



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

PRESENT

Messrs R Seaborne, T Coleman, P Leung 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

30/18 To receive apologies for absence

- a. Apologies for absence were received from Mrs Stern, Mr Molineux, Mr Foley and Mr Byham.

31/18 Declarations of interest in agenda items

None.

32/18 Minutes of the meeting 22nd February 2018

- a. Minutes of the meeting 22nd February 2018 were agreed by the meeting as a true record and signed by Mr Seaborne.

33/18 Matters arising from minutes 22nd February 2018

- a. The Clerk reported that Mr Byham has discussed the issues at Select Convenience on the High Street with the Manager. He confirmed that the issue of insufficient cash being available at the Post Office counter was a one-off error and should not occur again. He also explained that the Property Management company who manages the flats above the shop is in the process of being changed, which has not helped the situation of dumped waste at the back of the property. The Manager is actively trying to find a solution soon. Waverley Environmental Health has also visited the site.
- b. The Clerk reported that she has responded to Waverley Borough Council on the pre-consultation on proposed dog fouling and dog control Public Space Protection Orders within the borough.
- c. The Clerk reported that she has directed the Eastwood Road resident who enquired about the use of empty homes in the parish as social housing to the Housing department at Waverley Borough Council.
- d. The Clerk reported that she has responded to Waverley Borough Council regarding the unstable memorials in Bramley Cemetery.
- e. The Clerk reported that she has responded to Murray Campbell concerning the proposed reinforcement works the Bonfire committee would like to carry out in the shed that now stores bonfire equipment.
- f. The Clerk reported that she has contacted the Fete committee to ask if there is any way to reduce single-use plastic at this year's fete. The committee will consider the request.

34/18 Co-option of new Parish Councillor

The Parish Council received only one application to fill the vacancy of Parish Councillor from Thomas Hughes of Linersh Wood.

Members confirmed the co-option of Mr Hughes to serve as Councillor on the Parish Council until the next election in May 2019 and agreed that, in his absence at this meeting, he should sign the Declaration of Office prior to the next meeting. The Clerk will forward all relevant documentation to him and ensure that he signs the Declaration of Office. The Clerk will also inform Waverley Borough Council to advise them of the appointment.

Clerk



35/18 **Bramley Neighbourhood Police update**

- a. Crimes of public interest occurring between 20th February and 20th March.
- 21st February 2018 – Theft of a car from Barton Road. The vehicle was left with the keys in the ignition and was later recovered.
 - 24th February 2018 – Car was stolen from a driveway on Linersh Wood. It was later recovered.
 - 25th February 2018 – Motorcycle was stolen whilst free-standing on a driveway at Birtley Green. It did not require keys to start it.
 - 28th February 2018 – Theft of logs kept undercover and used for a log burner were stolen from a property in Thorncombe Street.
 - 10th March 2018 – Entry gained to a parked van on Birtley Road and numerous items stolen (not tools)
 - 11th March 2018 – Damage caused to a convenience store on the High Street by three males in their mid-teens. When asked to leave they started to play about with alcohol. They then threw fresh produce on the floor. Believed to live locally.
 - 11th March 2018 – One tyre and its wheel bolts were removed from an unattended vehicle on Windrush Close.
 - Two young males with Irish accents appear to be targeting elderly and more vulnerable persons by demanding they hand over their food after leaving the Fish & Chip shop. On one occasion they were seen leaving in a pick-up vehicle in the direction of Cranleigh. Police are interested in knowing whether other members of the public have been approached. The Clerk was asked to inform residents of this in the next issue of Bramley Update.
- b. The Clerk reported that, further to the February Parish Council meeting, she has drafted and sent a letter from Mr Seaborne to the Surrey Police and Crime Commissioner about community policing. A response is awaited.
- c. There have been recent reports of “Nottingham Knockers” operating in Bramley. The Clerk was asked to include information and advice in the next issue of Bramley Update.

Clerk

Clerk

36/18 **Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Local Plan Part 2: Preferred Options consultation
The Clerk received an email containing Waverley Borough Council’s preferred changes to the settlement boundary in Bramley. A consultation on these changes is due to start in April 2018. Mr Seaborne confirmed that the preferred changes are a factual correction of the boundary, meaning that the boundary is to be redrawn around new housing that has had planning permission granted. Further proposed changes to the settlement boundary previously proposed by the Parish Council will be included in the Neighbourhood Plan and will be considered by Waverley Borough Council during the Plan consultation. Members had no comments on the changes at this stage. The Clerk to respond to Waverley Borough Council.
- c. Review of Waverley Borough Council’s Statement of Licensing Policy
The Clerk forwarded a revised Statement of Licensing Policy from Waverley Borough Council to Members. Comments are to be submitted to Waverley by 1st June 2018. Members agreed they have no comments to make regarding the revised statement. The Clerk to confirm this to Waverley Borough Council.

