



BRAMLEY PARISH COUNCIL
Minutes of Annual Assembly meeting 19th April 2018

Apologies were received from Mr Martin Foley and Mr Patrick Leung. 7 members of the public attended the meeting.

1. The minutes of the meeting held on 20th April 2017 were approved and signed by Mrs Stern.
2. There were not matters arising from the minutes of the meeting of 20th April 2017.
3. Mrs Stern, Chairman of Bramley Parish Council, then presented his report for the year as follows:

April 2018 Chairman's Report

Good evening and welcome everybody. Thank you for turning out for our Annual Assembly.

I would like to start as I did last year by thanking Kathy Victor, our Parish Clerk for her untiring efforts in assisting the Parish Council to run smoothly. Amongst her multiple duties she organises meetings, takes minutes, keeps us informed, responds to resident enquiries and complaints, applies for funding for various projects, prepares the annual budget and financial reports, organises the groundsmen, negotiating insurance renewal, conducting the health and safety assessment, organises essential village hall maintenance, negotiates power contracts for village hall and village lighting, rubbish collection, cricket pavilion repairs and on top of this, Kathy also produces the Bramley Update. Last year we employed a highly experienced internal auditor to review our financial reporting and I am pleased to say that Kathy passed with flying colours.

Also, my thanks to my fellow Parish Councillors for their support and hard work over the past year. Everybody on the committee has a role. Patrick Molineux – Planning committee, Richard Seaborne - Vice Chair, Borough Councillor, Highways committee, Maurice Byham - Borough Councillor, Patrick Leung – link to local businesses, Sue O'Connell - Library, Tony Coleman – Resilience group, Martin Foley - Downs Link). We were sad to lose Richard Jameson as a Councillor who resigned in December but we are pleased to have co-opted a new councillor, Tom Hughes, who has become involved right away assisting with the Neighbour Plan about which more later.

Everything we do is published in the minutes and summarised in the Bramley Update so, if you have been diligently reading these, you should be well informed about what has gone on in the past year.

As with last year, Planning and particularly Dunsfold Park have taken up a good deal of the council's time. Our major concern has been with the 2600 homes to be built in Dunsfold Park over the next 15 years if the Local Plan goes to plan! As you all know, the Local Plan has now been approved by the Inspector, Jonathan Bore, and adopted by Waverley Borough Council. Bramley was active as part of the Joint Parishes fighting with Protect Our Waverley against the Dunsfold Park application. The application was called in by the Secretary of State. However, despite our efforts, approval of the Dunsfold application for the first 1800 houses was endorsed by Sajid Javid, SoS, last month.

I believe that the traffic mitigation measures proposed for Bramley are laughable and I have written to the Secretary for State to tell him so. There is no joined-up governance here. Guildford Borough Council is doing its best to deter traffic through the town and their measures will more than counter the so-called mitigation measures in Bramley and Shalford.

The Parish Council agreed just over year ago that the time was ripe for the village to have its own Neighbourhood Plan. The Local Plan calls for 90 new housing units to be built in Bramley over the next 12 years. Fortunately, that number can include the 66 units that have been approved and/or



constructed since 2013. The sub-committee is chaired by Dr Robert Stern and includes Patrick Molineux, Richard Seaborne and Maurice Byham, aided and abetted by Bramley Village Society stalwarts Richard Farr and Joe O'Connell. Most of the effort has come from Bob, Patrick and Richard. Patrick in particular did a splendid job so far in drafting the first version of the neighbourhood plan. Thank you very much. We are aiming to have the Neighbourhood Plan ready for referendum by 2019 when the next local elections take place here. Richard Seaborne will tell you a little more about where we are with the Plan after I have finished.

The Library continues to thrive and the Parish Council is extremely grateful to all the volunteers and particularly the team managing day-to-day library operations. The library always welcomes new volunteers to replace the occasional one who is no longer able to commit to it. Anyone walking past the library will see that it now has its own logo. Just one of many changes and improvements that are being made. The library committee, in addition to the day-to-day running of the library has organised a huge range of exciting activities over the past year for their junior readers e.g. the summer reading challenge, Storytime, a Lego workshop and even a talk with real live animals. A defibrillator has been installed in the library courtesy of Surrey County Council. The Parish Council is also working to identify an external location in the village where a second defibrillator can be installed, possibly on an outer wall of the Jolly Farmer. This second defibrillator will be part funded by the Parish Council and part by a grant.

