



**Minutes of a Meeting of Bramley Parish Council**  
**Held in Bramley Village Hall on 15th November 2018, starting at 7:30pm**

**PRESENT**

Mrs F Stern, Messrs R Seaborne, P Molineux, M Byham, T Coleman, T Hughes, M Foley and Mrs S O'Connell. 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**

**118/18 To receive apologies for absence**

- a. No apologies for absence were received.

**119/18 Declarations of interest in agenda items**

Mr Seaborne declared a non-pecuniary interest in any discussion concerning St Catherine's School.

As regular church-goers, Mr Seaborne, Mr Byham and Mrs O'Connell declared an interest in discussions concerning Holy Trinity church, Bramley.

**120/18 Minutes of the meeting 18th October 2018**

- a. Minutes of the meeting 18th October 2018 were agreed by the meeting as a true record and signed by Mrs Stern.

**121/18 Matters arising from minutes 18th October 2018**

- a. Remembrance Sunday

The Clerk reported that the service at the War Memorial on 11th November was well attended. Although a head count was not carried out, it is thought that approximately 400-500 people were present. Thanks were given to the Clerk for co-ordinating the service.

The Clerk purchased and co-ordinated the flying of a "Lest We Forget" flag in the centre of the village. Members confirmed that this flag should be flown on Armistice Day and the day of the Remembrance Service in future years.

- b. The Clerk confirmed that she has published the dates of the 2019 Parish Council meetings on the website.

**122/18 Bramley Neighbourhood Police update**

- a. The Clerk received a report detailing crimes of public interest between 14th October and 14th November from PCSO Snow, as follows:
- b.
  - 14th October 2018 – Ball bearing was propelled at a shop window on the High Street causing it to crack.
  - 21st October 2018 – A road mirror at Palmers Cross was damaged by a projectile.
  - 25th October 2018 – A car parked on Windrush Close was keyed down both sides. A note was left on the vehicle stating that they shouldn't park there as it was private.
  - 23rd October 2018 – Theft of golf clubs from a car on Snowdenham Links Road.
  - 2nd November 2018 – House burglary at Thorncombe Street. Person(s) had entered the property through a rear window. Jewellery and the residents motor vehicle was taken. This fits the MO of a burglary series that police are investigating in the Farnham area. This is a priority for the Waverley Policing Team.

Mr Seaborne also reported that there has been a house burglary in Alldens Lane, which is just in Busbridge, but right on the edge of Bramley parish.



Similar event. Forced entry to a house. Substantial theft and car taken but abandoned nearby.

Police advice is for residents to remain vigilant and to ensure the security of their side access areas. In almost all cases, the preferred route into a property is to the rear and then entry via down stairs glass doors or windows or, to an upper floor if there are ladders left in the grounds or other means of scaling the property.

c. Good News

The criminal damage series caused by projectiles is a local team priority. Two arrests have been made in Thorncombe Street with catapults and firearms seized. A known vehicle was stopped in Bramley where catapults and ball bearings were seized. Local Game Keepers meetings have taken place as a joint initiative with police.

123/18 **Correspondence**

a. Members reviewed the Correspondence received as detailed in the Correspondence report.

b. Wey & Arun Canal Trust

The Clerk received 2 emails from local residents enquiring about recent works carried out by the Wey & Arun Canal Trust:

- Having noticed the significant works carried out by the Trust alongside the Downs Link to the south of the village, one resident asks if the Parish Council has a full picture of the Trust's future plans. He believes that it would be of benefit to the whole community if the Trust were transparent in disclosing their full plans that will impact Bramley.
- Is the Parish Council aware of when the Wey & Arun Canal Trust will be removing the fencing at Gosden aqueduct? The notice on the fencing only references works to tree stumps which took place in February. The resident asks if the fencing can be removed if it is not serving any purpose.

The Clerk was asked to contact the Wey & Arun Canal Trust to ask for a summary of their future plans and enquire if the fencing can be removed.

Clerk

c. Surrey County Council has launched consultations on changes to services in 5 areas: Children's Centres, concessionary fares on Surrey buses, Special Educational Needs and Disabilities, Libraries and Cultural Services and Community Recycling Centres. The closing date for comments is 4th January 2019.

It was agreed that the Parish Council should submit comments to Surrey County Council on all 5 proposed service changes.

Mr Foley circulated research he undertook on levels of fly-tipping since the community recycling service changes were implemented in 2016. As the Parish Council predicted at that time, fly tipping increased by 37.6%. The Clerk was asked to draft comments on the proposed changes to Community Recycling Centres based on the comments that were submitted by the Parish Council in 2016, underlining that with to the planned increase in housing numbers in areas close to the Cranleigh recycling facility, if recycling facilities are not located nearby, fly tipping will only increase further and that this centre should not be closed.

