

# DUNSFOLD PARISH COUNCIL

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## MINUTES

Minutes of the Parish Council Meeting held on Thursday 10th December 2020  
at 7.30 pm online via Zoom. Meeting ID:  
<https://us02web.zoom.us/j/88930566287>

Cllrs Present:

Cllr Stephen Hayward - Chairman

Cllr Rupert Jones - Vice Chairman

Cllr Roy Enticknap

Cllr James Field

Cllr Kate Houghton

Cllr John Gray

Cllr Chris Lindesay

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 19

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7.15pm Kitewood gave a short presentation for their proposed plans on the land to the north of Gratton Chase.

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATION OF INTERESTS

Cllr Field declared an interest in planning application WA/2020/1728.

3. MINUTES OF THE PREVIOUS MEETING

The draft minutes of the meeting held on the 12<sup>th</sup> November 2020 as circulated, were proposed by Cllr Gray and seconded by Cllr Field; unanimously agreed as a true record for the Chairman to sign.

4. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETINGS

Item 2 November - Chubb fire and security recommendations. Cllr Field to organise with caretaker. And the electrical test to be arranged by Cllr Field and the caretaker.

5. PLANNING NOTIFICATIONS

Circulated with the agenda. Updates on applications:

UKOG decision notice not yet published on website.

Update on WA/2019/1464 - 7 BURNT HILL PLAISTOW ROAD, GODALMING, GU8 4PG

Use of land as a residential gypsy caravan site for siting 12 static caravans and erection of amenity building. Decision date has been removed from the website, application still pending despite the works having been completed. More enforcement action being taken.

Update on WA/2020/1656 - South Fork, Wrotham Hill, Dunsfold

Certificate Of Lawfulness Under Section 192 For Alterations To Fenestration And Doors.

A notice was issued today refusing the certificate of lawfulness.

Update on WA/2020/1026 - South Fork, Wrotham Hill, Dunsfold

Certificate of lawfulness under section 192 for repositioning of new windows and internal doors.

Still pending due to an appeal.

Update on WA/2020/1116 - Maple Tree Cottage, Plaistow Road, Dunsfold, GU8 4PF

Erection of two storey outbuilding.

Full permission given with a condition of no separate use.

WA/2020/1186 - Land coordinates 501600 137180, High Loxley Road, Loxhill

Use of land for temporary stationing of a mobile home with associated parking and amenity space for use by an agricultural worker.

It was noted that there are an increased number of objections form residents on the Waverley website.

6. PLANNING APPLICATIONS

WA/2020/1728 - Land Centred Coordinates 500833 137030 Between Chennels Cottage and 1 Burdocks, The Green Dunsfold

Outline application with all matters reserved except for access for erection of 5 dwellings and associated works including vehicle access.

Cllr Gray declared an interest and has called the application in should it be granted.

Decision: Submit objection.

7. AGENDA FORMAT

Cllr Hayward to produce a proposed amended agenda format to present at the January meeting.

8. DUNSFOLD PARK ADVISORY GROUP

Cllr Hayward's report noted and attached to the minutes.

9. Local Plan Part 2 (LPP2)

Cllr Jones had circulated a paper on the LPP2 to all councillors who are to read and send comments to Cllr Jones. The proposed response will be discussed at the January meeting and a meaningful response to be agreed to send to Waverley before the 29th January.

10. NEIGHBOURHOOD PLAN

Mr Haines requested that the previous minutes are published on the website. Cllr Hayward to publish. Mr Haines reported that the NP team are working on the draft plan to include: protected views, green gaps between Dunsfold village and Dunsfold Park, inclusion of the 2001 Design statement. He further added that they were looking for a graphic designer to assist with the layout of the Plan.

11. EMERGENCY PLAN (EP)

Cllr Gray to circulate an EP from another village for the council to consider if it needs to produce a Dunsfold EP and a councillor to head the project.

12. KGV MANAGEMENT REPORT

Cllr Field's report noted and attached to the minutes. It was reported that the KGV MC were investigating a change in water supplier - it was suggested that Ever Flow were a reliable supplier.

13. COMMONS LEASE REVIEW

Following a discussion with Waverley a review of the idea of an asset transfer meaning that DPC could take charge of the freehold of the common. Cllr Jones proposed that a paper on the pros and cons should be produced so the council can decide how to proceed for the best for the village.

14. UKOG

This application was rejected by Surrey County Council at 6 to 5 votes against.

15. VILLAGE PROJECTS

S106 Finger posts replacements - Cllrs Houghton and Field to produce quotes and propose a motion at the next meeting.

16. CORRESPONDENCE

An email regarding the updating of the village volunteers for the defibrillator was noted. No action at this stage.

An email request to consider electric car charging points be installed at the KGV to generate income was reported. It was thought that the income for this was minimal for the outlay and would be used for long term car parking charge points. If the car charging points were to be considered it would be more appropriate to make it more available to all villagers by being sited at the Winn Hall, village car park or pub.

