



Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 19th October 2017, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, T Coleman, M Foley, P Leung, R Jameson and Mrs O'Connell. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

ACTION

111/17 To receive apologies for absence

- a. Apologies for absence were received from Mr Byham.

112/17 Declarations of interest in agenda items

None.

113/17 Minutes of the meeting 21st September 2017

- a. Minutes of the meeting 21st September 2017 were agreed by the meeting as a true record and signed by Mrs Stern.

114/17 Matters arising from minutes 21st September 2017

- a. The Clerk reported that she has delivered the letter of noise complaint to Bramley Social Club. No response has been received.

115/17 Bramley Neighbourhood Police update

- a. The Clerk received a report from PCSO Snow detailing public interest crimes in Bramley in the last month, as follows:
 - Between 22nd and 25th September, a shed lock was forced on Birtley Road and petrol-powered pressure washer stolen.
 - On 24th September golf clubs were removed from a parked motor vehicle on Snowdenham Links Road. Entry was gained by smashing a rear window.
 - On 1st or 2nd October, chain link fencing at a property on Tannery Lane was cut in 3 places.
 - Between 1st and 6th October, doors to a generator on Birtley Road were forced open and damage caused.
 - On 11th October a man was seen trying to gain entry into parked vehicles on a resident's driveway in Thorncombe Street. He ran off when disturbed.
 - On 13th October a driver on Birtley Road was arrested for failing a roadside breath test.
 - On 6th, 9th & 11th October there were 3 instances of projectiles being fired at properties and vehicles on the High Street and Birtley Road, smashing windows and damaging a car. These crimes seem to be part of a series also affecting Hascombe, Smithbrook and Chiddingfold. These crimes are a current priority for the Police Response team and local officers.

PCSO Snow advised that In The Know alerts have been sent out and leaflets delivered to the community.

Members remarked that there seemed to be more crimes than usual this month.

116/17 Correspondence

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.



117/17 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that Damien Roberts, Director at Waverley has resigned.
- b. Waverley is investigating significant data errors in air quality reports over the last 18 months. There is some concern that some planning approvals may not be valid where air quality was an issue.
- c. Waverley is planning to consult with residents of Edencroft on the age restriction that is in force for those who can live in these council-owned properties. There is not sufficient accommodation in Waverley for those who need to live at ground level. Letters from Waverley will be sent to the residents shortly and Mr Seaborne has asked that the Clerk receive a copy.
- d. There is no news on the Dunsfold Planning Inquiry to date.

118/17 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. Revised plans for the proposed development at Ricardo Court were received and reviewed by Members. It was agreed that the principle of the development is supported, but there is concern about the change in layout since the outline application was approved. The applicants of the outline planning application spent considerable time with the Parish Council and residents to create a design that the majority were satisfied with. The changes in the layout have not been fully explained by Martin Grant Homes and the concerns of the residents have not been addressed. The comments from the Waverley Heritage Officer about the “perceived severing of a remaining visual link the historic building Saddlers has with the open countryside” were noted. Mr Seaborne reported that he and My Byham have requested that the application be called in by the relevant Planning committee.

- b. Draft response to LPPT1 modifications.

Members discussed the response drafted by the Clerk and suggested minor alterations. The Clerk will make the changes and submit the comments to Waverley Borough Council on 20th October.

Clerk

- c. Neighbourhood Plan (NHP) progress report

- i. Preparations for the drop-in session on 21st October were discussed and the Clerk was asked to print 2 copies of the draft plan for the event.

Clerk

- ii. Questionnaire regarding Downs Link

The Wey & Arun Canal Trust is investigating the possibility of running the canal alongside the bridleway between the aqueduct and level with the end of Linersh Wood Close. The proposal to convert the path back into a railway line from Cranleigh to Guildford has also been mentioned. It was agreed that a questionnaire will be sent to all residents of Bramley parish asking for views on future use of the Downs Link will be sent out by the Parish Council. This questionnaire will also be made available to complete electronically through Survey Monkey.

The Clerk reported that the overall cost of the questionnaires will be in the region of £1,500. The Wey & Arun Canal Trust will be asked at the drop-in session if they would like to make a contribution to the cost of the survey.

Mr
Seaborne

The Clerk was asked to research the Survey Monkey option in more detail to ensure the questionnaire can be suitably uploaded electronically.

Clerk

119/17 Report from Highways & Rights of Way committee

- a. Mr Seaborne circulated a report from Highways committee meeting that took place on 10th October.



- b. The Clerk is in the process of gathering further quotes for the removal of some road signage alongside the A281. Surrey County Council has given permission for the Parish Council to do this.
- c. The Clerk is to arrange a meeting between Mr Seaborne, Mr Foley, Victoria Young and Steve Mitchell (SCC Countryside Officer) to discuss vegetation clearance on the Downs Link.

