

**BROCKHAM PARISH COUNCIL**

**Minutes of the General Meeting of Brockham Parish Council held on Monday 4<sup>th</sup> December 2017, in the Pavilion Middle Street, Brockham at 7.30 pm.**

**PRESENT:** Cllrs Homewood (Vice-Chairman took the Chair, Songhurst, Millward, Venables, Kargani and Muggeridge District and Parish Councillor County Councillor Helyn Clack District Councillor Paul Potter Simon Budd – BERT and Bonfire 3 Parishioners Representative from Oil Watch

168. **APOLOGIES:** Apologies were received from Cllrs Hammond, Washtell and Buckle

169. **MINUTES:**  
Minutes of the Meeting held on the 6<sup>th</sup> November 2017 were read, approved and signed.

170. **DECLARATIONS OF INTEREST**  
There were no Declarations of Interest relating to planning and other issues.

171. **PERSON RESPONSIBLE FOR REPORT TO PARISH NEWS:**  
Cllr Homewood agreed to submit the December report to the Parish News.

172. **COMMUNITY POLICE REPORT:**  
Surrey Police reported a total of 15 incidents in Brockham during November with issues of suspicious circumstances and concern for safety high on the list. Following issues of criminal damage to windows, which on some occasions is believed to have been caused by a catapult-type weapon the reports have been collated into a ‘neighbourhood issue’ referred to the Borough Inspector and the area has been designated as an area for increased patrols. Clerk to contact Surrey Police to enquire why 3 police officers were on The Green monitoring a drone? Suggested we invite the Crime Commissioner to a Parish Council meeting.

173. **MATTERS ARISING:**  
**Brockham Oil Site** - Angus Energy – the outcome of SCC legal position with Angus Energy has still to be resolved. Possibly another application to follow which could be retrospective planning. Brockham Oil Watch is in regular communication with the Council, Environment Agency and Health and Safety Executive regarding activities at Brockham. For more detailed news go to [www.brockhamoilwatch.org](http://www.brockhamoilwatch.org)  
**BERT** – to undertake some routine ditch clearance.  
**Remembrance Day** – Cllr Homewood laid the wreath on behalf of the Parish Council and Sgt M Mann on behalf Surrey Police. IT was agreed to apply for a road closure in 2018 for the Remembrance Day Parade.

174. **CHAIRMAN’S REPORT:**  
The meeting was reminded of Carol Singing at Christmas Corner on the 24<sup>th</sup> December. between 7.00 – 8.00 pm. The Poland Trust make a small donation to organisations who are represented.  
Data Protection Regulations – the Council need to be compliant by 25<sup>th</sup> May 2018. Matters raised under Part 2

Chairman's drinks for Councillors confirmed as 8<sup>th</sup> December.

A request had been received regarding the possibility of selling drinks and food on The Green. The Green, is Common Land and managed by MVDC. The Parish Council can only act in an advisory capacity and would make enquiries with businesses and residents around The Green.

**175. BROCKHAM VILLAGE HALL:**

No representative attended the meeting due to there being a public meeting on the 5<sup>th</sup> December in the Hall. Agreement has been reached with Charity Commission that the club can stay open until the end of January giving time for expressions of interest from organisations who would like to run the club etc on a formal, incorporated basis. Cllr Millward agreed to attend. Cllr Gargani was in touch with the Youth Café and we await an invoice. The Youth Café can continue to use the Club for the time being.

**176. BROCKHAM OIL WATCH**

Item raised under Matters Arising – [www.brockhamoilwatch.org](http://www.brockhamoilwatch.org)

**177. FINANCIAL REPORT:**

Current Acc	8,410.85	
Deposit Acc	9,761.46	(41p interest)
Reserve Acc Web	1,508.75	
War Memorial Acc	1,125.68	(5p interest)
BERT Acc	0.00	
EBF Acc	285.40	
Youth Council	13,674.95	

2062	Mrs C M Plumb	£780.53	
2063	Eclipse Tree Surgery	£180.00	
2064	Storm (Mrs C M Plumb)	£395.00	Web hosting
2065	Mr Cannon	£400.00	Middle Street Allotments
2066	H Carpenter re Pond	£100.00	Re Balchins Pond
2067	Mr Cannon	£44.14	Re Middle Street Allotments
2068	VOID		
2069	Recreation Committee	£30.00	
2070	Petty Cash re xmas gifts	£50.00	
2071	Mrs CM Plumb	£780.53	
2072	Mr C Long	£2,200.00	shared 50/50 with Big Field Committee
2073	Mr C Long	£525.00	
2074	Mr C Long	£217.00	

H M Revenue and Customs direct payment from Bank £104.80

Donation received of £350 for hire of Village Weekend Loos and £200 towards tree surgery, around the Green, from the Bonfire Committee.