An email from Ben Nicholson informing the council that he would be working in the village as a Waverley contractor and asking if the council would like any works done while they were present was reported. The

tree works by Gratton Chase would require a management plan and 3 quotes to be produced so would take a longer time frame than the Ash tree work being done.

**The Chairman opened the meeting to the public at 8.36pm**

A parishioner stated that the pump station alarm is still going off, lights at the sales houses at Gratton Chase were is on despite being sold, more information needed on the proposed school buildings (the Chairman confirmed that there was nothing more to report at this time), proposed housing on the land to the north of Gratton was a concern due to the existing culvert issues. The proposed change of easement to the school building off Nugent Close was not welcomed by residents.

A parishioner asked why more houses were being proposed when the new houses at Gratton Chase have not been sold.

A parishioner has received a complaint about the pergola erected in her back garden. Cllr Gray explained that this is not a Parish council matter but he would take it up as Borough councillor.

**The Chairman closed the meeting to the public at 9pm**

17. RECEIPTS AND PAYMENTS

As circulated with the agenda. It was RESOLVED to note the payments made. Councillors allowances are being paid - any councillor not having done so, to supply the Clerk with bank details.

18. PRECEPT 2021/22

Circulated with the agenda. Further report attached to the minutes.  
Cllr Enticknap proposed; Cllr Field seconded and unanimously AGREED to the proposed precept.

19. WAVERLEY BOROUGH COUNCIL

Report noted and attached to the minutes. Cllr Hayward will speak to English Rural Housing Association regarding the open ditch at Miller Lane.

20. SURREY COUNTY COUNCIL

Report noted and attached to the minutes.

21. FUTURE AGENDAS

Nothing.

22. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 if required.

There being no further business, the Chairman closed the meeting at 9.07pm. The next Parish Council meeting will be held on 7th January 2021 at 7.30pm. *Note: post meeting it was agreed to change the date to the 14th January 2021.*

Chairman.....

Dated.....

**Item 8 Dunsfold Park Advisory Group report**

Having completed webinars and workshops on Master Planning and Architecture during October and November the Advisory Group attended (as observers) the Masterplan Design Review meeting run by Design South East (D:SE) on 17th November.

Panel members included Architects, Landscape Architects, Urban Designers and Transport Planners.

It was also attended by representatives from Surrey County Council, Waverley Borough Council, Dunsfold Airport Ltd. (DAL) and Pollard Thomas Edwards (PTE).

An independent site study including desktop research prepared by Design South East and a digital walk-around (in a similar fashion to that which would have been conducted on-site) was carried out prior to the review as a refresher, as all of the panel had previously visited the site itself as part of previous workshops in July and August 2019.

In the report which followed the panel concluded that overall this was a good scheme but made a number of key recommendations in relation to sustainable transport, integrating the new community with existing settlements, better integrating the business park and detailing the edges between residential areas and open space.

The DP Advisory Group met with D:SE and DAL/PTE on 23rd November in a meeting run by WBC to allow the group to ask questions in response to the Design review.

Rachel Lawrence from WBC stressed the importance of Policies SS7 and SS7A in the Local Plan Part 1 as these are what the reserved matters applications in the future will be judged against.

A summary of the masterplan was given by PTE and there followed a long Q&A session.

Questions I asked were as follows (extracted from the meeting minutes):

Q. SH - Is there an opportunity to make Dunsfold Village and entirely electric car environment? Suggests the use of AMPR to control the types of cars entering the site.

- GF - DAL confirm they have provided the opportunities for electric car use through charging points but cannot force people to buy electric cars and have not considered

only selling properties to people with electric cars.

- SH - Seems a waited opportunity to provide all these charge points but not use them

- RC - Notes that some developers are now providing financial incentives towards a new electric car if you reserve a home with them.

Q. SH - Concerns raised regarding previous comments from DAL regarding aim for residents to work and live on site and whether this had changed.

- GF - DAL are trying to provide the opportunity for people to work and live on site but can't make people who work here, live here. There will be offers to people working here to get options for houses supported by the cascading option for affordable housing.

- JM - Nothing changed in regards to living and working aim but are trying to provide the opportunity for employment but can't force people. DAL still believe that it will be an attractive place to live and work.

- AB - behavioural change is coming nudged by government and home working by pandemic. Positive change.

Q. SH - SS7A is speculating 2600 houses built by 2032, any sanctions if this is not achieved or the houses do not sell? What mitigation is there to avoid a half finished development?

- GF - There is a policy for 2600 and they think they can accommodate that, but the primary factor is how quickly a planning permission can be made and passed for that. Working with the council the timing of that and the market. Development will be a finished space regardless of whether expansion goes ahead, acknowledges the want to avoid a half finished development.

- GF - Expansion space is a piece of the jigsaw and regardless of whether it goes ahead, the scheme will deliver a finished space.

