



**Minutes of a Meeting of Bramley Parish Council  
Held in Bramley Village Hall on 18th July 2019, starting at 7:30pm**

**PRESENT**

Mr R Seaborne, Messrs P Leung, P Molineux, T Hughes, M Foley, B Stern and Mrs F Stern. Mrs Victor, the Clerk was also present. There was 1 member of the public in attendance. Councillor Victoria Young and PCSO Snow were unable to attend.

**ACTION**

**073/19 To receive apologies for absence**

- a. Apologies for absence were received from Mr Byham and Mr Coleman.

**074/19 Declarations of interest in agenda items**

None.

**075/19 Minutes of the meeting 20th June 2019**

- a. Minutes of the meeting 20th June 2019 were agreed by the meeting as a true record and signed by Mr Seaborne.

**076/19 Matters arising from minutes 20th June 2019**

- a. None.

**077/19 Bramley Neighbourhood Police update**

- a. The Clerk has received a report on recent crimes in Bramley from PCSO Snow, as follows:
  - i. On 25th May there was a burglary at a home on Horsham Road. A shed was broken into and a bike was stolen.
  - ii. On 27th May a diner at a restaurant on the High Street left without paying the bill.
  - iii. On 31st May a dumper truck was removed from a car park under construction on Station Road.
  - iv. On 12th June a home on Birtley Road was broken into and a large quantity of specialist equipment was stolen.
  - v. On 20th June there was an attempted burglary at a business on Birtley Road. Gates to the business premises were damaged.
  - vi. On 25th June a Palmers Cross resident was called by the Met Police Fraud department alleging that their bank cards had been used. When challenged the caller became verbally abusive.
  - vii. On 2nd July items were stolen from a shop on the High Street. The suspect has been identified.
  - viii. On 4th July a vehicle was damaged whilst parked on the High Street. The suspect has been identified.
  - ix. On 5th July a vehicle on Riverside Drive was taken without consent. The suspect has been identified.
  - x. On 5th July an unknown person entered a house on Riverside Drive and stole phones, a camera and a vehicle.
  - xi. On 13th July a suitcase and sports bag were stolen from a vehicle in Thorncombe Street.
- b. PCSO Snow informed the Clerk that theft of plant machinery continues to rise across the rural areas of the county. At risk are unattended machinery left on building sites overnight.



- c. He also noted that the reporting of scams / fraud has increased by 16% compared to 2018. Surrey Police has a number of advice leaflets to help identify these and how to take action to keep safe. Local officers are planning to visit Blunden Court and other parts of the community to raise awareness of this issue.
- d. Surrey Police ran a local “Meet the Beat” session at Bramley Library which was the first meeting to gauge local public interest. Attendance at this session was disappointing. The Clerk has discussed how to better communicate the event for the next one that is scheduled for 3rd October.
- e. Given the number of crimes that have occurred since May, Mr Seaborne asked the Clerk to discuss with PCSO Snow if there is anything the Parish Council can do to help communicate messages from Surrey Police on how to avoid being a victim of crime.
- f. Members asked the Clerk to find out the name of the Police Officer responsible for CCTV systems. This was discussed with PS Sutherland at the Parish Council meeting in May 2019.

Clerk

Clerk

**078/19 Correspondence**

- a. Members reviewed the Correspondence received as detailed in the Correspondence report.
- b. Members discussed the outline plans for Mrs Brown’s field that were sent to the Clerk from The Hunt Group. Members are interested to find out more information. The Clerk was asked to invite them to a future Planning meeting.

Clerk

**079/19 Waverley and Surrey County Councillors update**

- a. Mr Seaborne outlined the new administration in place at Waverley Borough Council which is made up of 14 x Liberal Democrats and 15 x Farnham Residents representatives. There is also involvement in the administration by Labour, Green Party and an independent representative. The Conservative party is not represented.
- b. The Waverley Executive has members of 4 political parties. John Ward (Farnham Residents) is the Leader. Deputy Leader is Paul Follows (Liberal Democrat). There is one representative each from the Green and Labour parties. The majority of the representatives are based in either the Farnham or Godalming areas, with one from the Frensham area.
- c. The first public Executive meeting has taken place, as has the first full Council meeting.
- d. The Executive is holding a Listening Panel meeting next Tuesday regarding the planning application for the oil well in Dunsfold.

