



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

PRESENT

Mrs F Stern, Messrs R Seaborne, P Molineux, Mr P Leung and Mr S O'Connell. 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.

- 029/19 **To receive apologies for absence**
- a. Apologies for absence were received from Mr Foley, Mr Hughes, Mr Byham and Mr Coleman.
- 030/19 **Declarations of interest in agenda items**
- None.
- 031/19 **Minutes of the meeting 21st February 2019**
- a. Minutes of the meeting 21st February 2019 were agreed by the meeting as a true record and signed by Mrs Stern.
- 032/19 **Matters arising from minutes 21st February 2019**
- a. None.
- 033/19 **Bramley Neighbourhood Police update**
- a. The Clerk received and circulated a report on crimes of public interest occurring between 20th February and 20th March 2019 from PCSO Snow as follows:
- 25th February 2019 – Road traffic collision involving 2 vehicles on High Street, Bramley. One of the vehicles collided with a wall.
 - 27th February 2019 – Vehicle stopped at Rushett Common on Horsham Road. The driver was found to have no insurance.
 - 14th March 2019 – Rear window smashed to an unattended vehicle and entry attempted on Windrush Close.
 - 19th March 2019 – Double glazed front window of a house on Home Park Close found cracked with piece missing. No attempt to break in was evident, dogs in the property may have barked.
 - 19th March 2019 – Attempted theft of a radiator from a resident's skip on Eastwood Road.
- b. Members noted that no representative of Surrey Police has attended a meeting of Bramley Parish Council for some considerable time. Members have no information about regular Police presence in the parish. The Clerk was asked to invite the Neighbourhood Policing team to attend the Annual Assembly in April to give a summary of the pattern of Policing in Bramley.
- 034/19 **Correspondence**
- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. The Clerk received and circulated to Members a letter from Waverley Borough Council inviting the Parish Council to identify projects in Bramley that are missing from Waverley's Infrastructure Delivery Plan that was published in December 2016. The only Bramley projects that are included in the current plan are:
- Road safety improvements on A281 Horsham Road, Grafham / Bramley
 - Road safety improvements at the junction of Horsham Road and Station Road

ACTION

Clerk



- Restoration of the Wey & Arun Canal from Tannery Lane bridge to Birtley Bridge
- Bramley Flood Alleviation Scheme

Some Bramley projects have been identified in the draft Neighbourhood Plan. The Clerk was asked to circulate a list of these projects to Members and add the following possible projects:

- Trim trail on Downs Link
- Installation of pedestrian refuge crossing(s) on A281 at Hurst Hill Cottages and Birtley House
- Parking layby on The Coombes at Bramley Infant School
- Traffic lights on A281 at Rushett Common
- Repairs to Sports Pavilion track at Gosden Common to divert water from natural spring in Tannery Lane
- Highway link to A3 south of Bramley

Members can then review and agree the list and the Clerk can submit it to Waverley Borough Council for inclusion in the Infrastructure Delivery Plan.

- c. A resident of Eastwood Road has asked if the Parish Council would consider installing noticeboards in some of the bus shelters in Bramley. Members agreed that, as there are a number of different styles of bus shelters in Bramley, none of which are owned by the Parish Council, it would be simpler to maintain the ones that we currently have. The Clerk is currently looking to restore some of the current noticeboards. This will be carried out over the coming months. The same resident also suggests that creating an access track from the Eastwood Lodge spur of Eastwood Road onto the Downs Link would be a benefit to the community. Members agreed that this could be of benefit to residents. The spur road in question is a private road, which could present some difficulties. In the first instance, the Clerk was asked to contact the Surrey County Council Countryside Access team to discuss this proposition.
- d. The Parish Council was invited by Bramley Village Society to be represented at the Bramley Showcase event taking place on 1st April. The Clerk has confirmed that the Council would like a table as usual. Members agreed that no particular announcements need to be made at this event. The Clerk will arrange a display for this event.
- e. South and South East In Bloom has asked if Bramley would like to be involved in the Parishes In Bloom Scheme. Members have no interest in this at this time.

