



**Draft Minutes of a Meeting of Bramley Parish Council  
Held in Bramley Village Hall on 19<sup>th</sup> May 2016, starting at 7:30pm**

**PRESENT**

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

**48/16 To receive apologies for absence**

- a. No apologies for absence were received.

**49/16 To elect the Chairman of the Council & to receive the Chairman's Declaration of Acceptance of Office**

- a. Mrs Stern was nominated for the position of Chairman by Mr Molineux and seconded by Mr Byham. Unanimous vote and duly elected.
- b. Mrs Stern signed the Chairman's Declaration of Office.

**50/16 To elect the Vice Chairman of the Council**

- a. Mr Seaborne was nominated for the position of Vice-Chairman by Mrs Stern and seconded by Mr Coleman. Unanimous vote and duly elected.

**51/16 To elect Chairman of the Planning Committee**

- a. Mr Coleman was nominated for the position of Chairman of the Planning committee by Mrs Stern and seconded by Mr Seaborne. Unanimous vote and duly elected.
- b. Members discussed whether there is a need for a separate Estates committee. Mrs Stern asked Members to consider this and discuss at the June meeting if anyone felt such a committee would be useful.

**52/16 Review of inventory of land and assets including buildings and office equipment**

- a. The Clerk noted that the Village Hall was valued for insurance purposes in 2011. Members felt that this exercise should be repeated this year. The Clerk to action.
- b. The Clerk reported that the office computer equipment is now almost 5 years old. There may be a need to replace some of the equipment in the next financial year. Mrs Stern asked the Clerk to include this in the budget for 2017/18.

**53/16 Review and confirmation of arrangements for insurance cover in respect of all insured risks**

- a. The Parish Council insurance expires from 1<sup>st</sup> June 2016. The Clerk has received the following quotations:  
Zurich Insurance (current provider) - £2,095.12 for 1 year and £1,995.52 for 3 years  
AON Insurance - £1,051.00 for 1 year and £998.45 for 3 years  
Came & Company - £2,900 for 1 year.  
As there is such a difference between each of the quotations, Mr Seaborne suggested that the Clerk contact a few other local Parish Council Clerks to find out their experience either with Aon or other insurers. The Clerk will also go back to Zurich and Came & Company to see if they are able to revise their quotes.
- b. The Clerk was asked to clarify if volunteers are covered under the Employers Liability part of the policy.

**54/16 Declarations of interest in agenda items**

None.

**ACTION**

Members

Clerk

Clerk

Clerk

Clerk

Clerk



55/16 **Minutes of the meeting 17<sup>th</sup> March 2016**

- a. Minutes of the meeting 17<sup>th</sup> March 2016 were agreed by the meeting as a true record and signed by Mrs Stern.

56/16 **Matters arising from minutes 17<sup>th</sup> March 2016**

- a. The Clerk reported that the one of the replacement street lights that were installed on Horsham Road has been knocked down during a traffic accident. She is pursuing a claim through the driver's insurance.
- b. The Clerk has received an estimate of £330 to purchase an LED conversion unit for the street lights on the High Street. This does not include fitting the unit, for which the Clerk is awaiting a price. She will forward this price to Members once she receives it.

Clerk

Clerk

57/16 **Bramley Neighbourhood Police update**

- a. No report was received from the Neighbourhood Police.
- b. A briefing from the Police on changes to Neighbourhood Policing is taking place on Tuesday 31<sup>st</sup> May at 6:00pm at the offices of Waverley Borough Council. The Clerk will be attending.
- c. Following an enquiry from a local resident, the Clerk asked Members to clarify the involvement of the Parish Council in local Neighbourhood Watch. Meetings have been sporadic and have not led to much action. Neighbourhood Watch representatives from the different areas of the Parish are proving difficult to find. Members agreed that the Parish Council should offer any assistance to publicise Neighbourhood Watch within Bramley, but should step back from being the driver of the scheme. The Clerk will communicate this to the resident.

