

# WOTTON PARISH COUNCIL

## Minutes of the Meeting of Wotton Parish Council held at 7pm on Tuesday 3 October 2023 in Wotton Village Hall

**Present:** Cllrs Andy Cole (in the Chair), David Mir, Daniel Bennett

**In Attendance:** Mrs Janet Hunt, the Clerk

- 1 **Apologies for absence:** Cllrs Peter Evelyn, Laurence Matthews, Steve Hackett; SCC Cllr Hazel Watson, MVDC Cllrs Chris Budleigh, Abhiram Magesh, Leah Mursaleen-Plank.
- 2 **Election of Vice Chairman:** Cllr Mir proposed Cllr Cole for Vice Chairman, Cllr Bennett seconded the proposal. This was agreed by all and Cllr Cole was duly elected as Vice Chairman.
- 3 **Co-option of new Councillor:** Cllr Cole proposed that Mrs Janet Hunt be co-opted as a member of the Council, Cllr Mir seconded the proposal, all present agreed and Mrs Hunt was duly co-opted onto the Parish Council.
- 4 **Declarations of interest relating to matters on this agenda:** None.
- 5 **Public questions:** None (see item 9).
- 6 **Minutes of Meeting held on 4 July 2023:** Cllr Bennett asked if there were any further responses about the application by the owners of the Stephan Langton Inn to change to residential use, which had been noted in the minutes of the last meeting. The clerk said there had been no comments after councillors had looked at the detailed documents. There followed a brief discussion about the difficulties of running the pub in such a remote location, shortage of parking on site, and the recent steep rise in the cost of living. The Minutes of the meeting were proposed for acceptance by Cllr Mir, seconded by Cllr Cole, and agreed by all present. The Minutes were signed by Cllr Cole.
- 7 **Police report:** (Annex 1) Noted. The clerk said she had written to the police to ask for more details of the locations and dates of incidents in future reports.
- 8 **Planning:**
  - (i) **Applications/decisions:** (Annex 2) Noted.
  - (ii) **Gatwick expansion:** Cllr Cole had attended a presentation at Capel about the proposed Gatwick northern runway extension. Representatives of the Gatwick Area Consultative Committee spoke about the proposal. They are particularly concerned about environmental issues. The proposed new runway would be moved 10 yards and extended. It will remain within the boundaries of the existing site. This will enable one runway to be used for take-offs and the other runway for landing, which will mean less waiting time and be safer than using only one runway for incoming and outgoing aircraft.

Signed: LM

The extended runway will also allow more of the larger aircraft to use the airport, although most of the big A380s will continue to land at Heathrow. A big increase in passenger numbers is being planned for. Flight routes will not change for Wotton. Cllr Bennett said the expansion will mean a need for more houses and more roads. The public consultation ends on 29 October. More information about the proposal can be found at <https://infrastructure.planninginspectorate.gov.uk/projects/south-east/gatwick-airport-northern-runway/>

- 9 Highways:** Cllr Bennett said traffic cones had been left in bushes along Coast Hill and asked the clerk to contact Mole Valley about removing them. There has been dumping of fridges and glass in Walpoles. Cllr Hunt suggested taking photos of areas where dumping/fly tipping is happening so that it can be reported. Cllr Cole said the bank is coming apart alongside Ranmore Common Road after the heavy rains and is now causing a dangerous obstruction on the highway that should be reported to Surrey Highways. The clerk said a report would be made.
- 10 Approve/revise statutory documents:** Standing Orders, Code of Conduct, Financial Regulations, Risk Assessment. The clerk said she had reviewed these statutory documents and no amendments were necessary (see website [www.e-voice.org.uk/wottonpc](http://www.e-voice.org.uk/wottonpc) .)
- 11 Reports:**
- (i) The clerk said Mole Valley District Council is currently undertaking a public consultation on its Strategy for 2024-2028. Cllr Cole said he had completed the survey on the website (<https://molevalley.gov.uk/strategyconsultation> ). He was concerned about regeneration of the town centre which has many empty shops now. If landlords could be persuaded to move shop units together in one area to make it more convenient for shoppers, this would enable the remaining premises to be changed to residential use. It was suggested that some national retailers are unable to come to Dorking because there are no large retail units available. Cllr Hunt said the problem was that rentals are very high. Cllr Bennett said parking was also a problem in Dorking. Cllr Cole suggested writing to MVDC about empty shop units being changed to residential use.
- Cllr Hunt said a big problem now in Dorking, following closure of all the bank branches, is the loss of ATM machines. This is causing her neighbours distress because she takes them to Dorking to withdraw cash and the only ATM machine in Dorking high street is outside the Nationwide Building Society. The branch is only open 3 days a week and the ATM machine is frequently out of cash for extended periods. The clerk said she would write to MVDC to ask if any progress is being made on opening a banking hub which would include an ATM.
- Cllr Cole recommended that everyone completes the Strategy Survey.
- Final date for submission is Sunday 5 November.**

Signed: LM

- (ii) The clerk said a request for a VAT refund for the period since 29 September 2022 is being sent to HMRC. The auditors recommended making VAT claims annually.

