



**Minutes of a Meeting of Bramley Parish Council**  
**Held in Bramley Village Hall on 19th September 2019, starting at 7:30pm**

**PRESENT**

Mr R Seaborne, Messrs P Molineux, T Hughes, M Foley, M Byham and T Coleman. Mrs F Stern joined the meeting at 8:30pm. Mrs Victor, the Clerk was also present. There were no members of the public in attendance. Waverley Councillor Martin D'Arcy, Gary Smith (Borough Commander for Waverley) and PS Claire Sutherland of Surrey Police were also in attendance. Councillor Victoria Young was unable to attend.

**ACTION**

**087/19 To receive apologies for absence**

- a. Apologies for absence were received from Mr Leung and Mr Stern.

**088/19 Declarations of interest in agenda items**

None.

**089/19 Minutes of the meeting 18th July 2019**

- a. Minutes of the meeting 18th July 2019 were agreed by the meeting as a true record and signed by Mr Seaborne.

**090/19 Matters arising from minutes 18th July 2019**

- a. None.

**091/19 Bramley Neighbourhood Police update**

- a. PS Sutherland outlined crimes in Bramley that had occurred over the last month. Items including bikes, computer equipment and garden machinery were stolen from sheds / outbuildings at properties in Linersh Wood and Ricardo Court. A digger was stolen from a property on Links Road.  
There were also a number of vehicle crimes in the parish – a van was broken into and tools stolen, index plates were stolen from 2 vehicles and a car was broken into in Thorncombe Street.
- b. PS Sutherland reported that the burglary of bikes is increasing across the borough. She advised residents to ensure all sheds and outbuildings are secure and to install an alarm if expensive equipment is being stored. This is especially important if previously stolen equipment has been replaced as thieves could return for these replacements.  
Members asked if there has been a spike in burglaries on Linersh Wood. PS Sutherland will look into this further and contact the Design Out Officer for advice on crime prevention.  
Commander Smith encouraged residents to report all crimes, however small, to Surrey Police by calling 101. Even if it is felt that the crime is unimportant, it helps the Police to build up a bigger picture of crime trends.  
He also advised that if suspicious people are observed, residents should greet them by saying hello – nothing more. If the person is planning criminal activity, acknowledging them could be a deterrent as they have been noticed.  
The Clerk was asked to include the above advice in Bramley Update.
- c. The Clerk has received the national guidelines on the installation of CCTV systems from Stephen Cake, the Designing Out Crime Officer at Surrey Police. Mr Cake is happy to meet with representatives from the Council to discuss further. The Clerk

Clerk



	was asked to obtain a few available dates for a meeting from Mr Cake and circulate to Members.	Clerk
	d. The Clerk reported that there will be a “Meet the Beat” session at Bramley Library on 3rd October. The Clerk was asked to post this event on the Bramley Facebook page.	Clerk
092/19	<b>Correspondence</b>	
	a. Members reviewed the Correspondence received as detailed in the Correspondence report.	
	b. A request was sent to Mr Seaborne to plant an apricot tree on land opposite Little Saddlers. This land belongs to Waverley Borough Council. Mr Seaborne will discuss this matter with the Waverley Housing Officer.	Mr Seaborne
	c. The Clerk has received news from The Hunt Group that the land at Mrs Brown’s Field is unsuitable for keeping horses. Paul Hunt would welcome any ideas from Members on possible uses for the land. The access is very steep and unsuitable for access by most vehicles. Members suggested possibly re-wilding the area or planting trees to create a small woodland perhaps with a seating area. Alternatively, the land could be offered to Bramley Golf Club. The Clerk was asked to invite Paul Hunt to a meeting to discuss these ideas. Mr D’Arcy would also like to attend.	Clerk
	d. The Clerk reported that since distribution of the Correspondence report, she has received a response from Galliford Try regarding the planning application for the installation of a mobile phone mast on Horsham Road that was allowed on appeal. They say that although formal feedback on the suggestions for possible alternative sites for the mast was not provided, the alternative sites were fully considered and documented in supporting evidence provided during the appeal proceedings. Galliford Try’s role is as agent for Cornerstone, a 50/50 joint venture between O2 and Vodafone so they are unable to open discussions with the Parish Council regarding alternative site locations. No response has been received from Vodafone to date.	
093/19	<b>Waverley and Surrey County Councillors update</b>	
	a. Mr D’Arcy reported that Waverley Borough Council has declared a climate emergency. A Waverley Task Force is being established to investigate how the council can reduce its footprint to carbon neutral by 2030.	
	b. Waverley BC is currently carrying a parking review. It is possible that free parking will be given to those with electric vehicles. Mr Foley reported that he is currently investigating the process to install a car charging point.	
	c. Members agreed that the Parish Council should have a discussion on how to advise Bramley residents to reduce their footprint. The Clerk was asked to include this on the agenda for the October meeting	Clerk
	d. Mr Seaborne reported that the new Waverley Corporate Strategy for the next 4 years was passed at a meeting at Waverley on 18th September. There is no mention of the Local Plan Part 2 in the strategy, so there is no strategy for travellers. The papers for the meeting are included on the Waverley website.	
094/19	<b>Report from Planning Review committee</b>	
	a. Members reviewed the list of current planning applications. The Clerk will submit comments on the applications to the relevant planning authority.	Clerk
	b. The Planning Review committee had met to consider applications received since the last meeting. Their decisions were noted as per Appendix A.	



