



Minutes of a Meeting of Bramley Parish Council
Held at Bramley Village Hall on 25th November 2021, starting at 7:30pm

PARTICIPANTS

Mr R Seaborne, Messrs R Stern, M Byham, T Hughes, Mrs F Stern and Mrs A Burrows. The Clerk was present as well as Borough and County Councillor Kevin Deanus. There were no members of the public in attendance.

111/21 To receive apologies for absence

- a. Apologies were received from Mr T Coleman, Mr P Leung and Mr P Molineux.

112/21 Declarations of interest

- a. None.

113/21 Waverley and Surrey County Councillors update

a. Update on Arriva Bus situation

Cllr Deanus reported that Stagecoach will be taking over the Arriva services through Bramley from 18th December. The new timetable has been released and is available on the Surrey County Council website. There are some enhancements to the Bramley service.

The Clerk has asked the Assistant Clerk to include details of the new service in the December issue of Bramley Update.

- b. Cllr Deanus reported that he has a small Member's Allowance available for small projects. He would need to submit the paperwork for any projects in January. Members agreed to discuss this at the December Parish Council meeting.
- c. Mr Seaborne reported that Surrey County Council will be carrying out the legal work required for the lease for the former school playing field internally.
- d. Mr Seaborne reported that a draft Dunsfold Supplementary Planning Document has been released by Waverley and is out for consultation. The Waverley Overview & Scrutiny committee has reviewed the document and have fed in some areas of concern.
- e. Mr Seaborne reported that Waverley has suggested a small amendment to the boundaries proposed in the Waverley Boundary Review. They suggest that Hascombe parish sits with Dunsfold & Alfold parishes, rather than Bramley and Wonersh parishes.

114/21 Minutes of the meeting 21st October 2021

- a. Minutes of the meeting 21st October 2021 were agreed by the meeting as a true record. These were signed by the Chairman.

115/21 Matters arising from minutes of the meeting of 21st October 2021

- a. The Clerk reported that after contacting Bramley Infant School regarding their grant request to help fund the purchase and installation of acoustic fencing at the school, the school has received confirmation from Waverley Borough Council that planning consent would not need to be applied for to install the fencing. They requested funding of £1,500 from the Parish Council for this project. There is £2,000 in the budget for grants, which is usually awarded to Citizens Advice Waverley, although no request has been received from them to date. Members were surprised to learn that planning consent would not be required and were concerned about the effect on the street scene of the acoustic fencing. Members agreed that, due to budgetary constraints, the Parish Council is not in a position to award any grants this financial year. The Clerk was asked to advise the

ACTION

Members

Clerk



Infant School to approach Surrey County Council, as the local authority responsible for education, to request funding for this project. Alternatively, other community groups could be approached for grants, e.g. Bramley Fete Committee (who are holding a funding raising ball this coming weekend) and/or the Village Hall Management committee. Members thought it appropriate that the Bramley Village Hall charity could consider having a small fund to award grants for community projects. This will be discussed by the Village Hall Management committee.

Mr Seaborne declared an interest in this matter, as a governor of the school, and did not take part in the discussion.

- b. The Clerk reported that the Bramley Bonfire and Remembrance Sunday events in the village went ahead as planned. Both events were very well attended.

116/21 Bramley Neighbourhood Police update

- a. Between 15th October and 18th November 2021 there were 31 crimes reported of which 12 are of public interest:

- 16th October – Theft – Persons renting a flat on the High Street have not given key back to the owner.
- 16th October – Drugs – Female in possession of a small quantity of cannabis on Station Road.
- 19th October – Allegation of assault on the High Street when being ejected from a Public House.
- 24th October – Burglary on Snowdenham Links Road. Entry gained via small upstairs window. No items stolen.
- 24th October – Harassment on Birtley Road. Unwanted contact via social media and messages.
- 30th October – Theft on the High Street. Person made off without payment from service station.
- 3rd November – Theft on the High Street. Person made off without payment from service station.
- 4th November – Public Order offence on Station Road. Female verbally abused by her nephew.
- 6th November – Assault on the High Street. Taxi driver assaulted by passenger.
- 9th November – Sheep attacked at Gate Street. Likely to be from a dog.
- 12th November – Public Order offence on Bridle Place. Verbal argument between 2 males (female's ex-partner and new partner).
- 14th November – Malicious communications on Birtley Road. Unwanted calls from an unknown number.

Members agreed that there were no systematic items in the report that would justify alerting residents.

- b. PC Greenaway has received a report of issues at the Chestnut Way Play area / field with a vehicle apparently driving onto the field. He has conducted patrols in the area but not witnessed anything to date. He will continue to monitor the area.

