

WOTTON PARISH COUNCIL

Minutes of Meeting of Wotton Parish Council held at 7pm on Tuesday 7 July 2026 at Wotton Village Hall

Present: Cllrs Peter Evelyn (Chairman), Gary Burgess, Laurence Matthews, David Mir, Daniel Bennett, Janet Hunt

In Attendance: Pat Rudling, Charlie Hunter, Robin Luff, Philip Warley and the Clerk

- 1 **Apologies for Absence:** Cllr Cole, SCC Cllr Watson, MVDC Cllr Magesh.
- 2 **Vice chairman to sign Acceptance of Office form:** Not present.
- 3 **Declarations of Interest:** None.
- 4 **Public Questions:** None.
- 5 **Minutes of Parish Council Meeting on 5 May 2026:** The minutes of the previous meeting on 5 May were agreed by all present and signed by the Chairman.
- 6 **Clerks Report:** The report had been circulated to councillors (Annex 1). Two of the Parish Council's noticeboards were in a very poor state of repair and it was agreed that the one in the car park outside the Village Hall and the one at the junction of Hollow Lane and Guildford Road should be replaced. The clerk had made enquiries of several suppliers and produced costings for consideration. It was agreed that the manmade timber noticeboards from Greenbarnes should be ordered, the cost to be met from the CIL fund. The Chairman said he would arrange for the noticeboards to be installed.
- 7 **Co-option of councillor to fill vacancy:** There were two applicants for this vacancy. Confidential details of their applications had been circulated previously. Both applicants were present at the meeting and spoke to councillors. A confidential discussion was then held in the absence of the applicants and other members of public (Local Government Act 1972 s100A ss(2)). When the applicants and members of the public returned to the meeting, the Chairman said it had been a difficult decision, as both applicants were well qualified, and it had been decided to co-opt Pat Rudling as a member of the Parish Council. The clerk said there were some forms to complete which could be done at the end of the meeting. Cllr Burgess then said he would be resigning owing to relocation and would send his formal resignation the following day. The clerk said she would advertise the vacancy and the Chairman said he hoped Mr Hunter would maintain his interest in joining the Parish Council by applying for the vacancy and attending the next meeting on 6 October.
- 8 **Grant application from St Barnabus Church at Ranmore for £5,500:** The Churchwarden, Robin Luff, gave full details about the work needed to repair the stained glass and other glazing in the Church. The Treasurer, Philip Warley, said the Church has a small fund set aside, a legacy solely dedicated for use on glazing works. Councillors asked several questions and full details were provided. Cllr Matthews proposed that the Parish Council should agree to provide the grant, Cllr Burgess seconded the motion, and all present agreed.
- 9 **Planning.** A list of planning matters notified since the last meeting on 5 May had been circulated (Annex 2). There were no comments.

- 10 **Highways:** Cllr Evelyn said it was obvious that some work has been done on highways within Wotton parish in recent months and asked if anyone had any particular issues to raise. Cllr Matthews commented that he did not think the verges had been trimmed so much. Two cuts had taken place within weeks of each other earlier in the year. Cllr Hunt said some work had been done in Sheephouse Lane and Cllr Matthews said he had cut back some of the hedges. Cllr Mir said he had met a large sweeper on the way down to the meeting and the road was in a poor condition. Cllr Rudling commented that the road is very poor from Tillingbourne Lodge. Cllr Evelyn asked the clerk to contact Highways for an update on work being planned for Sheephouse Lane from Tillingbourne Lodge to Leith Hill Road.
- 11 **Police Report:** A brief police report had been received from the police community support officer in Guildford (Annex 3). There had been a further email asking for information and any witnesses in connection with a serious road traffic collision in Hollow Lane at the weekend. Councillors were aware of the accident. A cyclist travelling down the hill on the wrong side of the road had crashed into an oncoming car near West Lodge. The cyclist was taken to hospital with serious injuries. Residents had previously asked for the speed limit on Hollow Lane to be reduced from 40mph owing to a number of accidents and near misses. This request had been refused. It was understood that Highways had conducted a survey of the roads in the parish a couple of years ago and decided the speed limit on Hollow Lane should remain at 40mph. However, with the creation of the new East Surrey Council on 1 April 2027, the new Highways team can be asked to consider the request to reduce the speed limit on Hollow Lane to 30 mph.
- 12 **Finance:** (i) The bank balance was noted and bank statements were signed by Cllr Evelyn and Cllr Burgess. (ii) The payments were agreed (Annex 4) and the list was signed by Cllr Evelyn and Cllr Burgess.
- 13 **Correspondence:** (Annex 5) The list had been circulated and comments were made about several items.
- 14 **Dates of future meetings:** (Annex 6) Noted.
- 15 **Any other business for note or inclusion on a future agenda:** None.