**WEB TEAM**

Changed hosting domain £197.75 for brockham.org and £197.75 for brockhamhistory.org - needed to change as current host retiring. Need hosting fee at approximately £100 per annum

**YOUTH COUNCIL**

Parish Council owes contribution towards Youth Café £300 set aside in the precept.

Authorisation Form for December 2017 attached.

BDO Auditors – Completion of Audit received 30<sup>th</sup> November – displayed on Notice Boards.  
Budget meeting - Forecast circulated to Cllrs - Draft Precept for 2018/19 £26,835  
Precept for 2017/18 was £24,711 an increase of approximately 8% = £2,124. After a discussion it was agreed to increase the precept by 10% due to the financial commitments arising with the Data Protection Act. Cllr Gargani proposed the increase and Cllr Muggeridge seconded it. Cllrs were asked to consider changing to Internet Banking.  
SALC subscription for 2018 is £855. Items under consideration. Increase for Village Maintenance ie Footpath and hedge clearance - budget for pond clearance.  
– maybe required to fund an extra verge cut? Increase for website re hosting/domain name and Data Protection/Transparency. Demands for additional monies for Web domains £100, Data Protection Guide Notes £30 - Ian Davison Paper re SALC ..... Cost of Data Protection Officer £150 ish all rough estimates – an unknown Bill DPA - Increase in training costs. Increase in accountancy re new External Auditor, Data Protection Officer and additional work for Data Protection. Office costs to include items for compliance.

**178. CLERK'S REPORT:**

MVDC – Clerks meeting 6<sup>th</sup> December at Mole Valley – Pippbrook.  
MVDC - Youth Voice 23 March 2018. [youthvoice@molevalley.gov.uk](mailto:youthvoice@molevalley.gov.uk) Cllr Venables explained to the meeting that our nominee for an Award was too young to enter.  
Good Councillor Guide handed Cllrs Venables and Kargani. More copies to be applied for.  
SALC Data Protection Seminar 30<sup>th</sup> January at Bletchingley Golf Club.  
Volunteer to attend. Discuss at January meeting.  
Clerks and Councils Direct – [www.greenbarnes.co.uk](http://www.greenbarnes.co.uk) lectern notice boards 01280701093  
Cllr Venables to investigate the suitability and costings.  
Clerk to contact BT again with regard to the refurbishment of the telephone kiosk on Brockham. The telephone is in working order. Suggestions put forward for the installation of a defibrillator in the kiosk. Clerk to make enquiries about the possibility and also costings.

**179. PARISH PLAN AND EMERGENCY PLAN (SCC)**

Await confirmation of date for the next Flood Forum meeting. Cllr Washtell presented a précis of the Atkins Report - Précis available.  
Cllr Hammond requested dates for a SCC Highways Meeting from CC H Clack. Clerk to liaise with CC Clack's PA.

**180. COMMUNITY ISSUES:**

**Betchworth Castle** – Mr Higgins attended December meeting to present drawings/plans regarding the future of the site.  
Brockham Parish Council is supportive of Mr Higgins' attempts to come up with a long-term source of funding for the maintenance of the ruins of Betchworth Castle. It is understood that all other sources of public funding have been exhausted. The revenue funding required cannot be met through funding bids, hence the owner's suggestion of a fund to finance the ongoing upkeep. The fund could be established through building one house, to the south of the site. Mr Higgins has displaced a request for ideas, on a notice board at the castle for some time. Our understanding is that no suggestions have been forthcoming from any of the approximately 3,500 visitors per year. The Parish Council take the view that Betchworth Castle is a local asset worth saving and we are, therefore, looking forward to seeing detailed plans and widening the consultation to hear more views from the local community. Request was made by Cllr Songhurst for the postcode of Betchworth Castle to be clarified.  
**Carols on the Green** - 22<sup>nd</sup> December at 5.30 pm. Cllr Venables organising the event.

**Balchins Pond** - Cllr Venables reported that the removal of invasive and non-indigenous plant covering most of the surface of the pond is schedule for the autumn of 2018 (16<sup>th</sup> September 2018). The Parish Council is in contact with MVDC with regard to funding for the purchase of an information lectern.

Weather Station – discussion took place regarding possibility of installing weather station at North Downs School. Clerk trying to contact Mr Ian Currie, the weatherman, to seek his advice and also invite him to our Annual Parish Meeting next April. Cllr Venables contacted North Downs School who are very supportive of the idea.

**181. YOUTH COUNCIL FOR BROCKHAM:**

Cllr Kargani in communication with the Youth Café regarding their position when Brockham Village Club closes.

**182. RECREATIONAL FACILITIES INCLUDING THE EBF:**

Cllr Millward carried out his monthly inspection and also did some minor maintenance work. Drainage is alright. Request for grant from Surrey Playing Fields has been submitted for replacement goal posts and nets which will be needed next year. Agreed to order heavy duty bark chippings early March. Clerk to obtain a quote from AHS for hardwood chippings. Require approximately 120 – 80ltr bags. Mr Long checking the perimeter hedges.

