



BROCKHAM PARISH COUNCIL MEETING DRAFT 9th September 2026

Venue: The Pavilion, Brockham
Recreation Ground

Date: 9th September 2026

Time: 19:30

Present

Cllr David Challenger (Chair)

Cllr Noel Humphrey (NH)

Cllr Gary Evans GE)

Apologies

Cllr Karen Gargani (KG) (

Cllr Simon Hetzel (SH)

Cllr Roshie Watkins (RW)

Cllr Ross Lane (RL)

In attendance

L Mann (Clerk) (LM)

MVDC Cllr S Budd (SB)

Apologies

MVDC Cllr P Keay (PK)

MVDC Cllr P Potter (PP)

SCC Cllr H Clack (HC)

Public:

1 resident

Ref	Agenda item	Who
26/09-001	To receive apologies for absence	
	Apologies received and accepted from Cllrs Ross Lane, Karen Gargani, Roshie Watkins, MVDC Cllrs Paula Keay, Paul Potter and SCC Cllr Helyn Clack	
26/09-002	Code of Members' Conduct - Declaration of Interest	
	No specific interests were declared.	
26/09-003	Public Session	
	Police presence at meetings A resident asked whether greater police presence could be arranged at meetings. <i>The Council noted that the Meet the Beat initiative has provided more opportunities for public engagement, and the Clerk has shared the relevant dates. Police may also attend meetings on an ad hoc basis when the subject matter is relevant and resources permit.</i> Big Field development A resident requested an update on the Big Field development. <i>The Council confirmed that councillors currently have access to the same information as residents. If an application is submitted, the Council will review it and consider an appropriate response.</i> Request for a new planter A resident relayed another resident's request for a new planter outside their property to deter parking associated with village and school-run traffic. <i>The Council is aware of the request but has no current plans to purchase additional planters. The matter will be followed up.</i>	
26/09-004	Approval of Previous Minutes	
	The minutes of the meeting held on 14th July 2026 were approved and signed by DC.	
26/09-005	Chairman Update	
	Village Hall public conveniences and site improvements A group of councillors met with the Village Hall Committee to discuss the public conveniences and possible next steps. It was agreed that plans should be explored for comprehensive improvements, as these are the only public toilets available in the village. The review will consider the whole site, including opportunities to	

	improve outdoor storage and space, and, if feasible, to add an accessible toilet. Any work will be subject to available budgets and quotations. Village Planter Competition The Parish Council selected its favourite planter for this year's competition and agreed that all the entries looked beautiful.	
26/09-006	District and County Councillor Update	
	SB provided the following updates: Coach Road works Mole Valley District Council has carried out work on Coach Road. SB considered the scope insufficient and was concerned that the improvements would not be long-lasting. ACTION: LM to contact AB to confirm whether the work has been completed. Footpath 46 SB inspected the completed work. Now that the site has been cleared, he considered the outcome satisfactory. Allotment planters SB asked the Parish Council to consider donating the wooden trugs and planters at the Middle Street allotments to the community group he recently established. <i>DC confirmed that the request would be considered. SB invited those present, including parish councillors, to visit the project.</i> Hedge near the BT box SB reported that the hedge at the property near the BT box was encroaching onto the pavement and creating a hazard for pedestrians. ACTION: LM to write a polite letter asking the resident to cut back the hedge as soon as possible. BERT ditch-clearing day SB invited councillors to attend the forthcoming annual ditch-clearing event. DC offered to help provide refreshments.	
26/09-007	Green Spaces	
	Playground Several items at the EBF playground still require attention, and RL is following these up with the contractors. The grass around the gym equipment now appears to have been cut. Salvaged bench SB kindly offered his project services to rebuild the bench salvaged from the EBF. Once the work is complete, the bench will be reinstalled. Allotment inspections LM and NH visited both allotment sites over the summer to identify plots that were not being cultivated and to note any other concerns. Middle Street was generally in good order, although a few plots were vacant and some signage was missing.	