It was brought to the Council's attention some time ago that the roof of the stone barn, adjacent to Malthouse Cottage, was losing tiles and in need of some repair. The quotes for this repair were costly and unlikely to be recouped by the rent received in the barn's current state. The Parish Council has had several discussions on the topic and agreed that the best approach will be to renovate the barn completely and make it fit for commercial let. Kathy is in the process of obtaining quotes for the repairs and the Council will then apply to the Public Works Local Board for funding (an alternative funding option may come from Waverley Borough Council who are interested in this project).

Three local highways works were approved by the Local Highways Task Group over one year ago but owing to funding cuts only one action has been completed. That was the laying of coloured road surface at the junction of Station, Eastwood and Barton Roads. We are still hoping that the 30mph speed limit on the A281 will be extended south to Birtley House. There are now 6 new houses at the south end of the village and many more children crossing the road from this settlement to access the Downs Link. It is a treacherous place to cross.

If you have walked the Downs Link recently you will have notice a considerable improvement between Tannery Lane and what was Beavers Scaffolding. Surrey County Council volunteers have cleared vegetation from the path and a subcontractor then came in and mechanically cleaned the path. You may also notice some improvements have been carried out in the Eastwood Road play area making it a safer and more attractive facility for young children and their parents.

Councillor Tony Coleman has continued his excellent work chairing the Resilience committee and exploring all avenues for flood alleviation schemes. The Parish Council is currently waiting on the Environment Agency to finalise a draft report on flood alleviation schemes at Fisher Rowe Close. However, despite managing to get all of the Resilience Committee, Surrey County Council, Environment Agency and Thames Water around the same table to discuss the issues, it seems there is little that can be done to resolve the problem. The expense involved in any kind of alleviation could not justify the benefits.

Going forward, I believe we face yet another interesting year. Meanwhile, your Parish Council will do its best to continue to maintain and further the interests, needs and wellbeing of our residents.



Finally, just a mention of Bramley Village Society, the Bonfire Committee, the Bramley Fete Committee, Bramley History Society and all the other local organisations who contribute so much to life in our village. We try to work harmoniously with all of them and thank them for their contributions.

Thank you.

Francesca Stern, Chairman, Bramley Parish Council

4. Summary of the Bramley Neighbourhood Plan from Richard Seaborne

The concept of Neighbourhood planning was introduced by the Government in the 2011 Localism Act and regulations to conduct Neighbourhood Planning came into law in 2012. The intent of Neighbourhood planning is to enable communities to:

- choose where they want new homes, shops and offices to be built;
- have their say on what those new buildings should look like and what infrastructure should be provided, and;
- grant planning permission for the new buildings they want to see go ahead.

The planning can either be achieved through detailed aspects of Locals plans at the Borough level, or towns and parishes can undertake the work in order to bring a greater level of local knowledge and consultation into the process. At the start of 2017 Bramley Parish Council opted to go down the latter route and, following a request for volunteers, constituted a small working group under the chairmanship of Bob Stern to prepare Bramley's plan. The Plan, which will have to be independently examined and put in front of residents at a formal referendum, will become part of Waverley's planning framework for the current Local Plan period which runs from 2013 to 2032.

The Bramley team has made reasonable progress and now has a fairly complete draft plan, which it hopes to put to residents for consultation during the Summer and have examined during the Winter and early Spring of 2019 in time to go to a referendum, which we hope will coincide with local elections in early May next year.

After rapid initial progress, including two public consultations, further work was delayed by uncertainties surrounding the adoption of Part One of Waverley's Local Plan, which sets out the minimum number of new properties expected from Bramley during the plan period. Part One was finally approved by the planning inspectorate and adopted by Council in February, increasing Bramley's target from 70 new properties to 90 new properties. Although the Local Plan is now the subject of three legal challenges, the Bramley team is working with this firm target in pushing forward with the Plan. Because the plan period is back dated to 2013, over 60 of the required properties have already been completed or given planning permission, so the remaining target is no greater than two new properties a year for the remainder of the plan period.

