



Draft Minutes of a Meeting of Bramley Parish Council
Held in Bramley Village Hall on 22nd February 2018, starting at 7:30pm

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, M Foley, M Byham and Mrs O'Connell. Mrs Victor, the Clerk was also present. There were 4 members of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

ACTION

- 15/18 **To receive apologies for absence**
- a. Apologies for absence were received from Mr Coleman and Mr Leung.
- 16/18 **Declarations of interest in agenda items**
- None.
- 17/18 **Minutes of the meeting 18th January 2018**
- a. Minutes of the meeting 18th January 2018 were agreed by the meeting as a true record and signed by Mrs Stern.
- 18/18 **Matters arising from minutes 18th January 2018**
- a. None
- 19/18 **Bramley Neighbourhood Police update**
- a. Crimes of public interest occurring between 17th January and 17th February 2018.
 - 20th January 2018 – Criminal damage of wires cut to electrical supply of a property in Linersh Wood, cutting off the house alarm system.
 - 26th January 2018 – Burglary at a house on Windrush Close. Letterbox and lock damaged.
 - 28th January 2018 – Golf clubs stolen from the boot of a car on Snowdenham Links Road.
 - 14th February 2018 – Storage building on Snowdenham Lane was broken into and tools removed.
 - 16th February 2018 – Shed broken into at house on Eastwood Road and bicycles stolen.
 - b. Members noted that there have been far more incidences of burglaries in recent times and discussed whether the reason for this is that the priorities of Surrey Police have been moved away from community policing. There is now no community police presence at village events. In addition, the portion of Council Tax for Police increases year on year, but there is little perceived value of this in the local area. The Clerk was asked to draft a letter from Mr Seaborne to the Police and Crime Commissioner for Surrey.
- 20/18 **Correspondence**
- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
 - b. Issues at Select Convenience
 - i. Mrs Stern reported that she has discussed the issue of unsightly rubbish at the rear of the store with the Manager, Mr Patel, following a letter to him from the Clerk. The rubbish is being created by residents of the 3 flats above the shop, which are looked after by a property management company. Mr Patel has copied the letter to the residents of the flats as well as the property management company, the latter of which has agreed to dispose of the rubbish. Mr Byham will follow this up

Clerk

Mr Byham



	with Mr Patel to ensure it is done and/or to obtain the details of the property management company.	
	ii. Members discussed the alleged deterioration of service at the Post Officer counter since the change of ownership from Nisa to Select Convenience. Mr Byham will discuss the service with Mr Patel to gain clarification on parcel size and availability of cash (especially on pension day).	Mr Byham
	c. Pre-consultation on proposed dog fouling and dog control Public Space Protection Orders within Waverley Members asked for the Eastwood Road play area to be added to the list of designated areas where dogs are excluded. Clerk to respond by the 28th February deadline.	Clerk
	d. Regarding the email from an Eastwood Road resident enquiring about the possibility of Waverley Borough Council taking ownership of properties in poor repair for social housing, Member asked the Clerk to direct her to Waverley Borough Council. It was noted however, that it has been agreed by Waverley that full Council Tax will be charged on vacant properties from April 2018 onwards.	Clerk
	e. Memorial Safety inspection at Bramley Cemetery Members agreed that those memorials that are unstable in the cemetery should be laid down. Clerk to inform Waverley Borough Council.	Clerk
	f. Members approved the proposal from Murray Campbell regarding the required reinforcement works at the shed now storing bonfire equipment. Clerk to respond to Mr Campbell.	Clerk
21/18	Waverley and Surrey County Councillors update	
	a. Mr Byham reported that Waverley Borough Council have a balanced budget for 2018/19. The Waverley portion of Council Tax will increase by 2.99%, meaning a Band D household will pay 10p more per week than last year.	
	b. Waverley Borough Council has agreed the Brightwells Farnham Regeneration Scheme for new shops, restaurants, leisure and community facilities. This project will have a major positive impact on the Borough Council's finances into the future.	
	c. The Local Plan Part 1 has been approved by the Secretary of State and has been official adopted by Waverley. Although the plan includes some changes to Green Belt in the borough, there is no threat to Bramley's green belt within the Plan.	
	d. It was noted that the decision from the Planning Inspector on the Dunsfold Park planning application has been deferred once more to the end of March 2018.	
22/18	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. Neighbourhood Plan (NP) progress report. Mr Seaborne reported that he and Mr Stern met with Waverley Borough Council to discuss progress of the Bramley NP and any implications following adoption of the Local Plan Part 1. It is now confirmed that 90 new dwellings should be built in Bramley between 2013 and 2032. It was confirmed at the meeting that Waverley will be redrawing Bramley's settlement boundary to include the developments that are either being built or have planning permission granted, i.e. the new Ricardo Court development and the planned 6 new homes on Park Drive. It was also confirmed that the area of land alongside the A281 to the south of the village to Birtley Courtyard can be included as a possible site in the NP. Those sites that the NP identified as brownfield sites (Smithbrook Kilns, Coleman's Yard and Destination Triumph) can be included as sites in the NP. Mr Seaborne will re-establish contact with the owners of Smithbrook Kilns.	Mr Seaborne



Mr
Molineux

Mr Molineux will contact Rymack Ltd to indicate that it is possible that Coleman's Yard will be included as an allocated site in the Neighbourhood Plan.

