



BROCKHAM PARISH ANNUAL GENERAL MEETING 1st June 2026

Venue: The Pavilion, Brockham
Recreation Ground

Date: 1st June 2026

Time: 20:15 to 21:30

Present

Cllr Karen Gargani (KG)
Cllr Gary Evans (GE)
Cllr Simon Hetzel (SH)
Cllr David Challenger (DC)
Cllr Ross Lane (RL)
Cllr Roshie Watkins (RW)

Apologies

Cllr Noel Humphrey (NH)

In attendance

MVDC Cllr S Budd (SB)
MVDC Cllr P Keay (PK)
MVDC Cllr P Potter (PP)
L Mann (Clerk) (LM)

Apologies

SCC Cllr H Clack (HC)

Public:

1 resident

Ref	Agenda item	Who
26/05-001	Opening from the 2.25/26 Chair, Cllr Gargani.	
	KG welcomed everyone to the AGM.	
26/05-002	To receive apologies for absence	
	Cllr Noel Humphrey had sent apologies, which were accepted.	
26/06-003	Election of Chairman for 2026/27	
	KG called for nominations to the office of Chairman. DC proposed that Cllr Karen Gargani be re-elected as Chair. This was seconded by SH. There were no other nominations. Approval was unanimous and Cllr Gargani was duly elected.	
26/06-004	Delivery by Chairman of his/ her declarations of acceptance of office	
	Cllr Gargani declared her acceptance of office and thanked her fellow Councillors for electing her. KG advised that the Clerk would arrange for the signed declaration of acceptance of office to be completed. ACTION: KG to arrange completion of the signed declaration of acceptance of office for Chairman.	
26/06-005	Election of the Vice-Chairman for 2026/27	
	KG called for nominations for the office of Vice-Chairman. SH proposed Cllr David Challenger. This was seconded by RW. There were no other nominations and Cllr Challenger was duly elected as Vice-Chairman. ACTION: DC to arrange completion of the signed declaration of acceptance of office for Vice-Chairman.	
26/06-006	Code of Members' Conduct - Declaration of Interest	
	No specific interests were declared. ACTION: LM to circulate the Declaration of Interest forms should any Councillors need to update them.	LM
26/06-007	Public Session (a maximum of 15 minutes)	
	It was noted that the Village Hall Committee had recruited a new trustee and would be interviewing further candidates shortly. A new cleaner was required for the hall, particularly as the toilets were receiving significant public use. At a recent Heartstart session, it was noted that when the Spar security blind was down it prevented access to the defibrillator. It was agreed that this needed to be addressed. A new defibrillator was on order, as replacement parts were difficult to obtain.	
26/06-008	Acceptance of Last Minutes	All
	The minutes of the Full Council Meeting held on 12 May 2026 were accepted by all and signed by KG as a true record of the meeting.	
26/06-009	District and County Councillor Updates	

	Cllr Keay – nothing specific Cllr Budd There had been a couple of incidents involving Oak Processionary Moths. The affected areas included the playground on the recreation ground (MVDC), the oak on Brockham Green (MVDC), and an oak on the Big Field (National Trust). Both the Clerk and SB had contacted the team at MVDC to ask for the issue to be addressed. The National Trust had already attended to the tree. A triangle of grass by the church had been missed by the Surrey Highways grass-cutting team. It was thought that this may have been missed when cars were parked too close, as contractors did not want to risk damaging vehicles. A resident had been injured while cycling on Old Coach Road and had required hospital treatment. SB felt that the potholes on Old Coach Road were worsening and needed urgent attention, particularly as the road is also used regularly by children. Cllr Potter The British Legion requested that the road closure be extended by an additional 10 minutes this year for safety reasons. The Bonfire would take place the night before Remembrance Sunday and it was likely that the fire would still be hot. Attendees would therefore need to avoid the Green. <u>It was agreed that the Parish Council would support the application for the two road closures.</u> ACTION: Submit the application to MVDC Events by July.	
26/06-010	Green Spaces	RL
	Strood Green working group – no update Playground. The playground maintenance report had highlighted a few areas requiring attention, including snagging work, landscaping and groundwork. RL was liaising with the grounds contractor to resolve any outstanding issues. The new swings were on order.	
26/06-011	Infrastructure	
	No update at present.	
26/06-012	Planning	
	The planning decisions made by MVDC were noted. (See attached list). The Council reviewed the new Planning and Licence Applications received since the last meeting (see attached list). There were no actions to be taken.	
26/06-013	Finance Matters	
	- The Council noted the Budget Forecast vs Delivered Report for 2024-26, which had been circulated. - Income and expenditure for May 2026 were approved. - The bank statements and bank reconciliations for May 2026 were signed.	
26/06-014	Clerk's Update	
	- The crime report was no longer being supplied by the MVDC Beat. - Public notices. The next meeting will be a finance meeting held on Tuesday 23rd June. The next full Parish Council Meeting will be on Tuesday 14th July.	
26/06-015	Urgent matters at the discretion of the Chairman for noting and for inclusion on a future agenda	KG
	Nothing raised.	
26/06-016	Closure of meeting	
	The next meeting would be held on Tuesday 23 June at 7:30pm to sign the AGAR for 2025-26. KG thanked everyone for attending and declared the meeting closed.	