**12 Finance:**

- (i) **Sign Exemption Certificate:** At the external auditor's request, the clerk had submitted, for a second year, a full Annual Governance and Accountability Return 2022-23 (Form 3) for a full review. PKF have now said this is not necessary, a Certificate of Exemption (Form 2) can be submitted instead. This was signed by Cllr Cole.
- (ii) **Approve payments:** Cllr Cole proposed, Cllr Mir seconded, and all agreed the payments be approved. The list of payment attached to invoices was signed by Cllr Cole and Cllr Mir. (Annex 3)
- (iii) **Sign bank statement:** The statements were signed by Cllr Cole and Cllr Mir.
- (iv) **Income and expenditure update:** The clerk said no unbudgeted expenditure had been made this year and there was a small fund available for expenditure on community projects. It was suggested that equipment to aid litter-picking, long handled clippers etc, would be useful. The clerk was asked to get some prices for consideration at the next meeting. There is a lot of bracken on footpaths, and it was suggested that everyone note which footpaths are overgrown and need dealing with so that reports can be made to SCC. There was also the suggestion that more dog waste bins would be useful as so many people leave bags hanging on trees and bushes and forget to take them home after walking their dogs.

**13 Correspondence:** None.

**14 Dates of meetings:**

9 January 2024	Parish Council Meeting
5 March 2024	Annual Residents Meeting
7 May 2024	Annual Parish Council Meeting
2 July 2024	Parish Council Meeting
1 October 2024	Parish Council Meeting

**15 Any other business for note or inclusion on a future agenda:** None.

The Meeting ended at 8pm.

Signed: *Laurence Matthews*

Date: 9 January 2024

**POLICE REPORT FOR PERIOD 4 JULY – 3 OCTOBER 2023**

Wotton / Ranmore Common

PUBLIC ORDER	Guildford Road	Men in car have made aggressive and inappropriate comments to hotel staff. No further reports.
CRIMINAL DAMAGE	Wotton	Damage reported in house believed to be linked to mental health. Appropriate partners dealing.
CRIMINAL DAMAGE	Guildford Road	Damage caused to gate trying to access field.
VEHICLE CRIME	Hogden lane	Broke into farm and attempted to steal vehicle.
SUSPICIOUS CIRCUMSTANCES	Ranmore Common Rd	Report of lewd behaviour. Words of advice given to foreign campers.
TRAFFIC	Ranmore Common Rd	Tree branch partially blocking road bear Chapel Lane. Risk to road users. Surrey Highways asked to deal.
TRAFFIC	Ranmore Common Rd	Mobile phone offence while driving.
ROADS	Hollow Lane	Collision between cyclist and car. Ambulance called.
		End

**PLANNING MATTERS SINCE 4 JULY 2023****Application Ref:** MO/2023/1004/PLAH[Link](#)**Location:** **Vale Close, Balchins Lane**, Westcott, Dorking, Surrey, RH4 3LP  
**Proposal:** Infill central yard with single storey extension with skylights; add new dormer to inside elevation to form bedroom in roof space; add new porch to west elevation plus replacement windows and doors.**Case Officer:** Sue James**Registration Date:** 21-Jul-2023**Applicant Name:** Mr Guilder**Ward:** Mickleham, Westcott and Okewood **PSH/Area:** **Wotton**

**Application No.:** MO/2021/0691/CC  
[Link](#)  
**Location:** **North Barn/Building 11, Surrey Hills Business Park**, Sheepphouse Lane, Wotton, Dorking, Surrey, RH5 6QT  
**Proposal:** Removal of condition 8 of approved planning permission MO/2015/1784 for the erection of extension to existing manufacturing premises, to remove restrictions on machinery operation and process.  
**Decision:** **APPROVED WITH CONDITIONS**  
**Decision Date:** 20-Jul-2023  
**Ward:** Mickleham, Westcott and Okewood **Parish:** **Wotton**

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**Application No.:** MO/2021/0692/CC  
[Link](#)  
**Location:** **Building 10 (North), Coast Hill Farm**, Sheepphouse Lane, Wotton, Dorking, Surrey, RH5 6QH  
**Proposal:** Removal of condition 9 of approved planning permission MO/2000/0451 for the change of use of existing buildings to office (625sqm), storage (725sqm) and shop uses (230sqm), to remove restrictions on operating times.  
**Decision:** **APPROVED WITH CONDITIONS**  
**Decision Date:** 20-Jul-2023  
**Ward:** Mickleham, Westcott and Okewood **Parish:** **Wotton**

