



BROCKHAM PARISH COUNCIL MEETING DRAFT 8th January 2026

Venue: The Pavilion, Brockham
Recreation Ground
Date: 8th January 2026
Time: 19:30

Present
Cllr Karen Gargani (KG)
Cllr Roshie Watkins (RW)
Cllr Noel Humphrey (NH)
Cllr Ross Lane (RL)
Cllr Gary Evans (GE)

In attendance
L Mann (Clerk) (LM)
Apologies: Cllr David Challenger
(DC), Cllr Simon Hetzel (SH),
MVDC Cllr P Potter (PP) SCC Cllr H
Clack (HC) MVDC Cllr S Budd (SB)
MVDC Cllr P Keay (PK)
Public: 1 resident

Ref	Agenda item	Who
26/01-001	To receive apologies for absence	
	Apologies for absence were received and accepted as recorded from DC, SH, PP, PK, SB, HC.	
26/01-002	Code of Members' Conduct - Declaration of Interest	
	No additional declarations of interest were made for items on the agenda.	
26/01-003	Public Session (a maximum of 15 minutes)	
	<p>A Speed Watch volunteer requested an update on traffic-calming measures raised at the previous meeting. Council noted that the A25 works require time to settle and that subsequent analysis would be undertaken by Surrey Highways, potentially funded by the Parish Council. A new speed gun has been obtained. KG reported engagement with local Police regarding speeding, anti-social vehicle use, and drug activity at Elizabeth Bailey Field.</p> <p>Action:</p> <ul style="list-style-type: none"> Clerk to ask HC when the speed-strip analysis will take place and to enquire about purchasing SIDs. (LM) 	LM
26/01-004	Acceptance of Last Minutes	
	The minutes of 13th October 2025 were approved and recorded as a true and accurate record of the meeting. Cllr Gargani signed the minutes.	
26/01-005	Chair Update	
	<p>The Chair thanked the Speed Watch group for their continued efforts.</p> <p>It was reported that the tenancy of the Middle Street Land Ltd field may be subject to change following the recent passing of the tenant.</p>	
26/01-006	District and County Councillor Updates	
	No Councillors attended due to a clash of meetings.	
26/01-007	Green Spaces	

	<p>Playground Project</p> <p>The deposit has been paid. RL is liaising with the contractor regarding logistics and accessibility. Installation is proposed for 2 February, with equipment delivery and skip placement to be arranged. Notices will be produced and displayed. Work is expected to take 4–5 days, weather permitting. Safety and insurance arrangements were noted, including the likely need for Heras fencing.</p> <p>Action:</p> <ul style="list-style-type: none"> • Circulate playground-closure notices via normal communication channels. (LM / RL / Administrator) <p>RL confirmed a site visit scheduled for the following week. Residual equipment repairs and the potential inclusion of an old tractor as play equipment were discussed.</p> <p>Planting and Environmental Works</p> <ul style="list-style-type: none"> • £600 expenditure approved for tree planting in Juniper Walk/Warren Road. • The Chair arranged for plants for the EBF boundary and coordinated planting with the Scouts. <p>Brockham Clear-Up</p> <p>The clear-up priorities list has been finalised and shared, including estimated costs. Councillors to action relevant items. NH arranged for Kiln Lane street-cleaners also to attend Holly Close due to its poor condition. The farmer has cut the hedge on Kiln Lane. NH reported unsuccessful attempts to secure SCC or MVDC attendance for repairs to the nearby footpath.</p> <p>Action:</p> <ul style="list-style-type: none"> • Clerk to nudge MVDC Cllr Keay regarding the Kiln Lane bin. (LM) 	LM/DC/ RL/KA
26/01-008	Planning	
	Decisions on applications in the appendix were noted. Pending applications were noted. No comments and no representations were to be made.	
26/01-009	Finance Matters	LM/SH/GE
	Income and expenditure for November and December 2025 were noted. Bank statements and reconciliations for the same period were reviewed and signed. Annual return for the Elisabeth Bailey Field Trust was submitted to the Charities Commission. The 2026/27 Precept Request was approved at £43,070 (3% increase) and submitted to MVDC Financial Services.	
26/01-010	Clerks Update	Clerk
	The Clerk summarised updates from the recent MVDC bimonthly clerks' meeting. The GACC judicial review is scheduled to begin on 20 January, running over four days. Fundraising efforts are ongoing.	
26/01-011	Public notices	
	The next Parish Council meeting will be held on Thursday 12 February 2026.	
26/01-012	Urgent matters at the discretion of the Chairman for noting and for inclusion on a future agenda	KG
	No urgent matters were raised.	
26/01-013	Closure of meeting	
	At 9:30pm KG thanked everyone for attending and declared the meeting closed.	

