



Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 21st September 2017, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, T Coleman, M Foley, P Leung, M Byham, R Jameson and Mrs O'Connell. Mrs Victor, the Clerk was also present. There was 1 member of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

96/17 To receive apologies for absence

- a. No apologies for absence were received.

97/17 Declarations of interest in agenda items

None.

98/17 Minutes of the meeting 20th July 2017

- a. Minutes of the meeting 20th July 2017 were agreed by the meeting as a true record and signed by Mrs Stern.

99/17 Matters arising from minutes 20th July 2017

- a. The Clerk confirmed that she submitted a response to the Surrey County Council consultation on the proposed changes to the Community Recycling Centres (CRC) which included the closure of the Cranleigh CRC. As noted in the Correspondence report, following the consultation, Surrey County Council will now propose to Cabinet on 26th September that the site not be closed, but that opening hours will be reduced.
- b. The Clerk reported that further to consultation with Members in July, she forwarded a response to Waverley Borough Council concerning the proposed draft charging schedule for the Community Infrastructure Levy.
- c. The Clerk reported that she submitted Bramley Parish Council's comments to the Waverley Local Plan Part 2 to Waverley prior to the July deadline.
- d. Members discussed possible future events in the Village Hall to raise funds to cover the cost of the refurbishment of the baby grand piano. It was agreed that any events organised for this cause should involve the use of the piano itself and a community choir event would be suitable. An alternative Christmas choir evening could be arranged for December 2018. In the meantime, the Clerk is to ensure that any Village Hall hirer who wishes to use the baby grand piano should be a competent piano player and be willing to pay a damage deposit.

100/17 Bramley Neighbourhood Police update

- a. The Clerk received a report from PCSO Snow detailing public interest crimes in Bramley between 19th July and 19th September, as follows:
- 26th July – theft of 2 aluminium ramps worth £800 each from the High Street
 - 28th July – theft of a trap from the car park on Ricardo Court
 - 2nd August – garage doors forced at house on Snowdenham Links Road and golf clubs stolen
 - 3rd August – motorist charged as a result of road traffic collision on Horsham Road in Grafham on 22nd May
 - 8th August – house burglary on Snowdenham Lane. Forced entry via rear window and jewellery stolen. Appears to be linked to a series of burglaries across south Farnham and into Surrey / Sussex borders. 3 persons have been arrested and remanded in custody.
 - 10th August – window damaged on property in Ricardo Court

ACTION

Clerk



- 16th August – dog dangerously out of control on Birtley Rise
- 16th August – vehicle driven into gate on Horsham Road in Grafham, breaking the padlock and vehicle then driving over field
- 20th August – shed on Linersh Wood broken into and garden machinery stolen
- 21st August – driver charged with motoring offences on Birtley Road
- 22nd August – an unlocked car had items removed whilst parked on the High Street
- 4th September – driver charged as a result of a road traffic collision on 21st April

Police ask all residents to remain vigilant. Advice can be found at www.surrey.police.uk/advice/protect-your-home-and-belongings/burglary/. The Clerk was asked to include this advice signpost in Bramley Update.

Clerk

101/17 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Following a complaint from a resident about loud late-night noise from the Social Club and people leaving the Club in an excessively inebriated condition, the Clerk has drafted a letter to the Social Club and circulated to Members for comments. 4 responses have been received to date. The Clerk was asked to deliver the letter with suggested amendments to the Social Club.

Clerk

102/17 Waverley and Surrey County Councillors update

- a. Mr Byham reported that Waverley Borough Council are currently working on budgets for 2018/19. The Government and Surrey County Council are reducing their budgets and funding in various areas, e.g. funding for food waste collections which is very successful in Waverley is being massively reduced.
- b. Mr Seaborne reported that there is a SCC Waverley Local Committee meeting taking place on 22nd September. Some Highways issues will be discussed including the reduction of the speed limit from the national speed limit to 40mph on Barrihurst Lane at Dunsfold.
- c. Mr Seaborne reported that the Dunsfold Park inquiry has now concluded. The Examiner will submit his report to the Secretary of State.
- d. The consultation on the proposed modifications to Waverley's Local Plan Part 1 is now underway until mid-October. Waverley is proposing to increase the number of required new homes from 519 to 590 to accommodate the shortfall in Woking's Local Plan. This will increase the number of homes required in Bramley from 70 to 90.