117/21 Correspondence

- a. Members reviewed the Correspondence report circulated by the Clerk.
- b. Members agreed that Mr Seaborne should discuss the offer of tree donations from Surrey County Council with Mr Simon Whalley. If no locations are proposed from this discussion, the offer will be declined.



118/21 **Committee Actions**

a. Planning Review Committee

- i. Review of Planning report (circulated)
Members noted the Planning report circulated by the Clerk.
- ii. Neighbourhood Plan Referendum
The Referendum on the Plan took place on Thursday 18th November. 478 votes were received (18% turnout), of which 431 voted Yes to the question “Do you want Waverley Borough Council to use the Neighbourhood Plan for Bramley to help it decide planning applications in the neighbourhood area?”. We await confirmation from Waverley Borough Council that the Plan is now “made”.
- iii. Implications of the Neighbourhood Plan when considering planning applications
Members agreed that where policies included in the Bramley Neighbourhood Plan are relevant to any planning applications, these should be referenced in the Parish Council’s response to Waverley Borough Council.

b. Library Committee

- i. Report noted for the record.
- ii. The matter of Bramley Library opening hours was discussed. Due to the impact of Covid, the current opening hours are not as outlined in the Council’s Memorandum of Understanding agreed with Surrey Libraries. Surrey has asked for a plan of when the opening hours can be increased. The Operations Team are working on a plan for this, but there is some concern that there are not currently sufficient volunteers to cover additional shifts. The Clerk was asked to regularly include a call for volunteers in Bramley Update and on noticeboards. The Clerk was asked to find out the opening hour situation at other Community Partnered Libraries.

Clerk

Clerk

c. Village Hall Management Committee

- i. Nothing to report.

d. Resilience Committee

- i. Mr Hughes reported that he has reviewed the current Emergency Plan for Bramley and plans to meet with the Clerk and Assistant Clerk to discuss updating the plan.

e. Highways Committee

- i. Mr Seaborne reported that there has been no recent Community Speedwatch activity in Bramley due to the fact that most volunteers have been reluctant to undertake a higher level of training now required. He will revisit the details.

Mr
Seaborne

119/21 **Parish updates and actions**

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

- i. The Clerk reported that that Assistant Clerk has met with Action Play & Leisure and Natural Playscapes to discuss the Eastwood Road play area regeneration, picnic area on Gosden Common and trim trail projects. Both companies had some interesting ideas and will forward proposals in due course.
- ii. It was noted that the bench in the Eastwood Road play area is in need of repair and another one would be of value. Assistant Clerk to include this in her discussions.
- iii. Mrs Stern reported that she has discussed trim trails with Waverley Borough Council, who have 2 trim trails in place. They are of the view that they are not well used. Mrs Stern suggested to them that they were in the wrong locations. Waverley has asked that if a new trim trail was to be installed in Bramley, a full survey of the whole community would need to be carried out beforehand to gauge interest levels.

Assistant
Clerk



- b. Station Road and environs (including Hall Road, Eastwood Road and Barton Road, Linersh Wood).
- i. The Clerk reported that following the request at the October meeting, she has contacted St Catherine's School to ask that they try to keep the pavements alongside the school clear of leaves during the autumn months. They have confirmed that they will do so.
- c. High Street and environs (including Windrush Close, Old Rectory Close, Snowdenham Links Road and Lane)
- i. The Clerk reported that she has contacted the Old Rectory Close property management company to request that they cut back the tree that has caused damage to the wall at Rhens Place and to arrange for the wall to be repaired. No response has at yet been received. She will continue to try to get a response. Mr Seaborne reported that he has contacted the Heritage Officer at Waverley Borough Council to try to find out who owns the wall.
- ii. The Clerk reported that The Hunt Group has confirmed that Lord Hamilton does not own the land upon which there is the public footpath from Snowdenham Links Road to Snowdenham Lane. She has contacted Cllr Deanus to request that he try to expediate the repairs to the broken handrail which was first reported to Surrey County Council in December 2020.
- iii. Following a request from an Old Rectory Close resident, and discussion by Members at the Planning meeting on 18th November, the Clerk has contacted Surrey Highways and Waverley Planning Enforcement to find out if a request for a dropped kerb has been submitted from an Old Rectory Close resident. Waverley Planning Enforcement has responded to report that planning consent for a dropped kerb in this location would not be required as it is on a D road. They have also checked the original planning applications for the Old Rectory Close development. There are no conditions within the consents to restrict the paving of the front gardens.
A response from Surrey Highways is awaited.
- d. Grounds and Downs Link
- i. Grounds maintenance update
The Clerk reported that she and the Assistant Clerk met with Grasstex to confirm some of the details for the new grounds work contract. Grasstex has commenced working in Bramley and plan to send over a schedule of works in the near future.
- ii. The refurbishment of Bramley Station has been completed, except for installation of the new windows which is due to be done shortly.
The Clerk was asked to ensure that the repainting of the Station signs is carried out in early Spring 2022 when the back of the station shelter is painted and any necessary touch-up work to the station gates.
- iii. Churchyard walls
The Assistant Clerk has arranged for Nick Skinner to repair the area of loose stone on the north low retaining wall and the area of loose stone on the coping of the south wall of the churchyard. This work is in the process of being carried out.
- iv. Signage
The Assistant Clerk is having some difficulty in obtaining quotations for the Downs Link and Bramley Station signage project. She is awaiting quotes from 2 contractors (Marting & Co and Grasstex).
- v. The Assistant Clerk is awaiting a quote from Grasstex to repair the bench at the Coronation Oak.
- vi. The Clerk has received a quote of £980 + VAT to install and remove the Christmas lights on the tree at the Library car park. The high cost is due to the fact that they will need to hire a mobile elevated work platform to do this work.

