



**Minutes of a Meeting of Bramley Parish Council**  
**Held in Bramley Village Hall on 21st February 2019, starting at 7:30pm**

**PRESENT**

Mrs F Stern, Messrs P Molineux, M Byham and Mr P Leung. Mrs Victor, the Clerk was also present. 1 member of the public was in attendance. Councillor Victoria Young, PCSO Snow and PS Claire Sutherland were unable to attend.

**ACTION**

**015/19 To receive apologies for absence**

- a. Apologies for absence were received from Mr Foley, Mr Hughes, Mr Seaborne, Mr Coleman and Mrs O'Connell.

**016/19 Declarations of interest in agenda items**

None.

**017/19 Minutes of the meeting 17th January 2019**

- a. Minutes of the meeting 17th January 2019 were agreed by the meeting as a true record and signed by Mrs Stern.

**018/19 Matters arising from minutes 17th January 2019**

- a. The Clerk confirmed that she has made the requested minor amendment to the minutes of the meeting of 13th December 2018. The minutes were agreed as a true record and signed by Mrs Stern.
- b. The Clerk reported that she has contacted the Surrey Countryside Access Team who has confirmed that the Wey & Arun Canal Trust always obtain permission prior to carrying out works to trees on the Downs Link on land owned by Surrey County Council. The Clerk has informed Mr Foley, who has advised the resident of Eastwood Road who raised this matter.
- c. The Clerk confirmed that she has written to Cranleigh Freight Services asking them to remind their drivers to keep to the speed limit when driving through the village. No response has been received to date.
- d. The Clerk reported that Mr Coleman has walked on the public footpath at the back of Clockhouse Lane to see if lights from one of the gardens are illuminating the hillside. Mr Coleman confirmed to the Clerk that on the night he visited, the only lights visible from the footpath were attached to the rear of a house in Snowdenham Links Road and the beams did not reach the field. The original complainant was anonymous, so the Clerk is not able to discuss the matter further with them.

**019/19 Bramley Neighbourhood Police update**

- a. The Clerk has received a report from PCSO Snow as follows:
  - On 26th January there was a suspicious incident whereby shot birds had fallen onto another property. This matter is being investigated by the Rural Crimes Officer.
  - On 31st January an outbuilding in the rear garden of a house on Linersh Wood was accessed via a window and tools were stolen.
  - On 31st January a speeding ticket was issued to a driver on Horsham Road.
  - On 7th February a resident of Old Rectory Close was a victim of fraud and transferred a significant amount of money to a Chilean national via Western Union. This crime has been referred to Action Fraud.
  - On 8th February a dumper truck was stolen from a building site on Park Drive.



- On 13th February 2 empty oxygen tanks were stolen from outside a property at Thorncombe Street.
- On 16th February a first-floor window of a residential property on Clock House Lane was smashed and offenders entered the property. Cash and jewellery were targeted.

No information on the recent assault incident in Shalford was received. The Clerk will ask PCSO Snow for details and to be kept informed on any developments.

Clerk

020/19 **Correspondence**

- Members reviewed the Correspondence received as detailed in the Correspondence report.
- The Clerk received an email from a resident of Snowdenham Links Road who is concerned about the open access to Mrs Brown's field from Snowdenham Lane. He asked if the Parish Council could contact the owner to request that a gate with pedestrian access or some other form of barrier is put across the access to the field. Previously vehicles have been dumped on the site, so misuse is not unknown. Mr Byham reported that the original gate has been knocked down. He has spoken with Paul Hunt on this matter, who will discuss it with the landowner, Lord Hamilton. Mr Byham also asked about the cutting of grass in the field, bearing in mind the fire that occurred in the field during last year's hot summer. A response is awaited.
- The Clerk received notification from St Catherine's School that they will be carrying out some repair and refurbishment works to the wall outside the Prep School along boundary on Station Road down to the War Memorial. These works will commence by the Prep school at the corner of Hall Road (which involves taking a section of wall down and rebuilding it in the same stone) and then working down Station Road. They will also be undertaking works along the Main School Boundary wall along the A281 down to The Warren. Works are due to start on Monday 1st April and take circa 3 weeks depending on the weather. The school took the liberty of pricing up some cleaning works to the plaques and surrounding stone at the War Memorial. The school has offered to cover the cost of these works should the Parish Council wish them to do them to be done. Members agreed to the proposed cleaning works to the war memorial plaques and surrounding stone and asked the Clerk to thank them for their kind offer. Once the works have been completed, the Clerk should include a thank you to the School in Bramley Update.
- The Clerk received an email from the Chair of Committee at Bramley Golf Club. The Club is keen to develop their relationship with the village as a whole and see how they can become more involved in village life. They would like to explore how their facilities could be more beneficial to the residents of the village. They also thought they may be able to help by hosting a telephone mast on our high land above the village. They have also requested advice on how they should progress involvement with the neighbourhood plan. Members asked the Clerk to forward the contact details of the company who contacted the Parish Council in 2018 regarding a mobile phone mast. There is little else the Parish Council can do to help on this matter. The Clerk should recommend to the Golf Club to get involved with the Village Fete. This will help their involvement with village life. The Clerk confirmed that the Golf Club were contacted regarding the Neighbourhood Plan. No response was received from them.
- The Clerk received notification of Regulation 14 consultation for the Cranleigh Neighbourhood Plan which runs from 12th February to 26th March 2019. If Members have any comments to make on the draft plan, they should forward