103/17 Report from Planning Review committee

- a. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.
- b. Members noted the comments from Hambledon and Chiddingfold Parish Councils that were forwarded to the Clerk concerning the proposed modifications to Waverley's Local Plan Part 1. Mrs Stern suggested that Bramley Parish Council submits comments with similar views. Members are concerned that Waverley are just accepting the increased housing requirement due to the shortfall in Woking. There is also concern that there is no proposed increase in contribution to infrastructure within the borough – indeed no review of infrastructure included in the Plan at all. The increase in housing numbers will only exacerbate the infrastructure issues already present in Bramley. Members agreed that the Clerk

Clerk



should draft a response for forward to Members for comment. The consultation on the modifications is open until 20th October.

- c. Mr Molineux reported that a meeting has taken place with Martin Grant Homes and residents who neighbour the planning new development at Ricardo Court. Martin Grant Homes are due to forward responses to issues raised at the meeting, although this has not been received to date. The issues raised were with regard to the change of design in the northwest corner of the site from the outline planning stage to those submitted in the detailed planning application
- d. Mr Molineux reported that the planning application for the change of use at The Courtyard on Eastwood Road from commercial to residential has been approved by Waverley Borough Council. These 6 new homes will contribute towards the quota of homes required in Bramley within the new Local Plan.
- e. Neighbourhood Plan (NHP) progress report
 - i. Mr Seaborne reported that a positive meeting was held with Ian Motuel of Waverley Planning Policy, who was very complimentary about the draft neighbourhood plan and impressed with progress made to date. A decision needs to be made about whether the Parish Council or Waverley will formally adjust the settlement boundary. Waverley has asked for a decision on this by mid-November. The settlement boundary could include the new development at Ricardo Court. The only other possible site for inclusion is the land at Foresters Farm, but no response on plans from the owner has been received. The suggestion is that Waverley adjust the settlement boundary with guidance from the Parish Council.
 - ii. Waverley believe that the target for affordable housing in the parish contained within the Neighbourhood Plan at 50% is too high and suggest that a figure of 30% is used. It is unlikely that a figure of 50% will not be supported by Waverley at examination stage as affordable housing cannot attract any Community Infrastructure Levy. It was suggested that the wording within the NHP needs to be clearer – “affordable housing” within the plan means homes that are affordable rather than social housing.
 - iii. A strong case for development at Smithbrook Kilns needs to be built due to the question raised by the Inspector at enquiry over whether this is a brownfield site or not.
 - iv. Mr Motuel is supportive of targeting the 2019 elections for the referendum for the Neighbourhood Plan and turnout figures will be higher than if held as a separate event.
 - v. It was suggested that it would be appropriate to gather community views on future plans for the Downs Link, which would give the NHP committee a clear direction to include in the NHP. The options are for the Wey & Arun Canal Trust to convert the path to a canal and footpath; reopen the railway between Cranleigh and Guildford; keep it as it is. The Neighbourhood Plan cannot influence any plans, but it would be helpful to include public opinion within the plan for when a decision will be made. Members will consider the options at the Planning Review committee meeting on 10th October and asked the Clerk to prepare outline costs of producing and delivering a questionnaire to be sent to all homes and businesses in the parish.

Clerk

104/17 **Report from Highways & Rights of Way committee**

- a. Mr Seaborne reported that the anti-skid surface has been applied on Station Road at the junction of Eastwood Road and Barton Road. This is the last but one action raised by the Station Road Highway Safety group – the final one being the extension of double yellow lines on Barton Road and Eastwood Road which will be discussed at the Local Committee meeting on 22nd September. Thanks were noted for Victoria Young for use of her discretionary fund for the new surface.



- b. The reduction of the speed limit on the A281 at the south of the village is moving up the SCC Highways priority list. It is unlikely that this will be action in the next financial year, but possibly in 2019/20.
- c. Mr Seaborne reported that the next Highways committee meeting is taking place on 10th October during which the planned changes to road signage will be discussed, including costings that the Clerk is preparing.
- d. Mr Foley reported on the quote he has received for ground level vegetation clearance and cleaning of the Downs Link path. It will take approximately 5 days to clear the vegetation at ground level to cut it back to the edge of the fibre-deck surface meaning a cost of £1,000 to £1,200. Straightforward twice-yearly cleaning will cost £500. It is hoped these costs can be split with Shalford Parish Council. The Countryside Access Team at Surrey County Council are due to be cutting back the overgrowing nettles alongside the path this month. It was agreed that any decision on the above costs will be deferred until this work has been done. To be discussed at the Highways committee meeting on 10th October.
- e. The Clerk reported that she has submitted a list of priority vegetation clearance works alongside the A281 between Woodrough Copse and Birtley Rise to Surrey Highways requesting that they be scheduled to be done by their team. The Clerk received confirmation in early August that the works had been programmed, although they have not been done to date.

