



**Minutes of a Meeting of Bramley Parish Council**  
**Held at Bramley Village Hall on 17th February 2022, starting at 6:00pm**

**PARTICIPANTS**

Mr R Seaborne, Messrs M Byham, T Coleman, P Molineux, B Stern, T Hughes, P Leung and Mrs F Stern. The Clerk and Assistant Clerk were also present as well as County Councillor Kevin Deanus. There were no members of the public in attendance.

**012/22 To receive apologies for absence**

- a. Apologies for absence were received from Mrs A Burrows and Borough Councillor d'Arcy.

**013/22 Declarations of interest**

- a. Mr Molineux declared a non-pecuniary interest in any discussion concerning Gerald's Wood in Wonersh.

**014/22 Minutes of the meeting 17th January 2022**

- a. As reported in the Correspondence report, the Bramley Village Society has asked for the minutes of the January meeting to be amended. Minute reference 011/22 stated that "Mr Campbell advised that the BVS is now all but defunct". Mr O'Connell of the BVS has informed the Clerk that this statement is incorrect. Members agreed that although the Clerk was reporting on a statement from Mr Campbell, the minute should be amended to state that the BVS has been more dormant in recent times due to issues connected to the Covid pandemic and recruitment of committee members. Clerk to action.
- b. After the above amendment has been made and a note added to record the amendment, Members agreed the minutes could be signed by the Chairman.

**015/22 Matters arising from minutes of the meeting of 17th January 2022**

- a. The Clerk reported that English Rural has received 2 applications to purchase the shared ownership property at Webster Court from people with a Bramley connection. English Rural asked the Clerk to confirm the local connection, which she has done.

**016/22 Bramley Neighbourhood Police update**

- a. The Clerk reported that between 19th January and 10th February there were 18 crimes recorded of which 9 are of public interest:
- 19th January – Blackmail – Firs Avenue. Male has sent an image online and been blackmailed for money, no money exchanged. Filed – suspect not identified
  - 21st January – Attempted burglary – Barton Road. Suspects have attempted to take copper piping from building site. Under investigation
  - 22nd January – Theft – Barton Road. Both VRM plates stolen from vehicle. Filed – no positive lines of enquiry
  - 26th January – Burglary – High Street. Garden Shed broken into, no items stolen. Filed – no positive lines of enquiry
  - 4th February – Harassment – High Street. Neighbour dispute over a boundary and hedgerow. Filed – no further police action taken – advice given
  - 6th February – Neighbour dispute – Ricardo Court. Dispute over recently installed CCTV. Filed – no further police action taken – advice given

**ACTION**

Clerk



- 7th February – Neighbour dispute – Birtley Green. Ongoing issues between neighbours. Under investigation
  - 8th February – Theft – High Street. Male has stolen £100 of items from shop. Under investigation
  - 8th February – Make off without payment – High Street. Have left without paying for fuel. Under investigation
- b. Further to reports of violent crimes in the January report for the Parish Council, PC Greenaway has provided further information, as follows:
- 10th December – Violent crime – High Street. Male member of staff has tried preventing a female shop lifter from leaving and has been slapped to the face causing no injury – common assault. Filed – Victim not supporting
  - 10th December – Violent shoplifter – High Street. This is the same report as above however this has been recorded to show the theft element, the above is to record the assault. Filed – Shop not supporting / providing evidence
  - 12th December – Crime other – Thorncombe Street. Dog killed a sheep. Filed – dog not identified
  - 4th January – Violent crime – High Street. Male has pushed and grabbed another male during an argument over not wearing a face mask. Filed – suspect not identified.
- c. Members noted that the number of crimes reported in High Street shops has been increasing. If more crimes of this type continue in the coming months, the Clerk was asked to get more details from the community policing team.
- Cllr Deanus commented that the retailers in question can write to the offenders to ban them from their shops. If they re-offend, the matter becomes more significant and could lead to a charge of trespass or burglary.

Clerk

#### 017/22 **Correspondence**

- a. Members reviewed the Correspondence report circulated by the Clerk.
- b. Publication of Correspondence reports
- A resident who attended the January Parish Council meeting has asked if future Correspondence reports can be published on the Parish Council website alongside the Agenda for Council meetings.
- Members agreed that it was a good idea to publish the Correspondence reports on the website, along with other reports produced for the full Council meetings.
- Reports containing confidential material will be excluded. Clerk to action.