**080/19 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. Mr Seaborne reported that if Waverley Borough Council is minded to grant the planning application at Darien on Links Road, he has asked for it to be called in to be discussed at Committee.
- b. Neighbourhood Plan (NP) progress report.
  - i. Mr Stern reported that the informed opinion on the status of Smithbrook Kilns has been received from Waverley Borough Council. They remain with their original opinion that the site has not previously been developed, so it is not a brownfield site and sits within the Green Belt. This opinion has been passed on to the owners of the site, who now intend to obtain their own legal advice. Mrs Stern has



informed them that it is the Council's intention to send the draft Neighbourhood Plan to Waverley for final examination by 1st September.

- ii. Mr Hughes is drafting the Basic Conditions Statement and the Consultation Statement, to be included in the Plan.
  - iii. The Clerk has drafted feedback to all those who submitted comments on the Plan during the Regulation 14 Consultation period. Once feedback has been received by Mr Stern and Mr Seaborne, these will be finalised and sent.
- c. Members are disappointed in the decision by the Planning Inspectorate to allow the planning appeal for the proposal to install a mobile phone mast on Horsham Road in the centre of the village.
- The Clerk was asked to draft letters to the Chief Executives of both Vodafone and Galliford Try. Although the Council are keen to support improved mobile phone signal in Bramley, Members are disappointed that no response was ever received after we had located a number of other sites in Bramley that would be less visible in the village.
- The Clerk was asked to include the decision in the next issue of Bramley Update and on the community Facebook page.
- d. The Clerk reported that Andrew McNaughton will attend the Planning Review committee meeting on 6th August to discuss plans to redevelop the old barn on Park Drive. Mrs Stern and Mr Seaborne recorded their apologies for this meeting.

Clerk

Clerk

#### 081/19 **Report from Highways & Rights of Way committee**

- a. Mr Foley circulated a report to Members.
- b. Mini Roundabout Safety
  - i. Given that any road layout alterations may have to wait until the 500th house is built at Dunsfold, Mr Foley would like to investigate a possible short-term solution to some of the perceived safety issues at the roundabout could be found. Mr Foley has noted that there is no roundabout sign on the approach to the intersection on Snowdenham Lane. This is dangerous, especially as the paint on the road at the intersection is badly worn.
  - ii. Mr Foley noted that the Parish Council needs to get an accurate picture of the safety of the mini roundabout. Comments and reports of incidents are being submitted by residents via Facebook and email. Mr Foley suggests a regular prompt in Bramley Update and Facebook to maintain these inputs. Agreed by Members.
  - iii. Mr Foley would like to arrange a site visit with Surrey Highways (Adrian Selby) and invite Mike Fletcher to look at the roundabout and see if there is something that can be done. This was agreed by Members. Once the date for this meeting has been agreed, Mr Foley will invite other Members to attend.
  - iv. Mr Foley noticed that there are branches overhanging some road signs on the A281 and Station Road from trees in the grounds of St Catherine's School. The Clerk has asked the school to trim back the overgrowing foliage. They have confirmed that their Grounds staff will look into this.
- c. Rights of Way and Bridle Paths
  - i. Prompted by an email from a resident about the bridleway between Eastwater House and Daneshill, Mr Foley contacted Countryside Access at Surrey CC. Their policy:
    - SCC now only cut one path in Bramley – the path up through the woods behind the school (see map overleaf)
    - SCC will choose from a list of reported overgrown paths for a cut at the end of July, prioritising any with public safety issues and those near schools and hospitals

