

DUNSFOLD PARISH COUNCIL

Tel: 01483 200980
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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

5th October 2023

NOTICE OF A PARISH COUNCIL MEETING

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Tuesday 10th October 2023.**

Members of the public are welcome to attend Parish Council meetings and are invited to put questions, relevant to the agenda, to the Council between 8.30 pm and 8.45 pm.

Celeste Lawrence - Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies for absence.

2. DECLARATIONS OF INTEREST

Recommendation: To receive any declarations of interest from members in respect of any item to be considered at the meeting and changes to members registered interests.

3. NEIGHBOURHOOD PLAN PRESENTATION BY UVE

Recommendation: To note the presentation.

4. PARISH COUNCIL MINUTES

Recommendation: To approve the Minutes of the Parish Council meeting held on the 19th September as a correct record of decisions taken and the Chair of the Council to sign the Minutes.

5. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING MINUTES

Recommendation: To review any matters outstanding from the previous minutes and record progress.

6. PLANNING NOTIFICATIONS

Attached to agenda.

To receive notification of decisions made by Waverley Borough Council on recent planning applications.

7. PLANNING APPLICATIONS

Recommendation: To consider the applications pending.

WA/2023/02021 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 192 for the proposed siting of a shipping container container for use ancillary to residential property.

WA/2023/01993 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent wa/2003/2383.

WA/2023/02073 - Land Centred Coordinates 501615 137177 High Loxley Road Loxhill

Erection of an agricultural workers dwelling and associated works.

WA/2023/02068 - The Gate House, Burningfold Hall, Chapel Hill, Godalming, GU8 4NZ

Erection of extensions and alterations following demolition of existing attached garage and outbuilding with associated landscaping.

8. COMMITTEES

Draft attached to the agenda.

Recommendation: To AGREE the allocation of members to various committees and appoint a Chair of each committee.

9. TIDY AND WEBB QUOTE

Attached to the agenda.

Recommendation: To AGREE the quote to proceed with the works listed. To RESOLVE to fund this with s106 Woodland funds.

10. POLICE REPORT

To note the report attached to the agenda.

11. NEIGHBOURHOOD PLAN

Note attached to agenda.

Motion: That the Council agrees to pay UVE for their further work/support on the Neighbourhood Plan, up to a maximum of £7,700 plus VAT, and financed from the Council's reserves to the extent grant or other funding is not available.

12. FINANCIAL REVIEW

Note and quotes attached to agenda.

Motion: 1) To implement the annual procedure and process review of the Council as required by section 1.5 of the adopted financial regulations.

2) To AGREE the recruitment of a new internal Auditor as required by section 2.5 of the financial regulations.

13. LEGAL COMMUNICATIONS

Note attached to agenda.

Motion: 1) To resolve that the council is prepared and capable of receiving legal documentation served by email and to instruct the Clerk to acknowledge all future requests on the subject in the affirmative.

2) To instruct the clerk to contact Leigh Day solicitors to serve any future documents in the ongoing action to Council by email.

14. SATURDAY SURGERIES

Motion: Surgeries - do we want to continue and in what format? What is their purpose? Is it 100% for people to bring issues or is it also partly to show we want to listen?

15. FINANCIAL DEPOSITS

Note attached to agenda.

Motion: To authorise financial signatories to transfer all Council reserves to an interest bearing account with the exception of sufficient funds to pay the Council obligations resolved to be funded at the most recent meeting.

16. WAVERLEY BOROUGH COUNCIL

To receive a report on matters from Waverley Borough Council

17. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

18. RECEIPTS AND PAYMENTS

Attached to agenda.

Recommendation: To receive accounts for payment and approve outstanding items.

19. KGV

The following items are for the Council to consider with the DPC acting as the (Sole Corporate) Trustee of the KGV charity.

The Council should carefully consider the LGA/CC Guidance on decision making by Councils as charity trustees. In particular, all decisions on the below items should be made in the best interests of the KGV charity, and ensure that the KGV is managed according to the charitable purposes and restrictions (as described in the draft Terms of Reference).

1. To RECEIVE AN UPDATE on the proposals for a mobile phone mast at the KGV.
2. To DECIDE whether the Council is in favour of progressing the siting of a phone mast at the KGV in principle (subject to agreement on the terms and subject also to obtaining the relevant consents).
3. To CONSIDER the status of proposals for a mobile phone mast at the KGV and to decide on instructions for the Clerk, including:
 - a. Raise additional queries with the telecoms provider via Carter Jonas regarding area of coverage, connectivity timeframe and consideration of alternative sites.
 - b. Approve Carter Jonas making an application on behalf of the Council to Fields in Trust for consent in principle to a phone mast on the KGV land ("Field Change Request"), and to make amendments to the terms of engagement between DPC and Carter Jonas signed on 10th March 2023 (copy attached) to include such an application on behalf of the Council.
4. To ADOPT a hire fee schedule for ad hoc hire of the KGV facilities (draft attached)
5. To RECEIVE a report on matters concerning the KGV since the last meeting (attached)
6. To ADOPT the terms of reference for the King George's Field, Dunsfold Management Committee (attached), and for all councillors to join that committee, and to constitute a KGV working-group comprising of Cllrs Singhateh, Shone and Waterson, to be tasked with day-to-day liaison and making recommendations to the Committee.

20. FUTURE AGENDAS

Recommendation: To receive items of business for information or inclusion on a future agenda.

21. PRESS AND PUBLIC

Exclusion of press and public in accordance with section 100A (2) and (4) of the LGA 1972 by reason of the confidential nature of the business to be transacted.

Planning October 2023

WA/2021/03164 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Demolition of existing buildings and construction of 12 dwellings with associated access parking and amenity areas (as amplified by ecological information submitted 04/01/2022 and archaeological assessment submitted 05/01/2022).

Decision: Pending. Email sent 28/9 for an update.

WA/2022/01395 - Ashdown, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of fencing gates and piers.

Decision: Pending. Email sent 28/9 for an update.

WA/2022/02373 - Wetwood Farm, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of 12 dwellings and associated works including vehicular access parking and carports following demolition of existing buildings and removal of hardstanding.

Decision: Pending. Email sent 28/9 for an update.

S52/2022/02266 - Land Centred Coordinates 500866 135914 Alfold Road, Dunsfold

Request to modify a section 52/106 legal agreement (wa/2017/1815) requires changes to the out of date mortgagee in possession clause and any associated clauses to be amended.

Decision: Pending. Email sent 28/9 for an update.

WA/2022/02567 - High Billingshurst Farm, High Loxley Road, Loxhill

Application under section 73 to vary condition 13 of WA/2020/1646 (restricts events to 75 per calendar year) to allow 100 events per calendar year.

Decision: Pending. Email sent 28/9 for an update.

WA/2022/02960 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 191 for use of roof space of the garage building for the purposes of habitable accommodation - contrary to condition 2 of consent wa/2003/2383 - (revision of wa/2022/02476).

Decision: Appealed for non-determination. Email sent 28/9 for an update.

WA/2023/00444 – Millhanger, Chiddingfold Road, Dunsfold

Application under section 73 to vary conditions 1 & 5 of wa/2019/1474 (approved plans and requirement for approval of precommencement landscaping and tree planting scheme) new wording would require compliance with plans approved under this application and erection of a plant room with creation of an outdoor swimming pool.

Decision: Pending. Email sent 28/9 for an update. 28/9 WBC "I will get this drafted next week. Once I have done this, I will be touch to agree an extension of time if this is acceptable."

WA/2023/00904 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill Details of a surface water drainage scheme pursuant to condition 21 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

Decision: Pending

WA/2023/00902 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill Details of a pre-development baseline geochemical testing report pursuant to condition 26 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

Decision: Pending

WA/2023/00903 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of written scheme of investigation for a programme of archaeological work pursuant to condition 30 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022.(County matters planning application registered for county planning authority).

Decision: SCC full permission

WA/2023/00927 - 38 Gratton Chase, Dunsfold, GU8 4AL

Erection of bay window and construction of two additional window openings.

Decision: Pending. Email sent 28/9 for an update.

WA/2023/00989 - Blacknest Farmhouse, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of link extension together with alterations to existing outbuilding to provide habitable accommodation; erection of porch.

Decision: Pending. Email sent 28/9 for an update. WBC: a decision notice will be posted as soon as I have assessed it.

WA/2023/01033 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a transport management plan pursuant to condition 9 of appeal decision ref: app/b3600/w/21/3268579 dated 7 June 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01032 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a construction environment management plan (cemp) pursuant to condition 24 of appeal decision ref: app/b3600/w/21/3268579 dated 7 June 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01034 - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of highway and access works pursuant to condition 7 of appeal decision ref: app/b3600/w/21/3268579 dated 7 June 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01020 - Land Coordinates 500925 136002 to the North of Miller Lane and Alfold Road, Dunsfold

Outline application with all matters reserved except for scale and access for the erection of 21 dwellings including 7 affordable dwellings together with allotments parking public open space footpath and associated landscape and new drainage infrastructure.

Decision: Pending

WA/2023/01093 - Land Adjacent to Elm Corner House, The Green, Dunsfold GU8 4LX

Erection of an agricultural barn; use of existing land for an existing farm and rural contracting business (use class su1(generis)).

Decision: Pending - now subject to Enforcement Notice EN/2023/04. Appeal against EN made by the applicant 7th August.

WA/2023/01478 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 192 for the siting of a caravan ancillary to residential property.

Decision: Certificate granted. Appeal withdrawn 11th September 23. The remaining appeal references APP/R3650/X/22/3311558 and APP/R3650/X/22/3315023 will now be proceeding to the Inquiry to open on 12th December 2023.

WA/2023/01362 - Chiddingfold Surgery, 20 Griggs Meadow, Dunsfold, GU8 4ND

Application under regulation 3 for change of use from class e (commercial use) to class c3 (residential use).

Decision: Pending

WA/2023/01259 - Loxley Well Site, Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a noise mitigation scheme pursuant to condition 12 of appeal decision ref: app/b3600/w/21/3268579 dated 7 June 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01258 - Loxley Well Site, Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of a noise monitoring plan pursuant to condition 13 of appeal decision ref: app/b3600/w/21/3268579

dated 7 june 2022 (county matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01530 - Knightons Court, Knightons Lane, Dunsfold, GU8 4NU

Application for a deemed consent under section 37 form b (type iii) of the electricity act 1989 to removal of 3 poles (142377 142378 142379) and overhead span. Install 2 new poles and lv overhead span and install 4 new stay wires knightons court knightons lane dunsfold godalming gu8 4nu

Decision: Pending

WA/2023/01663 - Loxley Well Site - Land South of Dunsfold Road and East of High Loxley Road, Loxhill

Details of an ecology and biodiversity supporting scheme pursuant to condition 29 of appeal decision ref: app/b3600/w/21/3268579 dated 7 june 2022. (County matters planning application registered for county planning authority).

