

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

MINUTES

Minutes of the Parish Council Meeting held on Tuesday 12th December 2023
at 7.30 pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Chris Lindesay - Vice Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Mel Shone

Cllr Tigi Singhateh

Cllr Ginny Fraser

Clerk to meeting: Celeste Lawrence, Clerk & RFO

Public: 6

1. APOLOGIES FOR ABSENCE

None.

2. DECLARATIONS OF INTERESTS AND DISPENSATIONS

2.1 - Cllr Waterson declared an interest and dispensation in items 6 & 8, planning applications and Coombebury Cottage/Sigma appeal

Cllr Wright declared an interest and dispensation in items 6 & 8, planning applications and Coombebury Cottage/Sigma appeal

Cllr Shone declared an interest and dispensation in items 6 & 8, planning applications and Coombebury Cottage/Sigma appeal, an Other Registrable Interest in items 10 & 11 and a Non Registrable Interest in items 10 & 11.

2.2 Cllr Shone requested a dispensation on items 10 - Precept 2024/25 and 11 - Precept 2024/25 and Finance - item 1 agree the precept (items 2-4 unaffected) for a 4 year period to remain in the meeting for the discussion but not to participate or vote.

2.3 Cllr Shone's dispensations were agreed by all members.

3. PARISH COUNCIL MINUTES OF THE PREVIOUS MEETING

The Chair did not sign the Minutes of the Parish Council meetings held on the 19th September, 10th October and 14th November and the Commons Committee meeting on 19th September 2023. No vote was taken.

4. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING

Nothing.

5. PLANNING NOTIFICATIONS

Circulated with the agenda.

6. PLANNING APPLICATIONS

WA/2023/02460 - Woodcote, Fisher Lane, Dunsfold, GU8 4PH

Certificate of lawfulness under section 192 for erection of single storey extension.

Decision: No comment: agreed by members.

WA/2023/02496 - Barbarons, Plaistow Road, Dunsfold, GU8 4PF

Erection of extensions and alterations following demolition of existing single storey element.

Decision: No comment: agreed by members.

WA/2023/02495 - Barbarons, Plaistow Road, Dunsfold, GU8 4PF

Certificate of lawfulness under section 192 for erection of a single storey extension.
Decision: No comment: agreed by members.

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: No comment: agreed by members.

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: Submit previous objection; agreed by members.

WA/2023/02564 - Land at Chiddingfold Storage Depot, Chiddingfold Road, Godalming, GU8 4PB
Erection of two extensions to building to provide additional storage processing office and amenity space. (County matters planning application registered for county planning authority).
Decision: Cllr Shone to draft response to circulate; agreed by members.

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.
Premises: Surrey Copper Distillery; Application Type: New; Address: 222 Dunsfold Park, Stovolds Hill, Cranleigh, GU6 8G; Applicant: PEMI Brands Limited.
Decision: No comment: agreed by members.

WA/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. Attached to the agenda: Draft Appeal Response, June 2023 Appeal Decision Notice, January 23 Appeal Decision.
Decision: Submit appeal draft as circulated with the agenda. Agreed by members.

Cllr Waterson proposed; Cllr Lindesay seconded that items 7 & 8 are reversed. Motion carried.

7. COOMBEBURY COTTAGE/SIGMA APPEAL

Attached to the agenda: DPC'S Status at Sigma Planning Appeal Inquiry
Motion: That this Council authorises the Chair, Cllr. Nigel Waterson, (or a substitute councillor if he is unavailable) to appear at the Inquiry to represent the Council and present its views on the planning appeal relating to Coombebury Cottage, Dunsfold (APP/R3650/W/23/3332590).
Proposed by Cllr Waterson; seconded by Cllr Wright; Cllrs Enticknap and Lindesay abstained and 3 members agreed.

8. NEIGHBOURHOOD PLAN

Attached to the agenda: Draft Structure of Policies, Sustainable Housing Site Selection Criteria, Informal Consultation on NP Site Criteria.

The Chair paused item 8 to open the meeting to the public at 8.30pm

The Ramblers Local Footpath Secretary informed the council that the Rights of Way Improvement Plan is conducted every 10 - 12 years and is due for consultation in 2024. He gave a short presentation encouraging consultees to be aware and ready for the consultation on where the footpath system could be improved. The council was introduced to the new Footpath Warden.