Clerk

#### 018/22 **Waverley and Surrey County Councillors update**

- a. SCC Cllr Deanus reported that:
- i. Further to the news that the Parish Council were not able to take advantage of the recent offer of free trees from Surrey County Council as none of the locations identified were on Parish Council-owned land, Cllr Deanus has tried to solve this issue and passed the Clerk's details on to the relevant SCC Officer. The Clerk confirmed that she has not heard anything further on this matter to date.
  - ii. The carriageway works on Run Common Road are still progressing and completion is still expected to be the end of March.
  - iii. He has authorised the payment of a grant from his Members Allocation to fund the installation of a grit bin on Chestnut Way. Members thanked Cllr Deanus. The Clerk confirmed that she has corresponded with the Community Partnership team on this grant and made the required application to Surrey Highways for the grit bin. Cllr Deanus asked the Clerk to contact him if there was any delay in receiving permission from Surrey Highways.

Clerk



- iv. There have been some changes to the committee structure within Surrey County Council. Local Committees now only consider and work on large projects. Smaller projects are covered at a lower level within the Council.
- v. There will be more Surrey Highways staff available in the coming days to deal with the anticipated increase in occurrences of fallen trees due to bad weather.
- vi. Surrey County Council has approved an increase of 4.99% in Council Tax for the next financial year. 3% of this increase has been ringfenced for adult social care and 1% for mental health provision.

b. WBC Cllr Seaborne reported that:

- i. There is a Waverley Full Council meeting on 22nd February at which the budget for 2022/23 will be approved. The Dunsfold Park Supplementary Planning Document will also be approved at this meeting. Mr Seaborne noted that some comments submitted by Bramley Parish Council during the consultation for this document had been considered and appropriate modifications made.

c. Waverley Community Governance Review

- i. Following input from Members and a meeting between the Clerk, Mr Seaborne and Mr Byham, the Clerk circulated a further draft of the submission response form for the Waverley Community Governance Review of parishes in the borough area. The consultation period for this review ends on 25th February. A number of changes to the boundary of Bramley parish have been proposed by Members. One small amendment to the proposal had been requested by Mr Seaborne, which the Clerk will action. The document was approved by Members. Clerk to forward to Waverley Borough Council.

Clerk

Mr Seaborne reported that he has discussed the proposed changes close to Hascombe with the Chair of Hascombe Council. He confirmed that Hascombe PC are planning to submit a similar recommended change in this location.

The Clerk was asked to contact the Clerk at Wonersh Parish Council to inform her of our proposal for boundary change at Whitley Manor Farm, and the Shalford PC Clerk about the proposed change at Gosden Common.

Clerk

d. Waverley Affordable Homes Delivery Strategy 2022-25.

- i. The Clerk received and circulated to Members details of the consultation for the Waverley Affordable Homes Delivery Strategy 2022-25. Responses to the draft strategy need to be submitted by 24th February. Members confirmed that they are broadly supportive of the strategy. Mr Hughes had circulated some comments on the document, which will be used as a basis for a response from Bramley Parish Council. It was also noted that, even with the proposal of a rent cap for affordable rent levels of between 65% and 70% of market rents, depending on size of property, rental rates would still be too expensive for an average Bramley resident. Clerk to include this in the response to the consultation.

Clerk

019/22 **Committee Actions**

a. Planning Review Committee

- i. The list of current planning applications was reviewed by Members. The Clerk will submit Members' comments to Waverley Borough Council.
- ii. Review of Planning report (circulated)  
Members noted the Planning report circulated by the Clerk.  
Mr Hughes asked if details of reasons for refusal could be included in future Planning reports, for planning applications that have been refused by Waverley Borough Council. Members agreed that this would not be appropriate as reasons

Clerk



for refusal are often lengthy. Refusal details can be viewed on the Waverley website.

- iii. The Clerk reported that, following the presentation made at the Planning committee meeting on 3rd February from The Hunt Group, showing their initial proposal to construct a boathouse at Bramley Millpond, she has forwarded questions and comments received from Members and local residents about the proposal to The Hunt Group. Responses have not been received to date. The Clerk will follow this up in the week commencing 21st February.

Since the presentation, the Clerk has received a number of emails from residents of Park Drive about the proposal. She has forwarded a link to the recording of the meeting to them. Mr Molineux, as Chairman of the Planning Committee, has responded to one resident who has concerns about the proposal and the actions of the Parish Council.