Decision: Pending

WA/2023/01792 - Elmbridge House, The Common, Dunsfold, GU8 4LA

Erection of detached garage and workshop.

Decision: Granted

WA/20232/01923 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA

Certificate of lawfulness under section 192 for the siting of a caravan ancillary to residential property.

Decision: Certificate granted

WA/2023/01960 - Wetwood Cottage, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of extensions.

Decision: Pending

TM/2023/01979 - Park Farm Equestrian Centre, Equestrian Centre Park Farm, The Green, Dunsfold, GU8 4NB

Application for works to and removal of trees subject of tree preservation order wa24

Decision: Pending

Dunsfold Parish Council – draft structure (for discussion)

Italicised text = query whether included – to be discussed

Internal DPC structure			External/outreach	
DPC Council Committees <i>(Terms of reference required, delegated powers in ToR)</i>	DPC Points of contact/specialism <i>(No delegated Committee powers)</i>	Other	DPC Cllr rep(s) to <u>external</u> orgs/ groups <i>(Report back to DPC with any relevant updates)</i>	Non-councillor volunteers/officers
Finance including asset register Nigel/ Tigi/ Chris/ Roy	Communications (inc. website/email admin) Ginny/ Chris/ Mel	Smith's charity Nigel	Bonfire organising committee Jane/ Ginny	Neighbourhood Watch Officer Chris/Tigi/Mel
Commons -inc. war memorial and jubilee garden, RoW Roy/ Ginny/ Jane	Vehicle Activated Speed sign Tigi		Fete organising committee Ginny/ Mel	Hon Remembrance Officer S Jones
KGV Mgmt All councillors Mel/ Tigi/ Nigel <i>See ToR for details</i>	AONB Mel/Chris		Dunsfold Park Advisory Group Nigel	<i>[Litter pick?]</i>
Personnel Jane/ Ginny	Neighbourhood Plan Mel/ Jane/ Roy/ Nigel/ Chris		Dunsfold Speed watch Jane/Mel	
Planning No committee - all councillors	<i>[Strategy / parish plan?]</i>		Amphibian rescue team Mel	
	<i>[non-DPC owned village assets?]</i>		Waverley Town & Parish Meetings Nigel	

TIDEY & WEBB LTD

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Our Ref: AS/22/280 – rev1

For the attention of:
Mr Roy Enticknap
Dunsfold Parish Council
Unit 3 The Orchard
Chiddingfold Road
Dunsfold
Surrey
GU8 4PB

3rd October 2023

Dear Sir

Re: Woodlands Track works

With reference to your recent enquiry we have pleasure submitting our quotation for the works as described below.

Quotation

The works involve forming a woodland footpath

Woodland footpath works 440lm x 1.2m

- 1) Reduce dig topsoil to a depth of 100mm and cart arising to location on site
- 2) Regrade and compact sub soil
- 3) Provide and lay geotextile to sub soil
- 4) Provide and lay 100mm of MOT type 1 and compact fully with a heavy duty roller

Our price for the above works is £14,685.00 plus VAT.

We thank you for your enquiry. If you require any further information or clarification please do not hesitate to contact us.

Please read our quotation and attached Terms and Conditions carefully to ensure we have covered all the work required

Yours sincerely

Andrew Shipley

Estimator

Civil Engineering Contractors

Directors T Spitkowski, C Bunn, O Lambkin
Registered Office: Greenacres, Saucelands Lane, Shipley, Horsham, West Sussex RH13 8PU
Registered in England No. 1329531

Item 10 - Police report

I have searched through the reports created between 01 August and 03 October 2023 and have specifically noted the below which I know have caused concern for some residents in Dunsfold.

45230097642	31 st August	Theft from motor vehicle
45230100807	08 th September	Theft from motor vehicle
45230105582	19 th September	Theft from motor vehicle
45230109624	28 th September	Theft from Motor vehicle

Thefts from Motor vehicles has been a regional issue recently, particularly targeting vans with tools. We have seized three vehicles from Dunsfold Village which we suspect were involved in some of the offences locally. The investigation into these seized vehicles is ongoing. Thank you to those residents who called Surrey Police to make us aware that they were parked up in Dunsfold.

The team are also working closely with Vivid Housing Association in relation to a problem property within the village. I'm unable to disclose any further information currently however the role of the Neighbourhood team is to work closely with our partner agencies to deal with these chronic and ongoing issues.

The team patrol Dunsfold in marked and unmarked vehicles so residents may not always notice us in the village. Please do continue to report any issues or suspicious activity to us as any information helps us build an intelligence picture. Surrey Police have recently set up a Suspicious Activity portal for members of the public to send us their video footage from home security cameras and smart doorbells that show suspicious activity.

I have attached the below link which can be used. Alternatively, this can be located on the Surrey Police website.

[Suspicious Activity Portal | Surrey Police](#)

Apologies for not being able to attend.

PC Gavin Greenaway

Item 11 — Neighbourhood Plan

We have the proposed work schedule from UVE including a visit to Dunsfold and a presentation to the Council. Discussions are ongoing with Nexus to seek reductions in their bills. And we have established that a further grant is available from Locality up to a maximum of £2349.

Item 12 - Financial Review

Council is required by the adopted Financial regulations to review its operations and processes to certify compliance with the Financial Regulations.

“At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.”

It is proposed that Council now authorise the Finance Committee comprising Cllrs Waterston, Lindesay, Singateh and Enticknap to:

- 1) conduct a full section 1.5 review and make any proposals arising from the review.
- 2) To recruit a new Internal auditor following the retirement of the current auditor.

Clerk's note

Item 12 - Internal Auditor

Following the retirement of the external auditor, Peter Frost of Peter J Consultants, the council needs to appoint a new external auditor.

3 quotes have been sought, however, only 2 have been forthcoming. These companies have been recommended by fellow Clerks who use the services of these companies.

The annual cost will increase and will be reflected in the 2024/25 precept document however the council will thereafter undertake 2 audits per year. One in accordance with the AGAR and one in the middle of the financial year to allow for any improvements to be made.

Celeste Lawrence

Dunsfold Parish Council

19 September 2023

Dear Celeste

Provision of Internal Audit Services

Thank you for your recent email regarding internal audit services for your Council. I am pleased to quote for this work and set out details of my services below.

1. Audit Fee

The quote is for the 23-24 financial year. I would charge the following fees for the annual internal audit.

- £325 plus cost of travel from Farnham in Surrey - around £15 per trip

This quote covers 2 audits,

- An interim in November to January period, to be completed in person.
- I would then complete a final audit in April / May, again to be completed in person

This quote assumes expenditure levels are similar to those set out in the 22-23 published accounting statements. This quote assumes all working papers and relevant reconciliations are completed to a good standard. Additional work would be charged at £65 per hour.

2. Audit Programme

Ordinarily I would anticipate 2 audits in the financial year. My interim audit would typically cover the following:

- Bank reconciliations.
- Risk assessments.
- Income and expenditure testing;
- Monitoring of council finances; and
- Salaries and wages
- Review of key governance documents
- Reporting of previous years audit and inspection periods

My final audit would be carried out in May / June each year, after compilation of the financial statements, and I cover the following work at this stage:

- Agreement of accounts to ledgers
- Review of fixed asset and investment registers
- Review of information for external audit
- Year-end bank reconciliation
- Transaction testing for second half of financial year.

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✉ mike@aprilskies.co.uk

Company Registration Number 14174016

6 Uplands Road. Farnham GU9 8BP

3. Audit Process

My audit process is driven by the 12 control objectives of the internal audit section of the Annual Governance and Accountability Return (AGAR). I am required to sign off that the Council has proper controls in place against each of these control objectives, and my testing seeks to gather evidence to support the required sign off. The control objectives I must review are set out below, together with examples of tests I carry out to confirm proper controls are in place.

Control Objective	Example of audit test proposed
Appropriate accounting records have been properly kept throughout the financial year	Confirm transactions recorded on ledger are supported by relevant vouchers – ledgers up to date and properly reconciled
The authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	Test sample of expenditure transactions from ledger, test expenditure authorised in line with financial regulations, VAT accounting correct and payment is for goods services delivered to Council
This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	Review risk assessment process. Test insurance is in place and at appropriate levels. Review ICT back up.
The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate	Review budget and precept setting process. Ensure effective budget monitoring process is in place. Review reserves levels at year end and ensure proper levels of earmarked and general reserves are in place.
Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	Test sample of income transactions from ledger, test that amount invoices accords with fees approved by council. Review debt collection process.
Petty cash payments were properly supported by receipts, all petty cash expenditure was approved, and VAT appropriately accounted for	Ensure petty cash is reconciled on a regular basis
Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	Test sample of salary payments from ledger – confirm pay rates for staff are in line with approved rates of pay / NALC scales.
Asset and investments registers were complete and accurate and properly maintained.	Review asset register and ensure it is up to date with all additions / disposals properly entered on to register. Check all assets accounted for on correct basis.
Periodic and year-end bank account reconciliations were properly carried out.	Review and reperform bank reconciliations, ensure proper reporting at a Council meeting

This authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations	Check that inspection periods are set in line with regulations
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My audit provides sign off of the annual return for the AGAR only. I do not provide any other sign off as part of my audit.

4. Reporting

I issue written reports to the Clerk on completion of both the interim and final audits. My report follows the structure of the AGAR, with details of audit testing and findings set out against each control objective defined in the internal audit section of the AGAR.

My report will include a schedule of recommendations, and I check for implementation of recommendations at each audit visit. The reports should be presented to Councillors to assist in preparation of the Annual Governance Statement.

5. My Experience

I am a CIPFA qualified accountant with more than 30 years' experience in the public sector, mainly in local government audit. I have moved into the Parish and Town Council sector in the last 5 years and have the following relevant experience.

- Acting as RFO at a large parish council in Surrey, and offered continuing finance support;
- Experienced user of the RBS and Edge systems, both as auditor and as RFO
- Experienced user of Scribe Accounting with audit clients
- I have a portfolio of around 70 parish and town council audits I complete annually.

Please be assured that I will carry out the audit work should I be successful, and not delegate to a junior colleague. I look forward to hearing from you, and please contact me if you need any further information, or would like the names of referees.

6. Independence

I confirm I am completely independent of Dunsfold Parish Council. Should I be successful in this tender, I confirm I am debarred from taking on further work with the Council.

Please do not hesitate to contact me if you have any queries at all. I look forward to hearing from you in the near future

Yours sincerely



Mike Platten

April Skies Accounting Limited



MULBERRY & CO

Chartered Certified Accountants

Registered Auditors

& Chartered Tax Advisors

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Internal Audit Services at Mulberry & Co

Thank you for considering using Mulberry & Co to provide your council with an internal audit. The Accounts and Audit Regulations 2015 require smaller authorities, each financial year, to conduct a review of the effectiveness of the system of internal control and prepare an Annual Governance Statement in accordance with proper practices in relation to accounts.