Clerk / Mr  
Foley

Mr Foley



- SCC are currently reviewing the Downs Link and may cut some sections “if they can afford it”.
  - ii. Mr Foley proposed putting a suggestion in Bramley Update and Facebook that residents report any overgrown paths directly to Surrey, making particular reference to safety concerns. Reports can be made at: [www.surreycc.gov.uk/environment-housing-and-planning/countryside/footpaths-byways-and-bridleways/contact-us-or-report-a-problem-on-a-right-of-way](http://www.surreycc.gov.uk/environment-housing-and-planning/countryside/footpaths-byways-and-bridleways/contact-us-or-report-a-problem-on-a-right-of-way). This was agreed by Members. Clerk
  - It was noted that the overgrowing vegetation on the Downs Link could be considered dangerous as the width of the path in places is not wide enough to allow a cyclist and pedestrian to pass. The Clerk was asked to contact the Bramley Dad’s group to find out if they could arrange a time to cut back the vegetation alongside the path. Clerk
  - iii. Mr Foley suggested that, as Surrey County Council do not currently have the funding to look after public rights of way, it may be something that the Parish Council has to budget for in the future. The Clerk was asked to find out how much time it takes to cut back overgrowing vegetation along approx. 1km of public footpath. It would then be possible to calculate how much it would cost to keep all footpaths in the parish clear. Clerk
  - d. The Clerk reported that instead of the Highways Localism grant scheme, Surrey Highways are this year offering 2.5 days per parish for their grounds teams to carry out works formerly covered by the Localism scheme. Surrey Highways has invited all parishes to submit suggested task lists including timescales to them. The Clerk suggested that the Bramley list should include:
    - Parish-wide sign and bollard cleaning (twice per year)
    - Clearance of overgrowing vegetation alongside pavements in the Village
    - Clearance of vegetation overgrowing road / place name signage.This was agreed by Members. Clerk to allocate timescales to this list and forward it to Surrey Highways. Clerk
- 082/19 **Report from Library committee**
- a. The Summer Reading Challenge has commenced and will run until early September.
  - b. The Clerk has arranged for the annual review meeting with Surrey Libraries will take place alongside the Library Operations team meeting on 28th August. Amongst other matters to be discussed, it is hoped progress will be made on the installation of the Citizens Advice Bureau terminal in the Library.
- 083/19 **Report from Resilience Group**
- a. Nothing to report.
- 084/19 **Parish updates and actions**
- a. Pavilion and environs (including Gosden Common, Links Road)
    - i. Banking at Gosden Common  
The Clerk reported that she has received a quote of £10,740 to install mounds of topsoil along the northern and western edges of Gosden Common. The Clerk was asked to get further quotes from groundworks companies. Mrs Stern suggested Tom Reynolds. The Clerk should also find out from Shalford Parish Council or Guildford Borough Council who carried out the similar works in Shalford. Clerk
    - ii. Mr Hagen, on behalf of the Pavilion Trust, asked the Clerk to arrange for the re-roofing of the Pavilion. A grant of £350 was received from the Fete committee as a contribution towards these works. The total cost will be £4,700. The Parish Council previously agreed to fund up to £2,500. Splitting the cost equally after Clerk



deducting the Fete grant would total £2,175 each. The works are provisionally booked in for October, following the end of the cricket season.

The Clerk was asked to find out if a grant for these works could be obtained from the Community Capital fund at Waverley Borough Council. She should contact Beverley Weddell at Alfold Parish Council who has recently received such a grant for advice.

- iii. The dishwasher at the Pavilion (installed in June 2018) broke down. The Clerk attempted to get it repaired under warranty, but the manufacturer only does this with equipment installed in domestic houses. Robertson's estimated the repairs would cost in excess of £200 and offered to provide a new machine at cost price (£190 including VAT). Mr Hagen discussed the matter with the Cricket Club who agreed to fund the purchase of a new machine. This was actioned by the 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 report from the Ecologist following the recent bat surveys was received and circulated to Members. Although no bats were seen during the 3 surveys, as evidence of brown long-eared bats was found in the barn, measures need to be put in place to mitigate harm to any bats during the building phase and after completion. This is governed by EC regulations on bat roosts.

Once planning permission has been granted, a License will need to be acquired from Natural England, to be done by a registered ecologist. It can take up to 40 working days for the licence application to be reviewed by Natural England. During building works an ecologist will need to be on site when the old roof is removed.

The ecologist has recommended that either:

- a space is left in the roof area for bats to roost
- a small crawl space is left under the roof tiles for bats to access
- bat boxes are installed. It should be noted that brown long-eared bats do not like to use bat boxes, they are a crevice dwelling species.

The Clerk has prepared the planning application for the Stone Barn which has been reviewed by Mr Hughes. The cost for the application will be £462. The Clerk was asked to submit the application to Waverley Borough Council and email it to Members for them to review.

- ii. Projector in Village Hall meeting room

Mr Seaborne suggested installing a manual roll-down projector screen in the Village Hall meeting room. The Clerk has investigated costs. Depending on the size of the screen, they can be purchased for up to approximately £330.

The Clerk also suggested that Members may wish to consider providing WiFi in the Village Hall and the ability for hall users to pay for bookings by payment card. A card reader would be required for this.

The Clerk was asked to prepare a proposal for consideration by Members to include a projector screen, installation of further power sockets in the meeting room, installation of WiFi in the Village Hall and a bank card reader.

Clerk

Clerk

Clerk

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

Mr Scattergood attended the meeting to discuss the possibility of obtaining a loan from the Parish Council to help fund the repair works required at the Grafham Room. He would be prepared to act as Guarantor of the loan.



