

MINUTES OF OCKHAM PARISH COUNCIL MEETING
Tuesday 10th March 2026 at All Saints' Church
Commenced at 7.00pm

PRESENT:	In attendance:
Mrs Jamieson (Chair)	Mrs Blackwell (Parish Clerk)
Mr Waldman (Vice Chair)	SCC Cllr Booth
Dr Aish part meeting	GBC Cllr Oven
Mr Bevan	2 Local Residents
Ms Hickson	
Ms Moran part meeting	

25/847 Apologies for Absence

There were no apologies.

25/848 Disclosure of Interest

No disclosures of interest.

25/849 Questions from Members of the Public

A local resident enquired about the position regarding the High Ryde driveways. The Chair provided an update. The enforcement action has been in place and the landowner was required to submit a planning application, nothing received to date. Links to the discharge of conditions notice. The Chair agreed to follow up with GBC.

Action: IJ

25/850 Approve Minutes of the Parish Council Meeting on 10th February 2026

The Minutes of the Meeting held on 10th February 2026 were approved and signed by the Chair.

25/851 Matters Arising not on Agenda

i.) 25/837 Brick Kiln car park area / tree thinning - The Chair had investigated the concern raised by a resident at the February meeting regarding the apparent tree thinning near the paintball site on Old Lane, opposite Brick Kiln. Noted that the tree loss was due to ash dieback and that one of the sheds had been repainted and maybe more visible. The Chair agreed to follow up as further concerns were expressed about the shed. **Action: IJ**

ii.) Ockham Road North site adjacent to electricity substation. Chair advised that she is in communication with GBC enforcements who continue their investigations. GBC advise that the landowner is due to submit a planning application re the fence and building.

iii.) 26/P/00081 Wisley Acres advertising signs - Noted that the application has been approved.

iv.) Vehicle Activated Signs (VAS) Your Fund Surrey grant - Mr Waldman confirmed that the grant application had been submitted. The solution proposed by the supplier has been revised, reducing the cost for all three signs to approximately £1,300 excluding VAT and SIM cards. Mr Waldman agreed to get SIM cards. Thanks were given to Mr Waldman for submitting the application and Cllr Booth for his support. The grant outcome is awaited. **Action SW**

25/852 Update from SCC Councillor Booth and GBC Councillor Oven

i.) Update from SCC Cllr Booth

a.) Devolution and joint committees - The transitional joint committees are continuing to meet ahead of the local government changes on 7th May.

b.) Pavement by the War Memorial, Ockham Road North - Cllr Booth confirmed that the pavement works are scheduled to commence in April 2026. Councillors expressed their thanks for this long-awaited improvement, and the Chair conveyed the Council's appreciation on behalf of the community.

The Councillors welcomed the news that Cllr Booth had supported works to improve the surface at the roundabout at West Horsley on the A246.

c.) Memorial Garden biodiversity project - The Chair reported that the Memorial Garden biodiversity works are now complete and well received by residents. Thanks were given to SCC Cllr Booth for his support with the Your Fund Surrey grant application.

ii.) Update from GBC Cllr Oven

a.) Burnt Common - warehousing Stage 3 application - GBC Cllr Oven reported that the Stage 3 warehousing application for Burnt Common was refused at planning committee on the grounds of inadequate infrastructure in place..

b.) EN25/00319 Brick Kiln Farm - Wargames enforcement – Noted that the enforcement case relating to a building on land used for wargames at Brick Kiln Farm has been resolved: the building has been taken down and the enforcement notice closed.

c.) Alms Heath second enforcement notice – Noted that the second enforcement case investigation (relating to a fence and alleged additional hard standing) has been closed.

d.) Rydings Farm, Long Reach- Reported that the bungalow at Rydings Farm has been found not to constitute permitted development. The owner has been advised that a planning application is required, or the building must be removed.

e.) Local Government Reorganisation

Noted that the proposed Neighbourhood Area Committees, which will be part of the new unitary authority structure have commenced.