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Members



	<p>them to the Clerk for her to draft a response. In the response, the Clerk should note that Members look forward to working with them on any relevant joint initiatives in the future.</p>	Clerk
	<p>f. The Clerk received a letter from HM Land Registry regarding ownership of a small piece land adjacent to the Triumph motorcycle garage. Members have no objection to the proposed change in ownership. Clerk to respond to HM Land Registry.</p>	Clerk
021/19	<b>Waverley and Surrey County Councillors update</b>	
	<p>a. Mr Byham had nothing to report.</p>	
022/19	<b>Report from Planning Review committee</b>	
	<p>a. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.</p>	
	<p>b. Neighbourhood Plan (NP) progress report.</p>	
	<p>i. The Clerk reported that all of the consultation drop-in sessions have now taken place. A total of 53 members of the public attended these 6 sessions. Feedback from consultees has been received and the Clerk has forwarded comments received to date to Members and the Neighbourhood Plan committee. The consultation period remains open Friday 22nd February. Once the consultation period has ended, the Neighbourhood Plan committee will consider the feedback received.</p>	
023/19	<b>Report from Highways &amp; Rights of Way committee</b>	
	<p>a. The Clerk circulated a Highways committee report from Mr Seaborne.</p>	
	<p>b. Mr Seaborne has proposed a Highways committee meeting to take place after the Planning Review committee meeting on 5th March to discuss the idea of getting independent work done on understanding the mini-roundabout traffic and safety problems and also to nominate projects for the new "Bramley Dad's" group to take on.</p>	
	<p>The Clerk asked if there is anything else that Members would like on the agenda. Members should forward items to the Clerk by 1st March.</p>	Members
	<p>c. The Clerk reported that Surrey Highways have been let down by their main contractor to carry out the signage decluttering works in Bramley and have re-tendered the work to one of their countryside contractors. Unfortunately, due to the short timescale to get these works done before the end of the financial year, they have been quoted £549 to carry out the program as agreed. This is an increase from £350. The Clerk has discussed this matter with Mr Seaborne, who supports the work being carried out at this cost as there is sufficient funding allowed in the Highways budget. Members approved this expenditure. Clerk to action.</p>	Clerk
024/19	<b>Report from Library committee</b>	
	<p>a. The normal running of the library is going well with no problems. A couple of activities (Story Time and Lego session) are planned for this half term.</p>	
	<p>b. The devolving of responsibilities from SCC is continuing apace but, it seems, with very little notice to our team of volunteers (e.g. we were given less than a week's notice for the latest training session and consequently attendance will be lower than we would have hoped). The weekly admin tasks are fully incorporated into the volunteer duties albeit with some teething problems as some of the SCC new systems were not 'bug' free which was frustrating. The tranche of responsibilities being devolved at present is partial access to the SCC Galaxy system which when operational, by individual named volunteers each with their own log in, will lessen our need to call upon the resources of our link library Guildford.</p>	



- c. The Clerk has received an amended draft lease for the Library. The revised lease includes wording to allow for an online CAB terminal in the Library. Despite the fact that the space used by this terminal will be of negligible market value, Surrey County Council requires Bramley Parish Council to sign a Licence agreement with Citizens Advice Bureau which includes a licence fee. The fee can be as low as £1. The Clerk has received a sample Licence agreement from SCC. Mrs O'Connell is happy to sign the Lease which lasts until December 2019. If Members are in agreement, the Clerk will approach the Citizens Advice Bureau to progress the Licence agreement. Members agreed with this course of action. Clerk to action.