Clerk

b. Library Committee

- i. The Clerk reported that 6 volunteers (5 of the Ops Team and one other) have had training sessions with either Guildford, Godalming or Cranleigh library team members on Symphony, the new IT system that's installed in all Surrey libraries. This training has improved operations at the library as the level of service that Bramley can offer will slowly revert to what it was before Symphony's introduction. The trained volunteers will cascade their knowledge down to the volunteers whom they work alongside during the coming weeks and months. The issues with the heating and air conditioning are still in-hand with another appointment scheduled for 22nd February.

- ii. Members asked if use of the Library by residents is increasing. Usage figures have not been received from Surrey Libraries for some time. The Clerk will follow up on this.

Clerk

c. Village Hall Management Committee

- i. Mr Coleman reported that a meeting of the Village Hall Management Committee is taking place on 18th February.
- ii. It has been noted that the number of bookings for use of the hall is increasing.

d. Resilience Committee

- i. Mr Hughes reported that there has been no further update on the flooding and sewage issues on Mill Lane.
- ii. Some progress has been made on updating the Bramley Emergency Plan. This work will continue in the coming weeks.

e. Highways Committee

- i. SCC Local Cycle and Walking Infrastructure Plan.  
The Clerk reported that, following the approval by Members of the Core Walking Zone assessment document prepared by Mr Seaborne and Cllr d'Arcy, she has forwarded the document to Tom Lankester, the Sustainable Transport Projects Officer at Waverley Borough Council. He has given thanks for the thorough piece of work which he will pass on to SCC's consultants. Mr Seaborne thanked Members for their input.

020/22 **Parish updates and actions**

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

- i. Role of Sports Pavilion Trust Treasurer

The Clerk reported that she has received a request from Mr Gates, President of the Bramley Sports Pavilion Trust for a volunteer to carry out the role of Treasurer for the Trust. This role has to date been carried out by Jerome Hagen, who has never



lived in Bramley but has for more than 50 years been a member of the cricket club and Treasurer of the Pavilion Trust for almost as long as that. He has recently moved from the area to Sidmouth and wishes to pass on the treasurer's role. The role is not an arduous task - basically collecting from the clubs their annual contribution set at each AGM and paying (and checking) bills - mainly utilities, but also for repairs and maintenance and occasional outside lettings. Mr Gates wonders if the Parish Council knows of a suitable volunteer, or whether there is a Councillor who would be willing to take over the role.

Members asked the Clerk to advertise the role in Bramley Update and on Facebook.

Clerk

The Clerk asked if the Parish Council should send a gift to Mr Hagen to thank him for his many years of voluntary service. Members agreed with this proposal and asked the Clerk to contact the Sports Pavilion committee to ask for suggestions of a suitable gift.

Clerk

- ii. The Clerk received a report of a dangerous spike protruding from the ground on the corner of the small triangle of grass at Gosden Cottages. The grass has gradually been worn away by vehicles cutting the corner. A delivery vehicle recently drove over the spike, which burst a tyre. It is assumed that there was previously a wooden post in place, which has either rotted away or been knocked down.

The Assistant Clerk has been to inspect the spike and noted that it was dangerous. She arranged for a local contractor to remove it.

A resident in the location has asked if 2 new wooden posts can be installed to stop vehicles from continuing to erode the grass on this triangle. Members asked the Assistant Clerk to obtain quotes for 2 new posts, and also to check the stability of all other posts around the common. Any replacements that are needed should be included in the quote.

Assistant  
Clerk

- iii. The Clerk reported that the Assistant Clerk has received a quote of £1,565.44 plus VAT from Grasstex for the laying of scalplings on the track leading to the Pavilion at Gosden Common. A second quote of £1,250 plus VAT had been received. The Clerk pointed out that there is no allowance in the budget for this financial year for this work, although £1,300 has been set aside for works to the churchyard walls at Holy Trinity. Members agreed that it was important for this work to be done prior to the Village Fete in May.

Members noted that some of the damage to the track was caused by Surrey County Council vehicles whilst refurbishing the SCC-owned properties alongside the common. The route is also used by vehicles accessing SCC buildings. Cllr Deanus suggested completing the "How to make a claim" form on the SCC website. Clerk to investigate.

Clerk

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

- i. Nothing to report.

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

- i. Grit bins on Chestnut Way

Following discussion at the January meeting, the Clerk reported that she has applied for funding from Cllr Deanus' Member Allowance fund for the installation of a grit bin on Chestnut Way. The Surrey County Council Community Partnership Team has acknowledged the application and require evidence of permission from Surrey Highways that the bin can be installed before the funds are released. The Clerk has submitted the grit bin application to Surrey Highways and awaits a response.



