

DUNSFOLD PARISH COUNCIL

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Chiddingfold Road
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GU84PB

Minutes

Minutes of the Parish Council Meeting held on Tuesday 8th October 2024 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Ginny Fraser

Cllr Tigi Singhateh

Cllr Chris Lindesay - Vice Chair

Cllr Dave Griffithss

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 9

1. APOLOGIES FOR ABSENCE

No apologies were received. Clerk noted for the record.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 None declared.

2.2 None declared.

2.3 None declared.

3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 24th September 2024 as circulated, were agreed unanimously as a true record for the Chair to sign.

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

Cllr Griffithss noted that a working party for the former school site had originally agreed to meet on 17th October but had to be rescheduled due to availability and new dates were being considered. Updates to follow.

5. PLANNING NOTIFICATIONS

[WA/2023/00302](#) – Wrotham Hill Cottage, Wrotham Hill, Dunsfold, Godalming, 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. (APPEAL ALLOWED). Councillors noted for the record.

[WA/2023/02556](#) - Wrotham Hill Cottage, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Certificate of lawfulness under section 192 for the proposed siting of a shipping container for use ancillary to residential property. (REFUSED – APPLICANT APPEALING, PROCEEDING AS WRITTEN REPRESENTATIONS, DEADLINE 25TH OCTOBER 2025). Councillors noted for the record, Locum Clerk to write and refer to previous comments.

[WA/2023/01020](#) – Land Coordinates 500925 136002 To the North of Miller Lane and Alfold Road, Dunsfold, Godalming. 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 (as amplified by drainage information received 16/05/2023). (REFUSED). Councillors noted the decision, despite their support for the scheme. Cllr Waterson to write to express his concerns to Waverley's Head of Planning. Update to follow.

[WA/2024/00147](#) – Land Centred Coordinates 500833 137030 Between Chennels Cottage and 1 Burdocks, The Green, Dunsfold, Godalming. Application for the use of and upgrade of an existing access in connection with the approved development reference WA/2021/03081. (REFUSED, RESUBMISSION). Councillors noted the application had been referred to the Inspector for Appeal on 12th November 2024. Locum Clerk to write to the Inspector expressing concerns on the application.

6. PLANNING APPLICATIONS

Recommendation: To consider the applications pending:

[WA/2024/01792](#) – Ashdown, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Erection of extension and alterations to existing detached garage. Councillors motioned no comment.

[WA/2024/01822](#) - Ashdown, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Certificate of lawfulness under section 191 for existing operational development for erection of gates piers and fencing. Councillors motioned no comment.

[WA/2024/01879](#) - Ashdown, Chiddingfold Road, Dunsfold, Godalming, GU8 4PB. Certificate of lawfulness under section 192 for erection of 1.2M high post and rail fencing and brick extension to existing piers. Councillors motioned no comment.

[WA/2024/01783](#) – South Fork, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Certificate of lawfulness under section 192 for the siting of a caravan compliant container for residential use as sanctioned by consent WA/2022/01276. Councillors motioned no objection.

[WA/2024/01764](#) - South Fork, Wrotham Hill, Dunsfold, Godalming, GU8 4PA. Certificate of lawfulness under section 192 for the siting of a caravan for residential use. Councillors motioned no objection.

[WA/2024/01749](#) – The Gate House, Burningfold Hall, Chapel Hill, Godalming, GU8 4NZ. Erection of extensions and alterations (revision of WA/2023/02068). Councillors noted adjacent residents objections to the proposals. Whilst the parish council had no material objections to the proposals, it was noted that residents comments should be noted and provisions made for drainage, privacy and light. Locum Clerk to write.

[WA/2024/01742](#) – Newell Cottage, The Common, Dunsfold, Godalming GU8 4LJ. Erection of a single storey extension and alterations together with alterations to attached garage to provide additional habitable accommodation. Councillors motioned no comment.

[WA/2020/01794](#) – Land Centred Coordinates 500833 137030 Between Chennels Cottage & 1 Burdocks, The Green, Dunsfold, Godalming. Application for the use of and upgrade of an existing access in connection with the approved development reference WA/2021/03081. Councillors motioned to object to the proposals for site access following the allotted appeal for non-determination. Material considerations included the impact on Chennels Cottage and traffic safety. Cllr Deanus agreed to call the application to Committee should it reach 20 objections. Locum Clerk to write.

