

# DUNSFOLD PARISH COUNCIL

Tel: 01483 200980  
email:clerk@dunsfoldparishcouncil.gov.uk

Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU8 4PB

4th January 2024

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## **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 **8pm on Tuesday 9th January 2024**.

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

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## **AGENDA**

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### 1. APOLOGIES FOR ABSENCE

**Recommendation: To receive apologies for absence.**

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

**2.1 To receive declarations of interest from councillors on items on the agenda**

**2.2 To receive written requests for dispensations for disclosable pecuniary interests (if any)**

**2.3 To grant any requests for dispensation as appropriate**

### 3. PARISH COUNCIL MINUTES

**Recommendation: To approve the Minutes of the Parish Council meetings held on the 19th September, 10th October, 14th November and 12th December as a correct record of decisions taken and the Chair of the Council to sign the Minutes. To approve the Minutes of the Commons Committee meetings on 19th September 2023 and the 14th November and the Chair of the Council to sign.**

### 4. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING MINUTES

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

### 5. PLANNING NOTIFICATIONS

Attached to agenda.

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

### 6. PLANNING APPLICATIONS

**Recommendation: To consider the applications pending.**

**1. WA/2023/02564 - Land at Chiddingfold Storage Depot, Chiddingfold Road, Godalming, GU8 4PB  
Erection of two extensions to building a to provide additional storage processing office and amenity space. (County matters planning application registered for county planning authority.**

**2. WA/2023/02752 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA**

**Certificate of lawfulness under section 191 for installation of a dovecote on roof of garage building which was completed in excess of 10 years. Due 12/01**

**3. WA/2023/02740 - Millhanger Farmhouse, Chiddingfold Road, Dunsfold, GU8 4PB**

**Erection of a pool plant room and construction of a swimming pool with associated works. Due 26/01**

7. COMMITTEES

Draft attached to the agenda.

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

8. INTERNAL AUDITOR INTERIM AUDIT VISIT FOR FEBRUARY

**Recommendation: To AGREE to an interim internal audit at a cost of £240 plus travel to be allocated to Professional Fees.**

9. PRECEPT 2024/25

**Recommendation: To RATIFY item 11 from the December meetings incorrect figures to; estimated income £14546, estimated expenditure £66046. Precept to be submitted £51500. Clerk to submit to the Waverley Finance team.**

10. INFORMAL CONSULTATION ON THE NEIGHBOURHOOD PLAN

**No background documents.**

**To note an oral report on the proposed consultation approved at the December meeting.**

11. COMMITTEE CHAIRS

**Motion: This Council confirms the election of Cllrs. Singateh and Lindsay to be Chairs respectively of the Finance Committee and the KGV Committee.**

12. DUNSFOLD AMPHIBIAN RESCUE TEAM

Report attached to the agenda.

**To CONSENT to the installation, as in previous years, by the Dunsfold Amphibian Rescue Team of a low level temporary amphibian net on the common on the East side of the Dunsfold Common Road between the bend in the road near the entrance to the KGV (north end) and the entrance of Gratton Chase (south end), for the duration of the spring amphibian migration for 2024 and also subsequent years (lasting approximately from the last week of January to the last week of April).**

**To CONSENT to the erection of 2x temporary warning triangle signs of a maximum 600mm width at both ends of the amphibian net on the common, subject to the Dunsfold Amphibian Rescue Team members obtaining any other necessary consents.**

13. WAVERLEY BOROUGH COUNCIL

**To receive a report on matters from Waverley Borough Council**

14. SURREY COUNTY COUNCIL

**To receive a report on matters from Surrey County Council.**

15. RECEIPTS AND PAYMENTS

Attached to agenda.

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

SUSPEND THE MEETING FOR THE COMMONS COMMITTEE MEETING TO TAKE PLACE

16. RATIFY COMMONS COMMITTEE MEETING

**Recommendation: The Chair of the Council to report on the proceedings of the Commons Committee meeting held and members to resolve to adopt the recommendations.**

17. FUTURE AGENDAS

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

18. 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.**

Staff Training

**This item may be held in a confidential session - reason: staff training**

## Planning Notifications from Waverley January 2024

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. Email sent 19/12/23 for an update. WBC 19/12 "I have asked this application to be re-allocated to a new officer as the officer for the application has since left. Once a new officer has been allocated, they will be in contact with an update." Sam Wallis 2/1/24 "I've just been reallocated the above application from a previous officer who has since left which I note is significantly delayed. Given the delay, I do want to review urgently. I've pencilled in to review next week and if there are any outstanding matters to address before a decision can be issued, I'll email accordingly."

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

Erection of fencing gates and piers.

