



Minutes of a Meeting of Bramley Parish Council
Held at Bramley Village Hall on 21st October 2021, starting at 7:30pm

PARTICIPANTS

Mr R Seaborne, Messrs R Stern, A Coleman, M Byham, P Molineux, T Hughes, P Leung, Mrs F Stern and Mrs A Burrows. The Clerk and Assistant Clerk were present as well as Borough and County Councillor Kevin Deanus and Borough Councillor Martin D'Arcy. PC Greenaway & PCSO Sayers also attended the meeting. 2 members of the public were in attendance.

100/21 To receive apologies for absence

- a. None.

101/21 Declarations of interest

- a. Mr Molineux declared an interest in any Police matters as he sits on the Surrey Police Joint Audit committee. Mr Seaborne, as Chairman of the Bramley Infant School Resources committee, declared an interest in the discussion on the grant application received from the school.

102/21 Bramley Neighbourhood Police update

- a. Between 10th September and 14th October 2021 there were 19 crimes reported of which 2 are of public interest:
- 9th September – Common assault – Dispute between neighbours on Edencroft, resulting in water being sprayed over one of them.
 - 13th October – Common assault – Male ejected from a public house on the High Street causing them to fall to the ground.
- b. PC Greenaway will be working extra hours during the evenings over the Halloween and bonfire period. The community is encouraged to report any issues.
- c. As the nights are drawing in, PC Greenaway urged residents to check the security of windows, doors, gates and garden buildings and to set indoor lights on timers. The Clerk was asked to include advice for residents in Bramley Update and on Facebook. Residents can be directed to crime prevention advice on the Waverley Beat Facebook page and the Surrey Police website.
- d. Mr Seaborne thanked PC Greenaway for the more visible and frequent vehicle speed checks that have recently been carried out. This is much appreciated by residents.

103/21 Review of current planning applications

- i. Members discussed the list of current planning applications. Representations from a Hascombe resident were put forward on the applications at Langhurst Farm Barn. The Clerk will submit comments that were agreed to Waverley Borough Council.

104/21 Minutes of the meeting 16th September 2021

- a. Minutes of the meeting 16th September 2021 were agreed by the meeting as a true record. These were signed by the Chairman.

105/21 Matters arising from minutes of the meeting of 16th September 2021

- a. None.

106/21 Correspondence

- a. Members reviewed the Correspondence report circulated by the Clerk. There were no matters to be discussed that are not covered elsewhere in the agenda.

ACTION

Clerk /
Assistant
Clerk

Clerk



107/21 **Waverley and Surrey County Councillors update**

a. Waverley Boundary Review

The Clerk circulated a revised proposal for ward boundaries within Waverley from the Boundaries Commission. It was noted that the Parish Council's comments on the previous proposal had been considered, and that it is now proposed that Bramley parish be included in a ward with Womersley, Blackheath & Shamley Green as well as Busbridge and Hascombe parishes. Mr d'Arcy commented that a focus of the review has been to avoid splitting parishes across wards.

Members had no further comments to make on the consultation. The Clerk was asked to confirm this to the Boundaries Commission.

Clerk

b. Local Plan Part 2 consultation

The Clerk circulated an addendum to the pre-submission Local Plan Part 2: Site Allocations and Development Management Policies. The consultation period runs from 1st October to 12th November 2021.

Members had no comments to make on the addendum.

c. Update on Arriva Bus situation

Cllr Deanus forwarded a statement from Surrey County Council to the Chairman reporting that Arriva US Bus is intending to cease operating bus services in Surrey from mid-December 2021. If a replacement bus operator is not established, this will have a serious effect on public transport facilities for residents of Bramley. Cllr Deanus reported that negotiations are ongoing with Falcon Coaches to take over Arriva's services. Although Falcon has no experience of running a commercial bus service, SCC is confident of a successful outcome.

d. Cllr Deanus reported that there is extensive work being carried out on Run Common Road. He will post photographs on the various community group sites on Facebook.