- c. Neighbourhood Plan (NP) progress report.
- i. It was reported that Victoria Young is pushing to get a meeting with Surrey County Council colleagues to discuss future use of the “former school field” on Birtley Road. The Smithbrook Kilns Trust are taking legal advice with regard to status of the land at the site. The draft Plan cannot be finalised until these two matters are resolved. In the meantime, the Plan is being thoroughly proof-read by members of the team.
- ii. The Clerk reported that she has written to the majority of those who submitted feedback during the Regulation 14 consultation period.
- d. CIL infrastructure projects
  - i. Mr Seaborne reported that Community Infrastructure Levy monies are now being received by Waverley from developers. 15% of funds received for developments in Bramley will come to the Parish Council, rising to 25% once the Neighbourhood Plan has been made. The Parish Council needs to have a list of suitable projects to use money due to Bramley as well as evidence that the community has been consulted on the list. The Clerk provided a list of possible future infrastructure projects that could be funded by the Community Infrastructure Levy. The list was gathered from the draft Neighbourhood Plan as well as from discussions from other meetings.

Members discussed the items on the list and identified those which were suitable for use of CIL funding. The Clerk was asked to update the list and circulate it to Members.

Clerk

095/19 **Report from Highways & Rights of Way committee**

- a. Mr Foley reported that a meeting took place with Adrian Selby of Surrey Highways to discuss possible short-term solutions for issues at the mini-roundabout in the centre of the village. Mr Selby believed that nothing can be done to change the physical structure of the roundabout. The only improvements that were identified were to repaint the road markings at the intersection and refresh the “Slow” road markings on the approaches to the junction.
- b. At the meeting the issue of speeding traffic on the A281 was also discussed. Surrey Highways confirmed that there is no possibility of changing the location of the speed limit to the north of the village. Installation of vehicle activated signage is the only possible change in this location.
- c. Mr Foley asked the Clerk to include the link to report overgrowing footpaths to Surrey County Council in Bramley Update at regular intervals.
- d. Mr Seaborne raised the invitation to Dunsfold Park to a meeting to discuss the possibility of them funding a study to assess their highways proposal for the Dunsfold Park development. Mr Seaborne reported that Waverley Democratic Services has confirmed there would be no conflict of interest should they agree to fund such a study. Mr Foley will review the details.

Clerk

Mr Foley

096/19 **Report from Library committee**

- a. Matthew Stevenson from SCC attended our last Ops Team meeting and he gave useful insight into recent SCC decisions e.g. re transfer of SCC admin tasks and SPARKs Utilities. The instructions re SCC admin tasks were inadequate and often incorrect which caused frustration for the volunteers as well as wasting their time and effort. To have an acknowledgement that SCC could have done better is appreciated. Stage 2 of SPARK, the Utilities, has no introduction date - therefore the training session for this which took place in early Spring was sadly another waste of volunteers' time.
- b. Although all shifts have been covered, the signing up for shifts appears to have changed with volunteers signing up for shifts more than a couple of weeks ahead significantly less. This has caused more 'last minute' pleas which have all been



meet but is of slight concern. We are actively encouraging volunteers to sign up more in advance and to recruit new volunteers.