035/19 **Waverley and Surrey County Councillors update**

- a. Mr Seaborne reported that the last meeting of the Waverley Executive under the current administration has taken place. At this meeting they discussed:
- The draft principles for allocation of Community Infrastructure Levy funds. The details of this are on the Waverley website.
 - Place Shaping scheme. £250,000 has been allocated to this scheme which has been approved to assist the formulation of town masterplans. The funding for this was acquired from the business rates retention pilot scheme that was carried out.
 - Update on Waverley's capital investment strategy. Mr Seaborne reported that this strategy is running successfully and will remain predominantly unchanged.
- b. Mr Seaborne reported that the generic Council Code of Conduct has been updated by the Standards Committee. The Clerk will ensure that Bramley Parish Council's Code of Conduct will be updated to reflect any changes.
- c. Mr Seaborne reported that approximately £26,000 is available in the Bramley S106 fund. This sum has been obtained from the new housing development at Ricardo Court and needs to be spent on highway improvements schemes in Bramley. Mr

Clerk

Clerk

Clerk

Clerk

Clerk



Seaborne was asked if this fund can be used on pavement and/or footpath improvements. This will be discussed at the next Highways committee meeting.

036/19 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. It was noted that an appeal has been lodged with the Planning Inspectorate by Galliford Try following the refusal of the planning application in 2018 to install a mobile phone mast close to the mini roundabout in the centre of Bramley. This will be discussed at the next Planning Review committee meeting.
- c. Neighbourhood Plan (NP) progress report.
 - i. It was reported that the Neighbourhood Plan team are working through all of the feedback that was received during the Regulation 14 consultation and assessing what changes need to be made to the plan.
The team are next meeting on 28th March.
- c. The Clerk received and circulated an application to Waverley Borough Council for a premises licence at The Crafty Brewery Company. Members had no objection to this application. Clerk to respond to Waverley.

Clerk

037/19 Report from Highways & Rights of Way committee

- a. Mr Seaborne reported that he has briefly discussed the funding of a traffic study for the mini roundabout in the centre of Bramley with Dunsfold Park. They are willing to consider a meeting to discuss this further. Waverley Borough Council has confirmed that there is no issue with regard to governance, but should Dunsfold Park fund the study, this could jeopardise commenting on any future planning applications. Members are concerned about the public perception of Dunsfold Park funding this plan – even though the study would be carried out by an independent traffic consultant. It was suggested and agreed that should such a meeting go ahead, it should be a meeting in public (at which members of the public can attend to observe) and that an independent member of Bramley Village Society be present at the meeting.
Mr Seaborne will send the contact details of the Dunsfold Park representatives to the Clerk, for her to try to arrange the meeting.
- b. The Clerk reported that she has contacted Surrey Highways on various occasions to ask for details of when the signage declutter programme will be taking place. No response has been received to date. It is unlikely this will be completed before year end. Members asked the Clerk to contact Victoria Young for assistance to get this project completed.
- c. Mr Seaborne reported that an elderly resident recently tripped on the uneven pavement on the High Street at the corner of Windrush Close. She suffered cuts which required 8 stitches. The condition of the pavement has been reported to Surrey Highways who are assessing it. To be discussed at the next Parish Council meeting.

Mr
Seaborne
Clerk

Clerk

038/19 Report from Library committee

- a. The normal day to day running of the library is going well with no rota problems and activities planned for the Easter holidays.
- b. New armchairs for the reading area have been purchased and some lovely bright furniture for the junior section which is being used by the young and their accompanying oldies with glee.
- c. Another visit is scheduled, 4th April, by Gosden House school this time year 1; and we have been approached by Wey House school for a visit which is in hand.



