

# DUNSFOLD PARISH COUNCIL

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## **MINUTES**

Minutes of the Annual Parish Council Meeting held on Thursday 11th May 2017  
at 7.30 pm in the Nugent Room, Winn Hall , Dunsfold.

Cllrs Present:

Cllr Steven Haines, Chairman

Cllr Stephen Hayward, Vice Chairman

Cllr John Gray

Cllr Jean Martin

Cllr Rupert Jones

Cllr Roy Enticknap

Cllr Nick Shepherd

Clerk to the meeting:

Mrs Celeste Lawrence, Clerk & RFO

Public: 8

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The Chairman stood down.

1. ELECTION OF CHAIRMAN

Cllr Haines was nominated by Cllr Shepherd and Cllr Haines agreed to stand again; seconded by Cllr Enticknap and unanimously appointed.

2. ELECTION OF VICE-CHAIRMAN

Cllr Hayward was nominated by Cllr Haines; Cllr Hayward had agreed to stand again prior to the meeting if he was nominated. Seconded by Cllr Gray and unanimously appointed.

3. DECLARATION OF ACCEPTANCE OF OFFICE

Declaration of Acceptance of Office was signed by Cllr Haines in the presence of the Clerk and the meeting commenced.

4. REGISTER OF INTERESTS

The Chairman reminded all members to review their Rol as it is a legal obligation to amend their Rol with the Clerk should their circumstances had altered.

THE MEETING WAS SUSPENDED FOR THE COMMONS COMMITTEE TO TAKE PLACE

5. RATIFY COMMONS COMMITTEE MEETING

The Chairman reported on the proceedings of the Commons Committee meeting held and it was RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes. Proposed by Cllr Haines; seconded by Cllr Enticknap and unanimously agreed.

6. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Stephen Hayward and noted.

7. DECLARATION OF INTERESTS

Cllr Shepherd later declared a non-pecuniary interest in item 18 when The Mews was raised.

8. MINUTES OF THE MARCH AND APRIL MEETINGS

The draft minutes of the meeting held on the 16th March and 13th April as circulated, were proposed by Cllr Haines; seconded by Cllr Enticknap and unanimously agreed as a true record for the Chairman to sign.

9. REVIEW OF ACTIONS FROM THE MARCH AND APRIL PARISH COUNCIL MEETINGS

None.

10. CHAIRMANS REPORT

The Chairmans report circulated prior to the meeting was noted; copy attached.

11. APPOINTMENT OF PROPER OFFICER AND RESPONSIBLE FINANCIAL OFFICER

It was RESOLVED to appoint the Clerk, Celeste Lawrence, as the Proper Officer and Responsible Financial Officer to the Council for the forthcoming year. Proposed by Cllr Haines; seconded by Cllr Gray.

12. STANDING ORDERS AND FINANCIAL REGULATIONS

Copies had been circulated prior to the meeting were reviewed, no changes were necessary. Proposed by Cllr Shepherd; seconded by Cllr Jones and unanimously agreed to approve and adopt the Standing Orders, as recommended by NALC, and the Financial Regulations.

13. PARISH COUNCIL MEETING DATES FOR 2017/18

The Nugent Room has been reserved for the dates as circulated (copy attached). The Annual Parish meeting venue to be decided. Proposed by Cllr Haines; seconded by Cllr Shepherd and unanimously agreed to set the dates, times and place of Parish Council meeting and the Annual Parish Council meeting for the forthcoming year.

14. REVIEW OF THE COUNCILS COMMITTEES AND MEMBERS

It was RESOLVED and agreed unanimously that the following committees and members would consist of:

Planning - All members

Planning Steering Group - Cllrs Jones, Haines, Hayward and Gray, Clerk

Commons - All members

Commons Steering Group - Cllrs Enticknap and Martin

Finance - Cllr Gray, Clerk

KGV Management Committee - Cllrs Haines, Hayward and Martin, Clerk

Smiths Charity - Cllrs Haines and Hayward, Mrs Enticknap, Mrs Versteeg, Mrs Wace, Clerk

Neighbourhood Officer - Mrs Wace

Rights of Way - Cllr Martin

Hon Remembrance Officer - Mrs Jones

Play Area - Cllr Martin

Volunteers - Cllr Shepherd

Bonfire - Cllr Enticknap

Fete - Cllr Enticknap

Surrey Association of Local Councils - Cllrs Haines and Hayward, Clerk

15. UNAUDITED ACCOUNTS AND INTERNAL AUDIT ARRANGEMENTS

The Clerk reported that the internal audit would be held on Friday 19th May by Mr Peter Frost of Peter J Consultancy.

