emergency plan in place, with details of the current keyholders for several buildings in Bookham.

5.3.6 **Police**

There had been some recent anti-social activities in Groveside Estate, which is systematic of a wider problem.

5.3.7 **Churches Together**

They are hoping to put forward a representative.

5.4 **Communications and Membership Group**

5.4.1 **Communications**

A BRA web page on Facebook has been put in place. John Allen thanked Les Huett for all the help he has received in improving communication with members.

5.4.2 **Membership**

The use of PayPal as a means of collecting membership is a possible option, but there will be a collection fee and not all members will want to use PayPal.

The next key event is the Road Stewards meeting on the 17th November, where we will be celebrating 90 years of existence of the association. One topic to discuss is whether there should be a Parish Council and the implications.

5.5 **Business Group**

5.5.1 **Bookham Retail and Business Association**

David Smith reported that all retail units were occupied.

6 **Projects Update**

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| 6.1 | Community Pride & Lengthsman scheme | Michael Agius |
| | | Pending |
| 6.2 | 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. | |
| 6.3 | War Memorial | Phil Harris |
| | A further quote is being sought on repair to the lettering. There needs to be a review of the integrity of the monument. We may be able to obtain a grant using PIC funds. The War Memorial may be classified as a listed building. | |
| 6.4 | Trees 2016 schedule | Frances Fancourt |
| | Frances Fancourt has drawn up a schedule of tree activities coupled with planned tree maintenance activities looking at overhanging branches. | |
| 6.5 | Bookham Business Map | Nick Forrer |
| 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. | |
| 6.8 | Electronic Sign | Peter Seaward |
| | It may be possible to fix it to the Notice Board in Lower Road Car Park | |

6.9 Xmas lights BRABA

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. There is a meeting with a potential new supplier DCI next Friday to discuss possible options.

6.10 Bench renovation outside St Nicolas (Lower Road North side)

An update will be available at the next meeting. Arthur Field

6.11 Lower Shott Memorial Bench Nick Forrer

It was suggested to make an application for PIC funds to help in the purchase and installation.

7 Any Other Business

7.1 Parish Council

As a result of the petition put forward by BEAM last August, there will be a governance review by the MVDC. The Council will discuss with local interested parties so as to come to a decision as to whether to hold an advisory poll with the residents of Bookham. If this poll occurs then it is likely to be in May 2017. The result of the poll will be considered by the Council in July when they will decide on whether to put in place a Parish Council. If the decision was to go ahead the Parish Council elections would likely take place in May 2018.

7.2 New Bus Shelter

Keith Francis welcomed the new Bus Shelter by the Crown but not all the posters placed therein. Even some from the Council!!

7.3 Late Night Shopping

Late night shopping in Bookham this year will be on the Thursday 8th December from 18:00 to 20:30.

8 Next BRA Meeting: Monday 7th November 2016