	Wheelers Lane Plot numbering at Wheelers Lane was less orderly. Several plots had no visible numbers, making the site difficult to manage. ACTION: LM/K to write to plot holders requesting that they install clear signage identifying their plots. Both sites will be rechecked in October.	
26/09-008	Infrastructure	
	Road closure MVDC advised that arranging two separate road closures would require careful coordination and could incur a cost. Representatives of the Royal British Legion in Brockham were working with KG to confirm the proposed route and timings, which were expected to be the same as the previous year. ACTION: LM to follow up on the application.	
26/09-009	Planning (Appendix B)	
	Determined applications The decisions on the applications listed in Appendix B were noted. Pending applications The pending applications listed in Appendix B were noted. It was agreed that no comments or representations would be submitted. Other planning applications The proposed gate at the angling site was considered a significant improvement on the temporary gates currently in place.	
26/09-010	Finance Matters (Appendix)	
	Income and expenditure for July and August 2026 were noted. Bank statements and reconciliations for the same period were reviewed and signed. Administration: As part of this years audit, it was flagged that the Parish Council would now have to move to a .gov.uk website and all the emails will have to follow suit. This would be costly and might require a division of the community website and the Parish Council website. ACTION: explore options for this. New Bank Account <u>RESOLVED: It was agreed that Brockham Parish Council will open a new bank account with Unity Bank. Laura Mann (clerk), Gary Evans and Simon Hetzel will all be signatories.</u>	
26/09-011	Clerk's Update	
	• In Your Area Crime update was shared (Appendix) • The next full council meeting will be on October 2026. • There has yet to be a response regarding the inconsistent mapping of Brockham Green • She has now uploaded the approved IT Policy.	
26/09-012	Urgent matters at the Chairman's discretion for noting, and for inclusion on a future agenda.	
	None at this time	
26/09-013	Closure of meeting	
	There being no other business, the Chair closed the meeting.	

APPENDIX

ACTION POINTS

	Action	Who	Status/Notes
07-003	Check land ownership, possible structures, insurance requirements and stakeholder liaison for the proposed scooter ramp/skate park project, and keep the Parish Council updated.	Residents	From Public Ses: discussion.
07-005	Contact Village Hall trustees to discuss possible improvements to the Village Hall toilets.	KG/DC	Chairman Updat
07-005	Arrange repainting of the phone box as part of ongoing maintenance.	KG	Chairman Updat
07-005	Contact Alex Bagnall at MVDC to ask about match funding for Coach Road surface improvement works.	LM	Action recorded minutes.
07-005	Send the MVDC community asset list to Simon Hetzel.	LM	Action recorded minutes.
07-005	Contact another contractor about potential Recreation Ground car park works for the trustees to instruct.	TBC	Action recorded minutes.
07-007	Instruct the contractor to carry out the required safety work to the two trees on the green, with the work to be completed before November.	LM	Green Spaces.
07-008	Review the broken drain on Brockham Lane once wet weather starts and log again if it becomes an issue.	SH	Highways.
07-008	Obtain clarity from Remembrance organisers on the road closure form, then submit the form to MVDC SAG team.	LM	Highways.
07-008	Request support from MVDC naming division regarding inconsistent online mapping references to Brockham Green.	LM	Highways.
07-009	Monitor works at the fishing lake off the A25.	BPC	Planning.
07-009	Monitor any formal submission for the proposed development of nine homes and bring back for discussion if submitted.	BPC	Planning.
07-010	Make suggested amendments to the proposed IT Policy and proceed with adoption.	LM	Finance Matters/Admini

POLICE UPDATE

Surrey Police Dorking Rural East Local Priorities Priority Issued: June 2026 (APPENDIX A)

Tackling Rural Retail crime

Rural Burglaries

Livestock Worrying

Upcoming Events - Meet some of your local team, who are ready to listen to concerns and provide crime prevention advice.

Event	Date	Time	Details	Location
Mole Valley "Meet the Beat" @ Brockham	22 October 2026	5:00 pm	Meeting	The Village Green, Brockham

Mole Valley “Meet the Beat” @ Dorking	29 November 2026	10:00 am	Meeting	Outside Waitrose, Dorking
Mole Valley “Meet the Beat” @ Hookwood	15 December 2026	11:00 am	Meeting	Hookwood Tesco Express

PLANNING (B)

Decisions

Application ref	Address	Proposal	Date	Status	Decision
<u>MO/2026/00747</u> EC/2026/00520	3 Hillside Close Brockham RH3 7ES	Demolition of existing conservatory and erection of single-storey rear extension and extension to the roof to the southern side including two roof lanterns, new oak framed porch, alterations to fenestration and alterations to materials to roof and walls.	17/03/2026	Determined	Approve with conditions
<u>MO/2026/00771</u> PP/2026/00683	7 Nutwood Avenue Brockham RH3 7LT	Erection of part single storey side extension, alterations to front elevation fenestration and entrance hall and replacement of existing flat roof with pitch roof.	07/04/2026	Determined	Approve with conditions
<u>MO/2026/00774</u> PP/2026/00664	17 Oakdene Road Brockham RH3 7JU	Erection of single storey rear / side extension and internal alterations.	12/05/2026	Determined	Approve with conditions
<u>MO/2026/00775</u> PP/2026/00663	8 Castle Gardens Brockham RH4 1NY	Demolition of existing rear extension and erection of single storey rear extension (application for Listed Building Consent).	08/05/2026	Determined	Withdrawn
<u>MO/2026/00776</u> PP/2026/00619	8 Castle Gardens Brockham RH4 1NY	Demolition of existing rear extension and erection of single storey rear extension.	08/05/2026	Determined	Withdrawn
<u>MO/2026/00777</u> PP/2026/00618	10 Wheelers Lane Brockham RH3 7LE	Lowering level of internal slab of ground floor, internal changes and alterations to existing elevations comprising replacement of door to window, new and relocated windows and doors, rooflight changes, repairs to walls, render, pointing, roof tiles, ridge tiles and rainwater goods, plus associated internal alterations.	29/04/2026	Determined	Withdrawn
<u>MO/2026/00832</u> PP/2026/00818	10 Wheelers Lane Brockham RH3 7LE	Lowering level of internal slab of ground floor, internal changes and alterations to existing elevations, external wall and roof repairs, conservation rooflights and associated works.	28/04/2026	Determined	Withdrawn
<u>MO/2026/00840</u> PP/2026/00847	Claymont Kiln Lane Brockham RH3 7LZ	T1 Pine: reduce extended lateral limbs by approximately 2m. T2 Beech: crown reduce by approximately 3m near previous pruning points.	08/06/2026	Determined	Split decision (tree or conditions)
<u>MO/2026/00939</u> PP/2026/00665	The Steading Wheelers Lane	Non-material amendment to planning permission MO/2020/1412 to allow external alterations to House 2, including	12/06/2026	Determined	Refuse