Internal audit is an on-going function, undertaken regularly throughout the financial year, to test the continuing existence and adequacy of the authority's internal controls. It results in an annual assurance report to Members designed to improve effectiveness and efficiency of the activities and operating procedures under the authority's control.

The interim audit(s) will generally focus on the governance and accountability functions of the council rather than the financial elements. The conclusion of this review is a report providing the council with recommendations where applicable for the improvement of internal processes and assurance that the councils systems are fit for purpose and the possibility of the systems being prone to error or misstatement are low.

We are aware that not all councils elect to have an interim audit preferring to have just one audit conducted after the year end; however, this increases the risk that errors in the processes are not able to be rectified to show that for the year under review the council was compliant with regulations, leading to possible qualifications.

At Mulberry & Co we recommend that councils have at least two internal audits per annum with one in the autumn and one after the council year end. In some cases, your council may well have additional interim audits where there are significant areas to focus upon.

Our service **begins with the engagement process**, which includes our 'Internal Audit 2022/23' document where we will issue you with key information such as but not limited to:

- ✓ Location of audit
- ✓ Who will carry out the work,
- ✓ How long it will take
- ✓ Fees
- ✓ Your right to complain
- ✓ Audit plan
- ✓ Appendices containing information to prepare for audit

The audit team will **book the audit date(s) with the council and confirm in writing**, reminding councils of the checklist of items that should be prepared in advance of the audit visit.

Once a date has been booked the council should review **the formal audit plan** detailing the tests that will be carried out. This document is written such that it can be taken to council as part of the “review of the effectiveness of internal audit” function on the Annual Governance Statement. A sample of the plan is shown below.

Audit assertions	Recommended minimum testing
Appropriate books of account have been kept properly throughout the year.	<ul style="list-style-type: none"> • Ensure the correct roll forward of the prior year cashbook balances to the new financial year • Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained
The council’s financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	<ul style="list-style-type: none"> • Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version. • Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents) • Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation • Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments • Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements • Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place

At the audit, we will start with a general conversation about how the year has gone and any issues you may have or need to bring to our attention. As part of this introductory phase, we will carry out “**Walk through testing**” designed to give us an insight as to how the councils financial systems and process operate and test any weaknesses. Based on these results we will decide if further “**Substantive Testing**” is required or whether we can rely on the internal controls already evidenced.

At the interim visit we review and perform tests on the following areas:

- Review of the Financial Regulations and Standing Orders
- Review of the Risk Assessments
- Review of the budgeting process
- Proper bookkeeping – review of the use of the accounts package.
- Review of salaries
- Review of fixed asset register

We will then prepare an interim audit report which will summarise our findings in each of the areas we have to sign off on the AGAR as internal auditor. We will as part of this report produce a table of recommendations for council and provide an opinion of the internal processes and procedures of the council. A sample of the report is shown at the end of this document.

At the final visit we review and perform tests on the following areas:

- Review of annual accounts & Annual Governance and Accountability Return (AGAR)
- Review of bank reconciliation
- Review of income
- Review of salaries
- Review of information for external auditor

We will then prepare the final audit report, taking into account any actions taken by the council as a result of the interim audit, and sign the Annual Internal Audit Report page of the Annual Governance and Accountability Return (AGAR).

A. BOOKS OF ACCOUNT (INTERIM AUDIT)

Audit findings

The council continues to use RBS as a day-to-day accounting package. This is a tried and tested industry specific package and I make no recommendation to change. The system is used daily to report on and record the financial transactions of the council. There are three users with their own individual logons.

B. FINANCIAL REGULATIONS, GOVERNANCE & PAYMENTS (INTERIM AND FINAL AUDIT)

Audit findings

Check the publication & minuting of the prior year audited AGAR and notice of conclusion of audit.

The external auditors report was not qualified in 2020/21. This was reported to council in November 2021. Evidence was also noted in the minutes of the internal auditor's report being reviewed and accepted. The notice of conclusion of audit and audited AGAR have been posted to the council website.

Confirm by sample testing that councillors sign statutory office forms

I confirmed by sample testing that Councillors sign "Acceptance of Office" forms and register of members interests, in line with regulations. **The councillors will need to sign acceptance to receive information by electronic means.** I have provided some sample wording below for council consideration.

"As per Schedule 12 of the Local Government Act 1972, I consent to the receipt of all council meeting papers by electronic methods. I understand I may withdraw this consent at any time."

All our reports are delivered via a secure on-line portal called "Iris Openspace" that only the Clerk/RFO has password access to. These reports will be in PDF format but can be printed or emailed as desired.

Item 13 - Legal Communications

- 1) Leigh Day are acting on behalf of Protect Dunsfold limited in challenging the government's approval of the UKOG proposal to explore for hydrocarbons in the Parish.
- 2) As a concerned authority Leigh Day are required to serve documents on DPC and, as required by law, have requested that DPC agree to accept service by email.
- 3) DPC has now received direct legal advice that there is no impediment or peril to councillors or council from accepting service of legal documents by email.

Item 15 - Financial Deposits

Financial information circulated by the clerk on October 2nd indicates a close to zero interest income from a current account cash balance of £160k.

Now that instant access cash deposit interest rates of the order of 5% are now achievable Council should take steps to ensure its reserves are deposited at advantageous interest to mitigate possible future precept increases.

At 5% our cash balance should earn £8000 per yr which is about 15% of our precept.

October 2023

Expenditure		
Mr & Mrs WG Goodall	Office rent	180.00
Dunsfold Gardens	Tree felling	680.00
Sage Global Services	Payroll	9.60
BT	Phone & broadband	189.95
Celeste Lawrence	Office chairs	208.80
PKF Littlejohn	External audit	378.00
Celeste Lawrence	September PAYE	977.62
HMRC	September tax & NI	36.52
Surrey Pension Fund	September payment	226.00
Urban Vision Enterprise	NP review	2970.00
		5856.49
Income		
Invoices to approve		
Dunsfold Gardens	Strimming	510.00
KGV Handyman's Hardware	Screwdriver, bolt	7.95
Celeste Lawrence	Ink	46.68

Item 19 - KGV Management Report to DPC – Sept/Oct 2023

Cllrs Shone, Singhateh and Waterson

Anti-social behaviour and criminal damage

Further reports of anti-social behaviour and petty vandalism to the building have been received. The perpetrators are understood to be teenagers associated with the tennis club. Tennis club committee has sent a communication to its members about responsible use of the KGV. The Clerk is assisting with drafting a similar statement to come from the Council.

The new damage in recent weeks has been water and disruption in the ladies toilet, together with 2x smashed outside lights facing the tennis courts. Previous damage has included broken bench, down pipe and the flat roof felt lifted (from the flat roof extension to the rear of the building). Some of the equipment in the children's play area has been damaged (although wear and tear is also an issue, so this damage may not be related).

As a temporary measure, the outside door to the toilet corridor has been bolted shut from the inside, preventing access from those who have the code. The outside tap (used by the football groups) has also been disabled.

Additional signs have been placed on the children's play equipment. Actioning repairs is with Cllr Singhateh to progress.

The damage and anti-social behaviour has been reported to the police.

The Clerk (in conjunction with the Chair of the Council) has authority under Regulation 4.1 for expenditure on revenue items up to £500. This is expected to be sufficient authority for the purposes of undertaking necessary repairs, together with the Council's regulations on making of payments.

Terms of reference for the DPC KGV Management Committee

Councillors will be aware that in order for DPC (as sole corporate trustee) to separate decision-making in relation to the management of the KGV charity (as is recommended by NALC and suggested by the LGA/Charities Commission, given the requirements of the Charities Act), written terms of reference for that committee are required that delegate decision-making in relation to the Council's role as Trustee of the KGV charity.

Amended draft terms of reference are presented to the council for discussion, and if the Council is minded, approval and adoption. Under those terms of reference, management committee meetings will operate in much the same way as a DPC meeting – but ensuring a separation of decision making between council business and KGV trustee business. It is proposed that Committee meetings are held bi-monthly where required on a similar basis to the "Commons Committee".

In addition, it is proposed that a formal KGV working group is formed, comprising of Cllrs Singhateh, Shone and Waterson to act as day-to-day liaison between the Council and various KGV stakeholders, and which is charged with bringing forward items for the Council to consider and decide in relation to the KGV.

Councillors are urged to read the draft terms of reference carefully before the meeting.

The proposed structure would therefore look as follows:

DPC



KGV Management Committee – all councillors. Meetings bi-monthly in a similar manner to the existing “Commons Committee”

(Committee to have full decision-making responsibility for all matters in relation to the KGV)



KGV Management working-group – currently Cllrs Singhateh, Shone and Waterson

(Working-group to deal with day-to-day liaison and make recommendations to the KGV Management Committee)

All available and relevant information about the terms of the KGV charity trust, to which the council as sole corporate trustee is subject, are included in the background section of the Terms of Reference. Councillors are urged to familiarise themselves with those details, to ensure that decisions in relation to the KGV are made in accordance with all relevant requirements in relation to the charity.

Hire fees

Also tabled for the September meeting is a schedule of hire fees for the remainder of the year ahead (to 31 March 2024). These fees would apply for the **ad hoc** hire of the facilities and any **new** user groups wanting a long-term license to use the premises from DPC as trustee. Pricing has been suggested based on the Winn Hall fees, together with examples available online from other KGV facilities elsewhere.

These fees, together with those for the existing user-groups will be reviewed ahead of the next financial year (starting April 2024), and on an annual basis thereafter (by the committee if terms of reference adopted, or absent that, by the full council).

However, given the action items below concerning risk management, it would be strongly preferable to ensure that those action items are attended to ahead of any new hires.

Ongoing KGV action items

Cllrs Shone, Singhateh and Waterson (as, in effect, an existing informal KGV working party) are grateful for the information received to date from retired councillors.

However, a comprehensive overhaul of the KGV operations to bring this in line with modern governance has been identified as a pressing concern. The previous management arrangements appear to long pre-date 2011, and information received suggests there has been some confusion about the KGV legal structure and respective responsibilities of the different KGV stakeholders.

As the sole trustee of the KGV, responsible for the fulfilment of the charity’s objectives, this is a matter for the Council as a corporate body and not individual councillors.

In particular, there is a need for the Council to maintain a central written record of key aspects of the KGV operations, particularly in areas of risk management and the terms attaching to grant monies.

In addition to the items mentioned above, the current work/action list includes:

- Identifying action items in the H&SE checklist for community halls – including a review of fire risk management and procedures, electrical safety testing, asbestos, legionnaires etc. – see <https://www.hse.gov.uk/voluntary/assets/docs/village-hall.pdf>
- Building survey/inspection, particularly in light of the building's age and construction materials
- Hot water system servicing and testing (including oil boiler)
- Risk assessment
- Written license agreements with various user groups to ensure appropriate insurance and risk management is in place for areas under their control
- Remedial repair works to the children's playground
- Outside lighting repair and PIR sensor lighting – the Clerk is investigating whether recent SCC grant monies can be used for that purpose
- RING cameras to deter petty vandalism and anti-social behaviour
- Ongoing regime of inspection and risk management, in line with the requirements of the Council's insurance policy.