- d. The library will be represented at the BVS evening and we have agreed with the fete committee to run the book stall again.
- e. The transfer of the admin tasks has gone well with more volunteers prepared to do the tasks. Some tasks e.g. testing the emergency lighting has shown that not everything was functioning as expected but this is all in the process of being remedied.
- f. The partial access to SCC Galaxy is known as SPARK. The first element (day to day book management) was released and uptake by volunteers has been surprisingly good. We have now been informed that stage 2 is about to be given to us and this will allow us to do a little of stock management.
- g. The Clerk and Mrs O'Connell received an email from Victoria Young in which she asked for input from Bramley Parish Council on the planned Library and Cultural Services transformation in Surrey.
Surrey County Council is looking at opportunities around co-location, making the best use of all assets to develop a joined-up offer tailored to local circumstances and preparing a technical needs assessment for Libraries. Input is invited on whether the current provision best serves local residents or whether it could be sited elsewhere to attract more footfall or bring new opportunities to "left behind" communities. Members agreed that the Library currently serves residents of Bramley and those from further afield well. The facility is very well used by different sectors of the community and other ways to increase footfall are being explored. The Clerk was asked to draft a response to Mrs Young for Mrs O'Connell to agree.

Clerk

039/19 Report from Resilience Group

- a. A report from Mr Coleman concerning surface water flooding on Horsham Road in Bramley was circulated to Members, as follows:
 - i. Mr Coleman recently met with Ian Fowler, Flood Risk & Network Resilience Project Manager, Flood Risk Asset Planning & Programming Strategic Network Resilience Team, Surrey County Council. It was agreed that it would be sensible to combine the three main issues affecting Horsham Road into one report (at Bramley Grange/Esso filling station; the High Street in front of Memories and the Indian restaurant; and on Birtley Road at the Triumph motorcycle garage), which Mr Coleman will prepare asap. Affected residents should continue to report events to SCC via the normal channels along with photographs and encouraged to send copies of the photos to Mr Coleman with the SCC reference number. Mr Fowler and Mr Coleman will then review quarterly. Although historical data is useful, a full year's data needs to be collated to enable funding possible solutions to be considered. It is understood that any action taken as a result of this project will be separate to any taken by the drain clearance team.
This was noted by Members.

040/19 Parish updates and actions

- a. Pavilion and environs (including Gosden Common, Links Road)
 - i. The Clerk reported that Brackendale Tree Care will be carrying out the scrub clearance work alongside the A281 at Gosden Common on 9th April.
 - ii. Transfer of ownership of Gosden Common
The Clerk reported that following the report in Bramley Update, she has received feedback from 6 residents giving their opinion on whether acquiring Gosden Common is good use of public funds. 4 residents support the transfer, assuming the cost is not too much. Questions were asked by the other 2 residents:
 - Is the common under threat of development?
 - How long is the current lease?
 - Will it include the Pavilion track? If so, will it affect those residents?



- Will it include the areas where residents of Tannery Lane have access rights?
- Will it include the land where the pumping station is located?
- Would Waverley contribute to the cost?
- Could income from the fete be used?
- What are the pros and cons of the status quo and changing ownership?
- Are the pros worth the financial cost?
- Where would the money come from?
- Would other projects be limited to pay for the common?

The Clerk was asked to respond to these questions, copy Mr Molineux.

Clerk

At this stage, Guildford Borough Council is asking the Parish Council to pay £600 plus VAT for a valuation of the land. The Council has informed the Clerk that they need to know whether there is any value attributable to the land before making the decision to dispose of it, however large or small. It is part of the procedure that they are required to follow. Should the transfer go ahead, a further £250 Surveyors fee and reasonable legal fees would need to be paid by the Parish Council. The GBC Executive are planning to discuss the matter at their June meeting. After discussion, Members voted on whether to proceed or not – 4 voted Yes, 1 abstention (Mr Molineux is a Gosden Common resident so declared an interest in this matter). Clerk to confirm to Guildford Borough Council that Bramley Parish Council will pay for the valuation of the land.

Clerk

The meeting closed to allow the public session.

A resident of Fisher Rowe Close reported ongoing parking issues in Fisher Rowe Close. Availability of parking spaces for residents of the Close is limited and there are no additional spaces for visitors, who usually use the grass verge at the entrance of the road. Recently cars parked there have had notes put on the windscreen, on Waverley Borough Council headed paper, asking drivers not to park on the grass. The resident feels that the wording of the note is very negative and wonders where people should be parking if not there. The garages to the rear of the houses are too narrow for the average cars of today. The resident will bring one of the notes to the Clerk and the matter will be investigated. The resident recommended converting the grass verge to hardstanding and marked with parking bays. It was not known who owns this piece of land.