Clerk

Clerk

58/16 **Correspondence**

- a. The Clerk received an email from a local resident to report that the Post Office counter is not open at the times advertised. On many occasions she has tried to post parcels either early morning, in the evening or on Saturday afternoons to be told that the Post Office is closed. Mr Leung agreed to speak to the manager at Nisa for clarification.
- b. The Clerk received an email from a local resident with concerns around modifications to the A281 proposed in the Dunsfold Park planning application. He is concerned that it is too difficult to find the relevant information within the large number of documents included in the planning application. The Clerk will respond to him with information on his points of concern.
- c. The Clerk received an email from Waverley Borough Council concerning a new fund to improve local shopping areas. This will be discussed under agenda item 63/16.
- d. The Clerk was copied on an email from the Chairman of the POW Campaign suggesting arranging a meeting to discuss current projects, including Dunsfold Park. Mr Molineux responded agreeing that a meeting could be beneficial. No further response has been received to date.
- e. The Clerk received a note from the developer of the planned development of new homes at Ricardo Court. This will be discussed under agenda item 60/16.
- f. The Clerk received an email from a resident of Bramley who works for an outdoor fitness equipment company. He is interested to hear about any potential projects in the pipeline within the Parish. Mr Seaborne has spoken to the resident and had a brief discussion with Surrey County Council. SCC would be supportive in concept of installing equipment on the Downs Link, but there would need to be a perceived desire for such equipment from local residents. The Clerk will contact the resident to advise him to research whether there is any interest locally.

Mr Leung

Clerk

Clerk



- g. The Clerk received an email from Carys Walker who has taken over from David North as Community Partnerships and Committee Officer for Waverley. David retired in April.
- h. The Clerk received an email from a Bramley resident who has concerns about the apparent opening soon of a new barber shop on the High Street. He wonders if the Parish Council has any influence over High Street retailers, as he feels that 3 barber shops in the village would be too many. Members agreed that as no planning permission would be needed to convert the unit into a barber shop, the Parish Council has no influence. The Clerk will respond to the resident. Clerk
- i. The Clerk received an email from the Car Park Technical Assistance at Waverley asking if the Parish Council would consider replacing the railway sleepers present in the Library car park that are rotting. Some that have rotten a lot have already been taken away. The Clerk was asked to research the costs that would be involved in replacements. This could be included in an application to the Local Centre Improvement Fund. Clerk
- j. The Clerk received an email from 2 residents of Horsham Road who are concerned about the speed of traffic on the A281 after Gosden Common to the 30mph sign. This will be discussed under agenda item 61/16.

59/16 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that the CEO of Waverley Borough Council has recently issued a monthly briefing. He reported that the Local Plan is progressing well, although the assessments from Surrey Highways is still forthcoming. The Planning Inspectorate will be carrying out an interim review of the Plan on 25<sup>th</sup> May. The Waverley Executive will review it on 12<sup>th</sup> July and it will then be reviewed by full Council on 19<sup>th</sup> July. Following this, the draft Plan will be issued for public consultation and be sent to the Planning Inspectorate.
- b. Dunsfold Park are preparing a number of addendum documents to address issues raised by Waverley meaning that the timetable for a decision has been pushed back. The planning application is likely to be decided at the August Waverley planning meeting.
- c. Mr Byham reported that there is concern amongst residents of Cranleigh about the capacity of the sewage works in relation to the new housing developments that will be built in the area.

60/16 **Report from Planning Review committee**

- a. Dunsfold Park planning application
- i. The Clerk reported that the further report from Vision Transport from the Mott MacDonald reports produced for Waverley has been received and circulated to Members. She will publish this report on the Parish Council website. Shalford Parish Council decided not to contribute financially to this further report as there was no provision in their budget. However, Alfold and Hascombe Parish Councils decided to include their name in the report as it adds weight, and that they would pay Shalford's share. Hascombe and Alfold PCs have asked the other Parish Council's if they would consider contributing a higher amount for the work that Vision Transport did. For Bramley, this would increase their share from £480.64 to £590.80. Mrs Stern suggested that Bramley contribute the extra amount and pressure is brought to bear on Shalford to agree to budget the amount in their precept for the next financial year and repay all those Parish Councils who contributed more. It should be made clear that Bramley Members feel strongly about this point. Clerk
- b. Ricardo Court development  
The Clerk received an email from the developers of the planned Ricardo Court housing project with an update on latest developments. The principle of an Clerk



easement for crossing land under Waverley Borough Council ownership was agreed and the sum of £250,000 was proposed and agreed by all parties. Earlier this year, Waverley decided to seek a higher fee for the easement. The developer has been in discussion with Waverley's surveyor who has asked them to prove that access via Park Drive is a viable option. Surrey Highways have accepted that access via Park Drive is viable, so the developer has maintained their original position of a minimum of £250,000 in payment for the easement. This has not been accepted by Waverley, so permission is now being sought to allow the site to be accessed via Park Drive. This amendment will be discussed at the Planning Review committee meeting on 24<sup>th</sup> May. The Clerk has had discussions with 2 residents of Park Drive who have severe concerns about the proposal. They will be attending the meeting on the 24<sup>th</sup> May. The Clerk had asked Members by email if it would be beneficial if the developer was also present at this meeting. All agreed that it would be useful if he was present. The Clerk has invited him.

- c. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.