**183. BROCKHAM WEBSITE:**

Cllr Kargani liaising with the team. Suggestions for a New Residents page and also the Parish News on line are being considered. The Web Team would welcome help – please contact Cllr Gargani.

**184. PLANNING MATTERS:**

There were no objections to the undermentioned:

MO/2017/1528/PLAH	<b>33 Oakdene Road</b>	Erection of single storey rear extension following demolition of existing
MO/2017/1948/PLAH	<b>55/56 Old School Lane</b>	Erection of single storey rear extension following removal of existing rear addition flat roof over 1st floor bathroom, alterations to rear roof and reinstalments of period windows to front elevation
MO/2017/1949/LBC	<b>55/56 Old School Lane</b>	“ “
MO/2017/1912/PLAH	<b>4 Glenfield Road</b>	A hip to gable roof alteration to facilitate loft conversion with creation of a rear second storey 1 rooflight to front roof elevation, add window to rear/side elevation and rear Juliette balcony
MO/2017/1937/CAT	<b>8 The Borough</b>	Tree surgery
MO/2017/1962/PLAH	<b>32 Brockham Lane</b>	Erection of single storey rear extension following demolition of existing conservatory, single storey side ext, hip to gable loft ext 2 dormer windows and conversion of garage to habitable accommodation.
MO/2017/1991/CAT	<b>Churchside, 4 Wheelers Lane</b>	Tree Surgery
MO/2017/2035/TFC	<b>15 Middle Green</b>	Tree Surgery
MO/2017/2055/CAT	<b>Pound Cottage, Brockham Green</b>	Tree Surgery

Cllr Homewood and Songhurst to undertake a site meeting regarding the undermentioned applications and refer to MVDC if appropriate.

MO/2017/1950/PLAH	<b>90 Middle Street</b>	Erection of single storey front side and rear extension
MO/2017/1986/PLAH	<b>109 Middle Street</b>	Two storey wrap around extension

**DECISIONS:**

MO/2017/1691/PLAH	40 Nutwood Avenue	Demolition of existing conservatory and erection of single storey rear ext APPROVED
MO/2017/1991/CAT	Churchside, Wheelers Lane	Tree Surgery NO OBJECTION
MO/2017/2055/CAT	Pound Cottage The Green	Tree Surgery NO OBJECTION
MO/2017/1649/PLAH	9 Kiln Lane	Erection of single storey front, side and rear ext APPROVED
MO/2016/2026/OUTMAJ	Former Sewage Works	4 houses with access from Hillside Close and 1 house with access from The Borough following removal of existing structures, large concrete filter beds and contaminated material associated with sewage farm. REFUSED
MO/2017/1937/CAT	8 The Borough	Tree Surgery NO OBJECTION
Appeal Decision – MO/2016/1691	Velgrad, Mill Hill Lane	6 dwellings following demolition of existing buildings ALLOWED

Letter received from Mr and Mrs Pollard who donated a piece of land to Anthony West House and in conjunction with the Poland Trust enabled two further homes to have been added to the units. They express their appreciation to all those connected with the project and are delighted these new homes are now completed and ready to be occupied. A real community project.

**185. HIGHWAYS AND GENERAL PURPOSES:**

Still awaiting news about joint parish council traffic calming and possible speed watch if there is enough interest to revive the scheme.

Brockham Lane – dip in road – again reported to SCC who are going to refer the matter back to the contractor who carried out the resurfacing of Brockham Lane.

Condition of the hedge adjacent to Kiln Lane – matter in dispute with landowner and SCC await news.

Helen Currie, SCC will attend Clerks Meeting in December and inform Parishes of the costings of them undertaking an additional cut once SCC revert back to just two verge cuts a year.

Lining at the corner of Brockham Lane/Avenue – Cllr Songhurst monitoring the matter.

Replacement water mains in Hillside Gardens – Cllr Songhurst monitoring the work.

**186. ALLOTMENTS:**

There are plots available on both sites.

*Wheelers Lane site* – report of several plots having suffered vandalism. Monitoring position.

*Middle Street site* – Mr Cannon undertaken massive clearance at site. Letter to be sent to Allotment holder regarding the condition of his plots. Suggestion for CCTV at sites.

**187. REPORTS OF MEETINGS:**

None

**188. ANY OTHER URGENT BUSINESS:**

Speaker for the Annual Parish Meeting in April. Clerk trying to contact, the weatherman, Mr Currie.

**PUBLIC TIME**

Issues covered under Agenda items.

**PART 2**

The Chairman identified specific requirements needed by the Parish Council to comply with the Data Protection Regulations which come into effect in May 2018.

Up dating of Complaints Policy to be referred to January meeting.

The Clerk informed the meeting of her intention to retire. Agenda item for January.

Meeting closed at 10.45 pm

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