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 / Administrator
26/01-007	Nudge MVDC Cllr Keay regarding the bin at Kiln Lane.	LM

Appendix

Appendices

Planning Applications

Application Refe...	Initial Application Reference	Address	Proposal Details	Received Date	Status	Decision
TPO/2025/02755	EC/2025/01896	TUMBLEDOWN FARM WHEELERS LANE BROCKHAM RH3 7HJ	Tree Preservation Order	15/12/2025	Live	PENDING
MO/2025/02785	PP/2025/01854	4 PROVIDENCE COTTAGES BROCKHAM GREEN BROCKHAM RH3 7JN	T1 Thuja Tree: Prune back by 1-2 metres on neighbour's side No. 2 Providence Cottages also lift lower canopy over path to 2.5 metres.	06/12/2025	Live	PENDING
MO/2026/00005	PP/2025/01825	BROCKHAM COURT FARM BROCKHAM GREEN BROCKHAM RH3 7JS	Discharge of condition 3 and 5 of approved planning application MO/2025/0567 for the erection of single-storey rear extension,...	02/12/2025	Live	PENDING
MO/2025/02759	EC/2025/01809	Brockham Court Farm, Brockham Green, Brockham, Betchworth, Surrey, RH3 7JS	Variation of condition 6 of approved planning application MO/2025/0567 for the erection of single-storey rear extension, enlargement of...	25/11/2025	Live	PENDING
MO/2025/02775	PP/2025/01806	7 CASTLE GARDENS BROCKHAM RH4 1NY	Removal of existing single storey rear element and erection of a single storey front extension with side conservatory infill between house...	29/11/2025	Live	PENDING
MO/2025/02794	PP/2025/01804	5 OLD SCHOOL LANE BROCKHAM RH3 7JP	T1 Malus: To prune the crown by 0.5m removing any dysfunctional branches and crown thin by 25%. T2 Hazel: To remove new...	27/11/2025	Live	PENDING
MO/2025/02773	HC/2025/01671	33 WHEELERS LANE BROCKHAM RH3 7LA	Replacement of garage style doors with timber double doors. Reinstatement of window in original position.	23/10/2025	Live	PENDING
MO/2025/02741	PP/2025/01279	15 MIDDLE STREET BROCKHAM RH3 7JT	Tree Work Specification T1 –T4 Limes (medium) – Re-pollard to previous pollard points. T5 Ash – Crown reduce by...	04/09/2025	Live	PENDING

Decisions:

Application Refe...	Initial Application Reference	Address	Proposal Details	Received Date	Status	Decision
MO/2025/02676	PP/2025/01730	33 WHEELERS LANE BROCKHAM RH3 7LA	T1 Eucalyptus tree - Reduce canopy back to most recent reduction points, leaving natural shape. Height 16 metres, finish height 12...	14/11/2025	Determined	NO OBJECTION
MO/2025/02527	PP/2025/01523	CROFTON 22A HILLSIDE GARDENS BROCKHAM RH3 7EW	Erection of a single storey side extension and rear extension, following the demolition of existing single storey projections and garage.	13/10/2025	Determined	APPROVED WITH CONDITIO...
MO/2025/02466	PP/2025/01287	HIGH BANK MILL HILL LANE BROCKHAM RH3 7LS	Erection of No. 1 dwelling with associated parking.	05/09/2025	Determined	REFUSED
MO/2025/02523	PP/2025/01280	LOGIS REIGATE ROAD BETCHWORTH RH3 7EY	Certificate of Lawfulness for a proposed development in respect of a loft extension and insertion of 1 additional rooflight to left side ...	04/09/2025	Determined	WITHDRA...
MO/2025/02490	PP/2025/01241	99 HILLSIDE GARDENS BROCKHAM RH3 7ER	Erection of a garden shelter.	29/08/2025	Determined	APPROVED WITH CONDITIO...
MO/2025/02451	EC/2025/01177	17 NUTWOOD AVENUE BROCKHAM RH3 7LT	Erection of a single storey side extension to porch. Alongside changes to fenestration including the addition of a window to north...	11/08/2025	Determined	APPROVED WITH CONDITIO...
MO/2025/02113	MO/2025/1070	LAND TO THE NORTH OF BARRYLEIGH WHEELERS LANE BROCKHAM RH3 7HJ	Change of Use from agricultural land to allow the installation of two shepherds huts for short stay holiday lets, parking area for 3 No....	05/08/2025	Determined	REFUSED