	Brockham RH3 7HJ	cladding, doors, fenestration, rooflights, PV panels, flue and canopy.			
MO/2026/00946 PP/2026/00876	The Old Dairy, Stoney Croft Farm, Chalkpit Lane Brockham RH3 7EZ	Insertion of one window and one external door with associated steps to existing building (The Old Dairy).	08/05/2026	Determined	Approve with condition
MO/2026/00961 PP/2026/00829	13 Oakdene Road Brockham RH3 7JU	Erection of a part single, part two storey side and rear extension with alterations to fenestration.	19/06/2026	Determined	Approve with conditions
MO/2026/00969 PP/2026/00877	Pevensey House 8a Brockham Lane Brockham RH3 7EL	Erection of 1 No. dormer window to side and 2 No. rooflights to both front and rear elevations.	10/06/2026	Determined	Approve with conditions
—	The Steading Wheelers Lane Brockham RH3 7HJ	Submission of details pursuant to Condition 7 of planning permission MO/2020/1412 for demolition of outbuildings and erection of 2 No. detached dwellings with associated parking and landscaping.	19/06/2026	Determined	Conditions approved

Live and Pending Planning Applications

Application ref	Address	Proposal	Date	Status	Decision
MO/2026/01085 HC/2026/01182	2 The Borough Brockham RH3 7NB	Submission of details pursuant to Conditions 3 and 4 of planning permission MO/2026/00404 for demolition of partially enclosed timber pergola and garden store and erection of detached single garage with garden store, driveway extension, timber gate and reduced ground levels.	30/07 /2026	Live	Pending
MO/2026/01231 PP/2026/01149	The Steading Wheelers Lane Brockham RH3 7HJ	Non-material amendment to planning permission MO/2020/1412 to allow changes to fenestration.	31/07 /2026	Live	Pending
MO/2026/01211 PP/2026/01112	The Orchard 6a Brockham Lane Brockham RH3 7EL	Erection of two storey side and rear extension and raised roof height to create additional first floor accommodation, with glazed gable, solar panels, extended driveway entrance and gate.	27/07 /2026	Live	Pending
MO/2026/01171 PP/2026/01049	Rosemary Cottage Reigate Road Betchworth RH3 7HB	Amended description: demolition of single storey side extension and erection of two storey side and rear extension with fenestration alterations.	18/08 /2026	Live	Pending
MO/2026/01167 PP/2026/01034	82 Brockham Lane Brockham RH3 7EH	Demolition of existing rear extensions and front porch; erection of part single, part two storey rear extension and single storey front loggia.	13/07 /2026	Live	Pending
MO/2026/01164 PP/2026/01015	7 Castle Gardens Brockham RH4 1NY	Removal of rear element; single storey front extension with side conservatory infill, chimney removal, replacement roof, air source heat pump and engineering works to rear terraces and landscaping.	09/07 /2026	Live	Pending