Attending to these items is a fundamental element of operating the KGV safely and appropriately and in line with the terms of the insurance policy. It may require the Council accessing additional reserve funds to do so.

User-group meetings

Informal user-group meetings should not be confused with the DPC management committee.

The Council is the sole corporate trustee and is therefore responsible for the management and maintenance of the KGV in accordance with its charitable objectives. As set out in the draft terms of reference, for a committee of the council to be empowered to take decisions, it should have that authority delegated to it by resolution of the council, and the terms set out in writing.

On the other hand, the purpose of the informal user-group meetings is to facilitate information sharing with the various user-group representatives, and to seek user-group opinion and comments as to matters concerning the KGV. That information then informs action items to bring to the Council for discussion and decision (and, assuming adoption of the terms of reference, also to the committee).

In accordance with the recently adopted communications policy, the contents of the KGV webpage on the council website is also undergoing a review, with the aim of providing additional information about the facilities for hire and the existing user-groups.

Next informal user-group meeting is due to take place on 2nd October. An oral update will be provided to the meeting given that the Agenda for the meeting will have already been fixed.

Phone mast proposals

Councillors will be aware that views on the phone mast differ within the village. Although the Council considered a proposal for a phone mast in 2017 in a similar location (and the proposals were quite advanced before ultimately pausing), the new proposals initiated in January 2023 have not been the subject of a detailed minuted discussion by the Council.

A resolution/motion was passed in the March DPC meeting to agree to the Terms of Engagement with Carter Jonas (who represent DPC in the negotiations with the telecoms company).

A review of the paperwork in relation to the 2023 proposals for a phone mast at the KGV has concluded that the following are either necessary or reasonable for DPC in its capacity as Trustee of the KGV charity to consider and document:

- A discussion/decision by DPC as to whether or not to progress the siting of a phone mast at this location on the KGV in principle (subject to arriving at detailed terms with the telecoms company and obtaining relevant consents).
- To receive an update as to the status of the phone mast agreement “Heads of Terms” negotiations conducted by Carter Jonas on the Council’s behalf.
- If thought necessary, whether to seek additional information or additional terms with the telecoms company, noting that there are some questions over:
 - The proposed area of coverage for a mast at this location, and whether this will include the whole of the Parish.
 - The alternative sites considered by the telecoms company and why these had been discounted.
 - Connectivity with the grid and other services (particularly in light of Hascombe village’s poor experience).
 - The extent of the area required for the compound (site plan attached) and how that might impact the use of the field as a recreation ground/sports field (particularly for football).
- If considered appropriate, to approve Carter Jonas making a “Filed Change Request” application to Fields in Trust on behalf of the Council in relation to the proposed mast, and to adjust the terms of the engagement letter with Carter Jonas to include this.

A separate agenda item request form has been submitted in relation to the above.

King George's Field, Dunsfold

Hire Charge Schedule 2023

Football pitch hire prices 2023-24 Season (1st August 2023 – 30th April 2024*)

Season hire (1 x match and 1x training session per week)

Including use of changing/showers etc	£700.00
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Occasional pitch hire

Single Game	£100.00
Tournaments	Please enquire separately
Refundable security deposit (for new hirers)	£100.00
Use of changing and shower facilities	£30.00 per team

**NB the pitch should generally be rested from games between 1 May- 31 July.*

Use of a designated field space

Fitness group up to 12 people	£16.00 per hour (local users: £8 per hour (regular), £13.00 per hour (occasional))
Other pitch hire	Please enquire

Tennis Courts

For individual use of the Tennis Courts, please contact the Dunsfold Tennis Club directly.

Foulston Hall

Monday – Friday	£18.00 per hour (local users: £9.00 per hour (regular), £14.00 per hour (occasional))
Weekend	£21.00 per hour (local users: £10.00 per hour (regular), £15.00 per hour (occasional))

DUNSFOLD PARISH COUNCIL

KING GEORGE'S FIELD, DUNSFOLD MANAGEMENT COMMITTEE

Terms of Reference

The Charity

The **King George's Field, Dunsfold** is a charity registered with the Charities Commission with registration number 305017 (the "Charity"). The Charity is a trust and therefore is not itself an entity (e.g. a company) with a separate legal personality. Dunsfold Parish Council (referred to as DPC, or the Council) is registered with the Charities Commission as the trustee of the charity (the "Trustee"). The Trustee is registered as the legal title holder to the land known as the King George V Playing Fields, registered with the Land Registry title number SY426870 (the "Charity Land"). The objectives of the Charity (and restrictions) are contained in the documents referred to below.

The Charity was registered with the Charities Commission on 29 October 1962. According to the Charities Commission, DPC is noted as having been appointed as the trustee of the Charity on 27 May 2011. Absent any further details to the contrary, this registration appears to have superseded any original arrangement of DPC as the "custodian" trustee of the land itself, with a separately constituted "management" group acting as a charitable trustee in charge of operation and management. As a result, the presumption now (absent indications to the contrary) is that DPC is the sole (corporate) trustee of the Charity, both holding the Charity Land and also responsible for managing the Charity Land in accordance with its charitable objectives and subject to its restrictions.

Background

By a conveyance dated **24 November 1937**, the Charity Land was originally conveyed to the National Playing Fields Association by a Joseph Godman and others, on trust to permit the **land to be used as a playing field and recreation ground for the parish of Dunsfold forever**, under the management and direction of the "Managers" (as defined in that conveyance) or any other person or persons to whom management may be transferred (with the consent of the NPFA and the Charities Commission). The conveyance contained a number of covenants by NPFA, now noted on the Land Registry title¹.

On **9 August 1972**, the Charity Land was conveyed to DPC also on trust to permit **its use as a playing field and recreation ground for the parish of Dunsfold for ever**, and subject to the covenants in clause 5 of the 1937 conveyance (see footnote).

¹ A Conveyance of the land in this title dated 24 November 1937 made between (1) Joseph Godman (Vendor) (2) Sherard Haughton Godman and others (3) The National Playing Fields Association and (4) Stratford Watson Robinson and others contains the following covenants:- *"THE National Association hereby covenants with the Vendor that the National Association **will not use the land hereby conveyed for any other purpose than as a playing field or for the purposes hereinbefore referred to** and will erect and at all times thereafter maintain a stock proof fence along the North East boundary of the said property where marked with a "T" within the boundary delineated on the said plan and will likewise erect and maintain an entrance gate at the Southernmost end of the said boundary AND the Managers hereby covenant with the National Association that they will at all times hereafter save harmless and keep indemnified the National Association from and against all claims costs charges and expenses which may at any time hereafter be made against or charged upon the National Association in respect of the foregoing covenant by the National Association to erect and maintain the fence and gate aforesaid."*

DPC also undertook (subject to the terms of the trust) all care, maintenance and management of the Charity Land for the purposes of the relevant legislation regarding open spaces² and to do so for the benefit of the inhabitants of Dunsfold.

That 1972 conveyance also contained some restrictions applying to the Charity Land, to which DPC as the legal owner is subject –

- The transfer was subject to the NPFA covenants contained in the 1937 conveyance (as noted above), and was also subject to a lease between the NPFA and certain individuals dated 16 January 1968 (no details have been found of that lease).
- The Council is permitted to **close the Charity Land to public access** for no more than 12 days total in any one year (and no more than 4 consecutive days), excluding Sundays, for the Charity Land to be used for a special event, e.g. a fete or agricultural show or sports matches, whether or not such special use is charged for. All monies received by DPC from such special use shall be applied solely towards the maintenance of the Charity Land.

Over time, buildings and structures have been erected on the Charity Land, supporting its recreational use and enjoyment. The buildings now comprise of the area known as the bar and games hall, and the Foulston Hall (once separate buildings but now joined). It also contains changing rooms and shower/toilet facilities. In addition, tennis courts and a children's play area have more recently been added.

On **1 June 2017**, new restrictions were added on the Land Registry entry for the Charity Land. One of these restrictions requires that any "disposition" (e.g. a sale or grant of a registrable lease) of the Charity Land by DPC has the written consent of Fields in Trust (formerly NPFA). The other restriction concerns a general restraint imposed on charity trustees in relation to sales, leases or mortgages of land held for charitable purposes, replacing an earlier restriction.

The installation of the bar and related activities and alcohol licensing requirements precipitated the formation of the separate KGV Sports & Social Club (the "Club"). The Club has a separate constitution and rules of membership, independent to the Charity (or Trustee). The Club (not the Charity) holds a members' club alcohol license from Waverley Borough Council. The intention appears to have been that the Club would lease, on a commercial basis, the bar and games hall area from the trustees on terms that would allow it to run a members' bar, with the Club paying over substantially the whole of the bar's net profit as rent to the trustee under that lease. Minutes of a meeting from 1995 suggest, following legal advice at the time, that a lease was to be prepared between the Club and the "management committee" (described in those minutes as the "trustee" of the charity, with DPC noted simply as the legal owner of the Charity Land, i.e. the custodian trustee), but a copy of such a lease has not been located. Nevertheless, payments have been made periodically by the Club to the Charity which would be consistent with that arrangement.

² Open Spaces Act 1906, section 10:

"Maintenance of open spaces and burial grounds by local authority.

A local authority who have acquired any estate or interest in or control over any open space or burial ground under this Act shall, subject to any conditions under which the estate, interest, or control was so acquired— (a) hold and administer the open space or burial ground in trust to allow, and with a view to, the enjoyment thereof by the public as an open space within the meaning of this Act and under proper control and regulation and for no other purpose: and (b) maintain and keep the open space or burial ground in a good and decent state. and may inclose it or keep it inclosed with proper railings and gates, and may drain, level, lay out, turf, plant, ornament, light, provide with seats, and otherwise improve it, and do all such works and things and employ such officers and servants as may be requisite for the purposes aforesaid or any of them"

The formal status of the “management committee” referred to in those minutes as it currently stands is not clear, as no current written terms of reference appear to be in place for this to be a separate committee of the Council with decision-making powers in relation to the KGV.

As noted above, DPC has been registered with the Charities Commission as the Trustee of the Charity since 2011, indicating that it is has been appointed, and therefore has sole responsibility, as corporate trustee (both as bare ownership and management/operation of the Charity Land for the charitable purposes).

A Charities Commission/LGA note about local authorities as charity trustees can be found here:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/352409/Local_authorities_as_charity_trustees.pdf

An NALC note about basic charities law can be found here:

<https://www.nalc.gov.uk/library/members-library/legal-topic-notes/charities/595-28-basic-charity-law/file>

These notes recommend that a separate committee for the management of the charity is established by the Council to facilitate separation between charity management and ordinary Council business.