Appendix
Brockham Parish Council – Action Points Summary

Ref / Area	Action Point	Responsible	Status / Notes
26/06-004	Arrange completion of the signed declaration of acceptance of office for Chairman.	KG	From minutes
26/06-005	Arrange completion of the signed declaration of acceptance of office for Vice-Chairman.	DC	From minutes
26/06-006	Circulate Declaration of Interest forms should any Councillors need to update them.	LM	From minutes
26/06-009	Submit the road closure application to MVDC Events by July.	LM	From minutes
Green Spaces	Instruct a tree surgeon to assess required works and submit a planning application on behalf of the Parish Council.	LM	From appendix
Highways & Infrastructure	Follow up with Cllr Helyn Clack regarding progress on traffic speed strips.	LM / SH	From appendix
Public Session	Check cutting season details for Strood Green Island and liaise with Cllr Helyn Clack regarding potential Parish Council adoption.	RL	From appendix
Public Session	Compile a full list of issues relating to Big Field events, including parking, field condition, management, noise and lighting.	NH	From appendix
Public Session	Feed back residents' concerns regarding Big Field events to the DRFC Committee.	SH	From appendix
District & County Cllrs	Obtain a copy of the updated MVDC Community Asset List once published.	LM	From appendix
District & County Cllrs	Send list of potentially omitted assets to Cllr Keay.	LM	From appendix
Green Spaces – Bench	Confirm Parish Council support for replacement of the bench near the pump.	LM	Done / from appendix
Green Spaces – Village Green Kerbstones	Arrange meeting with MVDC to agree suitable solutions, such as sleepers or stakes.	LM	From appendix
Highways	Request feedback from SCC on Middle Street traffic strip results.	LM / SH	From appendix
Appendix Ref 26/01003	Follow up with Cllr Helyn Clack regarding purchase of SID devices.	LM	From appendix

Crime Report - unavailable

Appendix – Planning Applications

Brockham Parish Planning Summary			Status Date : 10 May 2026			Key for Column B - N = Ne		
Item		Reference	Proposal	Location	Reg Date	Status / Decision	Decision Date	Appeal Status
18	C	MO/2024/1902	Erection of 4 dwellings 2x3 bedroom, 2x2 bedroom, along with parking & amenity space.	Kiln Lane Nurseries, Kiln Lane, Brockham, RH3 7LX	27-Nov-24	Approved with Conditions	21-Apr-26	
32	O	MO/2024/1993	Erection of 1 No detached dwelling	Greystones, Chalkpit Lane, Brockham, RH3 7EZ	21-Nov-24	Refused	24-Apr-25	Appeal to Secretary of State
39	O	MO/2025/02113	Change of Use from agricultural land to allow the installation of two shepherds huts for short stay holiday lets, parking area for 3No vehicles with EV charging point	Land north of Barryleigh, Wheelers Lane, RH3 7HJ	28-Aug-25	Refused	08-Dec-25	Appeal to Secretary of State
59	O	MO/2025/02327	Details of Flood Evacuation Plan, HGV delivery Instructions and combined improvement Plan - ref Planning MO2021/2103, 27 April 2022. ref SCCRef -2025-0134	Brockham Wellsite, Land at Feltons Farm, Old School Lane, RH3 7AU	02-Oct-25	Pending		
8	O	MO/2026/00154	Conservation Area: remove 1No. Dieback diseased Ash; remove 1 No. Poplar tree; remove 3No. Cypress (small) trees. Provide and plant 5 No. common Alder trees.	Birch Cottage, Brockham Green, RH3 7JN	05-Feb-26	Pending		
10	O	TPO/2025/02755	Tree Preservation Order	Tumbledown Farm, Wheelers lane, RH3 7HJ	16-Dec-25	Pending		
	C	MO/2026/00263	Demolition of single storey elements and erection of two storey side extension. External materials and fenestration changes.	Rosemary Cottage, Reigate Rd, RH3 7HB	25-Feb-26	Refused	23-Apr-26	
	O	MO/2026/00284	Demolition of existing garage and erection of replacement garage with ancillary accommodation above.	Riverbanks, Kiln Lane, RH3 7LZ	04-Mar-26	Pending		
	C	MO/2026/00397	Certificate of Lawfulness for a proposed development in respect of a single storey side extension	6 Oakdene Close, RH3 7JZ	26-Mar-26	Withdrawn	21-Apr-26	
	C	MO/2026/00319	Erection of a two storey side and rear extension	13 Oakdene Rd, RH3 7JU	10-Mar-26	Refused	01-May-26	
	O	MO/2026/00404	Demolition of a partially enclosed timber pergola and garden store and erection of a detached single garage with store, extension to driveway and new 5 bar timber gate.	2 the Borough, RH3 7NB	26-Mar-26	Pending		
	C	MO/2026/00382	Conservation area Trees : Fell to Ground level a Rowan in poor condition LHS rear garden - replace with healthy specimen.	100 Brockham Lane, RH3 7EQ	24-Mar-26	No Objection	28-Apr-26	
	N	MO/2026/00154	Conservation Area; Remove 1 Dieback diseased Ash; Remove 1 Poplar tree; remove 3 Cypress trees; Plant 5 No Common Alder trees.	Birch Cottage, Brockham Green, RH3 7JN	05-Feb-26	Pending		
	N	MO/2026/00488	Erection of 1No Dormer window to side and 2No rooflights to both front and rear elevations.	Studland House, 8 Brockham Lane, RH3 7EL	22-Apr-26	Pending		
	N	MO/2026/00506	Demolition of roof and front, rear and east side wall of garage together with timber clad extension housing the garage doors and reconstruct and extend to the front to form a gym, including additional windows to side elevation. Change of use of part of existing store, which is attached to the garage to provide a shower room and replace door with window.	Ashbourne Cottage, Wheelers lane, RH3 7LA	23-Apr-26	Pending		
	N	MO/2026/00518	Conservation Area: 169 Ash - remove failed limb from adjacent tree; opposite 162 Willow - fell stem leaning towards garden to eliminate risk of damage. 134 Sycamore - fell to ground level, tree is in poor condition with decay.; 127 Ash - remove dead central stem.	Land to North of Brockham Bowling Club, Mill Hill Lane, RH3 7LR	29-Apr-26	Pending		