#### 61/16 **Report from Highways & Rights of Way committee**

- a. Report from Highways committee meeting

Mr Seaborne reported that Surrey Highways are in the process of programming their works for this year. They are planning to resurface The Street in Womersley and improving the triangle of land at the end of Chinthurst Lane. They have not communicated when the resurfacing works at the intersection of Station Road with Eastwood and Barton Roads will take place. Mr Seaborne has indicated to them that it would make sense that this work is done at the same time as the resurfacing works on The Street.

Mrs Young is pressing for these works to take place as soon as possible, as well as the installation of the vehicle activated signage on the A281 at the Infant School. This project is currently being costed up as a priority.

Mr Seaborne has discussed the issue of street sign cleaning with Surrey Highways. They have suggested that this kind of work should be included in an application for the Highways Localism Fund. The Clerk confirmed that she had included this in the bid that was sent to Surrey Highways in March. Mr Seaborne reported that decisions on the Highways Localism Fund will hopefully be made by Surrey Highways in June.

- b. The Clerk reported that she had received an email from 2 residents of Horsham Road with concerns about the danger of speeding vehicles on the approach to the 30mph zone to the north of the village on the A281. In recent years there have been a minimum of 5 accidents in this vicinity, 3 of which have been since December 2015. There is also a concern that it is very difficult to cross the road in this area, particularly from Gosden Common to the bus stop opposite. They ask if it is possible to extend the 30mph speed restriction to incorporate the beginning of Gosden Common; a pedestrian crossing be installed and/or a sign indicating elderly people are crossing the road. Members agreed that this will be discussed further at the next Highways committee meeting in July but in the meantime this should be brought to the attention of Surrey Highways. Although in the past they have refused to extend the 30mph speed limit to the common, the fact that there have been so many accidents in the area of late, they should be persuaded to reconsider it.
- c. Following a note from a resident via Mr Foley, the Clerk contacted Waverley Borough Council and Surrey Highways concerning "Residents Parking only" signage that has been erected at the end of Edencroft by Waverley. There is concern about the legality of these signs as the road is a public highway. Waverley says they had received a high number of complaints from residents of Edencroft

Clerk



regarding access to their properties, mainly at school times when parents of St Catherine's pupils use the road to park. Surrey Highways have said that as Edencroft forms part of the public highway the signs would not be legally enforceable and should be removed unless a "residents only" parking restriction is in place. They say that if they were to receive a complaint about the signs they would ask for their removal or remove them themselves. Mr Foley reported that he has since spoken to a number of residents of Edencroft who say that the parking issue has improved since the signs were installed, showing that they seem to be a deterrent. Members agreed to leave the signage in place and not make an official complaint to Surrey Highways. Mr Foley will respond to the resident.

Mr Foley

- d. Mr Foley reported that the online survey for a potential new cycle route from Bramley to Guildford is now ready to be issued. Members agreed that it should be launched at the Fete on Saturday 21<sup>st</sup> May and run for a period of 6 weeks. The survey should be advertised through Bramley Update, Twitter, Streetlife, local schools, the Bramley Village Society, the Library and the Church magazine. Notices should also be displayed on the Downs Link advertising the link to the survey and asking "would you use a cycle route to Guildford?". The Clerk will also prepare a poster for the Parish Council display at the Fete.

Clerk

#### 62/16 **Report from Library committee**

- a. Mrs O'Connell received a report from Bramley Library's Operations Team.  
b. The library experienced a county-wide outage on 6<sup>th</sup> May. Unfortunately, there were some disappointed computer users and staff were unable to help customers with online catalogue searches.

Following an SCC fire alarm test on 26<sup>th</sup> April, the reset button was not activated causing a lighting malfunction for the non-library part of the building. This was fixed by an engineer the following day. Library users were not affected but a meeting room user could only run her Mindfulness class in emergency lighting. The new noticeboards have been installed. Some repainting to one of the walls is required which subject to SCC approval will be carried out by volunteers.

Preparations for the Simon Brett author event on 2<sup>nd</sup> June are on schedule. Ticket sales are viable at 31, but it is hoped more tickets will be sold prior to the event.

Plans have been finalised for the book stall at Bramley fete.

The online Which subscription has been removed from Bramley by SCC and is now only available in Surrey's largest libraries.

There is no difficulty in covering shifts in the library.

- c. The Clerk provided a report further to email correspondence regarding the lease of a Sharp photocopier to replace the one that Surrey County Council are removing. She has received confirmation from Sharp that the price of £54.68 per quarter for a 5-year lease includes all servicing, repairs and that there are no limits on copies made. The only additional charge that could be applied is in the event of malicious damage to the copier. Members agreed that the Clerk should go ahead with the lease.  
d. The next Library Management meeting is taking place on Tuesday 7<sup>th</sup> June.