Mr Seaborne reported that the NP committee will need to work reasonably quickly in order to get the plan ready for a referendum in May 2019. This timing has been set so that the referendum takes place alongside other local elections, so saving additional expense.

Mrs Stern reported that the owners of the old Beaver 84 site are planning to convert it into some kind of cement facility. Works on the conversion have already commenced. Mr Seaborne and Mr Byham are investigating within Waverley whether any planning permission or change of use is required. There are also concerns about environmental issues from the site, which are also being investigated.

23/18 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that the Clerk has submitted a signage clearance request to Surrey County Council. No response has been received to date.
- b. Mr Seaborne reported that the Waverley Cycle Forum has produced an interesting idea for a modular greenway running from Guildford to Godalming. It is designed so that it can be built in stages as funding becomes available. The route would go from Guildford to the Dagley Lane bridge and then to Godalming. It may be possible to build a branch from the bridge to Bramley. Mr Seaborne is attending a meeting next week between Surrey County Council officers to review the idea.
- c. Lighting
Two lights in Bramley centre need new internal units – light 11 at Bramley Library and light 63 at Village Hall. Epsilon have quoted £377 for the unit for light 11 and £269 for the unit at light 63. Manufacturers of lighting are now only producing LED units, so any further new units that need to be replaced will incur charges along these lines. Members approved this expenditure. Clerk to action.

Clerk

The meeting closed to allow the public session.

There was discussion about parking issues, traffic speed and pedestrian safety on the A281 to the south of the village around Hurst Hill Cottages. Possible measures to relieve the issues include:

- Conversion of bus stop laybys to parking bays
- Creation of service road for parking directly outside Hurst Hill Cottages
- Installation of a refuge island to allow pedestrians to cross the road safely.

Mr Seaborne reported that the Surrey Highways Task Group meetings have ceased at present due to budgetary constraints.

It was agreed that the 3 items above would be added to the list of Bramley Highways suggestions to be tabled when the Task Group meetings re-commence.

24/18 Report from Library committee

- a. Events
Another double-header session of BrilliantBricks was a sell-out over half-term. Story-time had a modest (8) but enthusiastic attendance.
- b. Equipment
Thanks to the generosity of the Parish Council and Bramley Golf Club we have assembled a desktop computer for the back office. This will free up the laptop for customer interactions.



- c. Goods for Sale
We have extended our range of greetings cards for sale by stocking cards made by local artist Mary Hainline. Each card sold will generate 75p directly for library funds (the other cards are sold on behalf of SCC).
- d. Signage
The roadside signage has been replaced by a simple design with our logo. It has received favourable comments.
- e. Newspapers
Following a survey of costs and usage, SCC from the 2nd April will be supplying the 'I' paper instead of the Daily Mail and the Guardian. The Surrey Ad will continue to be supplied.
- f. Staff
The rota works well and we continue to have a full complement of D of E candidates.
- g. Management meeting
A meeting between the Library Management team and Surrey Libraries representatives took place in January. There will be considerable budget cuts in the Library service across the whole of Surrey in the coming years. The Management team have been asked to indicate where our volunteers may be able to take over tasks currently completed by Surrey staff. A meeting to discuss this is taking place on 27th February.
Surrey Libraries confirmed that the current Lease expires in December 2018, not 2017 as previously thought. Discussions will commence later in the year.

25/18 **Report from Resilience Group**

- a. Nothing to report.

26/18 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. Tree clearance alongside A281 at Gosden Common was carried out by Guildford Borough Council. A query was received from a Links Road resident about cutting of healthy trees. The Arbiculture Manager at Surrey County Council believes it may have been for wildlife conservation.
- 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. Stone barn update.
The Clerk has contacted a number of builders to obtain estimates for the conversion of the barn into a commercial letting unit. One has been to see the barn, another is planned in the coming days. One builder from Brighton has expressed an interest in providing an estimate. Members saw no problem that he should do so. Clerk to action.

Clerk

Public Works Loan Board

Mr Seaborne reported that he has discussed the potential project with the spoke to Head of Finance at Waverley Borough Council. He indicated that Waverley may be prepared in providing a loan for the works.

The Clerk has investigated Public Works Loans. Applicants need borrowing approval from the Ministry of Housing, Communities and Local Government (MCHLG) for which the Parish Council should approach the Surrey Association of Local Councils (SALC). SALC requires a minute of Bramley Parish Council's



resolution to delegate power to the Clerk to apply for the Council's borrowing approval. SALC will then send the guide and application form.

Members resolved to delegate such power to the Clerk to apply for Bramley Parish Council's borrowing approval.

Clerk

Once an application is completed, SALC will check it and forward it to MHCLG.

d. High Street and environs (including Snowdenham Links Road and Lane)

i. Public Access Defibrillator. The Clerk reported that she has spoken with the Jolly Farmer about installing the defibrillator on their front wall. She is in the process of agreeing the precise location of the unit – growth of their hanging baskets needs to be taken into account.

