

## **WOTTON PARISH COUNCIL**

### **Minutes of a Meeting of Wotton Parish Council held at 7pm on Tuesday 7 October 2025 in Wotton Village Hall**

**Present:** Cllrs Peter Evelyn (Chairman), Andy Cole, Laurence Matthews, David Mir, Gary Burgess, Daniel Bennett

- 1 Apologies for Absence had been received from Janet Hunt, Hazel Watson (SCC), Abhiram Magesh (MVDC)
- 2 Declarations of Interest: Cllr Matthews (MO/2025/02343).
- 3 Public Questions: None.
- 4 Minutes of the Parish Council Meeting on 1 July 2025 were proposed for agreement as an accurate record of the meeting by Cllr Matthews, seconded by Cllr Burgess. The proposal was agreed by all and the minutes were signed by the Chairman.
- 5 Police Report: No police report had been received as the officer who had supplied these previously had been reassigned and only recently been replaced. Councillors said there had been reports of poaching.
- 6 Planning: (Annex 1) The two planning applications notified by MVDC the previous week were noted. There were no comments on the planning decisions received since the last meeting on 1 July 2025.
- 7 Highways matters: (Annex 3, paras 1 & 3)
  - (i) Ranmore Road: Cllr Cole reported that work on the right-hand side of the road, just past the tip, had been started in the last few days. Vegetation had been removed to widen the carriageway and several potholes had been repaired so far. They had not done the left-hand side yet. Cllr Matthews said he would trim his hedge on the left, just past the fields.
  - (ii) Sheephause Lane: There was discussion about hedge trimming around the signs on the lane and Cllr Matthews said he would do this. He also undertook to reinstate the silhouette on the A25 and said he would use a stronger support so that it did not fall down again.
  - (iii) Hollow Lane: Following their last review of speed limits in the area, Highways had decided that 40mph was appropriate for Hollow Lane. Several roads in Wotton have now been reduced to 20mph. Councillors were aware of concerns raised by residents about the 40mph speed limit and discussed the suggestion of providing a discretionary sign to warn drivers to slow down around the cottages. Cllr Matthews said that unfortunately drivers do not heed signs and proposed that no discretionary sign should be provided at the present time. The proposal was seconded by Cllr Evelyn and all present agreed. Cllr Bennett said that well-trimmed hedges are generally better at slowing down drivers in rural areas, rather than speed warning signs.
  - (iv) At a recent clerks meeting with district and county officers which was also attended by the police, the problem of very noisy bikes and other vehicles racing off road, and on the A24, at unsocial times in the Box Hill area had been raised. This was discussed by councillors and all agreed that it is also a big problem in Wotton. The police recommend that residents should report these incidents of noise nuisance every time it occurs. This

will enable them to form a better picture of problem areas/times and dedicate appropriate resources to those areas.

- 8 Finance: (Annex 2) (i) The bank balance was noted as being higher than at this time last year. Cllr Evelyn and Cllr Cole signed the bank statements. (ii) Cllr Matthews proposed that the payments be agreed, Cllr Mir seconded the proposal and all agreed. The payments list was signed by Cllr Matthews and Cllr Mir.
- 9 Annual Review of Policies: (Annex 3, para 2). All policies had been reviewed by the clerk and no amendments were necessary. It was recommended that the council adopt the new IT/Email Policy. Hard copies were handed to each councillor for retention and a file copy was signed by the Chairman.
- 10 Reports: No reports were available from SCC/MVDC councillors as they had been unable to attend the meeting. The Clerk's report (Annex 3) was noted.
- 11 Correspondence: (Annex 4) Noted.
- 12 Dates of meetings: 6 January 2026, 3 March, 5 May, 7 July, 6 October.
- 13 Any other business for note or inclusion on a future agenda: None.

Meeting ended at 7.40pm.