Neighbourhood Plan - A parishioner enquired if the council will go out to the public for an opportunity to put their sites forward for site selection as it is over 6 years since it was last done and there may be more appropriate sites now available.

A parishioner enquired if what, if anything, the council could do anything on behalf of the village about the

issue of Stovolds Hill development. Cllr Fraser to liaise with neighbouring councils who are collaborating on the matter.

The Chair closed the meeting to the public at 8.47pm

Item 8 continued:

Motion: That this Council authorises expenditure up to a maximum of £750 on an informal village consultation on draft Housing Site Selection Criteria for the Neighbourhood Plan.

Proposed by Cllr Waterson; seconded by Cllr Wright; 2 members abstained and 3 members agreed.

The Finance committee to agree as to where the funds could be authorised.

Cllr Waterson proposed; Cllr Enticknap seconded and the council agreed to move items 12 & 13 forward to this point.

9. SURREY COUNTY COUNCIL AND WAVERLEY BOROUGH COUNCIL

Cllr Deanus reported that he has a copy of the Statement of Common Ground from Waverley regarding the appeal: APP/R3650/W/23/3332590: Land at Coombebury Cottage GU8 4NB. An informal meeting to discuss the document would be held at 11am after the Saturday surgery on the 16th December.

He further reported that the Stovolds Hill encampment was ongoing and complex. The biggest impact on the continuing development is on Dunsfold and Hascombe. Cllr Fraser has agreed to liaise with Bramley and Alfold councils.

£106 money held by the council would be subject to agreeing with Waverley what the council will be spending the money on.

10. KGV

Note attached to the agenda.

Motion: To resolve to release funds from the budget to fund maintenance works and internal and external changes to the KGV buildings and maintenance of the KGV playground as well as repairs.

9.30pm Cllr Waterson proposed; Cllr Singhateh seconded and all agreed to extend the meeting til 10pm.

Amended motion: To resolve to release the £3k granted in the 2023/24 precept and the £2k village play area maintenance in the 2023/24 precept to the KGV charity account for the purposes of the charitable trust.

Cllr Shone proposed the amendment; Cllr Lindesay seconded the amendment; all members agreed.

Cllr Singhateh proposed the amended motion; Cllr Shone seconded the amended motion; all members agreed.

11. PRECEPT 2024/25

Cllr Shone did not participate in the discussion.

Draft precept document attached to the agenda.

After discussion, it was proposed that the Waverley required Parish Precept 2024/25 form will be submitted to Waverley by the due date of 5th January 2024 and consist of: £66046 expenditure, £36792 income precept £51254, rounded up to £51500.

The income was made up of funds of: underspend 2023/24 £11k, £2349 locality grant, £1k Friends of Dunsfold Common, £3140 interest on deposit account transfer from reserves of £17k.

Proposed by Cllr Lindesay; seconded by Cllr Singhateh; agreed by all members.

12. PRECEPT 2024/25 AND FINANCE

Attached to the agenda: Investment Strategy and Unity Bank paper. Note: Precept outlook paper not available.

Motion 1) To agree a Precept increase in line with Inflation currently 4.6%.

Cllr Lindesay withdrew the motion.

Motion 2) To adopt an investment strategy as per the attached document recommended by our internal auditor.

Cllr Lindesay proposed; Cllr Waterson seconded; all members agreed.

Motion 3) To authorise the Clerk to begin the process of opening an additional current and deposit banking account arrangement with Unity Bank - see attached paper.

Cllr Lindesay proposed; Cllr Singhateh seconded; all members agreed.

Motion 4) Financial Deposits: To authorise financial signatories to transfer an appropriate amount of 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.
 Cllr Lindesay proposed; Cllr Singhateh seconded; all members agreed.

December 2023

December 2023		
Expenditure		
Olema Engineering	Office rent	180.00
Sage Global Services	Payroll	9.60
ICO	Data protection	35.00
		224.60
Invoices to approve		
Dunsfold Gardens	Removal of trees Mill Lane	340.00
		340.00
KGV		
EDF	Electricity	585.28
		585.28
Income		0.00

13. RECEIPTS AND PAYMENTS

Dunsfold Gardens amended to the total of £510.

14. FUTURE AGENDAS

None.

15. PRESS AND PUBLIC

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

There being no further business, the Chair of the Council closed the meeting at 10.05pm. The next Parish Council meeting will be held on 9th January 2023 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council.....

Dated.....