25/853 Planning Matters

a.) Current Planning Applications - The Chair's update report was discussed and noted:

i.) 26/P/00074 - Erection of a forestry barn and hardstanding at Brick Kiln Farm. OPC have objected, noted the closing date has been extended to 2nd April 2026 for

any further objections. East Horsley and West Horsley Parish Councils are reviewing the applications.

b.) Land at Alms Heath - planning application and enforcement appeals

Councillors expressed concerns that no decision has been made by GBC on the Alms Heath planning application 25/P/01459. GBC Cllr Oven agreed to write to GBC following the meeting to seek a decision. **Action: GBC Cllr Oven**

The two enforcement appeals are both in progress, with OPC having submitted representations on both.

c.) Former Wisley Airfield updates

i.) Community Liaison Group (CLG) Meeting — 26th February 2026

The Chair, Dr Aish and Ms Hickson attended the CLG meeting. Notes have been circulated to Councillors pending receipt of the Minutes.

ii.) Reserved Matters Application — Proposed Primary School at Wisley Acres consultation (2nd–16th March 2026)

Councillors discussed the consultation on the proposed primary school at Corsair Fields and agreed that a formal response should be submitted. Key concerns identified for inclusion in OPC's response:

- Parking: Cllrs expressed concerns about the inadequate parking given the need for parents to drop off and collect young children by car.
- Educational concerns as the school is not required to open until 600 homes are occupied. Children from earlier phases of the development will need to attend other schools in the interim, which is disruptive to their education.
- Co-ordination with Surrey's Education Department to ensure school provision is planned in a joined-up way.

Agreed IJ would respond to the consultation on behalf of OPC ahead of the 16th March deadline. **Action: IJ**

25/854 Financial Matters

a.) Payments, receipts and bank balance for approval

The updated budget and cashbook were circulated and approved. Community Account balance as at 10th March 2026: £35,297. Payments and receipts this month included: HMRC VAT refund £1,028; Memorial Garden tree works £2,604 and replanting £2,208; Clerk's Admin salary, expenses and HMRC payment for February; gardener's invoice £120; printer cartridge £52; and a burial plot receipt of £400. Councillors authorised the payment schedule. The Clerk noted a further VAT reclaim is pending in respect of the two Memorial Garden invoices approved.

Your Fund Surrey grant for the VAS signs has been submitted, decision from SCC pending. Depending on the outcome and timeframe this may impact the end of year accounts.

b.) Review of End of Year Financial Accounts and Fixed Asset Register

The Councillors noted the year-end financial position. Total receipts approximately £13,600 above the budgeted figure, principally attributable to: additional burial plot income (£2,000 above budget); the biodiversity project grant from Your Fund Surrey (£4,100); and £8,000 donation from Wisley Action Group (WAG) towards legal costs.

Total payments were approximately £11,000 above budget, including: unplanned tree works in the burial grounds (£570.); legal fees exceeding budget by £5,000; memorial garden replacement fencing (£4,000, carried forward from the prior year); and biodiversity project works (£3,900). Reserves remain at approximately £33,000.

The fixed asset register was circulated; no changes were noted.

Councillors also noted that GBC has advised that parishes will be required to meet the full costs of the May 2027 Parish Council elections, estimated at approximately £2,600 for Ockham. This cost was not included in the current budget. Agreed to seek further clarification about the costs.

c.) Revised Financial Regulations and Standing Orders

Mr Bevan presented the revised Financial Regulations, which had been circulated with the agenda and prepared using the NALC guidance. Key points noted:

- The Council does not currently have a formally appointed Responsible Financial Officer (RFO). The draft provides that the Parish Clerk, with the support of the Lead Councillor for Financial Affairs, will act as RFO until a formal appointment is made. Consequential drafting amendments are required throughout the document.
- Financial thresholds: contracts exceeding £40,000 (inc. VAT) require formal tender from at least three suppliers; contracts over £5,000 (exc. VAT) require at least three quotes; contracts between £1,000 and £5,000 (exc. VAT) require at least three estimates.
- Delegated authority: the Clerk may authorise items below £500 (exc. VAT); items between £500 and £2,000 require Clerk/Chair authorisation; all items over £2,000 require full Council approval. In a genuine emergency, the Chair may authorise expenditure up to £2,000.
- Specialist services (including legal professionals acting in disputes) are exempt from the standard procurement process. All items over £500 require written confirmation.

