



# BROCKHAM

## PARISH ANNUAL GENERAL MEETING

### 8<sup>th</sup> May 2025 DRAFT

**Venue:** The Pavilion, Brockham  
Recreation Ground

**Date:** 8<sup>th</sup> May 2025

**Time:** 20:15 to 21:30

**Present**

Cllr Karen Gargani (KG)

Cllr Gary Evans (GE)

Cllr Simon Hetzel (SH)

Cllr Noel Humphrey (NH)

Cllr David Challenger (DC)

**Apologies**

Cllr Ross Lane (RL)

Cllr Roshie Watkins (RW)

**In attendance**

MVDC Cllr S Budd (SB)

SCC Cllr H Clack (HC)

L Mann (Clerk) (LM)

**Apologies**

MVDC Cllr P Keay (PK)

MVDC Cllr P Potter (PP)

**Public:**

2 residents

Ref	Agenda item	Who
25/05-001	<b>Opening from Chair 2024/25</b>	
	KG welcomed everyone to the AGM.	
25/05-002	<b>To receive apologies for absence</b>	
	Cllr Ross Lane and Cllr Roshie Watkins has sent in apologies. These were accepted.	
25/05-003	<b>Election of Chairman for 2025/26</b>	
	KG called for nominations to the Office of Chairman. SH proposed Karen Gargani be re-elected to the Office of Chairman. This was seconded by DC. There were no other nominations. Approval was unanimous and Cllr. Gargani was duly elected.	
25/05-004	<b>Delivery by Chairman of his/ her declarations of acceptance of office</b>	
	Cllr Gargani declared her acceptance of office and thanked her fellow Councillors for electing her. KG advised the Clerk would arrange for her to accept her signed declaration of office. <b>ACTION: KG/DC to arrange for completion of signed declaration of office for Chairman.</b>	
25/05-005	<b>Election of the Vice-Chairman for 2025/26</b>	
	KG called for nominations for the office of Vice-chairman. SH proposed David Challenger. This was seconded by KG. There were no other nominations and Cllr. Challenger was duly elected as Vice Chairman. <b>Action: KG/DC to arrange for completion of signed declaration of office for Vice Chairman.</b>	
25/05-006	<b>Code of Members' Conduct - Declaration of Interest</b>	
	It was noted that SH company works for Gatwick airport. There was nothing else.	
25/05-007	<b>Public Session (a maximum of 15 minutes)</b>	
	Residents attending wanted to know what can be done about the deer at the allotments? <i>The Council discussed briefly: Options considered included installing sensitive fencing at the allotments. (Cannot harm the deer as it goes against the biodiversity.) Could there be a strip but in outside by the large field, a deer fence? Need to check with the owner and the farmer. The strip could be removable. Could be removed for hedge. Could the hedge be left higher?</i> <b>ACTION: Look at options on the Allotment walkabout next Monday</b>	KG/Clerk
25/05-008	<b>Acceptance of Last Minutes</b>	<b>All</b>