Clerk

ii. Bins. Mr Seaborne reported that he has discussed the replacement of open topped bins in Bramley with closed ones with the relevant Waverley team. Waverley has a restricted budget for bin replacement across the borough. A new bin costs £170 and £130 for installation. Mr Seaborne has arranged a site visit with Waverley, Mr Byham and the Clerk on 8th March to view the bins in Bramley in order to prioritise those in need of replacement. Some funding may be made available in the Bramley Parish Council budget.

iii. Mrs O'Connell reported that she recently witnessed a lorry kicking up gravel from the temporarily pothole repairs made in the High Street into the face of a toddler in a pushchair. Fortunately, the toddler was not hurt. Mrs O'Connell has telephoned Surrey Highways to report the incident and suggest that the temporary solution is not suitable. The Clerk was asked to request a temporary barrier next to the road to shield passing pedestrians from being hurt by flying gravel. She will also ask the Groundsman to sweep the pathway clear.

Clerk

e. Grounds and Downs Link

i. Downs Link Cleaning. The Clerk reported that the group of volunteers has cleared the majority of overgrowing vegetation along the Downs Link running south from Station Road.

Marsdens has commenced the clearance work running north but have advised that the use of a mini digger will reduce the number of hours the project will take. They have provided a quotation of £300 for the hire of a digger for 1 week. Members agreed. Clerk to action.

Clerk

The Clerk was asked to clarify with Marsden's that they will only clear the vegetation that is encroaching the path and not overly cutting back the brambles, etc alongside the path as there is much wildlife nesting in the undergrowth.

Clerk

ii. The Clerk has received a quotation of £120 to purchase a new gate for the Eastwood Road play area to replace the rotting one. Member agreed. Clerk to action.

Clerk

iii. The Clerk has received a quotation of £449 from J & M Machinery to purchase a suitable new mower to replace the old equipment. Members approved this expenditure. Clerk to action.

Clerk

iv. Mr Foley queried a pathway that is being built from the garden of a house on Eastwood Road to the Downs Link. The Clerk will find out from Surrey Rights of Way if such a path is permitted.

Clerk

f. Rural Parish (including Birtley Green, Grafham and south)

i. Waverley Borough Council has carried out some tree cutting work along Run Common Road.



27/18 Finance

- a. Members approved the payments to the value £15,380.73. Details are set out in the payment listing at Appendix B.
- b. Budget planning for 2018/19
The Clerk provided graphs showing the current year’s budget vs actual spend and proposed budget for 2018/19. Members were pleased with the clearer visual presentation of the figures. The Clerk will produce these on a quarterly basis. Members also agreed that a version of the graph for the 2018/19 budget is suitable to be published on the Parish Council website. Clerk to action.
- c. The Clerk confirmed that £50,000 has been deposited in the United Trust Bank 1-year fixed rate deposit account.

Clerk
Clerk

28/18 Communications

Mr Seaborne suggested establishing a Bramley Community Board on Facebook, similar to the Godalming & Villages Community Board. Such a page would enable members of the community to post real-time information about events, etc. Members agreed that it was a good idea but there was concern about the workload required to administer the page. The Clerk was asked to discuss the project with Eric Hill, administrator of the Bramley Past & Present Facebook page to see if he is interested in taking this forward.

Clerk

29/18 Points of information and any other matters

- a. Applications for Parish Councillor
The Clerk reported that Pam Osuji does not have the time at present to become a Parish Councillor. She may be interested in the future. One application has been received to date from Tom Hughes of Linersh Wood. His details have been circulated to Members. The closing date for applications is 9th March 2018. Should there be no further applications, Mr Hughes will be co-opted onto the Council.
- b. Bramley Showcase
The Clerk asked if there is any in particular that Members would like to communicate at the Bramley Showcase event taking place on 5th March. It was agreed that there should be information about the Neighbourhood Plan available at the event. The Clerk will also provide photographs of the recent refurbishment works at the Eastwood Road play area.
- c. Local initiative to reduce use of single-use plastic
It was agreed that the Bramley Business Forum should be asked if they have any interest in reducing their use of plastics. Bramley Update should be offered to them as a tool to communicate anything they do in this regard.
Mrs O’Connell reported that the next purchase of coffee cups will not be plastic. A sign will be displayed once this has been done.
The Fete committee should be asked to think of ways of reducing plastic at this year’s event. Possibility includes using reusable cups at the bar, asking for a deposit from customers. Clerk to action.
- d. Mr Byham reported that there will be a national initiative to light beacons and ring church bells on the 100th anniversary of the end of World War I in November 2018. The possibility of lighting a beacon in Bramley was discussed. Mrs O’Connell will discuss this with Bramley Village Society to ask them to take this forward.
- e. Mrs Stern reported that she will be away for much of March.

Clerk

Patrick
Leung

Mrs
O’Connell

Clerk

Mrs
O’Connell

The meeting closed at 9:32 pm

Agreed and signed Chairman, 22nd March 2018