An independent housing needs survey was conducted for the Parish Council in early 2017 and demonstrated that Bramley's requirement is overwhelmingly for one and two bedroomed properties to enable the less affluent residents of the Parish to get onto the housing ladder either through Social housing, affordable rented housing or through market housing at the affordable end of the price spectrum. A secondary need for smaller properties to enable older residents to downsize, thus freeing up larger properties for families, was also identified. Estimates of population growth in Bramley suggest that demand may exist for slightly more of these smaller properties than the number allocated by Waverley so the Plan is likely to identify locations for a little more than the target 90 new properties required by Waverley.

Bramley's settlement area is washed over by green belt and sits within the Surrey Hills Area of Outstanding Natural Beauty, and the remainder of the Parish is predominantly within these designated



areas, so the Parish is protected from unwanted large developments. The plan team is focussing on a small number of brownfield sites both within, and close to the settlement for the small number of additional sites that need to be found. Add to this conversions from commercial property to residential property and other small windfall proposals and the scope to achieve the desired results with minimal impact on the Parish is good.

Aside from the impact of additional traffic on the A281 from developments in Horsham, Cranleigh and Dunsfold, which the Bramley plan can exert very little influence over, the single item that generated the most comment during consultations, was the proposal to use part of the Downs Link through the Village to accommodate the Wey and Arun canal. Noting the concerns raised, the Parish Council conducted a survey of resident's views on alternative uses of the Downs Link during the Winter to help inform policy in the new plan. The survey drew a relatively good response and the results clearly indicated that a significant majority of residents do not want any change from the current uses. The Plan's policies will reflect the majority view.

There is now a need to keep driving the Plan forward if we are to achieve the May 2019 referendum target, but this should be possible.

Let me finish by thanking Patrick Molineux for the large amount of work that he put into creating the initial draft, and Bob Stern for keeping the project on track, as well as the Parish Clerk for supporting the team, and the other members of the team who have given up a fair amount of time and effort to get the work to where it is today.

5. The Clerk then updated the meeting on Bramley Parish Council financial matters.
 - a. The balance of BPC audited accounts at 31st March 2017 stood at £98,219 which included earmarked reserves of £60,000. The Parish Council employed an experienced consultant who thoroughly carried out an internal audit of the accounts, prior to submission for external audit. The accounts were fully approved by both auditors.
 - b. The early indication for BPC accounts to 31st March 2018 is that there is a cash balance of £78,440, with same amount of cash reserves.

Receipts:

The Parish Council received a Precept of £38,891, a Council Tax Support Grant of £700 and a Compensatory Grant to help fund the maintenance of recreational facilities of £2,660.

£19,006 was received on hiring the Village Hall, an increase of £1,925 on the previous year.

£2,000 was received from hire of the meeting room at the Library. A decrease of £550 on the previous year.

The Library received additional income of £1,623 for the year. This is made up of a grant of £640 from the Village Fete committee, small financial donations from members of the public and reading groups and sales of jute bags, coffee & tea, printing, photocopying and book donations from the public.

The Parish Council received a rental income of £2,000 for the barns and sheds located at the Village Hall.

Payments:

The Parish Council undertook a number of major projects over the last 12 months, as follows:



- Refurbishment of some of the equipment in the Eastwood Road play area at a cost of £7,895. A grant of £4,686 was received from Waverley Borough Council as a contribution to these works.
- One of the heaters in the Village Hall needed replacing at a cost of £1,830. Other maintenance works in the Village Hall were also carried out at a cost of £2,769.
- Flood resilience equipment was purchased for Fisher Rowe Close residents at a cost of £3,605. This was funded from a grant received in 2016/17 from the Community Foundation for Surrey.
- New computer equipment was purchased for use by the Clerk at a cost of £590.
- The annual bill for grounds work in the Parish rose from £5,330 in 2016/17 to £10,133 in 2017/18. This increase is due to additional grounds work was carried out in the Parish that would have previously been carried out by our County Council but have reduced due to budget cuts. These and more cuts will continue into this and future years.
- A grant was received from our County Councillor, Victoria Young's member fund of £600 to contribute towards the vegetation clearance works that are currently taking place along the Downs Link.
- In the Library, we spent a total of £1,797 on new window blinds for the Junior Library, chairs for the reading area, a new leaflet display stand and branded items including jute bags (available for sale), a doormat and exterior signage.

