



BROCKHAM PARISH COUNCIL - AGENDA

Members of Brockham Parish Council are summoned to attend the Full Council meeting to be held on Tuesday 10th March 2026 at 7:30pm at the Recreation Ground Pavilion, Brockham
Signed: *Laura Mann, Clerk and RFO to Brockham Parish Council, 5th March 2026*

Meeting Chairman: Karen Gargani

1.	To receive apologies for absence
2.	Code of Members' Conduct - Declaration of Interest To receive disclosure by Councillor's of any Disclosable Pecuniary Interests and/or other interests arising under the Code of Conduct in respect of any items on the agenda.
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 8 th January 2026.
5.	Chairman Update
6.	District and County Councillor Updates
7.	Green Spaces <ul style="list-style-type: none"> - EBF Playground progress - Village Green, kerbstones and parking issues - To consider options for a Heritage Trail - Allotment update
8.	Highways and Infrastructure Gatwick consultation update (Route 4) Middle Street Traffic strips
9.	Planning (Appendix) <ul style="list-style-type: none"> - To review planning applications and appeals received - To note planning decisions made by MVDC
10.	Finance Matters <ul style="list-style-type: none"> - To approve income and expenditure for January and February 2026. (Appendix) - To sign the Bank statements and bank reconciliation for January and February 2026. (Appendix) - To consider current and potential contractor lists 2026-27. (Circulated separately) - To note the submission of the EBF annual report to the Charities Commission. - To note that the internal audit has been booked
11.	Clerks Update <ul style="list-style-type: none"> - Update on action points where not covered (Appendix) - Crime report (Appendix) - Key correspondence - Public notices
12.	Urgent matters at the discretion of the Chair.

Appendices

Action Points Summary

Ref	Action Point	Responsible
26/01-003	Ask HC when the speed-strip analysis will take place; enquire regarding purchasing SIDs.	LM
26/01-007	Circulate notices that the playground work is about to begin via the usual methods.	LM / RL / k
26/01-007	MVDC Cllr Keay regarding the bin at Kiln Lane.	LM

Crime Report

Brockham Parish Council Meeting 12th February to 4th March 2026

Locality	Street	Date	Summary
Brockham	Wheelers Lane	14/2/2026	Crime Other - Call from unknown person saying "I am going to send the big boys round tonight"
Brockham	Old Kiln Lane	15/2/2026	Burglary – Entered through conservatory door and stole Black BMW from driveway
Brockham	Brockham Lane	28/2/2026	2 people riding motorbikes on Brockham Lane, no lights or number plates

Planning

Live applications

Application Ref	Secondary Ref	Address	Description	Date	Status	Decision
MO/2024/1975	—	Brockham Wellsite, Feltons Farm, Old School Lane, Brockham RH3 7AU	Importation & re-injection of produced water	15/11/2024	Live	Pending
MO/2025/02327	EC/2025/01463	Brockham Wellsite, Feltons Farm, Old School Lane, Brockham RH3 7AU	Flood Evacuation Plan, HGV Instructions & Improvement Plan (Conditions 8,17,18)	09/10/2025	Live	Pending
TPO/2025/02755	EC/2025/01896	Tumbledown Farm, Wheelers Lane, Brockham RH3 7HJ	Tree Preservation Order	15/12/2025	Live	Pending
MO/2026/00154	EC/2026/00096	Birch Cottage, Brockham Green RH3 7JN	Remove diseased Ash, Poplar & Cypress; plant 5 Alders	19/01/2026	Live	Pending
MO/2025/02741	PP/2025/01279	15 Middle Street, Brockham RH3 7JT	Tree works on Limes, Ash, Lime & Oak	09/04/2025	Live	Pending
MO/2026/00087	PP/2025/01545	The Royal Oak (PH), Brockham Green RH3 7JS	Single-storey building for Meerkat enclosure	16/10/2025	Live	Pending
MO/2026/00142	PP/2025/01602	11 Tanners Meadow, Strood Green RH3 7NJ	Extensions & garage conversion	25/10/2025	Live	Pending
MO/2025/02775	PP/2025/01806	7 Castle Gardens, Brockham RH4 1NY	Front extension, conservatory infill, roof changes, summerhouse	29/11/2025	Live	Pending
MO/2026/00263	PP/2025/01859	Rosemary Cottage, Reigate Road, Betchworth RH3 7HB	Two-storey side extension; materials & fenestration changes	12/08/2025	Live	Pending
MO/2026/00128	PP/2026/00047	27 Tynedale Road, Strood Green RH3 7JD	Certificate of Lawfulness – loft conversion	15/01/2026	Live	Pending
MO/2026/00191	PP/2026/00059	82 Brockham Lane, Brockham RH3 7EH	Two-storey rear extension; front loggia	19/01/2026	Live	Pending
MO/2026/00284	PP/2026/00082	Riverbanks, Kiln Lane, Brockham RH3 7LZ	Demolish garage, rebuild with accommodation above	23/01/2026	Live	Pending
MO/2026/00278	PP/2026/00170	5 Sherwood, Little Borough, Brockham RH3 7ND	Tree works on Beech, Maple, Holly	02/09/2026	Live	Pending
MO/2024/1902	PP-13527052	Kiln Lane Nurseries, Kiln Lane, Brockham RH3 7LX	Demolition & erection of 4 dwellings	11/12/2024	Live	Pending