Bank reconciliation and transactions:

**MONTHLY RECONCILIATIONS for Current Account
November**

	£ MONTH	
Balance B/F	£ 191,395.01	£ 248,048.01
Income	£ 67,972.76	£ -
Payments	-£ 36,871.42	£ 4,077.91
Internal Transfers	21,473.75	£ -
Total C/F	£ 243,970.10	£ 243,970.10

All Accounts	b/f	Movement	c/f
Treasurers 00487702 - Current	£ 248,048.01	-£ 4,077.91	£ 243,970.10
No others			

Listing of transactions dated between 01/11/2025 and 30/11/2025

Voucher	Date	Description	Type	Supplier / customer	Account name	Reserve	Net	VAT
183	04/11/2025	expenses	Payment	Mick Bent	Green spaces/Village maint/planters	Operating Costs	-314.39	0.00
184	04/11/2025		Payment	Chris Long	Grounds maint & Recreation groun	Operating Costs	-220.00	0.00
185	04/11/2025	Clerk expenses q2	Payment	Laura Mann	Clerk expenses Travel	Operating Costs	-97.50	0.00
186	13/11/2025	Hedges	Payment	NJ Fuller	Grounds maint & Recreation groun	Operating Costs	-506.00	101.20
187	18/11/2025	Services charges	Payment	Lloyds Bank	Banking Charges	Operating Costs	-4.67	0.00
188	28/11/2025	NOVEMBER	Payment	KJ Taylor PA	Virtual Administrator	Operating Costs	-600.00	0.00
189	28/11/2025	Flail	Payment	Eclipse Tree Services	Big Field	Operating Costs	-500.00	100.00
190	28/11/2025	AS PECK planter	Payment	AS Peck Planter	Green spaces/Village maint/planters	Operating Costs	-86.63	-17.33
191	28/11/2025	planter	Payment	SC Stone Planter 4	Grounds maint & Recreation groun	Operating Costs	-20.41	-4.08
192	14/11/2025	Salary Nov	Payment	Laura Mann	Salary	Operating Costs	1,065.84	0.00

MONTHLY RECONCILIATIONS for Current Account December			
	£ MONTH		
Balance B/F	£ 191,395.01	£ 243,970.10	
Income	£ 67,972.76	£ -	
Payments	-£ 41,727.37	£ 4,855.95	
Internal Transfers	£ 21,473.75	£ -	
Total C/F	£ 239,114.15	£ 239,114.15	

All Accounts	b/f	Movement	c/f
Treasurers 00487702 - Current	£ 243,970.10	-£ 4,855.95	£ 239,114.15

Listing of transactions dated between 01/12/2025 and 31/12/2025

Voucher	Date	Description	Type	Supplier / customer	Account name	Reserve	Net	VAT
194	14/12/2025	Salary Dec	Payment	Laura Mann	Salary	Operating Costs	-	0.00
195	14/12/2025	Salary Dec	Payment	Laura Mann	NI and Tax Contributions	Operating Costs	-439.86	0.00
196	19/12/2025	charges	Payment	Lloyds Bank	Banking Charges	Operating Costs	-4.25	0.00
197	31/12/2025	Pump Finial	Payment	M Harding	Miscellaneous Payments	Green Spaces	-850.00	170.00
198	31/12/2025	Nov grass	Payment	Chris Long	Elizabeth Bailey Field	Operating Costs	-290.00	0.00
199	31/12/2025	Annual Hedges	Payment	Chris Long	Grounds maint & Recreation groun	Operating Costs	-520.00	0.00
200	31/12/2025	Aug Sept Cuts	Payment	Chris Long	Grounds maint & Recreation groun	Operating Costs	-655.00	0.00
201	31/12/2025	Grass August	Payment	Chris Long	Grounds maint & Recreation groun	Operating Costs	-225.00	0.00
202	31/12/2025	Jan	Payment	KJ Taylor PA	Virtual Administrator	Operating Costs	-600.00	0.00
203	31/12/2025	Payroll	Payment	Surrey Community Action	Payroll services	Operating Costs	-30.00	-6.00

Dates to note:

- Annual return for Charities Commission 31.01.26
- Precept return deadline 8.1.26
- SALC Councillors forum - Wednesday 21st January 2026 at 7:30pm
- 4-day hearing for GACC vs SoS commences on 20.01.26