Clerk

105/17 **Report from Library committee**

- a. The self-service kiosk was out-of-order for two-and-a half days when the library was open in early September, but the manual backup system worked and library customers were understanding.
- b. The Summer Reading Challenge for 2017 has ended and an event took place to present certificates to all those who completed the challenge. The Clerk reported that 100 children signed up to take part this year. The August event - Talk on the Wild Side (with real animals!) - received enthusiastic feedback, with 31 children and even more adults present.
- c. The grant of £640 received from the Bramley Fete Committee has been deposited to the library account. The funds are to be applied to a new branded doormat (already in place), new blinds for the junior library (order in process), and possibly towards replacement outdoor signage as well. A VAT refund of £299.14 has also been deposited.
- d. Mrs O'Connell reported that a Lego workshop is planned to take place during half term.
- e. No contact has been made from Surrey Libraries regarding the renewal of the Library Lease that expires in December 2017. The Clerk was asked to contact them to enquire. Mrs O'Connell will make contact with Bagshot and Virginia Water libraries to find out if they have made any progress on the renewal of their leases.
- f. The Clerk received a request from Waverley Borough Council for a financial contribution towards surface repairs in the Library car park. The Clerk has informed him that the car park is ownership is split between WBC and Surrey County Council and advised him to contact his counterpart at SCC to ask for a contribution. Members agreed that no contribution should be made from the Parish Council for this work.
- g. **Public Access Defibrillator**
The Clerk forwarded a report on the installation of a public access defibrillator in the village centre. Members agreed with the Clerk's recommendation that a new defibrillator should be installed in the village centre rather than paying for the equipment within the library to be moved to an external wall. The Church Pound was suggested as a suitable location, to which all Members agreed. The Clerk will check if any formal permission needs to be granted by Waverley as the pound is

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Mrs
O'Connell

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within the Bramley Conservation Area. The Clerk will also investigate the possibility of routing power from the lighting in the pound to the defibrillator. Members agreed that the new defibrillator should be kept in a locked cabinet, which can be unlocked by inputting a pin number provided by the ambulance service.

Clerk

The Clerk will check whether Wel Medical are a defibrillator manufacturer or a reseller.

Clerk

The meeting closed to allow the public session.

The member of the public who attended the meeting informed the Council that he has knowledge of public access defibrillators. He believes that the proposed model provided by Cardiac Science is a better product than that of Wel Medical. He believes that the pads provided with the Cardiac Science are compatible with those used by the Ambulance service and will confirm this with the Clerk.

106/17 Report from Resilience Group

- a. Several site meetings have taken place at Bramley Mill & Mill Pond between the Resilience Group Chairman, the Hascombe Stream sub-group Chairman, Bramley Mill owner and the President of Godalming Angling Society to identify flooding issues and possible solutions at the Mill Pond.
- b. Following a visit to Bramley Mill/Pond, Brambles Close and Linersh Drive by the SCC Flood Risk & Network Resilience Officer, accompanied by County Councillor Victoria Young on 16th August, he issued a report a copy of which has been circulated to Members. It was noted in the report that the SCC Flood Risk Management Strategy and Partnerships Team Leader has offered to advise the Parish Council how we may wish to take our flooding issues forward. Information in respect of our issues and progress to date has been shared with him and a meeting is being arranged to progress matters.

107/17 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Chairman received an email from Richard Gates, President of the Bramley Sports Pavilion Trust about the continued issue of pooling water at the base of the Pavilion track. He suggests water is captured on common land at the track entrance and then put underground in a plastic pipe and allowed to exit to the river on the other side of the track. This would avoid any need to ask SCC's permission, remove the pool of water and allow the crater to be filled. After discussion, Members agreed that the Clerk should write to the Estates department at Surrey County Council to ask if they will make a contribution to repairs to the track as part of the deterioration is due to heavy vehicles using the track during the refurbishment of the homes at the end of the track. She should ask if they will also do something about the drainage at the entrance to aid future residents of the homes.
 - ii. The Clerk reported that UK Power Networks has connected the street light on the corner of Gosden Common and Tannery Lane that was knocked down in March. She is awaiting final details from UKPN required by the insurance company before they will settle the claim.
 - iii. The Clerk reported that GEO Amey have booked the use of the Pavilion for a number of courses running in September and October. The U3A Table Tennis group is now also using the Pavilion twice per month. This is increasing income for the Pavilion.
 - iv. The Clerk will be arranging a date for the Sports Pavilion Trust AGM to take place in October or November.