7. WAVERLEY BOROUGH COUNCIL

Cllr Deanus noted that staffing remained an issue. He further noted that nationally, under the new Labour administration, there were likely to be changes to local and regional government.

8. SURREY COUNTY COUNCIL

Cllr Deanus noted that the HGV ban was well underway; contractors had been appointed to erect the signs in the area and that the legalities had been concluded. It is likely that signs would be up by the end of the year (110 in total) and that HGV watches could be undertaken by residents. Cllr Deanus also noted that he had funds available from his allowance to allow for community works and encouraged the council to look at projects and apply. If flooding was an issue for residents, he could be contacted for assistance.

9. HERITAGE FEATURES CONSULTATION

It was noted that Cllr Enticknap had completed his initial assessment of the Heritage Features Consultation which

was to be passed over to Cllr Fraser, who was liaising with a member of the public on Dunsfold Parish's response. It was noted that the Holy Well in the field by the church was not included in the review and should be noted for the record.

10. TO SET DATES FOR THE COMMONS COMMITTEE AND THE KGV COMMITTEES FOR THE REMAINDER OF 2024/25

The Locum clerk noted that she had set provisional dates for the recommencement dates for the Commons Committee and KGV Committee, which were historically held bi-monthly. The Clerk noted that the commencement dates would start from 18th November at 7.30pm in Winn Hall's Nugent Room and bi-monthly thereafter. Cllr Waterson reminded the council that a meeting of the Finance Committee also needed to be fixed. Cllr Waterson proposed the meeting dates for the Commons and KGV Committees start on 18th November and bi-monthly thereafter. Seconded by Cllr Lindesay. Agreed unanimously. Locum Clerk to note and liaise with Committee Chairs to set agendas and book the village hall.

11. GYPSY, TREAVELLER AND ROMA (GTR) INQUIRIES.

Cllr Waterson noted that progress was being made with the four parishes in terms of representations at the November Inquiries. Cllr Waterson noted that he would be speaking on behalf of Dunsfold Parish Council at the Inquiry. Guidance would need to be provided in relation to confidentiality which is being sought by the Locum Clerk.

Cllr Waterson also noted that a new caravan which had been recently installed, is a breach of the High Court Injunction which is on place on the site and legal advice was forthcoming from Waverley Borough Council. There was no further movement from Waverley on an out of hours contact number of planning enforcement breaches which is being chased up by the Ward councillor. Updates would be forthcoming from the joint parishes and Waverley on the emerging situation and the Locum Clerk would continue to pass information on to Dunsfold Parish Council.

12. CORRESPONDENCE

Cllr Waterson noted that he had been contacted by Guildford Diocese about the Old School site on Dunsfold Common Road. It was proposed by Cllr Waterson that they be invited to the November meeting to speak about the development in the public section. Seconded by Cllr Griffiths. Agreed unanimously, Locum Clerk to arrange.

13. RECEIPTS AND PAYMENTS

October 2024

Julie Flenley	Locum Fees – September 2024 (Inv. #004)	£2415.00
Dunsfold Gardens	September strimming - commons	510.00
Surrey ALC	Invoices 2705	397.48

Councillors noted the above for payment for October 2024. Councillors agreed unanimously to pay – Cllr Wright to liaise with Cllr Waterson to settle, until the Locum Clerk is able to do so. It was noted by Cllr Lindesay that the KGV payments were to be listed separately from the DPC payments. The Locum Clerk noted for future payments.

14. BANK RECONCILIATIONS

Councillors noted the bank reconciliations for the month of October against bank statements for the general account. Cllr Lindesay proposed that they were signed off, seconded by Cllr Waterson. Unanimously agreed, Locum noted for the record and to retain signed copies on file.

15. TO RESOLVE TO AWARD DUNSFOLD BONFIRE COMMITTEE A \$137 DONATION

Cllr Wright proposed a notional sum of £200 towards the insurance for the annual bonfire which is to be held on 2nd November. Cllr Singhateh agreed that a donation towards the insurance would be welcome but given the insurance landscape for stand-alone policies, it was likely to cost closer to £500 for the event. Cllr Singhateh proposed that the council reconsider the grant, and that the council award £500 to the bonfire to cover the annual insurance cost. Seconded by Cllr Waterson, agreed unanimously. Motion carried. Cllrs Waterson and Wright to

liaise to make the payment to the Bonfire Committee once bank details are confirmed. Locum Clerk to note for the record.