Clerk

Clerk

120/17 Report from Library committee

- a. During the past month several issues have arisen requiring attention but all have been or are in the process of being resolved. These are the kiosk not booting up properly and requiring manual input, the kiosk being off-line when booted up, the kiosk not dispensing change (there is sufficient change available), the beam counter under-reading, the CollectionHQ programme running slowly or freezing, security issues with the Gmail account prompting the change of password, the alarm not being set (the alarm log is being accessed for fob details) and an insufficient float for the till. The Ops Team has worked closely with the CPL on all these matters.
- b. More positively, the new blind for the junior section is in the process of being ordered and the new outdoor signage has been ordered. A new shredder and guillotine have been purchased, in part with donations from the library's 2 reading groups.
- c. On the procedures side, 25p/page will now be charged for scanning documents (same as printing).
- d. Volunteer badges are to be re-printed to show only first names.
- e. For half-term, 2 sessions of brilliantbricks.com (Lego construction) are being run.
- f. On the staff side, Elizabeth Molineux has stepped down from the Ops Team and Sue Odell is welcomed to the team. There is a team of 40 volunteers and have all shifts covered. 3 Duke of Edinburgh students are working in the Library.
- g. Mrs O'Connell reported that Surrey Libraries have been asked for an update on renewal of the Library lease. They have responded to say that the matter is being discussed internally. We await their response.
- h. Mrs O'Connell reported that notification has been received from Surrey Libraries that the "Exempt" category of Library membership is being terminated and that 2 new categories – "Adult" and "Open Adult" – will be introduced. This means that those with Exempt membership (mostly those aged over 70) will now need to pay overdue fines and will have to pay for any reservations. It was agreed that this makes sense and will be a useful revenue generator for the Library service.
- i. Mrs Stern reported that she has been asked if any defibrillator training for the equipment in the Library is desired, at a cost of £20 per person. After discussion, it was agreed that Mrs Stern will decline this offer but that Graham Smith, a local resident who is now a library volunteer and would be able to deliver such training, will be asked by Mrs O'Connell if he would be willing if there is a desire for such training from volunteers.

Mrs Stern

Mrs
O'Connell

121/17 Report from Resilience Group

- a. Mr Coleman circulated a report on Resilience Group progress to Members.

122/17 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that she has contacted Surrey County Council Property Services to request a contribution to the upkeep of the track leading to the Pavilion, and asked if they will agree to carry out works to assist drainage at the bottom of the track. An acknowledgement of the request has been received and they should respond over the next month.



- ii. The Clerk has received all the necessary paperwork for the insurance claim for the street light at Gosden Common. These have been forwarded to the insurance company and settlement of the claim is expected shortly.
 - iii. The Clerk reported that the Bramley Sports Pavilion Trust AGM is taking place on 2nd November.
 - iv. Mr Seaborne reported that following the work done by the working group to tidy up the area south of the bus stop on Birtley Road, near to Birtley Rise, he has been asked if a similar working group can be organised to clear some of the vegetation on the western side of the A281 at Gosden Common. Mr Seaborne will investigate to see if a group can work safely in that location, as it is very close to the road.
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
- i. Nothing to report.
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
- i. Request for St Cats to install lighting on boundary of Malthouse Cottage. They are happy for the PC to do so, but would not wish to do so themselves due to insurance implications. The Clerk was asked to see if the school would be willing to simply put one light outside of the pedestrian entrance to Malthouse Cottage.
 - ii. Lighting in Hall Road
The Clerk was asked to look into the sensor on the light on the Stone Barn at the end of Hall Road as the light works intermittently.
Mr Jameson noted that it is very dark on Hall Road and it was agreed that the Clerk should obtain a quotation to install a new light somewhere along the length of Hall Road before the Village Hall.
 - iii. The Clerk reported that the barn at the Village Hall that was being used by Bramley Players has now been cleared. The Clerk has advised the Bramley Village Society, who confirmed that they will move the fireworks equipment into the barn following this year's Bonfire event.
 - iv. The Clerk reported that the leak in the flat roof at the Village Hall has been repaired, at a cost of £385 plus VAT.
 - v. Shutters in Village Hall. The Clerk has met with a carpenter who has suggested putting 2 x shutters at the openings between the kitchen and annexe that open vertically. They can be fixed in place by a chain and hook mechanism fixed to the ceiling in the annexe. This will cost £456.93. Members approved this expense. Clerk to action.
 - vi. Repairs to the window sill at the old CAB office at the Village Hall have been quoted at £187. No works to the window frames are necessary, it is just the external sill that is rotting. Member approved this expense. Clerk to action.
 - vii. There is an ongoing electrical fault at the Village Hall affecting the Clerk's office, power sockets in the meeting room, lighting in the toilets and power in the main entrance. Two electricians have investigated the problem. The first one suggested that the main RCD trip switch is faulty and needs replacing, which he was not willing to do for safety reasons. The second electrician believes that this is not the case and that there is a fault in one of the electrical circuits within the building. The Clerk is working with him to try to isolate the fault, so checks and repairs can be made to the faulty circuit.
- d. High Street and environs (including Snowdenham Links Road and Lane)
- i. Public Access Defibrillator.
The Clerk reported that Waverley Borough Council has confirmed that they can advise on the possibility of installing the defibrillator in the Church Pound for a fee of £150. Mr Seaborne will discuss this with the relevant Waverley officer to see if