The meeting closed at 8.30pm.

ANNEX 1

CLERK'S REPORT

1. **Co-option of a new councillor to fill the current vacancy.** Councillors are asked to refer to the draft Co-option Policy emailed with the applicants' details. This policy gives the procedure for co-option of new members of the council. As there are currently two applications for one vacancy it may be necessary to ask the public to leave the meeting while you discuss both applications in confidence (Local Government Act 1972 s100A ss(2)).
2. **Application for a grant of £5,500 submitted by St Barnabas Church at Ranmore.** Councillors have been emailed the application. It is not backed up by written quotes at this stage. However, one or two of the church members may be attending the meeting to give you further background and answer questions.

3. **Noticeboards.** Councillors are asked to consider agreeing to the replacement of two of Wotton Parish Council's noticeboards, both in a poor condition, at the following locations:

- At the junction of Hollow Lane/Guildford Road
- In the pub car park outside the Parish Hall

The third Parish Council noticeboard is located at Broadmoor and fortunately it remains in good condition as it has a roof canopy protecting it from the elements. I have looked at what is on offer from three companies which supply noticeboards suitable for use by parish councils:

- **The Parish Noticeboard Company.** They supply boards in aluminium or oak, both of which are expensive, and they have no styles available where one side of the noticeboard can be glazed and one unglazed and accessible for public use.
- **Noticeboard Warehouse.** They offer plastic/manmade timber noticeboards with one bay glazed but are more expensive than Greenbarnes.
- **Greenbarnes Limited.** This company offers the widest range of noticeboards and is the most competitively priced. They have supplied noticeboards to two other parish councils locally that I know of. They offer manmade timber noticeboards with two bays, one glazed and one unglazed. The glazed bay is lockable for parish council use. The open bay is open for public use. Manmade timber boards have the longest life expectancy and are less expensive than the more decorative aluminium ones. The company has supplied quotes for both types of boards. The quotes include a 5% discount if the two boards are supplied at the same time:

2 x Manmade timber boards with posts	£2,469.28 (inc VAT £411.55)
2 x Decorative Aluminium boards with posts	£5,576.15 (inc VAT £929.35)

4. SALC provided an online Legal Update for clerks on 16 June. MVDC provided an online Planning Update for clerks on 29 June. I attended both updates. Slides provided after the meetings are available.

ANNEX 2

PLANNING MATTERS RECEIVED SINCE 5 MAY MEETING

NO DECISIONS HAD BEEN NOTIFIED SINCE 5 MAY 2026.
THE FOLLOWING PLANNING APPLICATIONS HAD BEEN RECEIVED:

<u>Application Ref:</u>	MO/2026/00655
<u>Link</u>	
<u>Location:</u>	1 & 2 LEITH HILL PLACE COTTAGES LEITH HILL LANE, HOLMBURY ST MARY, RH5 6LY
<u>Proposal:</u>	Replacement of roof tiles with Keymer handmade plain clay tiles.
<u>Case Officer:</u>	Chris Yeoell
<u>Registration Date:</u>	21/05/2026
<u>Applicant Name:</u>	Hannah Silva
<u>Ward:</u>	Mickleham, Westcott & Okewood
	<u>Parish/Area:</u> Wotton

<u>Application Ref:</u>	MO/2026/00713
<u>Link</u>	
<u>Location:</u>	4 FOX COTTAGES , RANMORE COMMON ROAD RANMORE COMMON, RH5 6SR

