



BROCKHAM

PARISH COUNCIL MEETING

14th July 2026 DRAFT

Venue: The Pavilion, Brockham
Recreation Ground

Date: 14th July 2026

Time: 19:30

Present

Cllr Karen Gargani (KG) (Chair)

Cllr Noel Humphrey (NH)

Cllr Simon Hetzel (SH)

Cllr David Challenger (DC)

Apologies

Cllr Gary Evans (GE)

Cllr Roshie Watkins (RW)

Cllr Ross Lane (RL)

In attendance

L Mann (Clerk) (LM)

Apologies

MVDC Cllr S Budd (SB)

MVDC Cllr P Keay (PK)

MVDC Cllr P Potter (PP)

SCC Cllr H Clack (HC)

Public:

4 residents

Ref	Agenda item	Who
26/07-001	To receive apologies for absence	
	Apologies received and accepted from Cllrs Ross Lane, Gary Evans, Roshie Watkins, MVDC Cllrs Paula Keay, Paul Potter and Simon Budd and SCC Cllr Helyn Clack	
26/07-002	Code of Members' Conduct - Declaration of Interest	
	No specific interests were declared.	
26/07-003	Public Session	
	It was noted that the tree opposite Chitty's Butchers needed trimming and that a Tree Preservation Order may apply. Residents had raised concerns about the current provision of public bins. It was noted that this is an ongoing issue and that there is currently no additional capacity within the MVDC contract for extra collections. This may change with the new contract due in 2027. KG introduced a skate park project being led by two residents. They outlined a proposal to install a modular steel-frame ramp for non-motorised scooters on the existing hard standing at the gravel pit on Wheelers Lane. There would be no lighting, bins, seating or other additional facilities, and users would be encouraged to walk to the site. The ramp would be maintained and checked by a RoSPA inspector. The residents were checking land ownership, possible structures and any insurance requirements, and were liaising with stakeholders. They had also run an online questionnaire to assess levels of support and areas of concern, which had received a good level of engagement. KG thanked them for their time and asked the residents to keep everyone updated.	
26/07-004	Approval of Previous Minutes	
	The minutes of the meeting held on 23rd June 2026 were approved and signed.	
26/07-005	Chairman Update	
	The Chair congratulated the organisers of the Village Fair Show. Members agreed that it had been a great success, although the dog show had been cancelled due to the heat.	

	Village Hall toilets: Members noted a possible opportunity to improve the toilets at the Village Hall. Cllrs Gargani and Challenger will contact the trustees to discuss this further. Phone box: The phone box still needs to be repainted as part of ongoing maintenance. Coach Road: The Parish Council will explore opportunities for surface improvements to Coach Road. It was agreed that, as the road is maintained by MVDC, the Parish Council could consider part-funding the works, but MVDC would need to arrange the contractor. ACTION: Contact Alex Bagnall at MVDC to ask about match funding for the works. Also send the MVDC community asset list to Simon Hetzel. Recreation Ground car park: KG had spoken to the trustees at the Recreation Ground and indicated that the Parish Council felt CIL money could be used to improve parking at the site for all users. The trustees were very appreciative of the support. The Parish Council has obtained one groundwork quote and will require another, depending on the cost, in accordance with Financial Regulations. ACTION: Contact another contractor about the potential works for the trustees to instruct. Dorking Athletics Club 5K: It was noted that the club is running a pavement race in the autumn from Strood Green. Toilets and parking will be provided on the day.	KG/ DC KG LM TBC
26/07-006	District and County Councillor Update	
	There was no update available.	
26/07-007	Green Spaces	
	Bonfire request: The Clerk has requested two quotes for the work required to the two trees on the green. MVDC has confirmed that it will permit the safety work, provided it is carried out in accordance with its regulations. ACTION: Clerk to instruct the contractor to carry out the work, with the work to be completed before November. SCC Footpaths: Various footpath work requests had been received from residents and have been referred to the Surrey Rights of Way team. Trees on Brockham Lane: In the heat, the Parish Council had arranged for the trees to be watered. Surrey Highways was also monitoring the trees and helping to tend them. The planters were still looking in great shape thanks to the residents looking after them. Allotments: NH reported that unfortunately the deer were still causing problems on the site due to eating soft crops as soon as they appeared.	LM
26/07-008	Infrastructure	
	Highways - A broken drain on Brockham Lane had been reported to BPC. SH checked it and it appeared to be satisfactory. It will be reviewed once wet weather starts and logged again if it becomes an issue. - Traffic calming strip data has now been received. The week of data recorded appeared positive: all figures had reduced, except volume, which remained at 15,000 vehicles per week.	