	The minutes of the Full Council Meeting held on 13th March 2025 were accepted by all and signed by KG as a true representation of what happened.	
<b>25/05-009</b>	<b>District and County Councillor Updates</b>	<b>SB</b>
	These had already been covered in the Annual Parish Meeting held earlier in the evening.	
<b>25/05-010</b>	<b>Green Spaces</b>	<b>RL</b>
	<ul style="list-style-type: none"> <li>- Allotment update. As already stated there is about to be an audit to sort waitlist and any issues.</li> <li>- Elizabeth Bailey Field Update. RL was not in attendance. Update next meeting.</li> <li>- Community Garden Project – proposal still not been actioned yet. Again this will be updated next month.</li> <li>- Golf course tree management – The Councillors noted that the TPO is still on and MVDC are being very diligent on the applications being submitted. The Old Coach road has a lot of orange marked Ash trees. The Council felt that the Trees along Brockham Lane need watering - and asked for the clerk to contact the contractor to water asap. <b>ACTION</b></li> </ul>	<b>Clerk</b>
<b>25/05-011</b>	<b>Infrastructure</b>	
	<p>- <b>Highways update.</b>  <b>Brockham Lane/A25</b> - The Parish Councils are awaiting a meeting date regarding the junction between the A25 and Brockham Lane. The clerks have been in contact with the Highways Agent and are waiting for confirmation on dates.</p> <p>All agreed that the <b>Borough Bridge</b> is in a bad way and needs addressing urgently. A resident from Poland trust has made a complaint regarding an accident. Highways were supposed to attend to make some temporary repair but all were unsure if that has happened. The Bridge is a bespoke asset so requires special wood. This is on order.  <b>ACTION: the bridge needs checking by someone and the photos needs to be submitted.</b></p> <p><b>Shop Parking</b> HC has had a complaint regarding people attending the shop parking too far over the pedestrian element. The area was resurfaced and the lines are now faded. HC has asked Surrey Highways to redefine the area where the pavement is supposed to be. The Parish Council are unsure who is responsible for the area.  <b>ACTION: site meeting to assess ownership and possible solution.</b></p> <p><b>Brockham Lane traffic calming.</b> It was agreed that the proposed works on Brockham Lane were next in line after they have allowed Middle Street traffic calming to bed in first.</p> <p>- <b>Gatwick update:</b> The Secretary of State for Transport has issued a request for comments from all Interested Parties on the additional information received from the Applicant in response to the letter of 27 February 2025. The deadline for response is 9 June 2025. The date set for the SOS to make its decision is 27 October 2025.</p> <p><b>Parking on the Grass.</b> It was asked if at all possible to have signage politely requesting people do not park on the green.  <b>ACTION: Identify signage for the green and check with MVDC</b></p>	<p><b>Clerk/ KG</b></p> <p><b>HC/ Clerk</b></p> <p><b>Clerk</b></p>

<b>25/05-012</b>	<b>Planning</b>	
	<p>The <b>planning decisions</b> made by MVDC were noted. (See attached list). The Council reviewed the other new Planning/ Licence Applications received since the last meeting (see attached list).</p> <p>ACTION: MO/2025/0654 – submit Letter of Representation regarding the lighting and proximity of the fence to the road (felt to be a safety hazard).</p>	SH/ Clerk
<b>25/05-013</b>	<b>Finance Matters</b>	
	<ul style="list-style-type: none"> <li>- The Council noted the Budget forecast vs delivered Report for 2024-25 which has been circulated.</li> <li>- The Council approved and signed the income and expenditure for March to April 2025</li> <li>- To sign the Bank statements and bank reconciliations for March and April 2025</li> </ul> <p>Any additional administration</p> <ul style="list-style-type: none"> <li>- The June meeting will cover Council Approval/Review of Policies &amp; Procedures and the Membership of Bodies due to timescales</li> <li>- It will also cover the Cil report to be submitted to MVDC</li> <li>- The Internal Audit date is 23<sup>rd</sup> May</li> </ul>	
<b>25/05-014</b>	<b>Clerks Update</b>	
	<ul style="list-style-type: none"> <li>- Crime report (not available) To be circulated</li> <li>- Any other correspondence to note.</li> </ul> <p>An Incident logged with Brockham footbridge and dog Enquiry regarding further traffic calming measures (too location specific) Complaint regarding signs in Tanners Meadow (private). Awaiting confirmation regarding adoption. It was confirmed that there is no right of way through there and that it is unlikely that Surrey County Council will want to adopt the SUDS ponds. There are drainage issues around it.</p> <ul style="list-style-type: none"> <li>- Public notices: Next meeting is on 12<sup>th</sup> June 2025</li> </ul>	LM
<b>25/05-015</b>	<b>Urgent matters at the discretion of the Chairman for noting and for inclusion on a future agenda</b>	KG
	Nothing at this time.	
<b>25/05-016</b>	<b>Closure of meeting</b>	
	The next meeting will be on Thursday 12 <sup>th</sup> June at 7:30pm. At 9:30pm KG thanked everyone for attending and declared the meeting closed.	

## Appendices