- c. On the positive side, our event for the end of the Summer Reading Challenge, a mobile planetarium, was a great success with many adults and library volunteers disappointed as all places had been taken by children! A volunteers' social is planned for later in the year.

#### 097/19 **Report from Resilience Group**

- a. Mr Coleman reported that a fallen oak tree is blocking the Hascombe Stream behind Fisher Rowe Close. Mr Byham reported it to Thames Water and Wonerish House, the Riparian landowners. Mr Coleman has reported it to the Environment Agency (ref 1724320). Follow-up action is ongoing. Thames Water has advised Mr Byham that they expect to deal with the removal of the tree within a couple of weeks.
- b. Mr Byham and Mr Coleman have inspected the Flap Valve in Hascombe Stream riverbank behind Fisher Rowe Close, it was found to be in good working order. The valve helps to protect some properties in FRC when the water level in the stream rises significantly.
- c. Minor updates to the Parish Emergency Plan have been forwarded to the Clerk. A meeting to review the plan and the Parish Risk Register is to be arranged.

Clerk

#### 098/19 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
  - i. Minor electrical repair works are required at the Pavilion. The Clerk has obtained a quote from Robertson's for this work and Mr Hagen (Chairman of the Sports Pavilion Trust) has given the go ahead. Clerk to action.
  - ii. The Clerk reported that the works to replacement of the felt on the Pavilion roof are planned to commence next week. There will be scaffolding around the building whilst these works are taking place.
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
  - i. The works to repair the rendering on the post box at Bramley Business Centre have been completed. The contractor reported that the brickwork beneath the rendering is very brittle. Should these works need to be repeated, a whole new structure will need to be built.
  - ii. The newer section of fencing at the Station gates has been painted. The Clerk has inspected the condition of the rest of the fencing and gates in this location. She believes these will need to be repainted in near future.  
Whilst inspecting the gates, the Clerk noticed that the bolt that locks the gates in place at the Downs Link on the southern side of Station Road has been damaged. She has arranged for the bolts to be replaced. This work should be done in the coming days.
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
  - i. Stone Barn update  
The Clerk reported that the planning application for the works to the Stone Barn has been submitted to Waverley Borough Council. According to the website, the target date for a decision is 11th October.  
The Clerk has written to all residents of Brambles Park and Hall Road to inform them of the Council's plans for the barn.  
Over the coming weeks the Clerk will work to finalise the tender documents.
  - ii. Village Hall improvements  
The Clerk circulated proposals for certain improvements for the Village Hall and the meeting room.

Clerk

Clerk

Clerk



The carpet in the meeting room has dried out well following the water leak. The Clerk believes it will not be possible to make an insurance claim for a new carpet. Although an invoice to repair the floor following the leak has not been received as yet, the Clerk believes the total cost to repair the water leak will be in the region of £280 (£190 for plumber). As there is a £250 excess on the insurance policy, it is not worthwhile to submit a claim for these works. This was agreed by Members.

Members agreed that the Clerk should go ahead with the proposed improvement works, assuming there is sufficient funding available in the budget to cover the estimated costs of approximately £1,200 (not including a new carpet). It was agreed that new chairs for the meeting room should also be purchased. Clerk to action.

Clerk

iii. Village Hall cleaning

The Clerk received an email from Bramley Village Society following their use of the Village Hall on 7th September. They were unhappy with the cleanliness of the kitchen. The Clerk discussed with them the issues and apologised. The Clerk believes it was due to a previous regular user who had not cleaned up following their use earlier in the week and is hopeful this issue was a one-off. The Clerk has asked Dennis Lordan to speak to all regular users to reiterate their contractual obligation to clean up after each time the hall is used.

The regular cleaner of the Village Hall was on holiday for 6 weeks over the summer. Whilst he was away, the Clerk arranged for a different cleaning company to carry out this work. Both the Clerk and the Bookings Officer agree that the cleaning was to a much higher standard during this time, so the Clerk asked Members if the cleaner should be changed. There would also be a small cost saving to change to the cleaner that carried out the work over the summer. The regular cleaner is not under any contract with the Parish Council. Members agreed that the current cleaner should be given a period of one month to improve. If no improvement is noted, the Clerk should change to the alternative contractor.