Mr
Seaborne

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Mr
Seaborne



- the fee can be waived. St Catherine's School has indicated that they will be able to assist with the power supply to the equipment.
- ii. The Clerk reported that the refurbishment of the triangular noticeboard in the centre of the village has been completed.
 - iii. The Clerk has reported the damaged railing at the end of Mill Lane to Surrey Highways, who have responded to say that the railing belongs to Waverley Borough Council. Mr Seaborne suggested that the Clerk ask Mr Byham who is the correct person to speak to within Waverley to arrange for it to be repaired. Clerk
 - iv. The Clerk reported that she has written to the residents at 3 Woodrough Cottages to find out how long their builders will be using the area of land in front of the property and to ask them to return the land to its original condition after use. No response has been received to date.
Mrs Stern has asked if the Parish Council can request for this area of land to be designated as Common Land. The Clerk was asked to investigate who this land belongs to within Surrey County Council and Waverley Borough Council. Clerk
 - v. The Clerk reported that she has changed the collection of clothing from the Traid bin in the Library car park from monthly to fortnightly. The rotten sleepers in the car park have been replaced.
 - vi. Mrs Stern reported that the bin at the bus stop on the A281 near to Hurst Hill Cottages has been removed and she has witnessed acts of littering in the area. The Clerk was asked to find out if the bin can be replaced. Clerk
- e. Grounds and Downs Link
- i. Waverley grounds maintenance review
Following the email from Matt Lank of Waverley Borough Council regarding the upcoming review of grounds maintenance, Members agreed that a borough-wide contract would seem to be the most cost-effective method, unless Waverley would be willing to issue a grant to the Parish Council to carry out the works, although this seemed unlikely. It was requested that the newly grassed area next to the A281 near to the bus stop close to Birtley Rise should be added to their list of areas to be mowed. The Clerk was asked to respond to Matt Lank. Clerk
 - ii. The Clerk reported that she has received a revised quotation for replacement of the broken posts at Gosden Common – hardwood posts @ £560 (from Honeysuckle Bottom Oak) and the labour cost from the Groundsman @ £380. A quote for £1,000 had previously been received from another contractor. Members asked the Clerk to give the go ahead to the cheaper contractor. Clerk
 - iii. Mrs Stern reported that there is a dead tree on the entrance to the Downs Link near to Birtley Rise. The Clerk was asked to report it to Surrey County Council. Clerk
 - iv. Mr Seaborne suggested that following the successful leaf sweep carried out by a working group in 2016, a repeat session should be organised for 2017 – agreed by Members. Mr Seaborne asked the Clerk to advertise the event in the next Bramley Update – 25th November from 9:00am. Those who wish to help should meet at the level crossing gates on Station Road with their own equipment. Clerk
- f. Rural Parish (including Birtley Green, Grafham and south)
- i. Mr Seaborne has noticed that the pavement on the eastern side of Birtley Road close to the village gates to the south of the village is very overgrown by vegetation. The Clerk was asked to organise the Groundsman to clear the pavement and any overhanging branches from the area to make it easier for pedestrians. Clerk

123/17 **Finance**

- a. Members approved the payments listed at Appendix B.
- b. Half Year accounts



The Clerk circulated a finance report for the half year to September 2017 against budget. The report was reviewed by Members and signed by Mrs Stern.
The Clerk was asked to inform Members of the Council's current cash position.

Clerk

124/17 **Points of information and any other matters**

a. Remembrance Sunday parade.

The Clerk reported that she has applied for the relevant local authority permission to close the road for the Remembrance Sunday parade on 12th November.

Mrs Stern agreed to read at the service at the war memorial.

Mr Coleman and Mr Foley agreed to help with the road closure for the parade.

The meeting closed at 8:54pm

Agreed and signed Chairman, 16th November 2017