16. TO DISCUSS AND AGREE QUOTE FOR POND CUTBACK WORKS

Cllr Enticknap noted that the ponds required cut backs with a flail cutter to the waterline to allow the swans to re-enter. A quote had been obtained for a contractor who had equipment to reach over the weeds to cut back, with fine arisings, the weeds which was causing issues. No fauna or flora in the water would be disturbed as a result of the process and the quote was for £350 per day which would be sufficient to cut back both the Swan Pond and School Pond. If the work was of a good standard, other ponds would be considered as part of the maintenance schedule. Cllr Enticknap proposed that a days' work at £350 be agreed and contractor appointed for one day. Seconded by Cllr Griffiths. Agreed unanimously, motion carried. Cllr Enticknap to instruct contractor and report back at a future meeting on progress.

17. ITEMS FOR INFORMATION

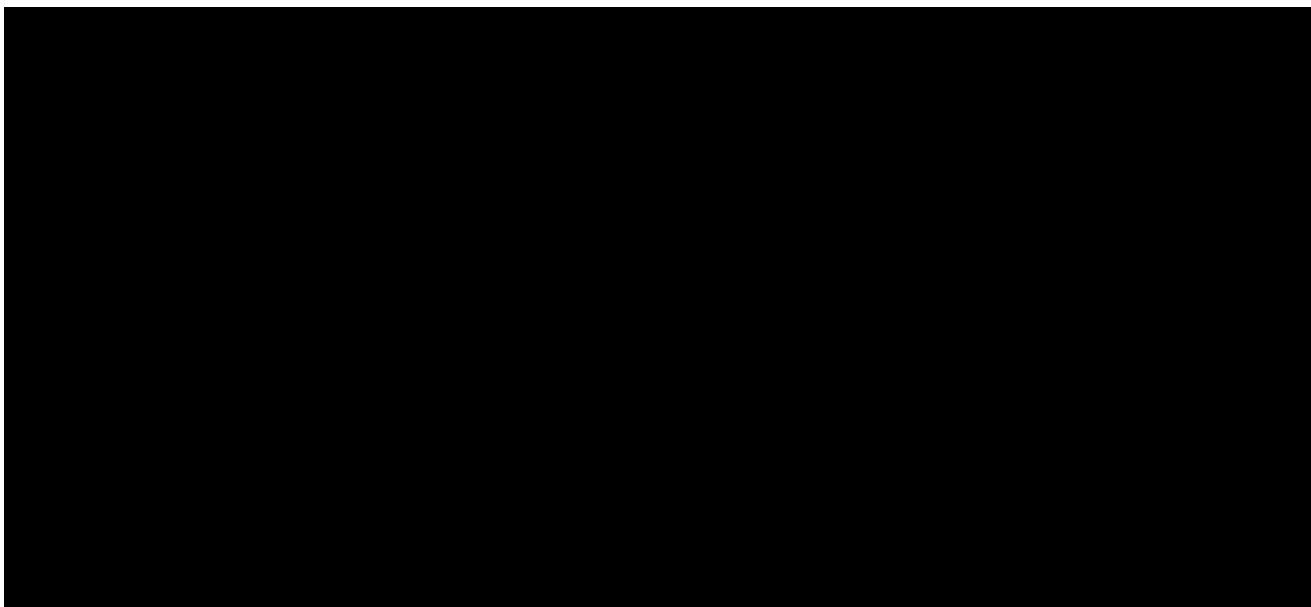
Cllr Fraser noted that the council surgeries were restarting in November, with a list of dates which would be available on the website. 2 councillors for each date would be in attendance at the Win Hall (Nugent Room) and dates in December would be forthcoming for the next quarter.

18. FUTURE AGENDAS

Cllr Wright noted that the bank mandate needed to be agreed by full council in November. Cllr Waterson noted that the Judicial review date for Coombebury should be forthcoming and that the date would be available soon.

Exclusion of Press and Public. Pursuant to Procedure Rule 20 and in accordance with Section 100A(4) of the Local Government Act 1972, the press and public will be excluded from the meeting during consideration of the following item due to the confidential nature of the business to be transacted.

19. STAFFING AND RECRUITMENT



There being no further business, the Chair of the Council closed the meeting at 9.27pm. The next Parish Council meeting will be held 11th November 2024 at 7.30pm in the Nugent Room, Winn Hall.

Chair of the Council..... Dated.....