Proposal: Erection of side extension to outbuilding to facilitate storage.
Case Officer: Sue Read
Registration Date: 02/06/2026
Applicant Name: Downs
Ward: Mickleham, Westcott & Okewood **Parish/Area:** Wotton

Application Ref: MO/2026/00727
Link
Location: WOTTON HOUSE, GUILDFORD ROAD, WOTTON, RH5 6HS
Proposal: Dismantle 2 No. chimneys to a safe level and rebuild chimneys on a like for like basis using a combination of saved brick, reclaimed and special bricks.
Case Officer: Sue James
Registration Date: 04/06/2026
Applicant Name: Stephen Jameson
Ward: Mickleham, Westcott & Okewood **Parish/Area:** Wotton

Application Ref: MO/2026/00855
Link
Location: 2 GARLIC COTTAGES, HOGDEN LANE
RANMORE COMMON, RH5 6SY
Proposal: Conversion of garage to habitable accommodation including an erection of solar panels to western roof slope, rearrangement of solar panels to rear roof slope, alterations to fenestration and enlargement of external staircase. Installation of Air Source Heat Pump, solar battery and gateway box to western side.
Case Officer: Chris Yeoell
Registration Date: 24/06/2026
Applicant Name: Mr & Mrs Phillips
Ward: Mickleham, Westcott & Okewood **Parish/Area:** Wotton

ANNEX 3

POLICE REPORT

Shed break Ranmore Common – lawn mower & strimmer taken

Poaching of fish Wotton estate – persons stopped by officers prior to offence

Burglary to farm – Quad bike, strimmers, chainsaws and hedgecutters taken

Vehicle found burnt out on byway Ranmore Common – vehicle was recently stolen from Gomshall

Serious injury collision Hollow Lane – Appeal has gone out for any witnesses

ANNEX 4

Bank Balances, Receipts and Payments

Unity Trust Bank Account

Bank Balances:

31 May 2026 22,845.15

Less: Payments (Jun)	588.19		
30 June 2026	22,256.96		
Payments 7 July 2026:			
SCA payroll, Apr-Jun, Inv 8334	18.00	3.00	VAT
Helpdesq, amending group email lists, Inv 21902	<u>51.00</u>	<u>8.50</u>	VAT
	<u>69.00</u>	<u>11.50</u>	VAT

Signed: *Peter Evelyn*

Signed: *Gary Burgess*

Date: 7 July 2026

ANNEX 5

CORRESPONDENCE

1. Email requesting support for the Big Marsden Trek event taking place on Sunday 13 September 2026. The event is a full marathon hike starting at Milton Court Farm in Dorking and finishing at the Royal Marsden Hospital in Sutton. The event is raising funds for the Royal Marsden Cancer Charity. 1000 participants expected.
2. Email update from Ron Bailey on behalf of Lord Foster regarding disposal of lithium-ion batteries. The issue of battery disposal will not be covered in the new Regulations.
3. Email from SALC enclosing a survey about Project Keystone. This is a strategic review of the National Association of Local Councils' relationship with county associations.
4. Email from MVDC with an update on progress of their 2025/26 Climate Action Plan, a summary of their Carbon Footprint Report, and recommendations of the 2026/27 Climate Change Action Plan, to be considered by the Scrutiny and Cabinet meetings.
5. Email from SALC about the Councillors Forum on 17 June.
6. Email from MVDC advising that a permanent banking hub provided by Cash Access UK is to open at the old NatWest premises in Dorking this summer.
7. Various emails from Surrey Highways containing updates on planned road improvements.
8. Email attaching minutes of 3 June MVDC/Clerks meeting containing a police update.
9. Several emails about the reduction of provision of police reports and attendance at parish council meetings.
10. Various Neighbourhood Watch updates.

ANNEX 6

Meeting Dates

2026

Parish Council Meeting 6 October

2027

Parish Council Meeting 5 January

Residents Annual Parish Meeting 2 March

Annual Parish Council Meeting 4 May

Parish Council Meeting 6 July

Parish Council Meeting 5 October