Clerk

Assistant
Clerk

Assistant
Clerk



The Clerk was asked to obtain another quote from Epsilon Lighting and order any replacement lights as required.

Clerk

- e. Rural Parish (including Thorncombe Street, Birtley Green, Grafham and south)
i. Nothing to report.

120/21 Finance

- a. Payments listed at Appendix B (circulated)
Members agreed payments between 15th October and 19th November 2021, to the value of £15,194.07. The listing was signed by Mr Seaborne and returned to the Clerk.
- b. Review of draft 2022/23 budget
The Clerk circulated a first draft of the Parish Council budget for the next financial year. The budget needs to be finalised by and approved at the December Parish Council meeting so that the Clerk can submit the Precept request to Waverley Borough Council by the deadline of 7th January 2022.
Members discussed how the gap left from Village Hall income could be filled without having to substantially increase the Precept.
Various options were discussed including:
- The removal of grants from the budget. Grants for community projects could possibly be awarded from Village Hall income (to be discussed by the Village Hall committee)
 - Funding any major projects from Reserves (currently set at £47,500).
 - Reduce the Reserves over time to allow the Village Hall committee to build up theirs to cover future major Village Hall maintenance works.
 - Reduction in the Clerk's working hours.

The Clerk was asked to make changes to the draft budget and circulate to Members for further discussion. These figures should include a proposal for a 2.5% increase on the Precept. It was suggested that an annual 2.5% increase could fill the gap left by the loss of Village Hall income.

Clerk

The Clerk was also asked to discuss the £600 rental charge for the Eastwood Road play area with Cllr Deanus as it was felt that this was a large sum of money for such a small piece of land (when compared to £1 peppercorn rent charged by Guildford Borough Council for Gosden Common).

Clerk

- c. Neighbourhood CIL
Waverley Borough Council has credited the Parish Council bank account with £6,529.14, representing 15% of Waverley's CIL receipts for chargeable developments within Bramley between 1st April and 30th September. According to the CIL Regulations, Neighbourhood CIL must be spend on the provision, improvement, replacement, operation or maintenance of infrastructure; or anything else that is concerned with addressing the demands that development places on an area.
Members agreed that, as the Parish Council has 5 years in which to spend this income, there is no rush to agree what this should be spent on.
Waverley calculate Neighbourhood CIL payments twice per year. The next calculation will be carried out in April 2022. It was agreed to wait until this time to see if any Neighbourhood CIL is awarded to Bramley. By this time, Members will have a better idea of the status of funding for community projects from e.g. Your Fund Surrey.



- d. Smith’s Charity Christmas voucher list
 The Clerk circulated the draft list of recipients of Smith’s Christmas vouchers for this year. She has liaised with the Infant School and Holy Trinity Church on the list, confirmation is awaited from Holy Trinity.
 Members discussed the draft list and asked the Clerk to remove one recipient from the list as his financial needs have been resolved.
 It was agreed that the Married/Partnership voucher should be increased to £150.
 The Clerk will check all recipients against the Electoral Register, an updated version of which will be received in early December.

Clerk

121/21 **Points of information and any other matters**

- a. 2022 calendar of Parish Council meetings
 The Clerk circulated a suggested list of dates for Parish Council and Planning meetings to take place during 2022. Planning meetings are usually held fortnightly. Where Planning meetings coincide with full Council meetings, planning applications will be reviewed during those meetings. During some months, this means that Planning meetings may take place more frequently than fortnightly.
 The Clerk reported that she has been advised that all Committee meetings now need to take place in person, rather than remotely. It was agreed that those Planning committee meetings that do not take place during full Council meetings, should take place at 6:00pm on the proposed dates.
 Clerk to update the calendar accordingly and circulate to all interested parties and publish on the website and on noticeboards.

Clerk

The meeting closed at 21:20.

Agreed and signed Chairman, 16th December 2021