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## ANNEX 1

### PLANNING MATTERS SINCE MEETING ON 1 JULY 2025

#### APPLICATIONS:

Application Ref: MO/2025/02342  
Link  
Location: OLD DENE, CHAPEL LANE, WESTHUMBLE, RH5 6BA  
Proposal: Alterations to outbuilding including changing the roof from flat to pitched, installation of solar panels and changes to fenestration.  
Case Officer: Ella Barrett-Patel  
Registration Date: 02/10/2025  
Applicant Name: N Ventham  
Ward: Mickleham, Westcott & Okewood      Parish/Area: Wotton

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Application Ref: MO/2025/02343  
Link  
Location: COAST HILL FARM, COAST HILL FARM, SHEEPHOUSE LANE WOTTON, RH5 6QH  
Proposal: Certificate of Lawfulness for an existing development in respect of a mobile home (Mobile 2) has been sited on the land for in excess of 10 years and continually occupied for residential purposes and an existing use in respect of the erection of an outbuilding.  
Case Officer: Chris Yeoell  
Registration Date: 02/10/2025  
Applicant Name: L Matthews  
Ward: Mickleham, Westcott & Okewood      Parish/Area: Wotton

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## DECISIONS:

<u>Application No.:</u>	MO/2024/0211/PLA
<u>Link</u>	
<u>Location:</u>	<b>Keepers Cottage</b> , Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6AZ
<u>Proposal:</u>	Extension and conversion of existing garage into a 2-bed dwelling. Demolition of annex building adjoined to main dwelling known as 'Stable Cottage' a lawful dwelling. Relocation of access to stable block.
<u>Appeal Decision:</u>	<b>Dismissed</b>
<u>Decision Date:</u>	01-Jul-2025
<u>Ward:</u>	Mickleham, Westcott and Okewood
	<u>Parish:</u> <b>Wotton</b>

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<u>Application No.:</u>	MO/2025/0367/PLAH
<u>Link</u>	
<u>Location:</u>	<b>Old Dene</b> , Chapel Lane, Westhumble, Dorking, Surrey, RH5 6BA
<u>Proposal:</u>	Alterations to outbuilding including changing the roof from flat to pitched, installation of solar panels and changes to fenestration.
<u>Decision:</u>	<b>REFUSED</b>
<u>Decision Date:</u>	30-Jun-2025
<u>Ward:</u>	Mickleham, Westcott and Okewood
<u>Parish:</u>	Westhumble (Unparished), <b>Wotton</b>

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<u>Application No.:</u>	MO/2025/0609/PLAH
<u>Link</u>	
<u>Location:</u>	<b>10, Sheephouse Green</b> , Wotton, Dorking, Surrey, RH5 6QW
<u>Proposal:</u>	Enlargement of existing front porch including changes to fenestration, and reduction in size of rear first floor window.
<u>Decision:</u>	<b>APPROVED WITH CONDITIONS</b>
<u>Decision Date:</u>	03-Jul-2025
<u>Ward:</u>	Mickleham, Westcott and Okewood
	<u>Parish:</u> <b>Wotton</b>

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<u>Application No.:</u>	MO/2025/0740/AC
<u>Link</u>	
<u>Location:</u>	<b>3 and 4, Old Dene Cottages</b> , Ranmore Common Road, Westhumble, Dorking, Surrey, RH5 6AZ
<u>Proposal:</u>	Discharge of condition 3 and 4 approved planning permission MO/2024/1640 for the remodelling and extending two neighbouring private residential properties into 1 No. Dwelling. Erection of a two storey side extension, single storey side extension and first floor rear extension with a cover over existing well to the front elevation patio and side terrace and sculpture feature, solar panels to existing car port roof.
<u>Decision:</u>	<b>CONDITIONS APPROVED</b>
<u>Decision Date:</u>	03-Jul-2025
<u>Ward:</u>	Mickleham, Westcott and Okewood
<u>Parish:</u>	Westhumble (Unparished), <b>Wotton</b>