108/21 **Committee Actions**

a. Planning Review Committee

i. Review of Planning report (circulated)

Members noted the Planning report circulated by the Clerk.

ii. Neighbourhood Plan progress report

Mr Stern reported that the Clerk has made all of the necessary changes to the draft Neighbourhood Plan as recommended by the independent examiner. The final Plan was submitted to Waverley Borough Council earlier this month and has been published on both the Bramley Parish Council and Waverley Borough Council websites. There is also a 3-page summary of the Plan available on the Parish Council website.

The Referendum on the Plan has been set for Thursday 18th November. The Clerk has published the required notices on the website and on the Village Hall noticeboard.

Further communications are planned in Bramley Update, on Facebook, noticeboards and on banners around the village. Mr Leung offered to give posters to the High Street shops for display. The Clerk will print some copies off for him. Members agreed that a "special" Bramley Update should be issued in the week of 8th November to urge residents to vote at the Referendum.

Clerk /
Assistant
Clerk
Assistant
Clerk

b. Library Committee

i. Report noted for the record.

The Clerk reported that a meeting of the Library Operations team is scheduled for 1st November. It was noted that the new Library team at Surrey Libraries have been very responsive to issues at Bramley Library. The Clerk was asked to contact the head of the team to thank them.

Clerk



c. Village Hall Management Committee

- i. Mr Coleman had nothing to report.

It was reported that many of the chairs had needed to be cleaned prior to the Village Harvest Lunch.

d. Resilience Committee

- i. Mr Hughes reported that he recently met with Mr White and Thames Water at Bramley Mill. A major blockage was found in the drainage pipes which has now been cleared. Thames Water will carry out checks of the drains every 6 months to ensure they remain clear.
- ii. Mr Hughes reported that, following rising water levels caused by the severe rainfall in the last few days, the flood risk at Fisher Rowe Close has now stabilised.
- iii. The width restriction signage promised by the Hunt Group for Mill Lane has not yet been installed. The Clerk was asked to chase this up.
- iv. The Clerk advised that it would be a good time to review and update the Emergency Plan for Bramley. She will arrange this with Mr Hughes and the Assistant Clerk.

Clerk

Clerk

e. Highways Committee

- i. Nothing to report.

109/21 **Parish updates and actions**

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

- i. The Clerk reported that a meeting of the Sports Pavilion Trust took place on 20th October.
- ii. The Clerk was contacted by DreamCatchers nursery and pre-school who are looking for an alternative location for their facility from January 2022. The Assistant Clerk met with them to show them the Pavilion. Unfortunately, the space available would not suit their requirements.

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

- i. Mr Seaborne asked the Clerk to contact St Catherine's School requesting that they try to ensure that the pavements alongside the school on Station Road and Horsham Road are kept clear of leaves, as they tend to get very slippery in the autumn months.

Clerk

c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)

- i. The Clerk reported that a section of the wall between Rhens Place and the car park on Old Rectory Close has collapsed due to the pressure from a large fir tree in the car park. The section of collapsed wall has been fenced off by Eddie Richardson. It is not known who owns the wall. It could be Waverley Borough Council or Surrey County Council. The chairman of the Old Rectory Close resident's group is out of the country at the present time. The Clerk was asked to contact the Old Rectory Close property management company to ascertain if they own the wall and made the required repairs. The tree causing the damage should also be cut back.
- ii. The Clerk has received a suggestion from Mr Morley that the large fir tree next to the Library car park is now outgrown. Whilst Mr Morley was Parish Clerk, another fir tree was planted as a future replacement. Mr Morley suggests that the large tree be cut down and the electric cabling for the Christmas lights be moved closer to the smaller tree for this year's festive lighting.
- Members agreed that there is no pressing need for this to be done in the short term and could be a complicated and costly task. As the tree is within the Bramley