Clerk

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

- i. The Clerk reported that the defibrillator has been installed outside of the Jolly Farmer on the High Street. She has discussed the running of training sessions with Graham Smith, who has suggested running a Saturday morning session in the Library and a mid-week evening session in the Jolly Farmer. The Clerk will work with him to agree dates for these sessions to take place in October.
- ii. Mrs Stern reported that in her view the speed humps on the newly surfaced Park Drive were too high. She has discussed the issue with the developer who surfaced the road who confirmed that they were built to national guidelines. They plan to paint white markings on them to make them more visible at night.

e. Grounds and Downs Link

- i. An email was received from Waverley Borough Council regarding the proposed improved access from the Downs Link to Windrush Close. Making this access suitable for wheelchair users will cost in the region of £30,000-£40,000. To install a cycle track to the side of the steps will cost much less and will be a suitable project to be funded by S106 funds. New cycle racks installed in the centre of the village will be included in this project. This proposal was agreed by Members. Mr Seaborne will progress the matter with Waverley Borough Council.
- ii. The Clerk reported that the overgrowing vegetation alongside the Downs Link has been strimmed.

Mr  
Seaborne



- iii. The Clerk is working on a review of the benches in Bramley and will forward it to Members in the coming weeks.
  - iv. Mrs Stern reported that a Birtley Road resident has fenced off an area of scrub on the Downs Link to the rear of their property and is using the area to burn garden waste. The Clerk was asked to write to the resident to ask them to remove the fencing and cease using it for bonfires. Clerk
  - v. Mr Seaborne thanked the Clerk for organising the litter pick that was carried out on the Downs Link and Gosden Common by the 1st Bramley Brownie troop.
  - vi. The Clerk was asked to arrange for the installation of a dog waste bin at the entrance to the Eastwood Road play area. The Clerk confirmed that she has the details of who to contact to arrange this and will ask for a quote price to set up regular emptying of such a bin. She will forward the details of Members when received. Clerk
- f. Rural Parish (including Birtley Green, Grafham and south)
- i. Mr Seaborne reported that he is in the process of applying for a grant for the required roofing and other works at the Grafham Room. The Clerk was asked to co-ordinate the loan with Mr Scattergood as previously agreed by Members. Clerk
- 099/19 **Finance**
- a. Members approved the payments to the value £11,923.34. Details are set out in the payment listing at Appendix B.
  - b. Annual Audit 2018/19
    - i. The Clerk has this week received an email from the auditors PKF Littlejohn to say they have completed their review of the Annual Governance & Accountability Return (AGAR) for the Parish Council for the year ended 31 March 2019. They have confirmed that the information in the return is in accordance with Proper Practices and there are no other matters giving cause for concern that relevant legislation and regulatory requirements have not been met. The Clerk has published the signed return and report on the website.
- 100/19 **Points of information and any other matters**
- a. Smith's Charity Christmas vouchers

The Clerk has received confirmation from The Henry Smith Charity that an allocation of £3,600 has been agreed for Bramley parish for 2019. The Clerk has reviewed the requirements requested by The Henry Smith Charity for grants for this year. There are no major changes, but an updated Safeguarding policy needs to be provided with the annual return due before April 2020. The Clerk is reviewing the Council's Child and Vulnerable Persons Policy and will forward recommendations for changes to Members prior to the October Parish Council meeting.

The current balance in the Smith's Charity bank account is £4,003. There is a requirement to have less than 12 month's Henry Smith funding in reserve before further funding can be released. The Clerk asked Members if they know of any individuals or groups that would benefit from a grant in order to bring the balance down to below the £3,600 threshold. Members will forward details to the Clerk if any individuals are identified. The Clerk will ask the Church, Citizens Advice and Age Concern.

The Clerk asked if Members would like the Clerk to send letters to all those who received grants in 2018 to check their eligibility for a grant this year. Members agreed that this activity does not need to be carried out every year, but should be done every 3 to 5 years.
- Members  
Clerk



b. Christmas lights

The Clerk asked Members if they had any particular requests for Christmas lights in Bramley centre this year. Members agreed that what has been done in previous years is sufficient.

c. Residents' Surgery

Mr Seaborne suggested the establishment of regular Residents' Surgery events where residents can come to discuss any issues with members of the parish and borough, and possibly county councils. It was noted that such events used to take place which were very poorly attended. Mr Seaborne and Mr D'Arcy will set up a Waverley Workshop in Bramley, to take place in Bramley Library.

The meeting closed at 9:50pm.

Agreed and signed ..... Chairman, 24th October 2019