Mr Scattergood outlined the current condition of the roof – all of which will need to be replaced. A quote has been received at around £30,000. The project will be broken down in the segments, with the section of roof most in need of repairs being done in the short term. This section will cost £6,000 to repair and will include insulation.

The facility is also in need of interior decoration and the car park needs to be resurfaced.

The room is used by a number of difference sectors, including the WI, a Pilates group, the Young Farmers, local businesses and other ad hoc events.

Mr Seaborne suggested that a grant from Waverley Borough Council may be a possibility. He will speak to them to find out.

Members agreed to grant a loan of £4,000 to be repaid over 2 years. The Clerk will forward the necessary paperwork to Mr Scattergood.

Mr Scattergood also suggested that more volunteers may be needed at Bramley Library. The Clerk will discuss this with the Library Operations team.

iii. Bus shelter on Station Road

The Clerk has received 2 requests from residents to install a shelter at the bus stop at the end of Edencroft. Mr Seaborne has asked Waverley Borough Council, who has confirmed that they do not have the budget to do this (the cost is approximately £6,000). Members agreed that the Parish Council is not in a position to fund the bus shelter. The Clerk was asked to respond to the residents.

Clerk

iv. The Clerk informed Members that the regular cleaner of the Village Hall is on holiday until the end of August. She has arranged for an alternative cleaner to carry out the work in his absence.

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

i. The Clerk reported that she has received the defibrillator. An electrician has been booked to install it at the Jolly Farmer on 9th August.

Once installed, the Clerk will arrange for some training sessions.

Clerk

ii. Waverley Borough Council has confirmed that they have purchased a new bench and bin to replace those that were crashed into by a car. The Clerk is awaiting a quote for the replacement of the fingerpost sign that was crashed into.

iii. Members asked the Clerk to carry out a review of the benches in the village as it is thought that some of them need some renovation works. The review should include details of who is responsible for maintenance of each bench and quotes for repair works for those that are the responsibility of the Parish Council. Clerk to action.

Clerk

iv. Members asked the Clerk if any response had every been received from the Catholic Church on the possibility of them renting out parking spaces to local businesses. The Clerk could not recall but will check. She was advised to telephone the Parish Church office in Cranleigh if no response was received.

Clerk

v. Mr Foley asked what the rules were for use of the new car park on Hall Road that belongs to St Catherine's School. The Clerk reported that the School has said they will confirm this with her in due course.

e. Grounds and Downs Link

i. Mr Seaborne reported that he has met with a Waverley Engineer to discuss the proposed improvements for access to the village from the Downs Link at Windrush Close. It was agreed that the access that is nearest to Station Road would be the most appropriate to alter. The improvements will allow for easy access for disabled people. The Engineer will draft a design and prepare costings for the project.



- ii. The Clerk has asked Shaun Clerk to trim the overgrowing vegetation alongside the Downs Link.
- iii. Mr Foley asked if the repair works to the post box at the Bramley Business Centre are still planned. The Clerk confirmed that she has met a contractor this week to discuss the works and a quote is awaited.

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

- i. Nothing to report

085/19 **Finance**

- a. Members approved the payments to the value £9,916.65. Details are set out in the payment listing at Appendix B.
- b. Quarterly budget
  - i. The Clerk circulated the quarterly budget and graph from April to June 2019. This was reviewed and approved by Members.
- c. Clerk salary review

Mr Seaborne asked the Clerk to arrange an appraisal meeting some time after 19th August to include the Clerk, Mr Seaborne, Mr Leung and Mr Coleman.
- d. Other finance matters:
  - i. The Clerk reported that she has submitted the annual audit documentation to the external auditor and published the annual return and notice for public rights on the website.
  - ii. The Clerk reported that Mrs Stern has reviewed and approved the bank statements and bank reconciliations for the quarter from April to June 2019.

Clerk

086/19 **Points of information and any other matters**

- a. Bramley Parish Council 125th anniversary

Mr Seaborne reported that Bramley Parish Council celebrates their 125th anniversary this year. The first meeting of the Parish Council took place on 4th December 1894. It was agreed that no elaborate plans to celebrate this anniversary should be arranged except for inviting past Members and Clerks and the History Society to drinks following the meeting in December. The Clerk was asked to report the anniversary in Bramley Update.
- b. The Clerk reported that she will be on holiday from 22nd July to 5th August. She will not have access to email whilst she is away.

Clerk

The meeting closed at 9:10pm.

Agreed and signed ..... Chairman, 19th September 2019