Decision: Pending. Email sent 28/9 for an update. 30/10 WBC "Sorry for the delay in replying to you. I am on leave for most of this week but I will respond to you next week." Email sent 19/12/23 for an update. WBC 19/12 Out of office until 3rd Jan. WBC 3/1/24 "I have recently received confirmation from Surrey County Council Countryside Access Officer that there had been some encroachment of the fencing across the pathway and that the path had been made less accessible due to this. The land owner has since moved the fence and improved the path surface to his satisfaction. Therefore the decision can now be issued and I will be doing this very soon."

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. Email sent 19/12/23 for an update. WBC 19/12 "I have asked this application to be re-allocated to a new officer as the officer for the application has since left. Once a new officer has been allocated, they will be in contact with 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. Email sent 19/12/23 for an update. WBC 19/12 "Please would you be able to confirm accordingly to them?" sent to case officer. WBC 3/1/24 "This application is being dealt with by the legal team who are prioritising it to be completed."

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. Email sent 19/12/23 for an update. WBC 19/12 "Dylan Campbell no longer works for the Council and the application has been reallocated to Russell Brown. I will forward your email to him and he should be able to provide you with more information." Russell Brown response "I have reviewed your objection on behalf of Dunsfold Parish Council. I don't see any reason to request how many events (and set up and take down days) have taken place since the original permission was granted, but this is probably less than anticipated due to the Covid-19 pandemic, especially given its impact on the leisure and hospitality industry. I think it is hard for the applicants to produce evidence to indicate the level of anticipated demand over future years beyond the unfulfilled planned weddings they have from the pandemic (which may well have taken place by now).

I note that you refer to the extension to 100 events reverting to 75 and the possibility of making that number permanent in the future. However, what is proposed is for the number of events to be set at 100 in perpetuity (subject to any further increase that may be applied for), therefore removing the possibility of a return to 75 events after the passing of two years. Of course, 100 events is an upper limit and it may be that they only host, for example, 80 in any given calendar year. Were it to be the case in the future that the applicants applied for a further increase beyond 100 then, as you say, this may be on a time limited basis to assess the impact of a greater number of events.

Email 2/1/24: I will be looking to determine this application in the next couple of weeks and the Waverley website will be updated accordingly when the decision notice is issued.

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. Email sent 19/12/23 for an update. WBC 19/12 "According to our records the application is still outstanding so I will forward your email to Wanda Jarnecki to give you an update on it."

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 sul 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 12<sup>th</sup> December 2023.

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

Erection of extensions.

Decision: Pending

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.

Decision: Withdrawn

TC/2023/02325 - King George V Playing Fields, Dunsfold Common Road, Dunsfold

General permitted development order 2015 schedule 2 part 16 class a. Installation of a 20m monopole supporting 3 no. Antennas 1 no. 0.6M microwave dish and 1 no 3 dish the installation of 2 no. Equipment cabinets 1 no. Meter cabinet and ancillary equipment within a 2.4M high fenced compound and associated ancillary equipment. Due 20/11

Decision: Prior approval required and granted

WA/2023/02364 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Certificate of lawfulness under section 192 for alterations to existing stable outbuilding for use as ancillary residential accommodation.

Decision: Certificate granted

WA/2023/02366 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ

Certificate under section 192 for erection of a single storey extension to existing dwelling. No due date

Decision: Certificate granted

WA/2023/02365 - Dungate Farm, Plaistow Road, Dunsfold, GU8 4PJ  
Erection of extensions and alterations. Due 25/11  
Decision: Granted

PRA/2023/02372 - Woodcote, Fisher Lane, Dunsfold, GU8 4PH  
Erection of a single storey rear extension which would extend 8 m beyond the rear wall of the original house for which the height would be 3.95 M and for which the height of the eaves would be 2.30 M.  
Notice under Article 13 and 36 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Due 01/12  
Decision: Refuse not permitted development

Appeal APP/R3650/W/23/3332590: Land at Coombebury Cottage GU8 4NBWA/2022/03032  
Land at Coombebury Cottage, The Green, Dunsfold, GU8 4NB  
Outline application with some matters reserved except for access for erection of up to 53 dwellings public open space landscaping and related infrastructure following demolition of existing buildings.  
Dates: 18th December interested parties to make comment. Confirmation of comments received. Enquiry evidence due 7th February 2024, event date 6th March 2024

WA/2023/02460 - Woodcote, Fisher Lane, Dunsfold, GU8 4PH  
Certificate of lawfulness under section 192 for erection of single storey extension.  
Decision: Pending

WA/2023/02496 - Barbarons, Plaistow Road, Dunsfold, GU8 4PF  
Erection of extensions and alterations following demolition of existing single storey element.  
Decision: Pending

WA/2023/02495 - Barbarons, Plaistow Road, Dunsfold, GU8 4PF  
Certificate of lawfulness under section 192 for erection of a single storey extension.  
Decision: Pending