However, charitable trustee responsibilities remain with the Council as a corporate body.

Purpose

In light of the above, the purpose of these Terms of Reference is to constitute a committee of Dunsfold Parish Council to be called the KING GEORGE’S FIELD, DUNSFOLD MANAGEMENT COMMITTEE (the “Committee”).

The purpose of the Committee is to facilitate the execution of Dunsfold Parish Council’s responsibilities as Trustee of the Charity in accordance with relevant charities law. On the basis that DPC is the sole corporate trustee of the Charity, it should therefore set up a committee under s.101(1) of the Local Government Act 1972. See the NALC recommendation above.

As a committee of the Dunsfold Parish Council, the Committee is subject to applicable Financial Regulations and Standing Orders, as amended from time to time.

However, all decisions by the Trustee (DPC) in relation to the Charity are a separate matter from ordinary DPC business and must be made in furtherance of the Charity’s purposes (and not for any other purposes), and within any applicable restrictions in the terms of the Charity. Those considerations would equally apply to the decisions of the Committee.

A note for Councillors on a council as a charity trustee can be found here, including about dealing with conflicts of interest between the Charity and other DPC business:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/351608/council_as_charity_trustee_overview.pdf

These Terms of Reference may be amended or withdrawn at any time by Dunsfold Parish Council.

Membership

Membership of the Committee shall consist of all members of the Parish Council (Councillors). The Committee shall appoint a person to act as a Booking Secretary to deal with the ad hoc hire of any part of the Charity Land. The Parish Clerk shall be an ex-officio member of the Committee in the capacity of Treasurer of the Charity.

Membership of the Committee is open to non-Councillors (although note that non-Councillors will not be voting members). Membership of the Committee by a representative of each of the sports and user groups of the Charity Land is warmly encouraged.

Meetings

The Committee shall meet at least once per year. The Committee shall be free to determine the number and timing of any ordinary meetings of the Committee, however the expectation is that the Committee will meet bi-monthly unless there is no business to be transacted.

All business will be transacted at ordinary or special meetings. At least three clear days' notice is required to be given in respect of ordinary meetings which are to be convened by the Clerk. An agenda will be set including the time and place at which the meeting will be held and details of the items to be discussed.

The Chair or two members may call a special meeting by sending each member of the Committee at least 3 clear days' notice of the meeting stating the time, place and details of the purpose for which the meeting is to be held.

The minutes of meetings will be recorded by the Clerk and signed by the Chair at the next meeting.

Members of the public may attend such meetings and will be given the opportunity to speak on matters of concern to them as allowed under the Council's Standing Orders. 'Stand-ins' for user-group representatives are very welcome at Committee meetings as they provide a valuable service in maintaining communication between the various groups using the facilities. Councillors who are not members of the Committee may attend such meetings but are not entitled to vote.

Quorum

The quorum of a meeting of the Committee shall be three Councillors.

Chair

The Committee shall appoint a Councillor member of the Committee to be Chair of the Committee at the first meeting of the Committee by a show of hands. The elected Chair shall hold the position for 12 months and can be re-elected with no maximum term. If the Chair is unable to attend a Committee meeting, then assuming that the meeting would otherwise be quorate, the voting members present will appoint a Committee Chair for that meeting from one of the Councillors present.

Voting

Decisions shall be made by a majority vote. Each member of the Committee shall have one vote, provided that non-Councillor members of the Committee shall not have a vote. The Chair shall have a casting vote.

Voting members of the Committee are reminded of the LGA/CC and NALC guidance in relation to charitable trustee decision making and the management of potential conflicts of interest between the Charity and ordinary Council business.

Delegated powers of the Committee

The Committee shall have delegated decision-making powers and responsibility for all matters in relation to the Charity Land and Charity, including (without limitation) the following matters:

- The care and maintenance of the playing fields as a recreational ground including grass-cutting, maintenance of hedges, trees, shrubs etc.

- The care and maintenance of the outdoor children's play equipment.
- The care and maintenance of the buildings and structures situated on the Charity Land.
- The care and maintenance of fencing, seats and other street furniture including noticeboards.
- Determining the terms and conditions for the hire of any and all parts of the Charity Land (whether grounds or buildings), including those for all user groups and one-off hires.
- Taking appropriate action against any hirer not complying with the terms of hire.
- Determining all the hire charges for the Charity Land (including for all user groups and one-off hire of the pitch, grounds or buildings).
- Arranging and carrying out repairs to any part of the Charity Land as deemed appropriate by the Committee.
- The engagement, management and dismissal of any contractors or staff as considered necessary in relation to the above matters.
- Organising any events to raise funds in support of the Charity.
- Approving expenses and authorising payments to be made from the Charity Bank Account in relation to any of the above matters.
- Submitting grant applications to any bodies/organisations.
- Appointing and determining the terms of reference of any sub-committees or working groups.
- Making recommendations to the Council for any capital projects concerning the Charity Land.
- Making recommendations to the Council concerning the management of risks and insurance in relation to the Charity Land.
- Producing written reports to the Council regarding the matters above on a periodic basis as determined by the Committee.
- Make a disposition (sale or lease) of the whole or any part of the Charity Land, and seek any such consents as may be necessary or desirable in connection with the same
- Insure the Charity Land

The Committee shall be a duly delegated committee for the purposes of Regulation 4.1 and 4.2 of the Financial Regulations, and therefore:

- Subject always to the maximum amount included for the KGV in the approved budget:
 - the Committee shall, in accordance with Regulation 4.1, have authority to determine expenditure in relation to the KGV for revenue items over £500 (subject to the requirement for full council for amounts over £5,000), to be minuted at the appropriate meeting; and

- the Chair of the Committee shall, in conjunction with the Clerk, have authority to determine expenditure in relation to the KGV for revenue items under £500, such authority to be evidenced in writing.
- The Committee shall, in accordance with Regulation 4.2, be entitled to authorise expenditure in relation to the KGV that will exceed the amount included for the KGV within the approved budget, by passing a resolution for the same.

Working group

The Committee shall be free to constitute any one or more working groups of the Committee on terms it sees fit, which may include a working group to be responsible for day-to-day liaison with KGV stakeholders and user-groups and to make reports and recommendations for items to bring to the Committee for decision.

Finances and other filings

All income and expenditure of the Charity will be accounted for by the Treasurer of the Charity, who will keep a full set of accounts in accordance with relevant charities law. These accounts will be audited by the Auditor, an independent person to ensure their veracity at the end of the accounting year (end March).

The Treasurer shall be responsible for preparing and submitting all applicable returns, reports, statements and filings with the Charities Commission and other applicable authorities concerning the Charity.

Date: October 2023

Celeste Lawrence
Clerk & RFO to Dunsfold Parish Council
Unit 3, The Orchard
Chiddingfold Road
Dunsfold, GU8 4LH

Whitehouse
Wilderspool Park
Greenall's Avenue
Warrington
WA4 6HL

T: 07973 670144

Your ref:

Our ref:

15th February 2023

Dear Celeste

LETTER OF ENGAGEMENT – TELECOMS PROPERTY ADVICE TO DUNSFOLD PARISH COUNCIL AS TRUSTEE OF THE CHARITY KING GEORGE'S FIELD DUNSFOLD

CORNERSTONE TELECOMMUNICATIONS INFRASTRUCTURE LIMITED ("THE OPERATOR") INSTALLATION PROPOSAL AT LAND KNOWN AS KING GEORGE V PLAYING FIELDS, DUNSFOLD COMMON RD, DUNSFOLD, GODALMING, SURREY, GU8 4LY ("THE PROPERTY")

This Letter of Engagement ("Letter") should be read in conjunction with our Terms of Engagement ("Terms") which are available in the Terms & Conditions section at the foot of our website (www.carterjonas.co.uk), or by request.

This Letter sets out the agreement between the parties. Any subsequent changes will be discussed with you and where appropriate a new Letter or written confirmation of agreed variations will be issued.

1. Our services

Carter Jonas are retained by you to advise on Carter Jonas are retained by you to advise on matters relating to an approach by the Operator to install telecommunications apparatus at the above Property, pursuant to the Electronic Communications Code ("ECC").

The scope of our services is likely to include:

- Initial advice on the impact to the Property and retained land by the Operator's proposal and the ECC.
- Site inspection and/or representing you at any Operator surveys.
- Assessment of value for consideration (rent) and compensation.
- Advising you and negotiating appropriate terms, considering the Property, retained land and your current and future business or property objectives.
- Working with your appointed solicitors to prepare an agreement for completion.

The RICS professional statement (available on request) - *“Surveyors advising in respect of compulsory purchase and statutory compensation, 1st edition, April 2017”* - applies to this instruction as the Operator seeks your agreement in contemplation of, or under the shadow of statutory powers.

2. Fees and expenses

In accordance with the above RICS Professional Statement, the basis on which we propose to charge fees is as follows:

- Carter Jonas will calculate its fees for Professional Services on a time-spent basis as per the below rates.
- An Operator should meet the Property owner’s reasonably incurred legal and professional fees; as provided for by the compensation provisions of the Code. Where parties look to reach a consensual agreement, an operator will normally reimburse these fees up to a capped sum, or on conditional basis.
- We will seek an undertaking from the Operator’s solicitors on your behalf and on the best terms possible and report this to you before taking further instructions. You should be aware that as our client, you are responsible for payment of our fees which are not recoverable from the Operator, based on our normal payment terms (see below and our Terms).
- Any work which we undertake on instruction from you in relation to an objection to the proposals (as distinct from negotiating an agreement and/or compensation claim) will not usually be reimbursed by the Operator.
- Our budget estimate for this matter is broken down as follows, depending on the stage to which the Operator’s proposal progresses. The budget estimate is based on our experience of other similar matters and the scope set out in section 1 of this Letter.
 - Advise on initial approach/notices and negotiation and to reach consensual agreement for renewal - £2,500 +VAT

Carter Jonas will calculate its fees for Professional Services on a time-spent basis. Our current hourly rates are:

STAFF GRADE	Per hour
Partner	£ 295
Associate Partner/Consultant	£ 240
Associate	£ 210
Senior Surveyor/Planner	£ 180
Surveyor/Planner	£ 150
Assistant Surveyor/Planner/Graduate	£ 120

Rates for litigation, arbitration and expert witness instructions are subject to separate agreement.

Disbursements to be paid in addition and charged at our standard rates; rates available on request.

Unless otherwise agreed in writing, any/all costs associated with the work in respect of travel, accommodation, subsistence, Ordnance Survey, copyright royalties and other reasonable expenses will be charged in addition to the fee.

Fees are payable within 14 days of the date of the invoice. For the avoidance of doubt, all fees raised will remain due unless otherwise confirmed in writing by Carter Jonas unless you are following the disputed debts procedure as outlined in the Terms of Engagement.