Clerk

#### 63/16 **Infrastructure projects**

The Clerk reported that she has received a number of suggestions for infrastructure projects to be forwarded to Waverley for funding either from their Environmental Improvement fund or Local Centre Improvement fund. These are:

- Improved and robust parking for cycles
- New wastebins situated next to telephone box on the High Street and on Downslink close to the end of Birtley Rise (and possible further down south)
- "Welcome to Bramley ... childhood home of Gertrude Jekyll" signs on approach to the village.



- Improvements to the pavements in the Village Centre
- Replacement of rotten sleepers in the Library car park.

Members were not keen on the new village signs referencing Gertrude Jekyll but agreed that the Clerk should include all other suggestions in applications to the Environmental Improvement fund or the Local Centre Improvement fund.

Clerk

#### 64/16 **Parish updates and actions**

##### a. Pavilion and environs (including Gosden Common, Links Road)

- i. The Clerk reported that the external power and water supplies have been installed at the Pavilion.
- ii. Mr Molineux reported that there is a broken wooden post at the far end of Gosden Common. The Clerk will investigate and have it replaced.
- iii. It was reported that a further 6 chairs would be useful for use in the Pavilion as there are not enough to go round all the tables. The Clerk will discuss this with Jerome Hagen and action if necessary.

Clerk

Clerk

##### b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)

- i. Refurbishment of the gates at the station is required. The Clerk has received a quote of £680 for this work from Kings Landscapes. £2,000 was budgeted for this work for this financial year. The Clerk was asked to obtain a further 2 quotes for this work.

Clerk

##### c. Village Hall and environs (including Station and Hall Road, Windrush Close)

- i. The Clerk reported that she has applied to the Waverley Planning Infrastructure Contribution fund for the installation of the dishwasher in the Village Hall. She is awaiting a response.
- ii. The Clerk reported that the main entrance doors to the Village Hall are loose and not totally secure. She was asked to obtain quotes to replace them.

Clerk

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

- i. It was reported that some of the signage at the mini roundabout in the village centre is pointing the wrong way. Mr Seaborne reported that this has already been reported to Surrey Highways who will repair it.

##### e. Grounds and Downlink

- i. A working party cleared the fallen tree adjacent to the Downs link close to the bus stop on Birtley Road in April. There are a lot of brambles in this area that need to be cleared. The Parish Council do not have tools that would be able to tackle this work. As this area of land is Common Land, it is not clear whose responsibility it is, but Members agreed that it would be a good idea to arrange a working party to clear the brambles. It should be possible to hire the equipment needed to do the work. The Clerk will research this.
- ii. Mrs O'Connell suggested that it would be a good idea to include a discussion on working parties at monthly Parish Council meetings so that issues that can be solved with a working party can be addressed quickly. The Clerk will ensure this is included on all future meeting agendas.

Clerk

Clerk

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

- i. Mr Seaborne reported that there have been further incidences of the swans at Eastwater Lake attacking walkers, horse riders and horses. The Rights of Way team at Surrey County Council has erected some signage to warn users of the path. The Clerk was asked to warn people through Bramley Update.

Clerk



**65/16 Finance**

- a. Members approved the payments listed at Appendix B.
- b. 2015/16 finance report and audit.

The Clerk had forwarded the Parish Council accounts for the year 2015/16 to Members for discussion and approval at the meeting. The accounts are currently being reviewed by the internal auditor. Members approved the Accounts and Mrs Stern signed the paperwork for the external auditor. Once the internal auditor has approved them, she will prepare the paperwork needed to send to the external auditor.

Clerk

- c. Risk assessment

The Clerk is in the process of amending the risk assessment as per Member’s advice. Once this is done, she will forward it to Members for discussion and/or approval.

Clerk

- d. Grant applications

The Clerk confirmed that she has submitted a grant application for £5,226 to the London Marathon Charitable Trust for improvements to the Eastwood Road play area. It can take up to 16 weeks for a response to this application. Depending on the outcome of this application, further funding for these works can be applied for through Waverley Planning Infrastructure Contribution fund.

**66/16 Points of information**

- a. The Clerk reported that she will be on Gosden Common from 10:30am to put the tent up for the fete. She has emailed a suggested rota to ensure that the Parish Council tent is installed for the duration of the event.

**67/16 Matters for future discussion**

- a. Mr Byham reported that he has heard that Surrey County Council are to withdraw funding for Meals on Wheels, which are delivered to 6 homes in Bramley. He has received a document outlining the future plans for the Meals on Wheels service which he will forward to Members.

Mr Byham

The meeting closed at 21:15pm

Agreed and signed ..... Chairman, 16<sup>th</sup> June 2016