The unaudited bank reconciliation and the receipts and payments account for the year ending 31st March 2017 as circulated to all members were proposed by Cllr Gray; seconded by Cllr Haines and unanimously agreed that the Chairman and Responsible Financial Officer be authorised to sign section 1 of the Annual Return.

It was further

16. KGV ACCOUNTS

The bank reconciliation and receipts and payments account for the year ending 31st March 2017 as circulated, were proposed by Cllr Gray; seconded by Cllr Enticknap and unanimously agreed as a true record. The Clerk reported that the accounts would be sent to Mrs Alison Daniels for independent assessment and once approved, submitted to the Charities Commission by the Clerk.

17. SMITHS ACCOUNTS

The accounts for the year ending 31st December 2016 as circulated prior to the meeting were adopted and proposed by Cllr Shepherd; seconded by Cllr Enticknap and it unanimously agreed that the Chairman sign the Statement of Accounts.

#### 18. SATURDAY SURGERY

The Mews - at this stage Cllr Shepherd declared a non-pecuniary interest - parking issue has been raised. It was agreed that an invitation be sent to the residents of The Mews, Rosecote and New Inn Cottages to discuss any ongoing issues prior to the next meeting at 7pm 15th June in The Nugent Room. The success of the May Bank Holiday fete despite the weather had also been commented on. The Clerk was requested to send a letter to Mrs Fryer assistance during the power cut and for her kind hospitality for the clear up crew.

#### 19. DUNSFOLD PARK CALL IN

Cllr Haines reported that a meeting had been held with the Joint Parishes and POW to discuss the legal progression of the call-in. It was reported that the legal fees would be in the region of £150 - £200k and the Joint Parishes had been asked to make a contribution. It was noted that all monies would go through Alford Parish Council and that it would not be on a pro rata basis as it had been done previously. The Clerk confirmed that there was a provision of £5k in the 17/18 precept which had the authority of LGA 1972 Section 137 Sub Section 222 which entitles the Parish Council to engage in legal proceedings. Cllr Gray proposed and Cllr Jones seconded and it was agreed unanimously that a cheque for £5k be sent to Alford Parish Council.

#### 20. Local Plan Part 2 (LLP2) and Neighbourhood Plan

Cllr Jones explained that the LPP2 was the detailed plan of the Part 1 outline. He further explained that if it was agreed that Dunsfold Park was not included in the Local Plan, another 1800 houses would need to be found elsewhere in the Borough.

A further meeting with Gayle Wootton would be arranged to get an update on any progress.

#### 21. PROPOSED PHONE MAST AT KGV

It was AGREED that the developer could start initial discussions with Waverley. Cllr Jones will go through the Fields in Trust papers and report back at the next meeting. A valuer would need to be found to value the proposed Heads of Terms.

#### 22. KGV MANAGEMENT REPORT

Cllr Haines reported that the latest meeting had been held on 8th May. The floor replacement was discussed along with replacing the picnic tables. The water tank will be boxed in and works to improve the bar area will be undertaken. The cost of hiring had been agreed at £25 per hour. Junior tennis was fully booked on a Wednesday afternoon.

The Chairman opened the meeting to the public at 8.30pm

A parishioner reported that representatives from Kitewood had been measuring site 638 and were inferring that they had the Parish Councils support.

Cllr Haines explained that the only two green sites acknowledged by Waverley in the Land Availability Assessment were site 747 (planning permission granted) and site 788. The Parish Council could not discuss any planning applications prior to an application being made as there was no information to discuss.

The Chairman closed the meeting to the public at 8.40pm

#### 23. WAVERLEY BOROUGH COUNCIL

Cllr Gray reported that the Judicial Review had failed in Farnham. He further reported that Protect Our Waverley had instigated a Judicial Review of Waverley to question the validity of the substitute Councillors at the Dunsfold Park planning meeting. The Springbok appeal would be taking place in June.

Cllr Gray reported that Waverley would spend over £600k in legal challenges.

Cllr Gray confirmed that the new mayor is Simon Inchbald and the deputy mayor is Denise Legal.

#### 24. SURREY COUNTY COUNCIL

Cllr Gray reported that Cllr Victoria Young had been re-elected and that Farnham had gained 2 or 3 seats in the local election.