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<u>Application No.:</u>	MO/2025/0861/AC
<u>Link</u>	
<u>Location:</u>	<b>Rose Cottage</b> , Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6SR
<u>Proposal:</u>	Discharge of Condition 3 of planning permission MO/2024/0241 for the creation of parking area for 2 No. vehicles and relocation of heating oil storage tank.
<u>Decision:</u>	<b>CONDITIONS APPROVED</b>
<u>Decision Date:</u>	03-Jul-2025

Ward: Mickleham, Westcott and Okewood Parish: Wotton

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Application No.: MO/2025/0925/AC

[Link](#)

Location: Leith Hill Place, Leith Hill Lane, Holmbury St Mary, Dorking, RH5 6LY

Proposal: Discharge of Condition 4 of approved planning permission MO/2022/1656 for the stripping and re-roofing of existing roof covering to the main house, reinstatement in natural slate (to pitched roofs) and lead (to existing flat roofs), improved eaves detailing, rationalisation of gutters, reinstatement of original secret gutter detail. Rationalisation of rainwater and soil pipes to external elevations. Render repairs and application of decorative coating to rendered surfaces. Repair and redecoration of windows. Remedial works to Portland cladding. Insulation at roof level. Minor internal alterations associated with external works. Remedial works to chimneys. Structural repairs following investigation and opening up. Remedial works to restrain and conserve leaning wall.

Decision: **CONDITIONS APPROVED**

Decision Date: 02-Jul-2025

Ward: Mickleham, Westcott and Okewood Parish: Wotton

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Application No.: MO/2025/0898/AC

[Link](#)

Location: Polesden Farm, Polesden Road, Great Bookham, Dorking, RH5 6BE

Proposal: Discharge of conditions 3, 7, 8, & 21 of approved planning application MO/2022/0907 (Appeal Ref: APP/C3620/W/23/3332649) for the development proposed is demolition of four barns. Construction of biomass plant building, 1 x 4 bedroom dwelling. Conversion of tithe barn to 1 x 5 bedroom dwelling and conversion of former stables/ workshop buildings to 2 x 3 bedroom dwellings. Retention of original farmhouse. Creation of new hard and soft landscaping, car parking, turning and driveway areas.

Decision: **CONDITIONS APPROVED**

Decision Date: 04-Jul-2025

Ward: Bookham West, Within 20m of Mickleham, Westcott and Okewood

Parish: Bookham (Unparished), Wotton

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Application No.: MO/2025/0080/PLA

[Link](#)

Location: Wotton Hatch Hotel, Guildford Road, Wotton, Dorking, RH5 6QQ

Proposal: Proposed erection of a stretched tent structure to rear.

Decision: **APPROVED WITH CONDITIONS**

Decision Date: 11-Jul-2025

Ward: Mickleham, Westcott and Okewood Parish: Wotton

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Application Ref: MO/2024/1225/3/NMA

[Link](#)

Location: 4, Fox Cottages, Ranmore Common Road, Ranmore Common, Dorking, Surrey, RH5 6SR

Proposal: Non-material amendment to allow the addition of 2 No. rear high level windows to improve ventilation, air circulation through the building.

Decision: **APPROVED**

Decision Date: 26-Aug-2025

Ward: Mickleham, Westcott and Okewood PSH/Area: Wotton

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**APPEAL DECISION:**

Application No.: MO/2024/0858  
Link  
Location: Gate House Cottage, Hogden Lane, Ranmore Common, RH5 6SY  
Proposal: Erection of a new stable outbuilding.  
Appeal Decision: APPEAL DISMISSED  
Decision Date: 12-Sep-2025  
Ward: Mickleham, Westcott and Okewood Parish: Wotton

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**ANNEX 2****FINANCE****Bank Balances, Receipts and Payments****Unity Trust Bank Account****Bank Balances**

<b>Bank Statement 31 July 2025</b>	<b>4,519.38</b>
<b>Add:</b> Precept/grant, 5 Sept (2 <sup>nd</sup> tranche)	4,004.50
<b>Less:</b> Payments Aug-Sept Clerk salary/bank charges	1,102.38
<b>Bank Statement 30 September 2025</b>	<b>7,421.50</b>