Clerk



<p>Conservation Area, planning consent from Waverley Borough Council would be required. It was agreed to review this matter in Spring 2022 and include an amount for the works in the 2022/23 budget.</p>	Clerk
<p>iii. The Clerk reported that she has not yet heard back from the Hunt Group regarding the broken railings from Snowdenham Links Road to Snowdenham Lane. She will follow this up with them. If they are not responsible for the footpath, the Clerk will liaise with Cllr Deanus for Surrey County Council to action.</p>	Clerk
<p>iv. It has been noted that Bramley Motors often load and unload cars on Old Rectory Close outside the Library and Blunden Court, often blocking the entrances to the car parks. The Clerk was asked to write to Bramley Motors asking them to ensure the entrances are not blocked at any time. There is significant concern from Blunden Court residents that emergency vehicles may not be able to gain access at times.</p>	Clerk
<p>d. <u>Grounds and Downs Link</u></p> <p>i. <u>Grounds maintenance update</u></p> <p>The Clerk reported that she has agreed a new grounds contract with Grasstex. They are due to start work on 1st November.</p> <p>The Assistant Clerk has organised the refurbishment of the area at Bramley Station. These works are almost completed.</p> <p>The Assistant Clerk reported that she has received 2 quotations for repairs to the churchyard walls at Holy Trinity. The quote received from Nick Skinner was significantly cheaper than that received from Williams Restorations. Members agreed for the Assistant Clerk to co-ordinate the most urgent works with Nick Skinner. These works will be completed in sections, commencing with the repairs to the coping on top of one of the walls and the brick work on the wall on the northern side of the churchyard.</p>	Assistant Clerk
<p>ii. <u>Progress on transfer of Gosden Common from Guildford BC to Bramley PC</u></p> <p>The Clerk reported that she has received an email from Guildford Borough Council estimating a cost of £1,500 plus VAT for initial advice on the transfer of ownership of the land, plus a further £3,000-£3,500 plus VAT for the transactional work to dispose of the land to the Parish Council. Bramley Parish Council would need to pay these costs. The Parish Council would also need to fund the cost of their own legal advice on this matter.</p> <p>Subject to receiving legal advice that would enable a disposal to proceed, Guildford Borough Council will need to comply with its obligations set out in s. 123 LGA 1972 regarding:</p> <ul style="list-style-type: none">• Best consideration, which is to ensure that so far as reasonably possible, that public assets are not sold by public authorities at an undervalue; and• Publishing s123 notice relating to the disposal of open space. <p>Guildford Borough Council would seek reimbursement of the following costs for this transaction:</p> <ul style="list-style-type: none">• The Council's legal costs as set out above.• The cost of publishing the s123 notice.• The cost of obtaining a valuation of the land (the Council is already holding funds of £600 from the Parish to pay an external valuation surveyor, and also the Borough's surveyor's fee, which has been revised to £350 from £250).• The cost of producing a Land Registry compliant plan of the area to be sold to the Parish Council. This cost will include a survey of the site by an external surveyor – cost to be advised.	



The external legal fees set out above are an estimate only. Further advice may be required, which will add to the cost to the Parish of the disposal.

After receiving this information from Guildford BC, the Clerk enquired on what basis the land ownership would be transferred – a sale on market terms, on notional terms (e.g. for a simple consideration of £1 or similar), or a simple transfer of ownership from one council to another. Guildford BC advised that the Council is required to achieve ‘best consideration’ on the disposal of land under s123 of the Local Government Act 1972 and therefore, it would be on ‘market terms’. The disposal is likely to need Secretary of State’s consent for a number of reasons, and this would include disposal at an undervalue. Guildford BC suggests that the valuation is done following receiving the initial legal advice and take it from there.

They advised that the Parish Council should make their own enquiries with a solicitor on the liabilities and/or responsibilities for the land, as a matter of course in acquiring land/ property.

Members agreed that Parish Council funds would not allow this transfer to proceed if the land was sold at market rate. They assumed it would be for a peppercorn sum. Mr Seaborne reported that Waverley Borough Council are actively transferring land to Parish Councils for nominal sums, so the advice received from Guildford BC to achieve ‘best consideration’ is not understood. The Clerk was asked to check the detail of this with Guildford BC. This project will be put on hold until feedback is received.

Clerk

- iii. Mr Hughes asked if there was any progress on the installation of signage on the Downs Link and at Bramley Station, directing Downs Link users to the village centre. The Assistant Clerk reported that little progress had been made to date. She is awaiting a quotation from the contractor who carried out the refurbishment works at the station. The Assistant Clerk will follow this up.

Assistant Clerk

- e. Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)

- i. Nothing to report.