Clerk

Mr Byham was asked to draft a response from the Parish Council regarding the proposed changes to concessionary fares on Surrey buses.

Mr Byham

Mrs O'Connell was asked to draft a response from the Parish Council regarding the proposed changes to Libraries and Cultural Services.

Mrs O'Connell

The Clerk will review the proposed changes to Children's Centres and Special Educational Needs and Disabilities and draft comments accordingly.

Clerk

Residents should be encouraged to submit comments on the proposed changes. Links will be posted on the Bramley Community Facebook page.



- d. Following receipt of details of air quality monitoring equipment in Bramley, the Clerk confirmed that she has forwarded comments received from Members to Waverley Borough Council. A response was received from Waverley clarifying that the equipment currently placed on the A281 to the south of the village will be removed and that the equipment in the centre of the village will be moved closer to the road but at 2m height.

Members discussed the possibility of the Parish Council installing their own air quality monitoring equipment close to the Infant School at a height of 1m. The Clerk was asked to investigate costs.

Clerk

#### 124/18 **Waverley and Surrey County Councillors update**

- a. Mr Byham reported that he is sitting on the Waverley Infrastructure Task and Finish Group committee that reviews Section 106 infrastructure projects and from March 2019 will review Community Infrastructure Levy (CIL) projects that are requested. The CIL charging rates have been confirmed by Waverley Borough Council and the scheme will come into force from 1st March 2019. Parishes with a Neighbourhood Plan will receive 25% of all CIL monies received for that parish. There will be no CIL on affordable homes.
- b. Mr Seaborne reported that the legal challenges brought by Protect Our Waverley and CPRE were rejected by the High Court. The parties are entitled to appeal, although this has not happened to date.
- c. Elizabeth Sims, Head of Planning Services at Waverley Borough Council has announced her retirement.  
Gayle Wootton, our contact in Planning Policy at Waverley on the Bramley Neighbourhood Plan, has submitted her resignation and will be leaving on 21st December.

#### 125/18 **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. Guildford Borough Council has not yet made their decision on the planning application for the proposed new housing development on Chinthurst Lane.
- c. It was noted that St Catherine's School will be carrying out essential tree management works towards the end of November. These works will require traffic lights to be in operation on the A281.
- d. Neighbourhood Plan (NP) progress report.  
Mrs Stern reported that the draft plan has been updated to reflect the changes in the updated National Planning Policy Framework. The Evidence documentation still needs to be updated and is in hand.  
A ranked list of proposed infrastructure projects in Bramley needs to be included in the Plan. This section will be a living document and will be updated over time. The projects need to be prioritised, costed and consulted upon. This list is in the process of being developed.  
Consultation on the Plan is scheduled to commence in January 2019 and will last for 6 weeks. It was agreed that the Plan and other materials should be displayed in an area in the Library. Paper copies of the presentations should be made available in shops, public houses and churches in the village.  
The Clerk was asked to calculate costings for a parish-wide mailshot.  
Mr Hughes will check the recommendations for the consultation and report back to Members.

Clerk  
Mr Hughes



126/18 **Report from Highways & Rights of Way committee**

- a. Mr Seaborne reported that a Highways committee meeting is taking place on 20th November to review highways projects in Bramley. Mr Seaborne will circulate the papers for this meeting to Members.

Mr  
Seaborne

127/18 **Report from Library committee**

- a. We have now received confirmation from SCC regarding which tasks they wish to devolve to the volunteers. This was discussed at the Ops Team meeting of 12th November and Volunteer Training sessions for these additional duties will be organised for late November.
- b. A student from Big Bear is doing weekly work experience for an hour or so. He is always accompanied by a member of staff from Big Bear.
- c. Over half term we held another Story-time and had some on-going craft activities available. Plans for Christmas activities are being discussed.

128/18 **Report from Resilience Group**

- a. Nothing to report.

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

A business owner on the High Street raised a number of issues:

- The current roadworks on the High Street has had a negative impact on businesses. It is particularly distressing when there appears to be no workmen on site for a day.
- The drains on the High Street are not cleaned unless Surrey County Council are asked to do so. If they are not regularly cleaned, the drains become blocked by leaves and the road floods. This is made worse if the streets themselves are not cleaned. This is Waverley Borough Council's responsibility. They say that the street is cleaned once a fortnight. The Clerk was asked to write to Surrey County Council to request regular drain clearance on the A281.
- There are a number of wheelie bins on the High Street provided for flats. This makes the street look untidy. Mr Byham will investigate to ensure bins are stored in suitable locations other than on the pavement.
- The car park at the Library is used by people who work in businesses in the village, blocking spaces for potential shoppers. The Clerk was asked to put a reminder in Bramley Update that this car park has a 2-hour parking limit and that there are more parking spaces behind the shops on the High Street. She was also asked to contact village businesses to ask them to park elsewhere in the interest of keeping the High Street busy with shoppers.