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- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
- i. The Clerk reported that the section of fence at the Downs Link on Station Road that was not painted has been painted by the groundsman. The Clerk confirmed that she will arrange for gravel to be laid on the area next to this fencing once the path has been cleaned. Clerk
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
- i. The Clerk reported a surveyor acting on behalf of St Catherine's School will carry out a survey of the stone barn on 26th September.
 - ii. Storage at the Village Hall
Bramley Players has cleared the majority of their items from the storage barn. All remaining materials are being removed on 27th September. The barn will then be available for use by the Bonfire committee. It was noted that repairs to the door bolts need to be made.
 - iii. The Clerk reported that the abandoned vehicle in the Village Hall car park has now been removed.
 - iv. St Catherine's School has removed the dead tree in its grounds that was reported at the July meeting.
 - v. The Clerk believes there is a leak in the flat roof at the Village Hall that has damaged the internal ceiling in the main entrance lobby. The Clerk has contacted a roofer who is coming to take a look on 25th September.
 - vi. The Clerk was asked to check that the locked cupboards in the kitchen are being used by hall hirers. Clerk
 - vii. The Clerk was asked to contact St Catherine's School to see if they will consider installing some lighting on the fencing at Malthouse Cottage to light up the path from Hall Road to Windrush Close. Clerk
 - viii. The Clerk was asked about the status of the new blinds in the Village Hall between the kitchen and annexe. The Clerk reported that she was concerned that the venetian blinds previously discussed will not be suitable for the purpose and suggested that shutters, although more costly, would be more suitable. She will ask Murray Campbell who made the shutters for the Church Room. Clerk
 - ix. Mr Molineux reported that he noticed that the window frame at the old CAB office at the Village Hall is rotten and needs some attention. The Clerk will investigate. Clerk
- d. High Street and environs (including Snowdenham Links Road and Lane)
- i. The Clerk reported that the refurbishment of the triangular noticeboard in the centre of the village will be taking place in late September or early October. Clerk
 - ii. The Clerk was asked to report to Surrey Highways that the railing at the end of Mill Lane has fallen down and needs to be repaired. Clerk
 - iii. The Clerk was asked to find out how long the builders area will be in place on land next to the Coronation Oak and ask the owners of 3 Woodrough Cottages if reparations will be made to the land once the builders area has been removed. Clerk
- e. Grounds and Downs Link
- i. The BPC groundsman has done some minor cutting back of the overgrowing nettles along the Downs Link between Station Road and Windrush Close. The Surrey Countryside Access Team confirmed that they are planning to cut vegetation back along the Bramley length of the Downs Link in September.
 - ii. Mr Seaborne reported that a working party has almost prepared the area of land on Birtley Road near to the end of Birtley Rise so it is ready for planting with grass and bulbs. He asked if these items can be funded by the Parish Council, to which all Members agreed. Mr Seaborne will purchase the items and the Clerk will reimburse him



- iii. Mr Seaborne reported that a local resident, Mrs Oakes, has offered to keep the dog waste bag dispensers full. The Clerk will make contact with her to arrange.
- iv. It was noted that the bin at the end of Birtley Rise has been knocked over. The Clerk will report it. The Clerk was also asked to find out how often the Traid bin in the Library car park is emptied as it is often full and bags of clothes are left on the pavement.
- iv. The Clerk has been contacted by a resident of Eastwood Road who has discovered Russian vine growing in their garden and spread to the Downs Link. The Surrey Countryside Access Team has confirmed that the residents can undertake works to remove it. The resident has asked if the Parish Council would be able to offer any assistance (working group). Members did not feel that such a working party could be arranged.
- f. Rural Parish (including Birtley Green, Grafham and south)
 - i. Nothing to report.

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108/17 Finance

- a. Members approved the payments listed at Appendix B.
- b. Fixed Term High Interest Bank Account.
The Clerk is in the process of collating the information required to apply for a savings account with United Trust Bank. She is awaiting details from some Members. Once she has all of the required information, she will submit the application for an account.
- c. The Clerk confirmed that the external auditor has approved the Council's Annual Return for 2016/17 with no issues.

Clerk

109/17 Clerk appraisal and objective setting

Mr Seaborne suggested that a small sub-committee of 3 people be established to set objectives for the Clerk which she can then be measured against. It was agreed that such a committee be established and that should comprise of the Chairman, Vice-Chairman and Mr Leung.

110/17 Points of information and any other matters

- a. None.

The meeting closed at 9:17pm

Agreed and signed Chairman, 19th October 2017