Clerk

Clerk



- d. Abandoned car in Barton Road
Mr Seaborne reported that the car that was abandoned on Barton Road for more than 2 weeks has now been removed, it is believed by the owner.
- e. Invitation to participate in GDPR training in early April that Womersh Parish Council has arranged, at a cost of £75.
The Clerk reported that she has taken part in a webinar arranged by the Society of Local Council Clerks and believes she has the information she needs in order to prepare for the changes in Data Protection becoming law in May 2018. It has not yet been confirmed if a Parish Clerk can be the Data Protection Officer – awaiting news from SLCC. It was agreed any further training is not required at this stage. The Clerk to respond to Womersh PC.
- f. Mr Foley received a letter from Mr Harrall of Eastwood Road concerned about the server hatch access panels in the Village Hall. He and others who regularly use the hall believe that the panels are too heavy to be lifted by an average person and that the ceiling hooks are not secured by substantial screws. The Clerk was asked to display a suitable safety sign next to the hatches and to check with the contractor who installed them that the screws are sufficiently long to hold the weight.

Clerk

Clerk

37/18 Waverley and Surrey County Councillors update

- a. Mr Seaborne reported that Tom Horwood has now officially started as Chief Executive of Waverley Borough Council.
- b. Councillor John Williamson has recently resigned, so a future by-election in Farnham is likely.
- c. A leadership contest at Surrey County Council between David Hodge and Andrew Povey resulted in success for David Hodge.
- d. Mr Seaborne reported that the planned works to replace the bridge over the railway on New Pond Road are due to commence on 23rd April and continue until mid-July. The Clerk was asked to check the diversion plans and include a link and report in the next Bramley Update.

Clerk

38/18 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 amendments to the draft plan are progressing.

It may be necessary for a Strategic Environment Assessment (SEA) to be carried out for the Neighbourhood Plan. An SEA is a process to identify the likely significant effects of a plan or policy on the environment. In order to find out if an SEA is required, the Parish Council must request an SEA screening opinion from Waverley Borough Council. Amongst other items, the application must include by a Parish Baseline Environmental Information Statement. Some work has been completed by the Neighbourhood Plan committee on this. Members agreed that the NP committee should proceed with the application. Clerk to inform the committee and assist if necessary.

Clerk

39/18 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that the lists of road improvements for Waverley for 2018/19 and 2019/20 and beyond have been published. They include the resurfacing of The Street in Womersh in 2018/19 as well as some pavement works at the end of Eastwood Road and on Birtley Road from Bramley Manor to the layby further south in subsequent years. Mr Seaborne believes that the latter works are not necessary as the condition of the pavement itself is fine. It just needs some



Mr
Seaborne

vegetation clearance from the edge. A pavement more in need of works is that on the south side of Station Road from the war memorial to the entrance to St Catherine's Preparatory school. Members agreed and Mr Seaborne will request our County Councillor to push for this item to be added to the list..

- b. The Clerk reported that Surrey Highways has confirmed they will schedule in works to declutter signage in Bramley (funded by Bramley Parish Council). They say they cannot order the works until the new financial year and it is unlikely they will be carried out until between July and September 2018. The Clerk has responded to ask that, as the works will be funded by the Parish Council, why they cannot be carried out sooner. A response is awaited.
- c. Mr Seaborne reported that a Highways committee meeting will be scheduled prior to the Summer.

40/18 **Report from Library committee**

- a. Events
 - Easter events are planned, onsite treasure hunt, Easter tree, Story-time session.
 - Bramley library was represented at the Bramley Showcase evening.
- b. Equipment
 - Safe is being problematic, requiring manual over-ride and sometimes even this fails to work the locking mechanism. SCC is aware of the problem.
 - The security measures of our rota google calendar sometimes causes account to be 'blocked' as too many different people are attempting to access it (it is designed for personal use only). Commercial options are being investigated.
 - New blinds have been installed in the Junior section (to universal approval).
 - An additional stand for leaflets has been purchased.
- c. Fete
Bramley Library will again be organising the book stall at this year's village fete.
- d. Building issues
There was a leak in the library boiler room. A plumber arrived within an hour of CPL being informed.
- e. Library closure
The library was closed for 1 day (Friday 2nd March) during 'the beast from the east' weather.
- f. Staff
SCC is offering volunteers a 1-day training course which will focus on coping with difficult customers.
- g. Mrs O'Connell reported that the pot hole that was in the car park at the Library has been filled.

41/18 **Report from Resilience Group**

- a. Mr Coleman reported that a request has been sent to the Environment Agency to finalise the draft report on flood alleviation schemes at Fisher Rowe Close. The Clerk was asked to follow it up to ensure a full response is obtained as soon as possible.