3. Period of Engagement

Our appointment as your Agent shall commence from the date you sign this Agreement and continue until terminated by either party following the agreed notice period of 3 months, where such notice has been given in writing.

4. Invoicing instructions

To ensure that we issue invoices correctly we would like to confirm that invoices will be addressed as follows.

Dunsfold Parish Council
Unit 3, The Orchard
Chiddingfold Road
Dunsfold, GU8 4LH

Invoice to be sent to Clerk & RFO to Dunsfold Parish Council via email
(dunsfoldparishclerk@btconnect.com)

Please advise us immediately by email if:

- The invoice details are incorrect.
- You intend to assign a purchase order number.
- You require a supplier form to be completed to facilitate the payment of invoices.

5. Cyber crime and payments to us

Cyber crime and illegal scams are regrettably an increasing risk for us all and often affect email accounts and/or amendments to bank details. Carter Jonas cannot accept any liability for losses incurred by any such scams and we would bring your attention to section 3 of the Terms and Conditions which highlights the potential risks of frauds being perpetrated in the name of Carter Jonas and how to avoid these. Please also refer to our website notice for guidance on how to stay secure including paying particular attention to the email addresses of unsolicited emails, verifying the identities of recipients before sending sensitive information, having up-to-date antivirus software, and calling us if you have any doubts about the authenticity of a communication.

Specifically, we can confirm that we will never change our bank account details via email. If you intend to make a payment to us electronically and are in any doubt about the bank details, please contact us first to verify our account details. Carter Jonas will not accept liability for any payments into an incorrect account.

6. General assumptions and scope of enquiries

We will carry out such inspections and enquiries that are, in our professional judgement, appropriate and possible in the particular circumstances. Your attention is brought to the following matters where applicable:

a. Statutory/Bye-Law Requirements

It will be further assumed that the Property meets all statutory requirements in respect of planning, building regulations, environmental, employment, fire, health and safety matters and that any Fire Certificate for the Property is neither dependent nor conditional upon consents or licences from adjoining property owners.

b. Title

We will not inspect Title Deeds or undertake any Title searches. If there is any doubt about Title your solicitors should be instructed to advise us.

7. Limitation of Liability

It is our Policy to exclude and/or limit our liability to Client's in certain situations. Please read the "Limit of Liability" section in our Terms.

8. Data Protection

For the purpose of this Letter of Engagement, and unless agreed otherwise, the parties acknowledge that Carter Jonas shall be a Controller and you shall be a Processor in respect of its processing of Personal Data in connection with the provision of the Services set out in this Letter and the obligations in clause 30 of the Core Terms shall apply accordingly.

I trust you will find all in order but please do not hesitate to call me about this Letter or our Terms. To confirm your acceptance of this agreement please return a signed copy to me or provide your written acceptance by email otherwise your continuing instructions will amount to acceptance of this agreement.

Yours sincerely,



Alastair Edwards MRICS
Associate Partner

E: alastair.edwards@carterjonas.co.uk

T:

M: 07973 670144

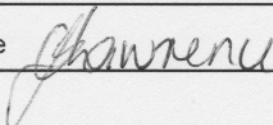
LETTER OF ENGAGEMENT – TELECOMS PROPERTY ADVICE TO DUNSFOLD PARISH COUNCIL AS TRUSTEE OF THE CHARITY KING GEORGE’S FIELD DUNSFOLD

CORNERSTONE TELECOMMUNICATIONS INFRASTRUCTURE LIMITED (“THE OPERATOR”) INSTALLATION PROPOSAL AT LAND KNOWN AS KING GEORGE V PLAYING FIELDS, DUNSFOLD COMMON RD, DUNSFOLD, GODALMING, SURREY, GU8 4LY (“THE PROPERTY”)

I/we instruct Carter Jonas LLP in accordance with the terms detailed within the Agreement.		
Signature	Date	
	Name	
	Position	

LETTER OF ENGAGEMENT – TELECOMS PROPERTY ADVICE TO DUNSFOLD PARISH COUNCIL AS TRUSTEE OF THE CHARITY KING GEORGE'S FIELD DUNSFOLD

CORNERSTONE TELECOMMUNICATIONS INFRASTRUCTURE LIMITED ("THE OPERATOR")
INSTALLATION PROPOSAL AT LAND KNOWN AS KING GEORGE V PLAYING FIELDS, DUNSFOLD
COMMON RD, DUNSFOLD, GODALMING, SURREY, GU8 4LY ("THE PROPERTY")

I/we instruct Carter Jonas LLP in accordance with the terms detailed within the Agreement.		
Signature 	Date	10/03/2023
	Name	Celeste Lawrence
	Position	Clerk + RFO



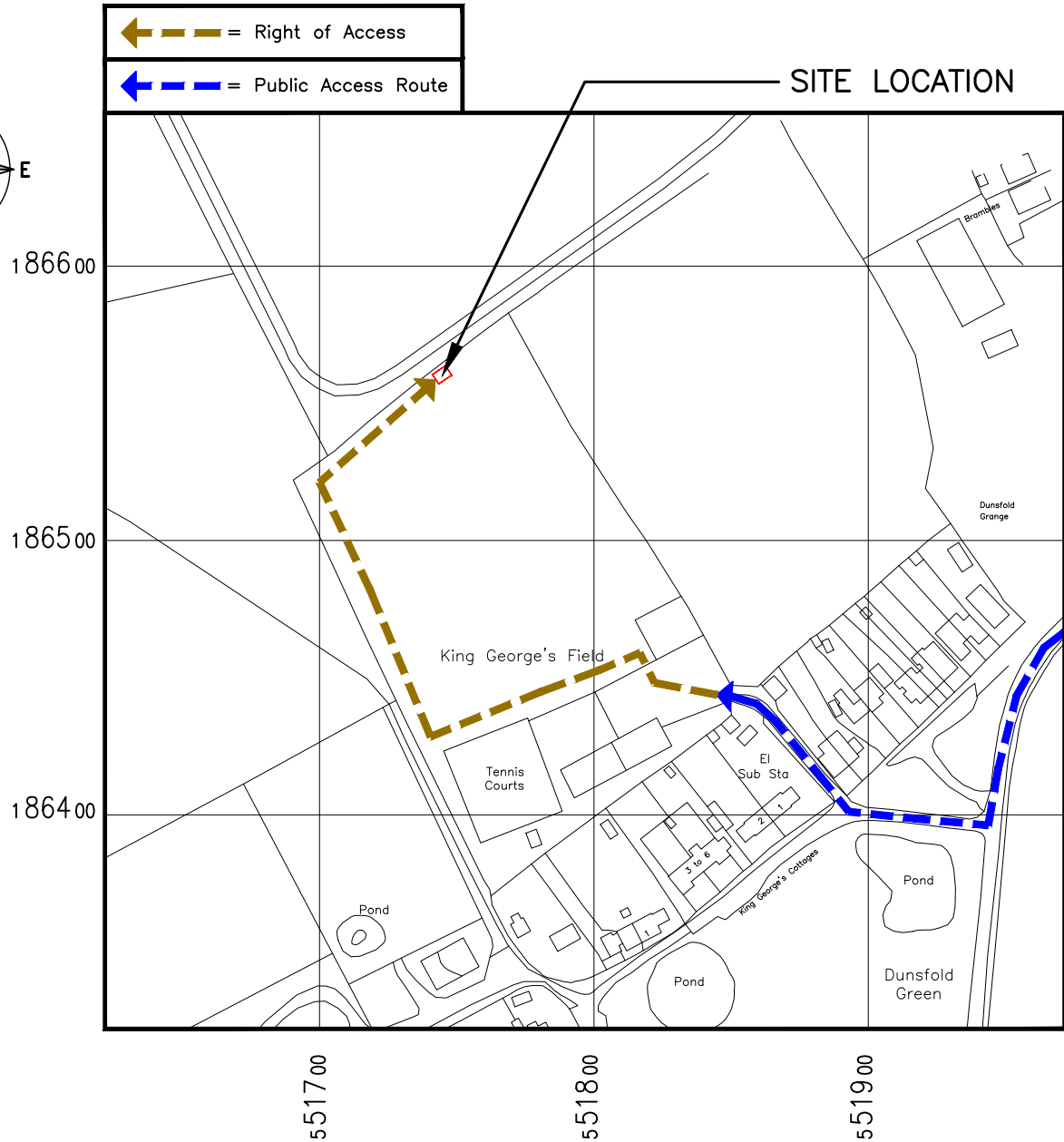
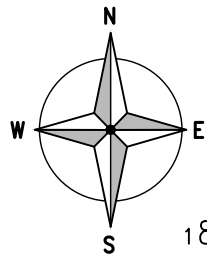
SITE LOCATION
(Scale 1:50000)

Ordnance Survey map extract
based upon Landranger map series
with the permission of the controller of
His Majesty's Stationery Office
Licence No. 0100023487
Crown copyright.



SITE PHOTOGRAPH

These drawings comply with VF & VMO2 Standard ICNIRP guidelines,
Designed in accordance with Cornerstone documents: SDN0008, SDN0009



DETAILED SITE LOCATION
(Scale 1:2500)

Based upon Ordnance Survey map extract
with the permission of the Controller of
His Majesty's Stationery Office.
Crown copyright.
Licence No. 100022432

ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R | E: 551732 N: 186513

DIRECTIONS TO SITE: HEAD NORTH ON A3(M), CONTINUE ONTO A3, AT HAM BARN ROUNDABOUT, TAKE THE 2ND EXIT ONTO LIPHOOK – PETERSFIELD BYP/A3, CONTINUE TO FOLLOW A3, TAKE THE A283/B3001 EXIT TOWARDS MILFORD/GODALMING/A3100/ELSTEAD, TAKE A3100 AND B2130 TO DUNSFOLD COMMON RD IN DUNSFOLD, AT MILFORD INTERCHANGE, TAKE THE 3RD EXIT ONTO A283, AT MILFORD INTERCHANGE, TAKE THE 1ST EXIT ONTO PORTSMOUTH RD/A3100, AT THE ROUNDABOUT, TAKE THE 1ST EXIT AND STAY ON PORTSMOUTH RD/A3100, CONTINUE TO FOLLOW A3100, AT THE ROUNDABOUT, TAKE THE 3RD EXIT ONTO SHACKSTEAD LN, GO THROUGH 1 ROUNDABOUT, CONTINUE ONTO TUESLEY LN, TURN LEFT ONTO QUARTERMILE RD, CONTINUE ONTO HOME FARM RD, TURN RIGHT ONTO BRIGHTON RD/B2130, CONTINUE TO FOLLOW B2130, TURN RIGHT ONTO DUNSFOLD COMMON RD, TURN RIGHT TO STAY ON DUNSFOLD COMMON RD, TURN LEFT TO STAY ON DUNSFOLD COMMON RD, DESTINATION WILL BE ON THE RIGHT.