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

- Nothing to report.

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

- Stone Barn update

The Clerk reported that she has received the final drawings for the conversion of the barn. She has begun to prepare the paperwork for the planning application. The Clerk is awaiting a second quote for the required bat surveys. She will forward this to Members once received.

Clerk

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

- Maintenance of walls at Holy Trinity Churchyard

The Clerk reported that she and Mr Foley have received confirmation from the Ministry of Justice that the churchyard was closed on 16th November 1857. Their previous notification that it was not closed was an error. This means that the request by the Parochial Church Council in 1964 for the Parish Council to take over maintenance of the churchyard was done correctly, even though they did not provide proof of the closure at the time.

The Clerk was asked to write to the Parochial Church Council along the lines of the letter drafted by Mr Molineux in February. She should also check the regulations

Clerk



to confirm that it is in the Parish Council’s control when any maintenance works are carried out and by whom. The Clerk was asked to contact the Historic Buildings Officer at Waverley Borough Council for advice on maintenance of this bargate stone wall which is in the Bramley Conservation Area.

Mrs Stern asked Members to join her in formally thanking Mr Foley for all of the time he spent to fully research this matter. Members unanimously agreed.

- ii. The Clerk reported that she had submitted an insurance claim for the knocked down streetlight on Horsham Road and the insurers have given the go ahead to replace the light. The Clerk has ordered a new column. Once installed, she will contact UK Power Networks to connect it to the power supply. Clerk

e. Grounds and Downs Link

- i. The Clerk has purchased a sweeping machine for use on the Downs Link and other footpaths. Delivery is expected on 25th March. Clerk

- ii. The Clerk was asked to find out if Waverley would move the rubbish bin that is inside the Eastwood Road play area to outside of the area so it can be used for dog walkers to dispose of bagged dog waste (dogs are not permitted in the play area). The Clerk mentioned that she had discussed dog waste bins with the Hascombe Clerk at a recent meeting. Hascombe Parish Council has a number of dog waste bins that are emptied under the Waverley refuse contract, the cost of which is recharged to Hascombe PC at a reasonable rate. The Clerk will calculate a ballpark expenditure figure to do the same in Bramley. Clerk

- iii. Mrs Stern reported that there are a couple of trees / large branches that have fallen on the Downs Link – at Singh Concrete and down by the stone bridge at Run Common Road. The Clerk will investigate and report to Surrey County Council. Clerk

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

- i. Mr Seaborne mentioned that the Clerk should have received an email from Dunsfold Parish Clerk inviting representatives from Bramley Parish Council to a meeting to discuss the proposed oil and gas well in Dunsfold. The Clerk confirmed that she has not received this email.

Mr Seaborne reported that he has met with Jeremy Hunt MP who has written to the Oil Minister to convey the concerns of this proposal from local residents.

041/19 **Finance**

- a. Members approved the payments to the value £6,085.71. Details are set out in the payment listing at Appendix B.

- b. Grant application for the Grafham Room

Further to discussion at the February Parish Council meeting, Mr Scattergood has investigated the possibility of the Grafham Room trustees to accept a possible loan from the Parish Council to fund the repairs to the roof. Mr Scattergood has been advised that due to the current legal status of the ownership of the facility, the Trustees would be personally responsible for the repayment of such a loan should the Trust not be in a position to repay it. The Trustees are not willing to accept a loan for these works.

It was agreed by Members that Mr Scattergood should apply to alternative funding authorities as discussed at the February meeting. The Clerk to inform Mr Scattergood. Clerk

- c. Review of Fixed Asset Register

The Clerk circulated to Members an updated register of fixed assets. She has added the new furniture purchased for the Library, the new Village Hall cooker and the security gates at Gosden Common to the list.

The Clerk was asked to include the path sweeper to the register and a column showing the date of the last valuation for the long-term assess. Clerk to action. Clerk



- d. The Clerk reported that she will be carrying out the year-end procedures for the Parish Council accounts for 2018/19 from early April.

042/19 **Points of information and any other matters**

- a. None.

The meeting closed at 9:05pm

Agreed and signed Chairman, 16th May 2019