**Payments 7 October 2025**

Hall Hire, 7 Oct	30.00	
SCA, Payroll x 3 (Inv 7956)	18.00	3.00 VAT
Helpdesq, AC's 2 <sup>nd</sup> email added to group email (Inv 19425)	15.30	2.55 VAT
Clerk expenses (Oct 2024-25)	93.15	
	156.45	5.55 VAT

Signed: *Peter Evelyn*

Signed: *Andy Cole*

Date: 7 October 2025

**ANNEX 3****CLERK'S REPORT****1. AGENDA ITEM 7(iii): Hollow Lane speed limit and signage**

The speed limit for Hollow Lane was reviewed following the tragic accident where a young girl was killed in a road traffic accident further down the road on Leith Hill Lane. Following the review of the speed limit from the A25 to the A29, along Hollow Lane/Leith Hill Road/Ockley Road, the lower limit was then introduced with funding from the Road Safety Team that addresses serious issues identified following fatal accidents. The parish council may purchase a discretionary speed warning sign. SCC Cllr Watson estimated the cost of a discretionary sign from SCC would be around £750 to £1,000.

**2. AGENDA ITEM 9: Annual Review of Policies**

2.1 All the policies are on the website: [www.e-voice.org.uk/wottonpc](http://www.e-voice.org.uk/wottonpc) . I have looked at them and they do not need any amendments.

2.2 A new IT and Email Policy has been recommended for adoption by SALC. The template for this policy was sent to councillors following the recent SALC Forum. Paper copies of this policy are available for each Councillor.

2.3 Clerks have been sent a 7-page list of policies which may be adopted by town and parish councils. Wotton Parish Council has already adopted all the statutory policies. The suggested 'best practice' policies on the list are not necessary for small parish councils with one employee working from home.

**3. Clerks Meeting with MVDC/SCC on Wednesday 1 October**

3.1 The Mickleham clerk asked if any other areas were suffering from noisy motor bikes or cars racing at high speeds in the middle of the night. The A24 is badly affected by this noise pollution and the police concentrate their resources in the area around Rykas, Box Hill. There is also a noise problem with HGVs on the A25 around Buckland, particularly when there are diversions caused by problems on the M25. The police officer in attendance at the meeting recommended reporting all these noise concerns online so they can build up a picture of problem areas. He confirmed the police do have overnight patrols. Is this a problem in Wotton parish?

3.2 Neighbourhood Area Committees. These NACs have been recommended by central government in areas changing to unitary authorities. I attended the online SALC seminar and forwarded to you their email with slides attached, together with my notes. At the clerks meeting concern was expressed about the lack of information being passed to parish councils regarding the NAC meetings. It was agreed that a list of the current 22 representatives on the Dorking & Villages Neighbourhood Area Committee would be provided to parish clerks. And also that SCC/MVDC officers would meet with parish clerks before each monthly NAC committee meeting to keep parish councils informed of the items on the agenda.

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## ANNEX 4

### CORRESPONDENCE

- 1 SALC re Flood Action Awareness Week on 13-17 October.
- 2 SALC re the Annual General Meeting and Conference starting at 10.30am on 13 November at Silvermere Golf Course.
- 3 SCC Highways re new digital mapping system which will speed up highway surveys.
- 4 Ron Bailey on behalf of Lord Foster regarding the Lithium-ion Battery Safety campaign. There is a Webinar on Thursday 23 October starting at 10am.
- 5 CAGNE (Communities Against Gatwick Noise Emissions) regarding the government's recent decision to give the go-ahead to the second runway at Gatwick. CAGNE are launching a Judicial Review of this decision and asking for help with funding.
- 6 SALC forwarding a request from MHCLG (Ministry of Housing, Communities and Local Government) to take part in a survey about effective governance of neighbourhood areas.
- 7 MVDC regarding the first stage of their Community Governance Review. They are asking for suggestions about how residents want to be represented. The review closes on 17 October.