NOTES:

A	Issued for Approval	JMS	RWB	08.02.23	
REV	MODIFICATION	BY	CH	DATE	

GallifordTry
WOLVEY - HINCKLEY - LEICESTERSHIRE - LE10 3JF
Tel: +44 (0)1455 222792 Fax: +44 (0)1455 222758

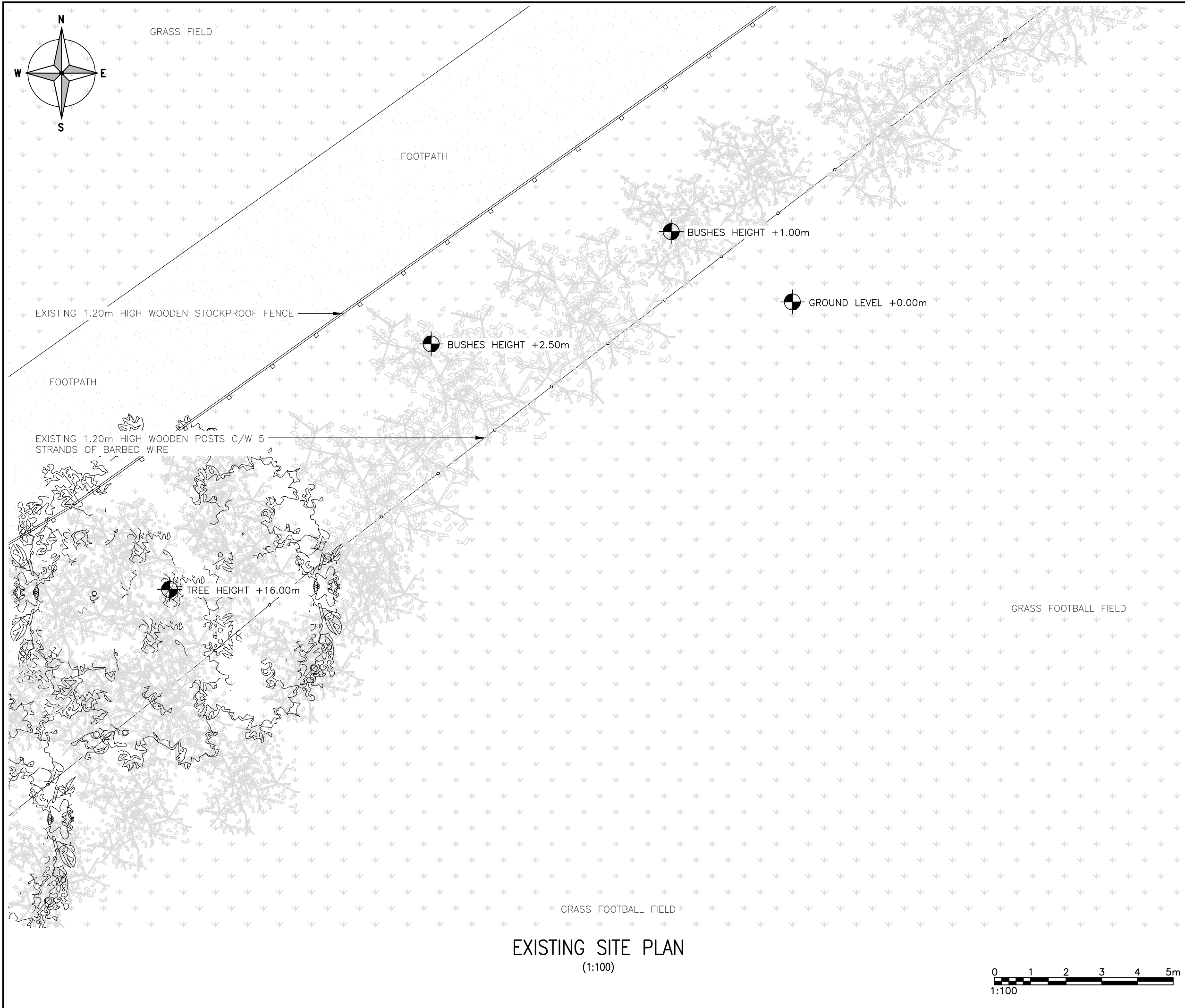
vodafone

Cell Name		Opt.
DUNSFOLD		A
Cell ID No		
CORNERSTONE	VF	VMO2
20809121	12955_0	50582

Site Address / Contact Details

KING GEORGE V PLAYING FIELDS
DUNSFOLD COMMON ROAD
GODALMING
SURREY
GU8 4LX

Drawing Title: SITE LOCATION MAPS				
Purpose of issue: PLANNING				Dwg Rev:
Drawing Number: 100				A
Surveyed By: MRS		Original Sheet Size: A3		Pack Issue:
Drawn: JMS	Date: 08.02.23	Checked: RWB	Date: 08.02.23	A



EXISTING SITE PLAN
(1:100)



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R E: 551732 N: 186513

NOTES:

A	Issued for Approval	JMS	RWB	08.02.23
REV	MODIFICATION	BY	CH	DATE



WOLVEY - HINCKLEY - LEICESTERSHIRE - LE10 3JF
Tel: +44 (0)1455 222792 Fax: +44 (0)1455 222758



Cell Name	Opt.
DUNSFOLD	A

Cell ID No		
CORNERSTONE	VF	VMO2
20809121	12955_0	50582

Site Address / Contact Details

KING GEORGE V PLAYING FIELDS
DUNSFORD COMMON ROAD
GODALMING
SURREY
GU8 4LX

Drawing Title: EXISTING SITE PLAN

Purpose of issue:	PLANNING	Dwg Rev:
Drawing Number:	200	A

Surveyed By:	Original Sheet Size:	Pack Issue:
MRS	A3	

Drawn:	Date:	Checked:	Date:	A
JMS	08.02.23	RWB	08.02.23	



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE


N.G.R

E: 551732


N: 186513

NOTES:

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REV	MODIFICATION	BY	CH	DATE



WOLVEY - HINCKLEY - LEICESTERSHIRE - LE10 3JF
Tel: +44 (0)1455 222792 Fax: +44 (0)1455 222758



Cell Name		Opt.
DUNSFOLD		A
Cell ID No		
CORNERSTONE	VF	VMO2
20809121	12955_0	50582

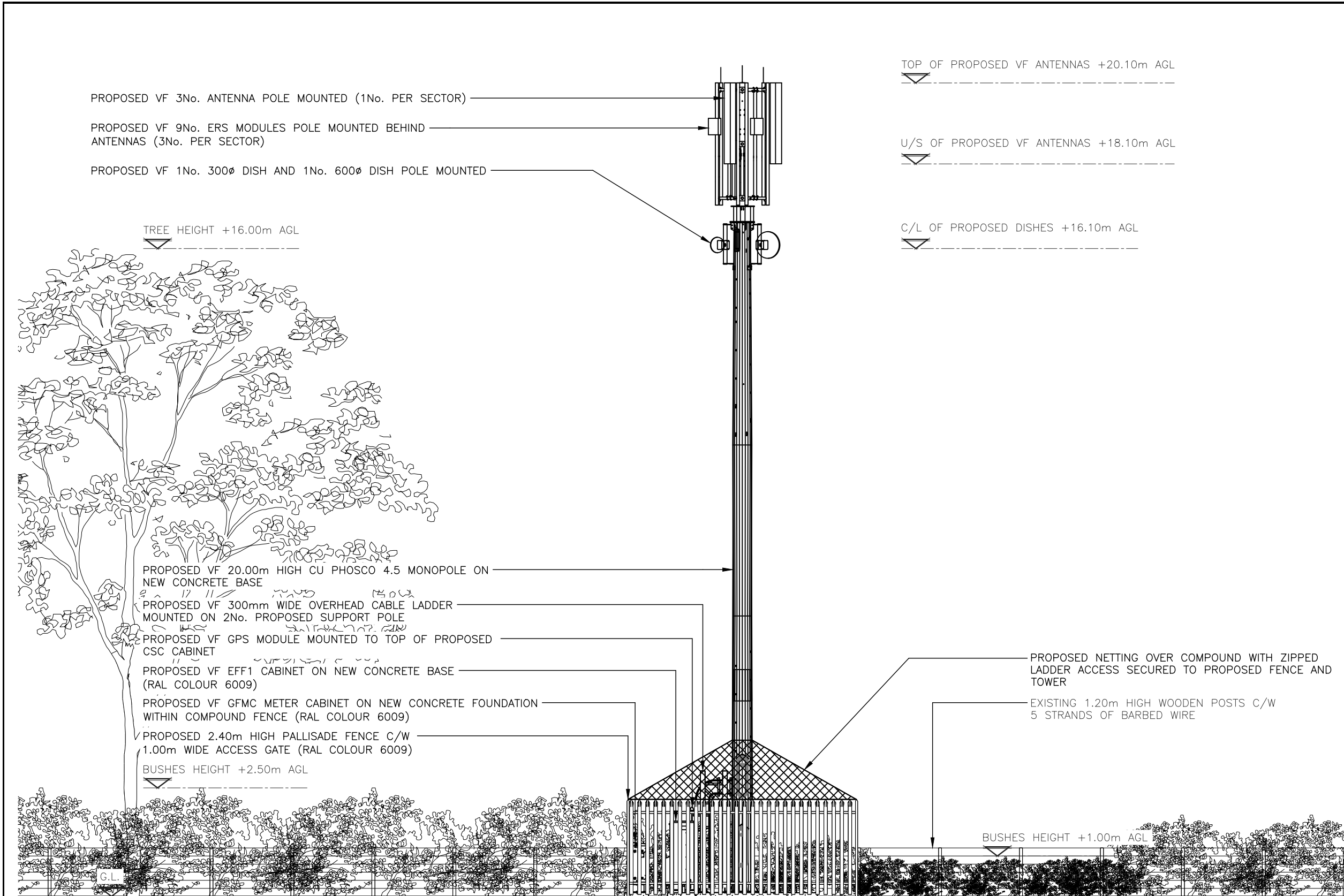
Site Address / Contact Details

KING GEORGE V PLAYING FIELDS
DUNSFORD COMMON ROAD
GODALMING
SURREY
GU8 4LX

Drawing Title:
EXISTING SITE ELEVATION

Purpose of issue:		Dwg Rev:		
PLANNING		A		
Drawing Number:				
300				
Surveyed By:	Original Sheet Size:	Pack Issue:		
MRS	A3			
Drawn:	Date:	Checked:	Date:	
JMS	08.02.23	RWB	08.02.23	A

SDNT0005 Version 1.3



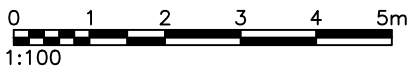
TOP OF PROPOSED VF ANTENNAS +20.10m AGL

U/S OF PROPOSED VF ANTENNAS +18.10m AGL

C/L OF PROPOSED DISHES +16.10m AGL

PROPOSED SOUTH WEST ELEVATION
(1:100)