	- Cottages at chicane have reported zero damage to vehicles since the measures were put in place. Residents feel confident parking their cars back out on the road. - Brockham Lane traffic calming is on hold because there is currently no funding from Surrey Highways for the work. There is also likely to be a delay at the A25/Brockham Lane junction, as engineers are not yet sure of the best course of action. - Gatwick: No update was provided. - Residents had shared frustration regarding last-minute road closures. It was noted that pre-planned closures were frustrating, but emergency works were unavoidable. Remembrance Road Closure: The Clerk was in contact with the SAG team at MVDC and now needed clarity on the form from the organisers. Once this has been provided, she will submit the form. If the closure is to be of a much larger nature, there may be a cost incurred for traffic management. Brockham Green address: DC had noticed that the location of Brockham Green is inconsistent across various online mapping systems. It was agreed that the Parish Council would request support from the naming division at MVDC in the first instance to establish what could be done.	
26/07-009	Planning (Appendix B)	
	Decisions on applications listed in the appendix were noted. Pending applications listed in Appendix B were also noted, and it was agreed that no comments or representations would be made. Other planning applications: There had been a resident enquiry regarding the works taking place at the fishing lake off the A25. As far as the Council was aware, the works were being carried out in accordance with the original approved application. It was agreed to monitor the matter. Communications had been circulated to residents and the Parish Council by a developer regarding a possible future application for nine homes. The application had not yet been formally submitted, so the Parish Council could not comment at this stage. The matter will be monitored and discussed if an application is submitted.	
26/07-010	Finance Matters (Appendix C)	
	Income and expenditure for June 2026 were noted. Bank statements and reconciliations for the same period were reviewed and signed. Administration: The Clerk had circulated a proposed IT Policy. A few amendments were suggested, but otherwise all agreed that the document should be adopted.	
26/07-011	Clerk's Update	
	- In Your Area Crime update was shared (Appendix A) - The next full council meeting will be on 8th September 2026. There is no meeting held in August.	
26/07-012	Urgent matters at the Chairman's discretion for noting, and for inclusion on a future agenda.	
	None at this time	
26/07-013	Closure of meeting	
	There being no other business, the Chair closed the meeting.	

APPENDIX

Surrey Police Dorking Rural East Local Priorities Priority Issued: June 2026 (APPENDIX A)

Tackling Rural Retail crime

Action Taken

- Increase visible and covert patrols
- Promote crime prevention schemes
- Encourage CCTV upgrade/ installations.
- Engage with retailers

Priority Issued: June 2026

Rural Burglaries

Action Taken

- Increase visible and covert patrols
- Community awareness and crime prevention
- Work with local community watch groups

Priority Issued: June 2026

Livestock Worrying

Action Taken

- Engagement and education with dog owners
- Encourage farmers to report incidents early and share information.
- Use social media to raise awareness, especially around lambing season.
- Increased and targeted patrols especially during peak times.

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" @ Dorking	23 July 2026	3:00 pm	Meeting	Meadowbank, Mill Lane, Dorking
Mole Valley "Meet the Beat" @ Ockley	8 August 2026	2:00 pm	Meeting	Near the cricket pitch, Stane Street, Ockley
Mole Valley "Meet the Beat" @ Beare Green	5 September 2026	2:00 pm	Meeting	Merebank, Beare Green
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

Planning Applications (B)

Application ref	Address	Proposal	Date	Status	Decision
MO/2026/00840	THE STEADING	Non-material amendment to planning permission MO/2020/1412 to allow	12/06/2026	Determined	REFUSE

	WHEELERS LANE BROCKHAM RH3 7HJ	external alterations to House 2 only, including cladding, doors, fenestration, rooflights, PV panels, flue and canopy.			
MO/2026/00929	54 NUTWOOD AVENUE BROCKHAM RH3 7LT	Erection of a part single, part two storey rear extension and additional first floor window to front elevation.	09/06/2026	Live	PENDING
MO/2026/00832	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	Live	PENDING
MO/2026/00923	BYFIELD WHEELERS LANE BROCKHAM RH3 7HJ	Erection of single storey link extension between house and garage, first floor front extension, porch extension and associated fenestration changes.	29/05/2026	Live	PENDING
MO/2026/00771	17 OAKDENE ROAD BROCKHAM RH3 7JU	Erection of single storey rear / side extension and internal alterations.	12/05/2026	Determined	APPROVE WITH CONDITIONS
MO/2026/00637	21 THE AVENUE BROCKHAM RH3 7EN	Non-material amendment to planning permission MO/2014/1904 for roof lights, window layout changes and internal alterations.	29/04/2026	Determined	APPROVE
MO/2026/00774	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	Live	PENDING
MO/2026/00775	8 CASTLE GARDENS BROCKHAM RH4 1NY	Demolition of existing rear extension and erection of single storey rear extension.	08/05/2026	Live	PENDING
MO/2026/00776	10 WHEELERS LANE BROCKHAM RH3 7LE	Lowering internal slab level, internal changes, alterations to elevations, roof and wall repairs, conservation rooflights, rainwater goods repairs and internal staircase/bathroom reconfiguration.	29/04/2026	Live	PENDING
MO/2026/00777	10 WHEELERS LANE BROCKHAM RH3 7LE	Lowering internal slab level, internal changes, alterations to elevations, roof and wall repairs, conservation rooflights and rainwater goods repairs.	28/04/2026	Live	PENDING