Clerk

**025/19 Report from Resilience Group**

- a. The Clerk reported that she has contacted the Environment Agency regarding the large tree trunk that has been partially blocking Cranleigh Waters since Summer 2018. They confirmed that they instructed the riparian owner (Wonersh House) to remove the tree and associated logs in 2018. The officer will visit the site again and issue a further instruction to remove it within 1 month.

**026/19 Parish updates and actions**

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

- i. The Clerk reported that the gates at Gosden Common have been installed at a cost of £648. Padlocks have been purchased and the Clerk and Mr Molineux have the keys. The Clerk will arrange for suitable signage to be fixed to the gate to advise who to contact for access.
- ii. The Clerk has spoken to an officer at Guildford Borough Council for advice on other methods to improve security at the common. GBC has paused their works to install banking at their open green spaces to allow a landscape architect to map other possible options. They anticipate this work to be completed by the middle of March and is likely to then be released for public consultation. The officer is happy to share their findings with Bramley Parish Council and will do so once the work is completed.
- iii. The Clerk reported that she has discussed the repairs to the Pavilion roof with Mr Hagen, Chairman of the Sports Pavilion Trust. Mr Hagen is happy to apply to the Bramley Fete committee for a grant to help fund the necessary repairs. The Clerk will action this in late May 2019, after the fete has taken place.
- iv. The Clerk reported that although Brackendale Tree Care applied to Surrey Highways for permission to install temporary traffic management on Horsham Road whilst they carry out the scrub clearance work opposite Gosden Common, Surrey Highways eventually refused the application because Southern Gas Networks were undertaking gas main works on the High Street during the same week. The Clerk has discussed the matter with Brackendale Tree Care and proposed that the works should be deferred to the school holidays at Easter. Members agreed with this proposal. Clerk to action.

Clerk

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Clerk

- v. The Clerk has received an update on the transfer of ownership of Gosden Common from Guildford Borough Council to Bramley Parish Council. GBC's legal team will be carrying out a full title report over the coming weeks and the matter is due to be considered by the Executive on the 18th June. There are fees that will be incurred that GBC would expect Bramley Parish Council to meet, to include:
- Reasonable legal fees for dealing with the sale transaction. They cannot confirm at this stage what the legal fees will be as this will depend on whether the matter is to be outsourced or dealt with in-house
  - Surveyor's fee at a flat rate of £250
  - A fee of £600 plus VAT for the valuation of the property to be carried out by an independent valuation surveyor.



The Council would expect Bramley Parish Council to pay the above costs whether or not the matter proceeds to completion.

GBC has asked for confirmation that Bramley Parish Council is willing to pay these fees.

Members asked the Clerk to clarify the reason for the valuation. It is their assumption that as the land is common land, it would have no value on Guildford Borough Council's asset register. The Parish Council will not be changing the use of the land – it will remain as common land, so it should be a simple transfer of ownership from Guildford Borough Council to Bramley Parish Council.

Clerk

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 received and circulated an amended draft layout for the ground floor of the Stone Barn to include a disabled toilet.

Should Members agree, the Clerk will proceed to prepare a planning application for the conversion works.

Members were in agreement on the amended layout. Clerk to action.

Clerk

ii. The Clerk has amended and circulated the hire agreement for the Village Hall.

Members agreed to the minor changes to the wording. This agreement will be used from now on. Clerk to action.

Clerk

iii. The Clerk has contacted Surrey Highways to enquire about the required works to the footpath between Windrush Close and Hall Road to remove the tree roots. No response has been received to date.

iv. St Catherine's School has informed the Clerk that they are carrying out tree works to their car park behind the houses in Station Road this week. In March works on the construction and enlargement of car park will commence which will take 10-12 weeks. Whilst the works are taking place the car park will be out of action. It is likely that some of those who usually use this car park will park in the Village Hall car park.

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

i. Maintenance of walls at Holy Trinity Churchyard

The Clerk reported that she has received from the Parochial Church Council an electronic copy of a page from The London Gazette dated 29th September 1857 which reports that no further burials should take place in the churchyard in Bramley apart from those in already established vaults. The Clerk has contacted the Ministry of Justice to ask if this notice confirms that the churchyard has been closed by Order in Council under the Burial Act. A response is expected by 15th March.

ii. The Clerk confirmed that following the complaint from a resident of Old Rectory Close regarding the parking of cars owned by Bramley Motors in the village centre, she has written to Bramley Motors to ask them to find alternative parking arrangements. No response has been received to date.