The Parish Council has invested £50,000 of its earmarked reserves in a 1-year fixed term deposit account, which will give a higher interest rate than a traditional savings account.

The Clerk asked those present to note these figures were still subject to both internal and external audit. All accounts are available to view at the Parish Council offices, by appointment.

6. There followed any other business and questions from the floor:
 - a. Mr Byham reported that he has introduced a revised Neighbourhood Watch scheme for Linersh Wood residents through the use of an app called Safeland. There was slow interest in the group to start with but many residents have now signed up following a car theft and a spate of "Nottingham Knockers" on the road. Mr Byham is keen to extend the use of the system across the village and has spoken to various residential groups and will continue to promote the system.
 - b. Mr Wadham asked what would happen if the Neighbourhood Plan is rejected by residents. Mr Seaborn reported that there would need to be a simple majority in favour of the Plan. Should there not be a majority, the team will revise the Plan until a majority is reached. If this is still not achieved, the consequence would be that there will be no Plan, and so no possibility of being able to influence planning and building in the community.
 - c. Mr Wadham thanked the Parish Council for all their work on the Dunsfold Park planning application and encouraged Members to not give up trying to mitigate the traffic issues the new housing development will undoubtedly cause.
 - d. Mr Wadham raised a few questions regarding the Parish Council accounts:
 - i. Whether additional groundwork is necessary. Members agreed that this is vital if overgrowing vegetation is to be kept under control in the village. Surrey County Council has dramatically cut funding for this work.
 - ii. What is included in the "Other" cost centre. The Clerk will provide a breakdown.
 - iii. Whether the 1-year fixed deposit account offered by United Trust Bank is reputable. Mr Molineux confirmed that it is.
 - e. Mr O'Connell noted that the proposed new traffic lights in the centre of the village are unlikely to improve traffic issues. He asked what the Parish Council are doing about the visual impact of



the lights. Members reported that there is nothing the Parish Council can do until a planning application for the lights is submitted.

Mrs Stern thanked those who had attended. The meeting closed at 8:00pm followed by refreshments and informal discussion.

Agreed and signed..... **** April 2019

Bramley Parish Council

Summary Receipts and Payments for Year Ended 31st March 2018

Last Year Ended 31st March 2017		Current Year Ended 31st March 2018
	Operating Income	
38,397.54	Administration	41,208.68
17,081.50	Village Hall	19,006.50
4,585.00	Recreation	9,472.69
0.00	Lighting	1,252.80
4,116.55	Library	3,623.82
9,916.00	Other	0.00
2,000.00	Barn, Shed & Office Rents	2,000.00
76,096.59	Total Receipts	76,564.49
	Running Costs	
39,601.19	Administration	37,723.34
13,647.60	Village Hall	14,826.45
4,599.09	Recreation	13,015.71
6,689.68	Lighting	4,288.50
1,245.90	Library	2,977.29
0.00	Neighbourhood Plan	250.00
10,507.74	Other	21,995.36
586.56	VAT Data	1,266.75
76,877.76	Total Payments	96,343.40
	Receipts and Payments Summary	
99,000.51	Opening Balance	98,219.34
76,096.59	Add Total Receipts (As Above)	76,564.49
175,097.10		174,783.83
76,877.76	Less Total Payments (As Above)	96,343.40
98,219.34	Closing Balance	78,440.43
	These cumulative funds are represented by:	
78,025.74	Current Bank A/c	22,481.97
15,097.23	Instant Access Deposit A/c	0.00
0.00	United Trust Deposit Account	50,000.00
4,644.15	Bramley Library	5,397.23
427.01	Petty Cash	469.60
25.21	Library Petty Cash	91.63
99,000.51		78,440.43
	Reserve Balances are represented by:	
-781.17	Current Year Fund	-19,778.91
99,000.51	General Reserves	38,219.34
0.00	Ear Marked Reserves	60,000.00
98,219.34		78,440.43

Note: Subject to internal and external audit.