129/18 **Parish updates and actions**

- a. Pavilion and environs (including Gosden Common, Links Road)
  - i. Brackendale Tree Care has been trying to arrange the traffic management on the A281 for the 20th or 21st December but believe it will be difficult so close to Christmas. If the traffic light contractor lets them down, there is no room for manoeuvre. They have asked if the works need to be carried out on a day in the school holidays? If so, they believe it will be safer to do them at half term. Members agreed for the works to be carried out in half term. Clerk to action.
- b. Station and environs (including Eastwood Road and Barton Road, Linersh Wood)
  - i. The Clerk has received a quote of £477 to repair the post box at the entrance to Bramley Business Centre. She was advised that the render is cracked and falling off in many places and repair is not a realistically viable or a long-term solution. The contractor suggests removing the existing render, making good the brickwork as necessary, re-rendering with new render and repainting it. Members asked the Clerk to obtain another quote as this was thought to be an expensive quote.

Clerk

Clerk



- ii. It was reported that the broken light at the pedestrian crossing on Station Road has been repaired by Surrey Highways. The worn paint on the crossing itself has not been addressed however. Mr Byham and/or Mr Seaborne will discuss with Surrey Highways.
- Mr Byham /  
Mr  
Seaborne
- c. Village Hall and environs (including Station and Hall Road, Windrush Close)
- i. Stone barn update.  
Mr Hughes reported that draft design and structural drawings have been received and reviewed by the Planning committee. Small modifications have been requested and revised drawings are awaited. Once received and approved, Members agreed that a planning application can be submitted to Waverley Borough Council.  
It was recommended that residents in Brambles Park are made aware of the plans. Clerk to action.  
The Clerk is drafting the bid documentation and tender evaluation methods. The bid documentation will be circulated to Members by the end of November to be issued to invite tenders during December.  
The Clerk reported that should a bat survey be required, this can only be undertaken between April and September due to roosting times. The Clerk was asked to contact a suitable contractor to investigate if there is evidence of bats in the barn.  
Mr Room, who currently rents the barn for storage, has asked for an extension to his end of December deadline to vacate the barn. Members agreed to an extension to the end of February. Clerk to discuss with Mr Room.
- Clerk  
Clerk  
Clerk  
Clerk
- ii. The Clerk reported that she Surrey County Council has confirmed that the tree roots growing through the path between Windrush Close and Hall Road meet the criteria for repair. An order for the defect to be repaired has been raised and should be carried out by the end of November.
- iii. The Clerk has received a quote of £355 to repair the broken cast iron rainwater gutter above the flat roof at the Village Hall. The Clerk was asked to obtain another quote for this work.
- Clerk
- d. High Street and environs (including Snowdenham Links Road and Lane)
- i. Mr Byham confirmed that he has met with Big Bear Education and talked through the issues at the Eastwood Road play area.
- ii. Maintenance of walls at Holy Trinity Churchyard  
A letter was received from Mr Gates on behalf of Holy Trinity Church concerning the agreement made in 1964 between the Parish Council and the church to maintain the walls in the churchyard.  
Mr Foley has carried out extensive research on the matter and reported his findings to Members. The churchyard was never officially closed.  
The Clerk was asked to contact the Surrey Association of Local Councils to check the legality of the current situation and draft a response to Mr Gates.
- Clerk
- iii. Defibrillator  
The Clerk confirmed that she has completed an application from Waverley Borough Council's PIC fund for a grant towards the purchase of the public access defibrillator. The application is being processed and a response is expected in due course.  
Mrs O'Connell reported that once the new equipment is installed, local resident Graham Smith has offered to carry out demonstrations for residents on how to operate the 2 public access defibrillators in the village (other in Library).



- e. Grounds and Downs Link
  - i. The Clerk reported that the fencing on Station Road at the junction with the Downs Link has been replaced. It now needs to be painted, which she will ask a Groundsman to do.
  - ii. The Clerk reported that the roots growing through the station platform have been removed and the surface re-tarmaced.
  - iii. Mrs Stern reported that the noticeboard at the end of Chestnut Way is in a poor state of repair. A number of other noticeboards may be in a similar condition. The Clerk will check all noticeboards and obtain a quote for any required works.
- f. Rural Parish (including Birtley Green, Grafham and south)
  - i. Nothing to report.

Clerk

Clerk

**130/18 Finance**

- a. Members approved the payments to the value £6,665.63. Details are set out in the payment listing at Appendix B.
- b. Preparation of 2019/20 Budget  
The Clerk circulated a draft budget for 2019/20. Members agreed to review the draft over the coming month.  
The Clerk emphasised that the budget and proposed Precept must be approved at the December Parish Council meeting.

Members

**131/18 Points of information and any other matters**

- a. None

The meeting closed at 9:43pm

Agreed and signed ..... Chairman, 13th December 2018