Bank Reconciliations (C)

MONTHLY RECONCILIATIONS for Current Account			
June			
	YTD	MONTHLY	
Balance B/F	£ 211,627.16	£ 226,898.85	
Income	£ 25,350.00	£ 80.00	
Payments	-£ 14,382.02	£ 4,383.71	
Total transfers			
Total C/F	£ 222,595.14	£ 222,595.14	
All Accounts	b/f	Movement	c/f
Treasurers 00487702 - Current	£ 226,898.85	-£ 4,303.71	£ 222,595.14
Bank Accounts	226,898.85		
Total movement	-£ 4,303.71		
Total Balance C/F	£ 222,595.14		

Opening statement balance						226898.85
Reconciled transactions						
Voucher	Date	Type	Reference	Supplier / customer	Description	Amount
284	01/06/20	Payment		KJ Taylor PA	Administrator	-600.00
285	01/06/20	Payment		Tyson Boxes Limited	Storage	-60.00
286	01/06/20	Payment		SafePlay	Playground report	-57.60
287	01/06/20	Payment		Clear Councils	Insurance for 2026-7	-751.24
288	01/06/20	Payment		Grass cutting	Various	-480.00
289	03/06/20	Payment		Vacant Event	Village fair	-877.50
290	05/06/20	Payment		ICO	direct debit	-47.00
292	08/06/20	Payment		Clerk salary	Clerk salary June	-1,065.64
293	08/06/20	Payment		NI and Tax contribution	Clerk salary June	-440.06
294	10/06/20	Receipt		Allotment rents	Allotment	40.00
295	15/06/20	Receipt		Allotment rents	Allotment	40.00
291	19/06/20	Payment		Lloyds Bank	Banking charges	-4.67
Reconciled balance						222,595.14
Cash book balance						222,595.14

Action Point List (E)

Ref	Action	Who	Status/Notes
26/07-003	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 Session discussion.
26/07-005	Contact Village Hall trustees to discuss possible improvements to the Village Hall toilets.	KG/DC	Chairman Update.
26/07-005	Arrange repainting of the phone box as part of ongoing maintenance.	KG	Chairman Update.
26/07-005	Contact Alex Bagnall at MVDC to ask about match funding for Coach Road surface improvement works.	LM	Action recorded in minutes.
26/07-005	Send the MVDC community asset list to Simon Hetzel.	LM	Action recorded in minutes.

26/07-005	Contact another contractor about potential Recreation Ground car park works for the trustees to instruct.	TBC	Action recorded in minutes.
26/07-007	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.
26/07-008	Review the broken drain on Brockham Lane once wet weather starts and log again if it becomes an issue.	SH	Highways.
26/07-008	Obtain clarity from Remembrance organisers on the road closure form, then submit the form to MVDC SAG team.	LM	Highways.
26/07-008	Request support from MVDC naming division regarding inconsistent online mapping references to Brockham Green.	LM	Highways.
26/07-009	Monitor works at the fishing lake off the A25.	BPC	Planning.
26/07-009	Monitor any formal submission for the proposed development of nine homes and bring back for discussion if submitted.	BPC	Planning.
26/07-010	Make suggested amendments to the proposed IT Policy and proceed with adoption.	LM	Finance Matters/Administration.

Communication Summary – June contacts (D)

Category	Item
District and County	MVDC Clerk minutes from early June - Circulated to Councillors
Other	Invoice for Victorian Fair toilets paid
	Police notified they will no longer be providing local reports for Parishes
	SALC Councillor and Clerk Forum
	Brockham Horticultural Society insert for Parish Mag
	Request for Remembrance Sunday road closures - Clerk liaising with MVDC SAG team
	Council notified regarding Brockham Badgers Tournament (Sunday 21st June)
	Confirmation that JK kindly watered the trees
	Autumn housing event notification from SCA including Poland Meadows
Finance & Administration	Clerk signed up to local banking forum through UNITY bank
	Clerk circulated Mulberry training programme to councillors for review
	Internal audit report received and circulated to BPC
	Tree surgeon quote received for lifting crown on the green (Quote 1)
	Quote regarding possible groundworks projects (Quote 1)
	Confirmation of AGAR received by External Auditor
	SALC training update circulated
Resident Matters	Fencing in conservation area - Directed to planning. RESOLVED
	Bridlepath 54/Old School Lane & Coach Road dangerous condition - KG contacting directly
	Footpath Strood Green to Tynedale Road - Noted. SB involved, wants scalplings laid
	Saplings on allotment path - RL and contractor to take a look
	Request for meeting dates and new bin (bins occasionally overflowing)
	Concerns re works at fishery ponds - Paula Keay raised with enforcement
Consultations	Westcott Neighbourhood Plan now complete and can be viewed
	GACC AGM
	GACC newsletter regarding the judicial review
	Autumn housing event (SCA/Poland Meadows) - Feedback requested from Councillors
	Surrey Wildlife Trust Mole catchment Programme of Measures information pack