Q. SH - Asked how would the Peri track be put in place and how would this work with phasing and housing?

- GF - New finalised Peri track will be built in line with phasing and building of each petal. Peri track does already exist so whilst the finalised version won't be there the current version will be there.

Q. SH - DP have purchased Barnfield site SW of development area, what plans are there for the Barnfield site?

Will the masterplan need to be revised to accommodate that?

- JM - Barn field acquisition was an opportunity that came up so land on the boundary of the development can be controlled, currently managing the fields but no current plans for the site.

WBC officers are now preparing a written response to DAL on the Masterplan based on the Design Review and the feedback from the DP Advisory Group.

The finalised Masterplan will go out for public consultation in the New Year.

Stephen Hayward 8 December 2020

### **Item 12 KGV Management Committee report**

1. 8 hours of general duties has been carried out by Peter, the caretaker.
2. The three wheelie bins have been brought inside to avoid being used by casual visitors and to reduce an accumulation of bags containing dog waste. (Dog walking on the KGV site is not allowed.)
3. Peter has washed the floor of the area previously used as the nursery. He has noticed that the floor under the entrance mat is affected by damp, although he assures me that there is no trip hazard at the present.
4. The heating oil level is presently at 6 bars.
5. The electricity meter is currently 117498 (at the 27th November).
6. Some of the tennis club members continue to use the toilets as they appear to know the code for the back door.
7. Some of the deeper holes in the car park have been filled by the caretaker.

JF.

### **Item 18 Precept**

		<b>Opening Balance</b>	<b>Transactions</b>	<b>Closing Balance</b>			
Surplus 20/21		0.00	8,660.56	8,660.56		Actual / Forecast To date	
Reserves Parish Precept		50,679.51	8,761.70	59,441.21		Parish Projects	
Reserves S106		44,898.49	34,694.83	79,593.32		Restricted Projects	
NP		(1,664.57)	7,767.67	6,103.10		Restricted NP	
<b>Total Reserves</b>		<b>93,913.43</b>	<b>59,884.76</b>	<b>153,798.19</b>		Forecast year end Bank	

The above represents the forecast for the end of this year 2020/2021. It shows

1. A surplus for the year of £8660.56 which will be added to the Parish Reserves next year
2. Parish reserves of £59,441.21 at the end of the year 20/21
3. S 106 Reserves restricted of £79,593.12 at the end of the year 20/21
4. NP reserve of £6103.10 at end of year
5. Total Reserves of £153,798.19

We may have aspirations to undertake more projects in the village but until they are evaluated and the village is consulted no money can be allocated to them. The reserves we have will cover everything we know about and can be justified but we can not continue to increase the Precept when there is no need or justification. Parish Councillors have been asked by the Clerk to submit items for next years precept and these are included in the figures presented to you.

The Responsible Finance Officer endorsed by myself is recommending no increase in Precept for the next year.

If the expenditure is in line with the precept there will be a drawdown of reserves of £2,780 needed next year 21/22 which is more than covered by the surplus of £8,660.56 from 20/21.

John Gray

### **Item 19 Waverley Borough Council report**

Covid-19 Waverley – Assistance programme announced by Waverley

There is still assistance for businesses and individuals affected by Covid – But good news as comparatively, Waverley has the lowest rate in Surrey , with 62.5 cases per 100,000 people. The borough now falls within the bottom 40 areas in England. The highest in Surrey is Runnymede with 193.5 What a difference a few weeks makes. Check out Waverley’s new look business support and new online shopping Click It Local being supported by the Council

<https://www.businesswaverley.co.uk/en-GB/page/5fc11a09fe0fe77e970acd24>

Waverley Climate change - new action plan agreed by Executive but targets are still thin and costs lacking

Local Plan Part 2 - was passed by the Full Council and is now out for consultation.

Barnfield (Alfold Road) - no change - within our Parish Boundary and following its recent purchase is likely to see some planning applications for multiple dwellings

#### Enforcement

Road being built across the field at Leyland Farm - enforcement not taking further action at this time

Unauthorised work at Travellers site along Plaistow Road - ongoing

Gratton chase Sewage condition 18 re solution for discharge into Thames Water system - ongoing

#### Planning

Concerns over the open ditch along Alfold road Miller lane - Waverley rejected our concerns now up to Parish Council if they want to go legal following engineers report.

Extension to Pathway from Bus Stop to Griggs entrance - No change- Meeting held, now with Parish Council to pursue- Meeting re New Lease for the common - raised with Waverley at meeting - now with Parish Council to pursue

Leaf clearing from roads - Ongoing but a lot of Dunsfold has been cleaned.

A Spelthorne leaflet was issued by SCC to Waverley Residents by mistake - new Waverley leaflet has now replaced it.

### **Item 20 SURREY COUNTY COUNCIL**

Signage Pratts Corner - update - new sign placed before the junction - road painting of warning not until next financial year

UKOG - Rejected on 27<sup>th</sup> November 6 to 5 close call

Unitary Authority - Surrey and districts pursuing solutions with consultants