Mrs Stern reported that she has spoken to the Manager of Bramley Motors who says that the garage rents spaces in the car parks on Old Rectory Close and at the St Thomas More church. They only park cars in public parking areas temporarily when they need to move cars around for test drives. They are always happy to move cars if they are asked. All cars that belong to the garage have registration plates with "Bramley Motors" printed on them. It was suggested that Library volunteers could monitor the situation and alert the Clerk if cars were seen to be



- parked for long periods of time in the Library car park. Clerk to discuss with the Library Operations Team.
- iii. The Clerk reported that a street light on Horsham Road was knocked down over the first weekend of February. She has liaised with UK Power Networks and Epsilon lighting to disconnect the power and remove the damaged lighting column and will progress an insurance claim to replace the light over the coming weeks. PCSO Snow has confirmed that this incident was not reported to the Police.
- e. Grounds and Downs Link
- i. The Clerk has discussed the sweeping of the Downs Link with Marsdens. New brushes can be purchased for the sweeping machine (owned by Surrey County Council) for a cost of £1,000.  
The Clerk has researched purchasing a sweeping machine. A suitable machine can be purchased at a cost of £588 + VAT. Replacement brushes cost £104. Members agreed that owning such a machine would mean that the Downs Link and any other paths can be swept as and when needed, so approved this expenditure. Clerk to action.
  - ii. The Wey & Arun Canal Trust has begun to replace the temporary fencing on the Downs Link at Gosden aqueduct with permanent fencing.
  - iii. Members asked if the signage on Gosden Common advertising the open morning at Farlington School was organised by the Cricket Club. The Clerk was asked to enquire and remove the signage if permission was not granted.
- f. Rural Parish (including Birtley Green, Grafham and south)
- i. A resident of Grafham reported that one of the the “Grafham” road signs is not longer in place. The Clerk will request a replacement sign from Surrey Highways. Mrs Stern asked if a Bramley sign used to be in place near to Birtley House. Members thought not, but the Clerk will check with Birtley House.

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***The meeting closed to allow the public session.***

Mr Scattergood attended the meeting on behalf of The Grafham Room to answer any questions regarding the application for a grant towards the cost of roof repairs.

**027/19 Finance**

- a. Members approved the payments to the value £5,740.95. Details are set out in the payment listing at Appendix B.
- b. Grant application for the Grafham Room  
The Clerk has received and circulated to Members an application for a grant from the Grafham room for roof repairs.  
Members questioned whether it was good use of public money to patch up part of a roof that is over 100 years old. It was thought likely that once the tiles are lifted, more extensive works would be required, which will cost considerably more than the verbal estimates that have been received.  
Mrs Stern asked if the Grafham Room Trust would be interested if the Parish Council was prepared to loan them up to e.g. £5,000 to be repaid over 5 years. Mr Scattergood will ask the Trust. Should the Trust be interested in a loan, it should be discussed at a future meeting when more Parish Council Members are present. Members also suggested that Mr Scattergood submit an application to a larger grant authority, for example Community Foundation for Surrey, as they may be willing to grant a more substantial sum.  
The project could be added to the list of community projects within the Bramley Neighbourhood Plan and considered once Community Infrastructure Levy (CIL) monies are received. Mr Byham has asked Waverley Borough Council what projects CIL funding can be spent on. A response is awaited.



028/19 **Points of information and any other matters**

a. Review of Council Policies

i. Code of Conduct

Members reviewed the Code of Conduct and agreed that no changes are required. Clerk to update the Adoption Date in the document and circulate to Members.

Clerk

ii. Financial Regulations

Members reviewed the Financial Regulations. The Clerk suggested one change in section 3.4 of the document – that the precept should be fixed by the of December each year, not January, as Waverley Borough Council usually request that precept details are sent to them during the first week of January. Members agreed to this amendment.

Clerk to update the policy, circulate it to Members and publish it on the website.

Clerk

iii. Standing Orders

Members reviewed the Standing Orders and agreed that no changes are required. Clerk to update the Adoption Date in the document, circulate it to Members and publish it on the website.

Clerk

iv. Risk Assessment

Members reviewed the Risk Assessment and agreed that no changes are required. Clerk to update the Adoption Date in the document, circulate it to Members and publish it on the website.

Clerk

b. Mr Byham reported that he has attended a training session on Neighbourhood Watch in Surrey. Facebook is used in many other areas of the county and Mr Byham is reviewing how this can be done in Bramley.

Mr Byham

Mrs Stern will add Mr Byham as an administrator on the Bramley Community Noticeboard & Exchange Facebook group as this page may be a suitable conduit for Neighbourhood Watch messages.

Mrs Stern

The meeting closed at 9:00pm

Agreed and signed ..... Chairman, 21st March 2019