#### 25. PLANNING NOTIFICATIONS

WA/2016/2395 - Dunsfold Park, Stovolds Hill

Hybrid Planning Application;

Decision: Pending

WA/2016/1034 - Wetwood Farm, Chiddingfold Road, Dunsfold  
Outline application for the erection of agricultural buildings of over 3,000 sq m to house up to 350 boars (male pigs) for use in artificial insemination including associated laboratory and parking following demolition of existing poultry buildings.  
Decision: Pending

WA/2016/1976 - Land East of Benbow Lane, Dunsfold Road, Alford  
Change of use from disused aerodrome to Nature Reserve.  
Decision: Pending

WA/2016/1954 - Land East of Benbow Lane, Dunsfold Road, Alford  
Erection of a building to accommodate a museum (Use Class D1) with ancillary parking and access.  
Decision: Pending

TC/2017/0005 - Dunsfold Park, Stovolds Hill, Cranleigh  
GPDO Schedule 2, Part 16; erection of 25m high Lattice Tower and associated equipment and compound.  
Decision: Pending

WA/2017/0591 - 6 Blacknest Cottages, Chiddingfold Road, Dunsfold, GU8 4PB  
Erection of rear extensions and alterations; erection of front porch.  
Decision: Pending

WA/2017/0615 - 4 Blacknest Cottages, Chiddingfold Road, Dunsfold, GU8 4PB  
Erection of single storey side extension following demolition of existing car port.  
Decision: Pending

WA/2017/0590 - 2 Victory Cottages, The Common, Dunsfold, GU8 4LE  
Erection of a detached garage following demolition of existing garage.  
Decision: Pending

CA/2017/0035 - Oak Tree House, The Common, Dunsfold, GU8 4LE  
Dunsfold Conservation Area T1 Willow - Pollard back to previous pruning points.  
Decision: No further action

WA/2017/0486 - Knightons, Knightons Lane, Dunsfold, GU8 4NU  
Erection of agricultural barn  
Decision: Full permission

WA/2017/0478 - Frys Cross Farm, Knightons Lane, Dunsfold, GU8 4NY  
Erection of an extension to an agricultural building.  
Decision: Full permission

WA/2017/0447 - Willards Farm, The Common, Dunsfold, GU8 4LB  
Application under Section 73 to vary Condition 1 of WA/2015/0178 (approved plan numbers) to allow the provision of dormer windows (as amended by the plan received 21/04/2017).  
Decision: Full permission

## 26. PLANNING APPLICATIONS

WA/2017/0710 - The Sun Inn, The Common, Dunsfold, GU8 4LE  
Erection of extensions and alterations following partial demolition to provide staff accommodation following partial demolition (revision of WA/2017/0165).  
Cllr Gray reserved judgement.  
Decision: No objection subject to restricted working hours, that the extension is only used as ancillary accommodation to the public house and that the beer garden would be in held in perpetuity.

WA/2017/0711 - The Sun Inn, The Common, Dunsfold, GU8 4LE

Listed building consent for erection of extensions and alterations to provide staff accommodation following partial demolition.

Cllr Gray reserved judgement.

Decision: No objection subject to restricted working hours, that the extension is only used as ancillary accommodation to the public house and that the beer garden would be in held in perpetuity.

#### 27. VILLAGE PROJECTS

Cllr Haines reported that the web designer had yet to produce the first look at the new website.

Cllr Martin will be arranging a "Balsam Bashing" event with Cllr Shepherd.

#### 28. CORRESPONDENCE

Dunsfold Cricket Club - request to erect a sign on the common to be put on the next agenda.

Air Ambulance - request for grant to be decided for next precept.

Surrey Playing Fields - request for affiliation fee. We are not members so not necessary.

Marilyn Bailey - email regarding bollards at the Mews. Invitation to be sent prior to next meeting.

Richard Wheeler - email regarding Kitewood. As discussed in the public section.

Haylie Wells - request to use KGV already discussed at the KGV meeting.

Fields in Trust - invitation to AGM on 6th June 2017.

#### 29. RECEIPTS AND PAYMENTS

<b>Expenditure</b>		
<b>A &amp; S Pest Control</b>	Mole removal	84.00
<b>Post Office Ltd</b>	BT telephone	133.92
<b>Dale Valley Training</b>	Tree survey course	186.00
<b>Celeste Lawrence</b>	PAYE	839.61
<b>Post Office Ltd</b>	NI & tax	48.59
<b>Andrew Wragg</b>	KGV caretaker	500.00
<b>Steven Haines</b>	Wine for Annual Parish meeting	42.40
<b>RJ Walker</b>	Bollards & clearance	1375.00
		3209.52
<b>Income</b>		
<b>HMRC</b>	VAT	1274.51

#### 30. FUTURE AGENDAS

None.

There being no further business, the Chairman closed the meeting at 9.05pm.

Chairman.....

Dated.....