110/21 Finance

- a. Payments listed at Appendix B (circulated)
Members agreed payments between 15th September and 14th October 2021, to the value of £7,651.80. The listing was signed by Mr Seaborne and returned to the Clerk.
- b. The Clerk reported that the Annual Governance and Accounting Return for the financial year 2020/21 has been approved by the external auditor. Although the separation of the Village Hall accounts from those of the Parish Council was not completed within the financial year, the auditor accepted the Clerk’s explanation for non-compliance. This was due to it not being possible to open a new charity bank account during the height of the Covid-19 pandemic. Members thanked the Clerk for the work she carried out leading to this successful outcome.
- c. Review of budget vs actual expenditure at half year
The Clerk circulated a report on the accounts to the end of September 2021 with a forecast outcome to the end of the financial year.
It was noted that the income for the Library was significantly reduced compared to budgetary figures. This is due to the fact that the Library meeting room has not been hired during the Covid pandemic. The Clerk was asked to advertise the meeting room to residents in Bramley Update, Facebook and on noticeboards.

Clerk



Members agreed that the Clerk should include items that could be partially funded through CIL funding in the 2022/23 budget. These items would be dependent on successful funding applications.

d. CIL funding feedback from residents

Mr Molineux reported that the majority of feedback received on the suggestions posted on Facebook and in Bramley Update indicate a preference for improvements to the Eastwood Road play area and a picnic area / trim trail at Gosden Common.

It was agreed that the Clerk and Assistant Clerk should work on an application to Your Fund Surrey for these works. Cllr Deanus agreed to review the application prior to formal submission.

Should this application be unsuccessful, the Eastwood Road play area improvements could be funded from Neighbourhood CIL. A Strategic CIL application could be submitted for the Gosden Common project.

Mrs Stern reported that she discussed the installation of a trim trail at the Chestnut Way play area with Waverley Borough Council, who expressed an interest in this project and may be able to source some funding. Mrs Stern will continue discussions with Waverley BC.

Clerk /
Assistant
Clerk

e. Grant request from Bramley Infant School

The Clerk circulated a request from Bramley Infant School for a grant of £1,500 to contribute towards the purchase of an acoustic fence to be placed along the boundary of the school with the A281.

There is a sum of £2,000 in the budget for grants for this financial year, which is usually awarded to Citizens Advice Waverley. No grant request has been received from them to date for this financial year. Requests are usually received in October or November each year.

It was noted that the school would probably need planning consent for the screening. Members agreed to review this application once such consent had been granted. The Clerk was asked to inform the school.

Cllr Seaborne, as a governor at Bramley Infant School did not take part in this discussion.

Clerk

111/21 **Points of information and any other matters**

a. Progress report on school playing field project

There has been no progress on this project, which is still being reviewed with Surrey County Council's legal team. Mr Seaborne asked Cllr Deanus to try to speed discussions up.

b. Plans for Bramley Bonfire and Remembrance Sunday

The Clerk reported that she has submitted applications and received permissions for the road closures for the Bramley Bonfire and Remembrance Sunday events. The road signage will be placed in the required locations at least one week prior to each event.

Notes on the Remembrance Sunday service at the War Memorial have been circulated to Holy Trinity Church, Surrey Police and Bramley Village Society.

There are currently 3 volunteers to assist with the road closure. A further volunteer is required, which the Clerk will source.

Surrey Police will be attending the event to lay a wreath and the Clerk has this week been contacted by Bramley Brownies who will be in attendance.

Clerk

Clerk

c. November Parish Council meeting

The November meeting of Bramley Parish Council is scheduled for Thursday 18th November – the same day as the Neighbourhood Plan Referendum. As both of these events will take place in Bramley Village Hall, Waverley has requested that



the Parish Council be rescheduled to an alternative date, so there is no chance that the result of the Referendum be contaminated.

Mr Seaborne suggested that the Parish Council meeting be rescheduled to Thursday 25th November. This was agreed by Members.

The Clerk was asked to include on the agenda for this meeting a discussion on the implications of the Neighbourhood Plan when considering future planning applications.

- d. Bramley Village Ball, 27th November 2021

The Clerk reported that all tables for this event have now been sold.

Clerk

The meeting closed at 21:20.

Agreed and signed Chairman, 25th November 2021