Finance:

Bank reconciliation for April:

MONTHLY RECONCILIATIONS for Current Account			
April			
	YTD		MONTHLY
Balance B/F	£	211,627.16	£ 211,627.16
Income	£	25,114.00	£ 25,114.00
Payments	£	7,425.12	£ 7,425.12
Total transfers		-	-
Total C/F	£	229,316.04	£ 229,316.04
All Accounts	b/f		Movement
Treasurers 00487702 - Current	£	211,627.16	£ 17,688.88
			£ 229,316.04
Bank Accounts		211,627.16	
Total movement	£	17,688.88	
Total Balance C/F	£	229,316.04	

Transactions in April:

Transaction Date	Transa	Sort Code	Account Number	Description	Debit Amount	Credit Amount	Balance
29/04/2026	FPI	'30-92-70	487702	Allotment rent		80	229316.04
24/04/2026	FPI	'30-92-70	487702	Allotment rent		40	229236.04
23/04/2026	FPI	'30-92-70	487702	Allotment rent		65	229196.04
20/04/2026	PAY	'30-92-70	487702	Bank charges	4.25		229131.04
20/04/2026	FPO	'30-92-70	487702	Toilets for event	292.5		229135.29
16/04/2026	FPO	'30-92-70	487702	Eclipse tree	1320		229427.79
16/04/2026	FPO	'30-92-70	487702	Subscriptions	1053.67		230747.79
16/04/2026	FPO	'30-92-70	487702	Payroll	66		231801.46
16/04/2026	FPO	'30-92-70	487702	Playground	2583		231867.46
14/04/2026	FPI	'30-92-70	487702	Allotment rent		25	234450.46
14/04/2026	FPI	'30-92-70	487702	Allotment rent		40	234425.46
14/04/2026	DD	'30-92-70	487702	Salary	1505.7		234385.46
13/04/2026	FPI	'30-92-70	487702	Allotment rent		25	235891.16
13/04/2026	FPI	'30-92-70	487702	Allotment rent		40	235866.16
10/04/2026	BGC	'30-92-70	487702	Precept 1		24174	235826.16
09/04/2026	FPI	'30-92-70	487702	Allotment rent		15	211652.16
08/04/2026	FPI	'30-92-70	487702	Allotment rent		25	211637.16
08/04/2026	FPI	'30-92-70	487702	Allotment rent		15	211612.16
08/04/2026	FPI	'30-92-70	487702	Allotment rent		50	211597.16
07/04/2026	FPI	'30-92-70	487702	Allotment rent		55	211547.16
07/04/2026	FPI	'30-92-70	487702	Allotment rent		80	211492.16
07/04/2026	FPI	'30-92-70	487702	Allotment rent		65	211412.16
07/04/2026	FPI	'30-92-70	487702	Allotment rent		40	211347.16
02/04/2026	FPI	'30-92-70	487702	Allotment rent		75	211307.16
02/04/2026	FPI	'30-92-70	487702	Allotment rent		25	211232.16
02/04/2026	FPI	'30-92-70	487702	Allotment rent		25	211207.16
01/04/2026	FPI	'30-92-70	487702	Allotment rent		25	211182.16
01/04/2026	FPI	'30-92-70	487702	Allotment rent		25	211157.16
01/04/2026	FPO	'30-92-70	487702	Administrator	600		211132.16
01/04/2026	FPI	'30-92-70	487702	Allotment rent		65	211732.16
01/04/2026	FPI	'30-92-70	487702	Allotment rent		15	211667.16
01/04/2026	FPI	'30-92-70	487702	Allotment rent		25	211652.16
					7425.12	25114	