MO/2026/01076 EC/2026/00964	Birch Cottage Brockham Green Brockham RH3 7JN	Closing up of existing vehicular access and creation of a new vehicular access.	08/06 /2026	Live	Pending
MO/2026/01007 EC/2026/00963	6 The Avenue Brockham RH3 7EN	Erection of single storey rear and first floor side extensions, alterations to dormer window, replacement porch and detached garage.	22/06 /2026	Live	Pending
MO/2026/01140 HC/2026/00960	Vine Cottage Brockham Green Brockham RH3 7JN	Certificate of lawfulness for proposed erection of 18 ground mounted solar panels.	12/06 /2026	Live	Pending
MO/2026/00929 PP/2026/00826	54 Nutwood Avenue Brockham RH3 7LT	Erection of part single, part two-storey rear extension and two-storey side extension incorporating additional first floor front window.	09/06 /2026	Live	Pending
MO/2026/01048 PP/2026/00812	Dorking Angling Society Reigate Road Betchworth RH3 7ET	Erection of new entrance gate and fencing to fishery.	05/06 /2026	Live	Pending
MO/2026/00923 PP/2026/00790	Byfield Wheelers Lane Brockham RH3 7HJ	Erection of single storey link extension, first floor front extension replacing dormer over cat-slide roof, porch extension and fenestration changes.	29/05 /20 26	Live	Pending

FINANCE

MONTHLY RECONCILIATIONS for Current Account		
July		
	YTD	MONTHLY
Balance B/F	£ 211,627.16	£ 222,595.14
Income	£ 25,375.00	£ 25.00
Payments	-£ 17,217.89	£ 2,835.87
Total transfers		
Total C/F	£ 219,784.27	£ 219,784.27
All Accounts	b/f	Movement
Treasurers 00487702 - Current	£ 222,595.14	-£ 2,810.87
Bank Accounts	222,595.14	
Total movement	-£ 2,810.87	
Total Balance C/F	£ 219,784.27	

Listing of transactions dated between 01/07/2026 and 31/07/2027									
No.	Date	Description	Type	Supplier / customer	Account name	VAT rec?	Net	VAT	Total
296	01/07/2026	July retainer	Payment	KJ Taylor PA	Virtual Administrator	N/A	-600.00	0.00	-600.00
297	01/07/2026	July storage	Payment	Tyson Boxes Limited	Council storage	No	-50.00	-10.00	-60.00
298	01/07/2026	Planter	Payment	SM Holland	Green spaces/Villa	N/A	-49.92	0.00	-49.92
299	01/07/2026	EBF and park n	Payment	Josh Flynn	Grounds maint &a	No	-400.00	-80.00	-480.00
300	02/07/2026	Payroll	Payment	Surrey Community Action	Payroll services	No	-30.00	-6.00	-36.00
301	13/07/2026	Hall hire x 2	Payment	Brockham Recreation Pavilion	Meeting costs	N/A	-100.00	0.00	-100.00
302	14/07/2026	July salary	Payment	Laura Mann	Salary	N/A	-1,065.84	0.00	-1,065.84
303	14/07/2026	NI and Tax	Payment	Laura Mann	Salary	N/A	-439.86	0.00	-439.86
304	20/07/2026	Bank charges J	Payment	Laura Mann	Banking Charges	N/A	-4.25	0.00	-4.25
305	20/07/2026	Allotment	Receipt	Allotment rents	Allotment Rent	N/A	25.00	0.00	25.00

MONTHLY RECONCILIATIONS for Current Account		
August		
	YTD	MONTHLY
Balance B/F	£ 211,627.16	£ 219,784.27
Income	£ 25,395.00	£ 20.00
Payments	-£ 20,599.72	£ 3,381.83
Total transfers		
Total C/F	£ 216,422.44	£ 216,422.44
All Accounts		
	b/f	Movement
Treasurers 00487702 - Current	£ 219,784.27	-£ 3,361.83
Bank Accounts	219,784.27	
Total movement	-£ 3,361.83	
Total Balance C/F	£ 216,422.44	

Listing of transactions dated between 01/08/2026 and 31/08/2027									
No.	Date	Type	Supplier / customer	Account name	Reserve	Net	VAT	Expenditu	Income
306	03/08/2026	Payment	KJ Taylor PA	Virtual Administrator	Operating Costs	-600.00	0.00	-600.00	
307	03/08/2026	Payment	Tyson Boxes Limited	Council storage	Operating Costs	-50.00	-10.00	-60.00	
308	04/08/2026	Payment	Josh Flynn	Grounds maint & Recrea	Operating Costs	-400.00	-80.00	-480.00	
309	04/08/2026	Payment	Josh Flynn	Grounds maint & Recrea	Operating Costs	-450.00	-90.00	-540.00	
310	14/08/2026	Payment	DLG Computers	Council expenses (IT/ICO etc)	Operating Costs	-159.90	-31.98	-191.88	
311	17/08/2026	Payment	Laura Mann	Salary	Operating Costs	-1,065.64	0.00	-1,065.64	
312	17/08/2026	Payment	Laura Mann	NI and Tax Contributions	Operating Costs	-440.06	0.00	-440.06	
313	18/08/2026	Payment	Lloyds Bank	Banking Charges	Operating Costs	-4.25	0.00	-4.25	
314	03/08/2026	Receipt	Allotment rents	Allotment Rent	Operating Costs	20.00	0.00		20.00