WA/2023/02582 - Knightons Lodge, Knightons Lane, Dunsfold, GU8 4NU  
Certificate of lawfulness under section 192 for erection of a two storey rear extension following demolition of existing single storey rear extension.  
Decision: Pending

WA/2023/02556 - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, GU8 4PA  
Certificate of lawfulness under section 192 for the proposed siting of a shipping container for use ancillary to residential property.  
Decision: Pending

WA/2023/02564 - Land at Chiddingfold Storage Depot, Chiddingfold Road, Godalming, GU8 4PB Erection of two extensions to building a to provide additional storage processing office and amenity space. (County matters planning application registered for county planning authority.  
Decision: Pending

WBC Licensing Application - An application has been received for a new premises licence. The application is for Off sales and Opening hours 08:00-20:00 Monday to Friday and 09:00-20:00 Saturday and Sunday (A distillery for the production of spirit based alcohol products (primarily gin), with online retail and wholesale sales. The premises shall not be open to the public). If you would like to make comment or representation on this application, the last date for representations is **2nd January 2024**. All correspondence in relation to this application or if you have any queries in respect of this application, please do not hesitate to contact this office via email to [licensing@waverley.gov.uk](mailto:licensing@waverley.gov.uk). Premises: Surrey Copper Distillery; Application Type: New; Address:222 Dunsfold Park, Stovolds Hill, Cranleigh, GU6 8G; Applicant: PEMI Brands Limited.  
Decision: Pending

Draft 31/05/23

Updated 15/08/23

Updated 10/10/23 DPC meeting

## Dunsfold Parish Council 2023 Structure

*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	
Commons -inc. and jubilee garden All councillors Working party Roy/ Ginny/ Jane	Vehicle Activated Speed sign Tigi	Friends of Dunsfold Common War memorial Lynne Enticknap Alastair Bentall?	Fete organising committee Ginny/ Mel	Hon Remembrance Officer S Jones
KGV Mgmt All councillors Working party Mel/ Tigi/ Nigel <i>See ToR for details</i>	AONB Mel/Chris	Neighbourhood Watch Officer Chris/Tigi/Mel	Dunsfold Park Advisory Group Nigel	<i>[Litter pick?]</i>
Personnel Jane/ Ginny ToR in place	Neighbourhood Plan Mel/ Jane/ Roy/ Nigel/ Chris	Rights of Way Ginny	Dunsfold Speed watch Jane/Mel	
Planning All councillors	<i>[Strategy / parish plan?]</i>		Amphibian rescue team Mel	
	<i>[non-DPC owned village assets?]</i>		Waverley Town & Parish Meetings Nigel	

January 2024

Expenditure		
Olema Engineering	Office rent	180.00
Sage Global Services	Payroll	9.60
Staff Costs	Payroll	3011.09
April Skies Accounting	Interim internal audit	175.10
Community Heartbeat	Telephone system	120.00
JG Contractors	Pad stones for bench Platinum Gardens	342.00
JG Contractors	2 x bridges Platinum Gardens	3594.00
JG Contractors	Ditch clearing Gratton Wood	2718.48
SLCC	Annual membership	177.00
SLCC	Training	300.00
Surrey Hills Solicitors	Legal advice	330.00
KGV Centre Dunsfold	Grant from 2023/24 precept	3000.00
KGV Centre Dunsfold	Play area maintenance 2023/24 precept	2000.00
RJ Walker	Trees in Mill Lane	510.00
		<b>16467.27</b>
Invoices to approve		
BT	Telephone and broadband	189.95
Dunsfold Gardens	Ditch digging	340.00
Income		0.00

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4th January 2024

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## **NOTICE OF A MEETING OF THE COMMONS COMMITTEE**

Members of the Commons Committee are summoned to attend a meeting of the Commons Committee to be held at during a suspension of the Parish Council meeting on **Tuesday 9th January 2024 in the Nugent Room of the Winn Hall, Dunsfold.**

Celeste Lawrence  
Clerk to the Council

## **AGENDA**

1. APOLOGIES FOR ABSENCE  
**Recommendation: To receive apologies for absence.**
2. MINUTES  
**Recommendation: To receive for confirmation the Minutes of the Meetings held on 19th September 2023 and 14th November 2023.**
3. REVIEW OF ACTIONS FROM THE PREVIOUS MEETING MINUTES  
**Recommendation: To review any matters outstanding from the previous minutes and record progress.**
4. REPORT FROM THE CHAIR OF THE COMMONS STEERING GROUP  
**For information: To receive a report from the Chair of the Commons Steering Group.**
5. S106 MONIES  
**For information: To receive a report on tree works being done with the S106 monies.**
6. WOODLAND AND POND MANAGEMENT PROGRAMME  
**For information: To receive a report on the progress of the management plan.**
7. COMMON AREA ISSUES  
**For information: To consider any other issues relating to the Common area.**