



BROCKHAM PARISH COUNCIL - AGENDA

Members of Brockham Parish Council are summoned to attend the Full Council meeting to be held on Tuesday 8th September 2026 at 7:30pm at the Recreation Ground Pavilion, Brockham

Signed: *Laura Mann, Clerk and RFO to Brockham Parish Council, 5th September 2026*

Meeting Chairman: David Challenger

1.	To receive apologies for absence
2.	Code of Members' Conduct - Declaration of Interest.
3.	Public Session (a maximum of 15 minutes) To answer any questions from residents within Brockham Parish Council in accordance with Standing Orders.
4.	Acceptance of Last Minutes To approve and sign the minutes of the meeting that was held on 14 th July 2026.
5.	Chairman Update
6.	District and County Councillor Update
7.	Green Spaces • Playground update • Planter update • Allotment update
8.	Infrastructure • Highways • Gatwick
9.	Planning • To note and review Planning Applications and appeals received • To note planning decisions made by MVDC • Other planning matters arising
10.	Finance Matters (Appendix C) • To approve income and expenditure for July and August 2026 • To sign the Bank statements and bank reconciliation for July and August 2026 • To note the comments made by the external Auditor for AGAR 2025-26 • To approved the costs for creating a new .gov.uk domain and email list.
11.	Clerks Update • In Your Area Crime update • Items not covered on the action point list • Any other correspondence to note • Public notices
12.	Urgent matters at the Chairman's discretion for noting, and for inclusion on a future agenda. Please advise Chairman prior to 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
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Planning Applications (B)

Decisions

Application ref	Address	Proposal	Date	Status	Decision
MO/2026/00747 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
MO/2026/00771 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
MO/2026/00774 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
MO/2026/00775 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
MO/2026/00776 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
MO/2026/00777 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
MO/2026/00832 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
MO/2026/00840 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)

MO/2026/00939 PP/2026/00665	The Steading Wheelers Lane Brockham RH3 7HJ	Non-material amendment to planning permission MO/2020/1412 to allow external alterations to House 2, including cladding, doors, fenestration, rooflights, PV panels, flue and canopy.	12/06/2026	Determined	Refuse
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.	29/05/2026	Live	Pending

Finance Appendices

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 & Recre	Operating Costs	-400.00	-80.00	-480.00	
309	04/08/2026	Payment	Josh Flynn	Grounds maint & Recre	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