Clerk

42/18 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. Security of Pavilion doors
The Clerk reported that she has received an email from Bramley Cricket Club who are concerned about the security of the changing room doors at the Pavilion. They feel that the doors are old and in a poor state of repair and there were a few incidents of theft from the changing rooms during matches last season. They would like some way to lock the doors during matches and a deadlock mechanism



- for more overnight security. The Clerk proposed that it would be beneficial to carry out refurbishment works on the doors, but that they are sufficiently secure. Members felt that the Cricket Club should be asked to purchase suitable matting to put down from the main entrance to the changing rooms so that players can use that route during matches without damaging the floor surface. Clerk to action.
- ii. The Clerk has met with a drainage contractor to discuss the issue on the Pavilion track caused by the spring in Tannery Lane. A quotation is expected soon.
- 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 met with 3 builders to discuss the possible conversion of the Stone Barn into commercial letting space. She has received approximate costs of between £200,000 and £300,000 from one contractor, £75,000 from another and £92,700 from the third. This would be to convert the barn into offices. There is concern from Members on availability of parking for those using the office. As this is a major decision to be taken by Members, it was agreed that the decision should be postponed until a meeting when more Members are present. The Clerk was asked to forward a report with all details she has received to date to Members, for the matter to be considered further at the May meeting.
The Clerk has received the application form for funding from the Public Works Loan Board.
- d. High Street and environs (including Snowdenham Links Road and Lane)
- i. Bins
A site visit has been carried out with Waverley Borough Council to discuss the replacement of open topped bins in Bramley with closed bins. The following was identified:
- Bin replacements
 - Robertson's garden
 - Birtley Road layby (near to Birtley Rise)
 - Birtley Road southbound bus stop
 - Home Park Close
 - New bin
 - Hurst Hill bus stop
 - Bin repairs
 - High Street at Select Convenience
 - Eastwood Road play area
 - Bin removal
 - Front of Catholic church
- Waverley will carry out the necessary repairs and removal of the bin at the Catholic church.
Waverley has agreed to fund 2 replacements, this leaves another 3 new bins that require Parish Council funding - totalling £960. Members agreed that these bins should be funded by the Parish Council. Clerk to arrange with Waverley Borough Council.
- ii. It was reported that branches from trees at the front of the homes between Holy Trinity church and Robertson's on the High Street are growing over the front boundary, narrowing the pavement. The Clerk was asked to write to the residents to ask them to cut the branches back within a suitable time frame. If this is not

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done, the Groundsman should be asked to cut them back, with the green waste left in the gardens of the properties for the owners to dispose of.

- iii. Mrs O'Connell has received further reports about cars parking at the end of the houses on Snowdenham Lane, making visibility for drivers difficult. Mr Seaborne advised that as many people as possible should report this to the Surrey Highways Parking Team. If many reports are received by the team, they are more likely to add a location to the next Waverley Parking Review list Mr Seaborne will send the details of how to report the inconsiderate parking to the Clerk, for her to include in the next issue of Bramley Update.

Mr
Seaborne

Clerk

e. Grounds and Downs Link

i. Downs Link Cleaning

Marsdens has confirmed that they will recommence the clearance and cleaning works on the Downs Link using a mini digger on 2nd April. The Clerk was asked to ensure these works are done as soon as possible, so that the Chairman can include them in her report at the Annual Assembly.

Clerk

- ii. The Clerk confirmed that following approval at the February Parish Council meeting, she has purchased a new mower from J & M Machinery.
- iii. The Clerk reported that following the February Parish Council meeting, she has met with Mr Foley to view the new pathway that has been constructed from a garden on Eastwood Road to the Downs Link. It was agreed at the meeting that the new path is no different to other similar pathways from other gardens. She has not taken this forward with the Surrey Countryside Team. Members agreed that this is the correct approach. No further action is necessary on this matter.

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

- i. Nothing to report.

43/18 **Finance**

- a. Members approved the payments to the value £5,723.60. Details are set out in the payment listing at Appendix B.
- b. Risk assessment review.
The Clerk forwarded the Parish Council's Risk Assessment to Members for review. The Clerk was asked to include the risk of theft of money through the online bank account. It is a low risk, as 3 signatories are required to authorise all electronic payments, but the risk should be logged, and the insurance policy should be checked to ensure there is sufficient cover.
The Clerk was also asked to include the numbers for the Probability and Impact of each of the risks in the assessment.
Clerk to circulate a revised draft to Members.
- c. Fixed Asset Register review.
The Clerk forwarded an updated Asset Register to Member for them to review. Members agreed it is an accurate list of all Parish Council assets.

Clerk

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Clerk

44/18 **Communications**

The Clerk reported that she has contacted Eric Hill to see if he would be willing to act as administrator for a new Bramley community Facebook page. Eric has responded to say that he would be very happy to help. The Clerk is due to discuss it further with him on 23rd March.

Clerk

45/18 **Points of information and any other matters**

- a. Councillor Code of Conduct



The Clerk reported that she will forward to Members the Parish Council Code of Conduct document for review by Members as well as Members' individual Registers of Pecuniary Interests for them to check that the details are still current.

- b. The Clerk was asked to include a discussion to review the structure and meeting schedule for the Council's individual committees.
- c. The Clerk reported that she will be on annual leave on 28th & 29th March as well as 9th to 13th April.

Clerk

The meeting closed at 8:42 pm

Agreed and signed Chairman, 17th May 2018