Decisions to note

Application Ref	Address	Description	Decision Date	Outcome
MO/2025/02570 / PP/2025/01452	North Downs Primary School, Wheelers Lane RH3 7LA	Replace swimming pool changing room	10/01/2025	Approved with Conditions
MO/2025/02605 / EC/2025/01679	3 Old School Lane, Brockham RH3 7JP	Demolish conservatory; build single-storey extension	30/10/2025	Approved with Conditions
MO/2025/02759 / EC/2025/01809	Brockham Court Farm, Brockham Green RH3 7JS	Variation of condition 6 (Listed Building)	25/11/2025	Approved with Conditions
MO/2025/02773 / HC/2025/01671	33 Wheelers Lane, Brockham RH3 7LA	Replace garage doors; reinstate window	23/10/2025	Approved with Conditions
MO/2025/02785 / PP/2025/01854	4 Providence Cottages, Brockham Green RH3 7JN	T1 Thuja: Prune 1–2m; canopy lift to 2.5m	12/06/2025	No Objection
MO/2025/02794 / PP/2025/01804	5 Old School Lane, Brockham RH3 7JP	T1 Malus prune 0.5m & thin; T2 Hazel regrowth removal	27/11/2025	No Objection
MO/2026/00005 / PP/2025/01825	Brockham Court Farm, Brockham Green RH3 7JS	Discharge conditions 3 & 5 for MO/2025/0567	12/02/2025	Conditions Approved
MO/2026/00060 / PP/2025/01940	Land at the Green, Dodds Park / Warrenne Rd / Wheelers Lane, Brockham RH3 7LA	T1–T3 Oaks: Remove deadwood, crown lift to 3m	23/12/2025	No Objection
MO/2026/00073 / HC/2026/00031	33 Wheelers Lane, Brockham RH3 7LA	Replace garage doors; reinstate window	12/11/2025	Approved with Conditions
MO/2026/00076 / PP/2025/01826	Brockham Court Farm, Brockham Green RH3 7JS	Discharge conditions 3, 4, 6 for MO/2025/0664	12/02/2025	Conditions Approved
MO/2026/00099 / PP/2026/00057	Yew Tree Cottage, 73 Old School Lane, Brockham RH3 7JP	T1 Yew tree: Crown reduction 2.5–3m; crown lift to 3m	19/01/2026	No Objection

Financials

MONTHLY RECONCILIATIONS for Current Account

January

	YTD	MONTH
Balance B/F	£ 191,395.01	£ 239,114.15
Income	£ 67,972.76	£ -
Payments	-£ 47,804.77	£ 6,077.40
Total transfers	21,473.75	£ -
Total C/F	£ 233,036.75	£ 233,036.75

All Accounts

	b/f	Movement
Treasurers 00487702 - Current	£ 239,114.15	-£ 6,077.40

Bank Accounts	239,114.15
Total movement	-£ 6,077.40
Total Balance C/F	£ 233,036.75