These drawings comply with VF & VMO2 Standard ICNIRP guidelines,
Designed in accordance with Cornerstone documents: SDN0008, SDN0009



ALL DIMENSIONS ARE IN mm UNLESS NOTED OTHERWISE

N.G.R

E: 551732

N: 186513

NOTES:

A	Issued for Approval	JMS	RWB	08.02.23
REV	MODIFICATION	BY	CH	DATE

WOLVEY - HINCKLEY - LEICESTERSHIRE - LE10 3JF
Tel: +44 (0)1455 222792 Fax: +44 (0)1455 222758

Cell Name		Opt.
DUNSFOLD		A
Cell ID No		
CORNERSTONE	VF	VMO2
20809121	12955_0	50582

Site Address / Contact Details

KING GEORGE V PLAYING FIELDS
DUNSFORD COMMON ROAD
GODALMING
SURREY
GU8 4LX

Drawing Title:

PROPOSED SITE ELEVATION

Purpose of issue:		Dwg Rev:
PLANNING		
Drawing Number:		
301		A
Surveyed By:		Original Sheet Size:
MRS		A3
Drawn:	Date:	Checked:
JMS	08.02.23	RWB
		Date:
		08.02.23
		A

SDNT0005 Version 1.3

Our ref: CS20809121

Ms Celeste Lawrence - Parish Clerk
Dunsfold Parish Council
The Council Office
Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

31st March 2023

Dear Ms Lawrence,

**PROPOSED BASE STATION INSTALLATION AT CS20809121 – KING GEORGE V PLAYING FIELDS,
DUNSFOLD COMMON ROAD, GODALMING, GU8 4LX (NGR: 500540, 137060)**

Cornerstone is the UK's leading mobile infrastructure services company. We acquire, manage, and own over 20,000 sites and are committed to enabling best in class mobile connectivity for over half of all the country's mobile customers. We oversee works on behalf of telecommunications providers and wherever possible aim to:

- promote shared infrastructure
- maximise opportunities to consolidate the number of base stations
- significantly reduce the environmental impact of network development

As part of Cornerstone's continued network improvement program, there is a specific requirement for a radio base station at this location to provide coverage across a range of frequencies – 2G, 3G and 4G coverage is proposed to address the current coverage deficit in the area.

Mobiles can only work with a network of base stations in place where people want to use their mobile phones or other wireless devices. Without base stations, the mobile phones, and other devices we rely on simply won't work.

Please find below the details of the proposed site and the alternative site options considered and discounted in our site selection process: -

Our technical network requirement is as follows:

- **CS20809121 – KING GEORGE V PLAYING FIELDS**

The area suffers from poor telecoms coverage with parts of the area receiving no telecoms signal at all. As Cornerstone seeks to bring improved coverage to rural areas, a site is planned that will provide 2G, 3G and 4G coverage to Godalming and the surrounding area.

A number of options have been assessed in respect of the site search process and the preferred Vodafone option is as follows:

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3- 08/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
Hive 2, 1530 Arlington Business Park, Theale, Berkshire, RG7 4SA.

Registered in England & Wales No. 08087551.

VAT No. GB142 8555 06



Cornerstone, Hive 2,
1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

www.cornerstone.network

Sinclair Dalby Limited, 3 Princes Street, Bath, BA1 1HL

Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.

- **KING GEORGE V PLAYING FIELDS, DUNSFOLD COMMON ROAD, GODALMING, GU8 4LX (NGR: 500540, 137060)**

A 20m monopole is proposed on the northern boundary of the football pitch.

The site is outside of the conservation area that surrounds the village and the mast is located such that it will not be a focal point for any areas of the village – there are limited direct viewpoints from other parts of the village or from the surrounding roads and, although the mast will be visible from some areas – as it must be if it is to provide the required level of coverage – it will not be a dominant feature and its impact will be much ameliorated by the surrounding trees in the immediate and wider areas.

A planning application (TC/2017/0007) was submitted and approved for a 20m monopole in this location in 2017 but was not progressed at that time. That consent has now elapsed and Cornerstone are seeking to progress this new site in the same location with more updated technologies.

Alternative site options considered and rejected are as follows:

- **King George V Playing Fields, Dunsfold, Godalming, Surrey, GU8 4LX (NGR: 500450, 137060)**

A planning application was submitted prior to the one in the current location on a location adjacent to the tennis courts (TC/2017/0006) but planning was withdrawn following local objections and the site was relocated at the other end of the football pitch.

- **Dunsfold Cricket Ground, Dunsfold Common, Godalming, GU8 4LB (NGR: 500674, 135943)**

This was the originally proposed site following discussions with Waverley Council and a 15m Telegraph Pole style mast was proposed on common land adjacent to the war memorial. Following discussions with the Parish Council who advised that the local residents would not accept an installation in this location, the proposal was abandoned in favour of the current one.

- **BT Exchange, Dunsfold Common Rd, Dunsfold, GU8 4AJ (NGR: 500750, 136253)**

The building is about the size of a garden shed with similar land space in addition. It is in the conservation area in the heart of the village and is surrounded and overlooked by residences and is not considered suitable for a telecoms site.

- **St Marys and All saints Church, Church Rd, Dunsfold, GU8 4LT (NGR: 499833, 136345)**

Land height is 48m asl so is slightly below the target area and, due to intervening trees, a GF site in this location would not provide coverage. The church is equivalent in height to a 2 storey house and the small steeple does not over-sail the surrounding trees so any proposal within the steeple would also not provide local coverage

- **Surrey Fire Brigade, Binhams Lea, Dunsfold, GU8 4LG (NGR: 500676, 136478)**

Although there is a metal fire tower this is not high enough to over-sail the trees so would require antennas on long poles. This is unlikely to be acceptable in the conservation area

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3- 08/04/2021

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1530 Arlington Business Park,
Theale, Berkshire, RG7 4SA

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Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.

nor would a mast high enough to provide coverage as both options would be highly visible.

- **AFW Wilshire, Alfold Rd, Dunsfold, GU8 4NZ (NGR: 500925, 135709)**

This is a small industrial complex to the south east of Dunsfold at 53m asl on which a mast would provide at least partial coverage – this has been discounted in favour of the current site which will provide coverage to the whole of the target area.

The Local Planning Authority mast register, where available, and our records of other potential sites have already been reviewed, the policies in the Development Plan have been taken into account and the planning history of the site has been examined.

All Cornerstone installations are designed to be fully compliant with the public exposure guidelines established by the International Commission on Non-Ionizing Radiation Protection (ICNIRP). These guidelines have the support of UK Government, the European Union and they also have the formal backing of the World Health Organisation. A certificate of ICNIRP compliance will be included within the planning submission.

In order to give you time to send your comments or request further information, we commit to allow at least 14 days before an application is submitted to the Local Planning Authority. This 14-day period starts from the date at the top of this letter.

We would also be grateful if you could please advise of any local stakeholders or groups that might like to make comments.

We look forward to receiving any comments you may have on the proposal.

Should you have any queries regarding this matter, please do not hesitate to contact me (quoting cell number CS20809121).

Yours faithfully,



Vicky Ryder
Associate Director

Sinclair Dalby Limited
Email: vicky.ryder@sinclairdalby.co.uk
Mobile: +44 (0)7557 440911

(for and on behalf of Cornerstone)

In the first instance, all correspondence should be directed to the agent.

Cornerstone Planning Consultation Letter to Councillors - Standard V.3- 08/04/2021

Registered Address:

Cornerstone Telecommunications, Infrastructure Limited,
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Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.

Our Ref: Cornerstone 20809121

Parish Clerk
Dunsfold Parish Council
Unit 3, The Orchard
Chiddingfold Rd
Godalming
GU8 4PB

18th January 2023

**REQUEST TO ENTER INTO NEGOTIATIONS FOR AN AGREEMENT TO INSTALL
TELECOMMUNICATIONS APPARATUS**

Subject to contract

Dear Sir or Madam

SITE: land at King George V Playing Fields, Dunsfold, Surrey, GU8 4LX

I act on behalf of Cornerstone Telecommunications Infrastructure Limited (Cornerstone).

I understand that previous negotiations have already been undertaken but have since stalled. My client wishes to re-commence these negotiations for the installation of electronic communications equipment and in accordance with previous discussions, I am pleased to enclose proposed key terms and illustrative plans.

Cornerstone's aim is for an agreement to be reached on consensual terms. I therefore look forward to discussing the terms with you in more detail once you've had the opportunity to review.

As previously discussed, the Government has introduced new legislation in 2017, which governs the basis of occupation of operators in relation to land. This new legislation known as the Electronic Communications Code, helpfully sets out the parameters for any agreement to be reached and sets out the basis for assessing how much an operator should now pay a landowner.

Site Payment

The site payment comprises two elements, these being consideration and compensation. The consideration is based on the value of the underlying land, whilst compensation reimburses you for losses and costs incurred.

Professional Fees

In recognition of the work required to facilitate our further discussions, Cornerstone is willing to provide you with an undertaking of up to £2,000 plus VAT towards your fees in instructing a suitably qualified valuer and up to £2,000 plus VAT towards legal fees in completing a new agreement. This contribution where reasonably incurred, will be payable whether or not the matter proceeds to completion.

This is considered reasonable to enable your valuer and legal advisor to provide initial advice on the principles of the Code, carry out a valuation and provide detailed comments on the proposed Heads of Terms.

If you are unclear as to what is being asked of you, I would recommend that you obtain independent professional advice on the contents of this letter, the proposed enclosed Heads of Terms and draft agreement. Please let me know who you decide to instruct on your behalf together with their contact details.]

I trust that this clarifies Cornerstone's position and I will be in touch with you over the next few days to discuss this proposal. Alternatively, please feel free to contact me via the details provided below.

If you would like to find out more information about Cornerstone, please feel free to visit their website at www.cornerstone.network

Yours faithfully



Martin Allwork

Surveyor

Sinclair Dalby Ltd

martin.allwork@sinclairdalby.co.uk

Mobile: +44(0) 7730 928383

For and on behalf of Cornerstone Telecommunications Infrastructure Limited

We adhere to the professional standards in Ofcom's Code of Practice which outlines best practice to facilitate positive and productive engagement between the landowners and operators in respect of any agreement made under the Code. Click on the following link to access the document

https://www.ofcom.org.uk/data/assets/pdf_file/0025/108790/ECC-Code-of-Practice.pdf

Enc: heads of terms and proposed plans

Sinclair Dalby Limited, 3 Princes Street, Bath, BA1 1HL

Registered Office, Sinclair Dalby Limited, Springfield Lodge, Turners Hill Road, Kingscote, East Grinstead, West Sussex, RH19 4JZ. Registered in England 7610197.