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**Application No.:** MO/2021/0693/CC  
[Link](#)  
**Location:** **Building 10 (South), Coast Hill Farm**, Sheepphouse Lane, Wotton, Dorking, Surrey, RH5 6QH  
**Proposal:** Removal of condition 2 of approved planning permission MO/2014/0724 for the Change of Use from Storage use only (Use Class B8) to Storage and/or Workshop, to remove restrictions on operations.  
**Decision:** **APPROVED WITH CONDITIONS**  
**Decision Date:** 20-Jul-2023  
**Ward:** Mickleham, Westcott and Okewood **Parish:** **Wotton**

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**Application Ref:** MO/2023/1095/PNJ **PRIOR APPROVAL NOT REQUIRED**  
[Link](#)  
**Location:** **Surrey Hills Business Park**, Sheepphouse Lane, Wotton, Dorking, Surrey, RH5 6QT  
**Proposal:** Prior Notification for the installation of rooftop solar panels on 6 of the existing buildings. The total size of the install is approximately 204kWp. This will consist of up to a maximum of 486 solar panels (JAM54S30 390-420 MR Full Black), rated at 420 Wp each.  
**Case Officer:** Caroline Hall  
**Registration Date:** 25-Jul-2023  
**Applicant Name:** Mr Andrew Gorter, Fuse Renewables Limited  
**Ward:** Mickleham, Westcott and Okewood **PSH/Area:** **Wotton**

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**Application No.:** MO/2023/0859/PLAH  
[Link](#)  
**Location:** **Ashcombe Cottage**, Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6SP  
**Proposal:** Removal of existing motor shed and erection of a detached oak

framed garage.  
**Decision:** **APPROVED WITH CONDITIONS**  
**Decision Date:** 10-Aug-2023  
**Ward:** Mickleham, Westcott and Okewood **Parish:** Wotton

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**Application No.:** MO/2021/2136/CU  
[Link](#)  
**Location:** **Coast Hill Farm**, Sheephouse Lane, Wotton, Dorking RH5 6QH  
**Proposal:** Change of use from agricultural grain store to agricultural grain store or storage (B8) in association with Azenta Life Sciences' existing business.  
**Decision:** **APPROVED WITH CONDITIONS**  
**Decision Date:** 17-Aug-2023  
**Ward:** Mickleham, Westcott and Okewood **Parish:** Wotton

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**Application Ref:** MO/2023/1169/LBC  
[Link](#)  
**Location:** **Yew Tree Farm Cottages**, Polesden Road, Dorking RH5 6BE  
**Proposal:** Replace the roof to match existing (Planning Application for Listed Building Consent)  
**Case Officer:** Thomas Seccombe  
**Registration Date:** **07-Aug-2023**  
**Applicant Name:** Jamie Crew  
**Ward:** Mickleham, Westcott and Okewood **PSH/Area:** Wotton

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**Application Ref:** MO/2023/1395/LBC  
[Link](#)  
**Location:** **Leith Hill Place**, Leith Hill Lane, Holmbury St Mary, Dorking, Surrey, RH5 6LY  
**Proposal:** Taking down to roof level and reconstruction of two East chimney stacks, which were found to be unstable and considered dangerous. (Application for Listed Building Consent)  
**Case Officer:** Chris Yeoell  
**Registration Date:** **13-Sep-2023**  
**Applicant Name:** Gavin Langan  
**Ward:** Mickleham, Westcott and Okewood  
**PSH/Area:** **Wotton**

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**Application No.:** MO/2023/1095/PNJ  
[Link](#)  
**Location:** **Surrey Hills Business Park**, Sheephouse Lane, Wotton, RH5 6QT  
**Proposal:** Prior Notification for the installation of rooftop solar panels on 6 of the existing buildings. The total size of the install is approximately 204kWp. This will consist of up to a maximum of 486 solar panels (JAM54S30 390-420 MR Full Black), rated at 420 Wp each.  
**Decision:** **PRIOR APPROVAL NOT REQUIRED**  
**Decision Date:** 19-Sep-2023  
**Ward:** Mickleham, Westcott and Okewood  
**Parish:** Wotton

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## WOTTON PARISH COUNCIL

## Bank Balances, Receipts and Payments

## Unity Trust Bank Account

<b>Bank Balance at 30 Jun 2023</b>	<b>6,751.34</b>	
<b>Less: Payments (4 Jul – 30 Sep)</b>	<b>1,820.02</b>	
<b>Add: Receipts (2<sup>nd</sup> Precept)</b>	<b>3,786.50</b>	
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<b>Bank Balance at 30 Sep 2023</b>	<b>8,717.82</b>	
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## Payments 3 October 2023:

Hall Hire Inv WVH137 (3 Oct)	30.00	
ICO data protection fee	40.00	
SCA payroll Inv 5952 (2021)	12.00	2.00 VAT
Clerk Exps (Mar–Oct)	139.33	
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	221.33	2.00 VAT reclaimable
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Signed: *Andy Cole*Signed: *David Mir*

Date: 3 October 2023