Resolved: The Revised Financial Regulations were approved and adopted unanimously, to be included on the OPC website.

d.) Your Fund Surrey (YFS) grants — update

The VAS sign grant application has been submitted (see Matters Arising). The Memorial Garden biodiversity project has been completed. Thanks were extended to SCC Cllr Booth for the support with the project and to SCC.

25/855 Highways

a.) National Highways — M25/A3 J10 interchange and Ockham Park roundabout – For update

Councillors noted ongoing concerns about the traffic light system newly installed at the Ockham Park roundabout, which is causing significant queuing on the A3 and along Ockham Road North. National Highways acknowledged the issue and have been adjusting the light phasing, however it has not alleviated the traffic management issues. Councillors agreed the Chair would write again to National Highways reiterating OPC's concerns. **Action: IJ**

b.) SCC Highways — Old Lane resurfacing and waste deposit

An agreement has been reached with SCC Highways that Old Lane will be resurfaced during 2026/27. The works are planned to cover the section from the Black Swan to Elm Lane. Thanks were given to SCC Cllr Booth and Mrs Porter for their support in pursuing the concerns. Residents need to continue to report road service defects via the SCC Street Works online portal.

Concern was discussed regarding waste material from the Old Lane works being deposited on the Brick Kiln site, noted on-going discussion are taking place on the issues.

c.) Flood Forum Meeting — 6th March 2026

The Chair attended the Flood Forum and shared the notes. Significant concerns were raised about water runoff from the former Wisley Airfield site onto Old Lane, Bridge End, and towards Boldermere. Mrs Upton Brown, GBC Planning agreed to follow up with Taylor Wimpey, update pending. **Action IJ to follow up.**

25/856 Vacancy Update

GBC had given permission to co-opt as no call for an election to the vacancy following the resignation of Mrs Shepherdly. Mr Harkness has expressed an interest to serve on the Council. Following a proposal by the Chair, seconded by Dr Aish, and a unanimous vote by those present, Mr Harkness was co-opted to Ockham Parish Council. The Clerk agreed to send the Declaration for Acceptance of Office and Register of Interests to be completed. **Action: PC/ EH**

25/857 Any Items for Noting or Inclusion on a Future Agenda

i.) Annual Parish Meeting — 12th May 2026

The Annual Parish Meeting will be held at All Saints' Church on 12th May 2026 at 8pm. Pleased to welcome Mr Matthew Cornwell, Reserves Officer at Surrey Wildlife Trust, to give a talk on the management of the Commons. Arrangements for light refreshments were agreed. **Action MA/PC.** The Parish Meeting will be held at 6.30pm before the Annual Meeting.

ii.) Burial Ground Guidance Note

Mr Bevan confirmed that a guidance note on burial ground procedures has been prepared and will be brought to the April meeting for consideration.

iii.) Corsair Fields — Community Stewardship arrangements

The Councillors noted there will be community stewardship arrangements for the Corsair Fields development and agreed to review the impact for the Parish Council. The new Councillor Mr Harkness expressed a willingness to monitor developments and report back to the Council. **Action: IJ / EH**

25/858 Date of Next Meeting

Next Parish Meeting — Tuesday 14th April 2026 at 7.00pm at All Saints' Church.

There being no further business, the Meeting ended at 8.30pm.

Alyson Blackwell, Clerk to Ockham Parish Council

Signed:

Chair, Ockham Parish Council