Listing of transactions dated between 01/01/2026 and 31/01/2026										
Voucher	Date	Description	Type	Supplier / customer	Account name	Reserve	Net	VAT	Total	
204	07/01/2026	Trees and hedging for EBF improv	Payment	Karen Gargani	Green spaces/Village maint/planters	Green Spaces	-2,941.43	-588.29	-3,529.72	
205	19/01/2026	Conservation group safety equip	Payment	Karen Gargani	Green spaces/Village maint/planters	Operating Costs	-276.67	-55.34	-332.01	
206	12/01/2026	Jan pay	Payment	Laura Mann	Salary	Operating Costs	-1,065.84	0.00	-1,065.84	
207	12/01/2026	NI & Tax	Payment	Laura Mann	NI and Tax Contributions	Operating Costs	-439.86	0.00	-439.86	
208	19/01/2026	Winter work	Payment	Chris Long	Elizabeth Bailey Field	Operating Costs	-360.00	0.00	-360.00	
209	19/01/2026	Jan invoice	Payment	Tyson Boxes Limited	Council storage	Operating Costs	-50.00	-10.00	-60.00	
210	19/01/2026	Bank charges	Payment	Lloyds Bank	Banking Charges	Operating Costs	-4.25	0.00	-4.25	
211	29/01/2026	PC printer	Payment	Laura Mann	Council expenses (IT/ICO etc)	Operating Costs	-124.99	-25.00	-149.99	
212	29/01/2026	Expenses Q2	Payment	Laura Mann	Clerk expenses Travel	Operating Costs	-135.73	0.00	-135.73	
									-6,077.40	

MONTHLY RECONCILIATIONS for Current Account

February

	YTD		MONTHLY
Balance B/F	£ 191,395.01	£	233,036.75
Income	£ 72,239.61	£	4,266.85
Payments	-£ 53,560.74	£	5,755.97
Total transfers	21,473.75	£	-
Total C/F	£ 231,547.63	£	231,547.63

All Accounts

	b/f	Movement
Treasurers 00487702 - Current	£ 233,036.75	-£ 1,489.12

Bank Accounts	233,036.75
Total movement	-£ 1,489.12
Total Balance C/F	£ 231,547.63

Brockham Parish Council Listing of transactions dated between 01/02/2026 and 28/02/2026											
Voucher	Date	Description	Type	Supplier / customer	Account name	Reserve	Bank Account	Reconciled	Net	VAT	Total
213	09/02/2026	Feb retainer	Payment	KJ Taylor PA	Virtual Administrator	Operating Costs	Main current acc	Yes	-600.00	0.00	-600.00
214	09/02/2026	Playground upgrade	Payment	ESP PLAY	Elizabeth Bailey Field	Green Spaces	Main current acc	Yes	-717.50	-143.50	-861.00
215	16/02/2026	salary feb	Payment	Laura Mann	Salary	Operating Costs	Main current acc	Yes	-1,065.84	0.00	-1,065.84
216	16/02/2026	TAX NI	Payment	Laura Mann	NI and Tax Contributions	Operating Costs	Main current acc	Yes	-439.86	0.00	-439.86
218	16/02/2026	Chainsaw service	Payment	Horace Fuller Ltd	Green spaces/Village maint/plante	Operating Costs	Main current acc	Yes	-460.83	-92.17	-553.00
219	10/02/2026	feb charges	Payment	Lloyds Bank	Banking Charges	Operating Costs	Main current acc	Yes	-4.25	0.00	-4.25
220	23/02/2026	march	Payment	KJ Taylor PA	Virtual Administrator	Operating Costs	Main current acc	Yes	-600.00	0.00	-600.00
221	23/02/2026	Christmas tree contributions	Payment	Holborns	Community Grants	Operating Costs	Main current acc	Yes	-887.50	-177.50	-1,065.00
222	23/02/2026	safety equip for scouts voluntee	Payment	Karen Gargani	Green spaces/Village maint/plante	Operating Costs	Main current acc	Yes	-276.67	-55.34	-332.01
223	23/02/2026	Paint for playground	Payment	Karen Gargani	Elizabeth Bailey Field	Operating Costs	Main current acc	Yes	-195.84	-39.17	-235.01
224	12/02/2026	Reimbursement	Receipt	HMRC	VAT Repayments	Operating Costs	Main current acc	Yes	3,047.34	0.00	3,047.34
225	12/02/2026	Return of duplicate payment Err	Receipt	K Gargani	Miscellaneous Receipts	Operating Costs	Main current acc	Yes	332.01	0.00	332.01
226	24/02/2026	Contribution to village christma	Receipt	Rogers Wheatley	Miscellaneous Receipts	Operating Costs	Main current acc	Yes	887.50	0.00	887.50

Dates to note