- ii. The Clerk received an email from a Snowdenham Links Road resident to report that the handrail on the public footpath that runs from Snowdenham Links Road to Snowdenham Lane has still not been repaired. The Clerk reported the issues on the path to the Rights of Way team at SCC in December 2020 and has chased the matter up on several occasions, with no response ever received. She contacted Cllr Deanus to report that the path is now a safety issue. Cllr Deanus contacted the Countryside Access Officer, who reported that he has asked for the repairs to be considered for the March task for the Guildford Ramblers group. If the repairs cannot be carried out by the volunteer group, the work will go out to SCC contractors, but not until the new financial year.  
Cllr Deanus asked the Clerk to remind him of this issue in a month or so, so he can follow this up with Surrey County Council.
  
- d. Grounds and Downs Link
  - i. Gerald's Wood, Wonersh

Mr Seaborne received an email from Cllr Shutes of Wonersh Parish Council asking if Bramley Parish Council could provide some financial assistance for a tree inspection and tree felling at Gerald's Wood in Wonersh. These works will cost in the region of £10,000. Cllr Shutes feels that as Gerald's Wood is so close to the boundary of Wonersh parish with Bramley, the woods are likely to be used by residents of Bramley.

Members agreed that there is no allowance in the Bramley Parish Council budget for a contribution to these works. The Clerk was asked to respond to Cllr Shutes.
  - ii. Grounds maintenance update

The Clerk reported that the Assistant Clerk has almost agreed the annual schedule of works with Grastex.
  - iii. Churchyard walls

The Clerk reported that there is just short of £1,300 remaining in the budget for Estates general maintenance works for this financial year. The Assistant Clerk has discussed with the contractor who has been working on the churchyard walls, who reported that this sum would repair an area of around 17m<sup>2</sup> on the southern boundary wall of the churchyard.

The Clerk was asked to confirm if there is an allowance in the 2022/23 budget for these works. If there is, the available budget for Estates general maintenance should be used for the laying of scalplings on the Pavilion track. Clerk to check and report back to Members.
  - iv. The Assistant Clerk has received 3 quotations to replace the failed fencing at the Eastwood Road play area. The quotes range from £1,436 to £3,200. There is just short of £700 remaining in the budget for maintenance works relating to recreation for this financial year.

The Clerk suggested that this work may qualify for financing from the Waverley S106 fund. Members asked the Clerk to investigate this further.
  - v. The Clerk reported that the Assistant Clerk has met with a number of play area equipment providers to discuss the possible new play area at Gosden Common and improvements to the Eastwood Road play area. She has also carried out research on building a questionnaire using Survey Monkey in order to gather community views on the improvement of play area facilities in Bramley.

One of the equipment providers has pointed out that planning permission would need to be granted for a new play area at Gosden Common prior to any funding application being submitted.

Members agreed that, as the submission of a planning application would require a lot of work from the Clerk and Assistant Clerk, with no guarantee of permission being granted, the focus of an application for funding from Your Fund Surrey should be a complete overhaul of the Eastwood Road play area.

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The installation of a new play area at Gosden Common should be kept on the list for a future major project.

Clerk and Assistant Clerk to make progress on the Your Fund Surrey application for the Eastwood Road play area.

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

**021/22 Finance**

- a. Payments listed at Appendix B (circulated)  
Members agreed payments between 14th January and 10th February 2022, to the value of £2,337.72. The listing was signed by Mr Seaborne and returned to the Clerk.
- b. The Clerk confirmed that reserves of £47,500 have been reinvested in a 1-year fixed deposit account with United Trust Bank with an interest rate of 1.25%.

**022/22 Points of information and any other matters**

- a. The Bramley Village Society has asked if the society can share the Parish Council stand at the Bramley Village Fete on 21st May. BVS will have difficulty in continuously staffing their own stand for the duration of the event. They would have some display materials and handouts available.  
Members agreed that this was a good idea. Clerk to respond to BVS accordingly.
- b. Mr Byham noted that a substantial number of trees have been removed alongside the A281 to the south of Whitley Manor Farm. Members had no knowledge of the reason for these works, nor who the landowner is.
- c. Following the Clerk’s annual appraisal, Members agreed the Clerk’s salary should increase by one point to point 27 on the local government salary scale, to be backdated to August 2021.  
Members were supportive of the possible restructuring of the Clerk’s role as had been discussed during the appraisal meeting.

Clerk

The meeting closed at 19:30.

Agreed and signed ..... Chairman, 17th March 2022