

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

8th February 2024

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 **7.30pm on Tuesday 13th February 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

AGENDA

1. APOLOGIES FOR ABSENCE

Recommendation: To receive apologies for absence.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

2.1 To receive declarations of interest and dispensations, including their nature, from councillors on items on the agenda

2.2 To receive written requests for dispensations for disclosable pecuniary interests

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, 12th December and 9th January as a correct record of decisions taken and the Chair of the Council to sign the Minutes.

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/2024/00219 - 37 GRATTON CHASE DUNSFOLD GODALMING GU8 4AL

Alterations to roofspace to provide habitable accommodation including installation of rooflights.

2. PRA/2024/00170 - WOODCOTE FISHER LANE DUNSFOLD GODALMING GU8 4PH. Date 26/02

Erection of a single storey rear extension which would extend 8m beyond the rear wall of the original house for which the height would be 3.95M and for which the height of the eaves would be 2.30 M. Date 19/02

3. WA/2024/00171 - WOODCOTE FISHER LANE DUNSFOLD GODALMING GU8 4PH

Erection of a single storey rear extension which would extend 8m beyond the rear wall of the original house for which the height would be 3.95M and for which the height of the eaves would be 2.30 M. No

date

4. PRA/2024/00125 - DUNGATE FARM PLAISTOW ROAD DUNSFOLD GODALMING GU8 4PJ

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 4 m and for which the height of the eaves would be 2.50 M. Date 12/02

5. WA/2024/00103 - 4 BURNT HILL 7 PLAISTOW ROAD DUNSFOLD GODALMING GU8 4PG

Change of use of land to allow for stationing of 5 additional caravans on existing caravan site; associated works comprising alteration of levels and hardstanding; soft and hard landscaping (part retrospective). Extension date 14/02

6. WA/2024/00083 - LAND ADJOINING ELM CORNER HOUSE THE GREEN DUNSFOLD GODALMING GU8 4LX

Erection of 1 building following demolition of 2 existing buildings and removal of a shipping container (retrospective). Extension date 14/02

7. WA/2024/00147 - LAND CENTRED COORD 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. Date 23/02

8. WA/2024/00043 - ASHDOWN CHIDDINGFOLD ROAD DUNSFOLD GODALMING GU8 4PB

Erection of extensions and alterations including increase in roof ridge height and installation of solar panels on roof. Date 29/01

7. BURNT HILL APPEAL

APPEAL BY: APP/R3650/C/22/3305965 SITE: BURNT HILL, 7 PLAISTOW ROAD, DUNSFOLD GU8 4PG.
Recommendation: To agree if a member will attend the hearing on 12th March 24

8. WROTHAM HILL COTTAGE WROTHAM HILL DUNSFOLD GODALMING GU8 4PA

PROPOSAL: 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.
APPLICATION REFERENCE: WA/2023/00302 PLANNING INSPECTORATE REFERENCE: APP/R3650/X/24/3337134

Recommendation: To consider if a further response is necessary.

9. FINANCES

Recommendation: To appoint a rota of councillors under FR 2.2 to verify bank reconciliations on a quarterly basis.

10. ANNUAL PARISH MEETING

Recommendation: To consider arrangements for the Annual Parish Meeting on the 9th April.

11. SCC RIGHTS OF WAY CONSULTATION

Attached to the agenda

Recommendation: To consider a response to the consultation: <https://www.surreysays.co.uk/environment-and-infrastructure/rowip-public/consultation/subpage.2023-12-14.3969485783/>

12. SURREY ROAD SAFE VISION ZERO PUBLIC CONSULTATION

Attached to the agenda

Recommendation: To consider a response to the consultation: [public consultation link](#)

13. WAVERLEY 20 MILE PER HOUR EMAIL

Email attached to agenda.

Recommendation: To agree a response to:

1. What 20mph zones or areas do you already have in the parish?
2. Does Dunsfold parish council want a 20mph area (or specific zone)?
3. Where would the parish council want 20mph coverage?

14. COUNCILLOR TRAINING

Recommendation: To ratify the cost of councillor training of £450 + VAT and travel from Eastbourne to be funded from the Training budget of the 23/24 precept.

15. ELECTRIC VEHICLE CHARGERS IN THE PARISH

Letter attached to the agenda

Recommendation: To consider the possibility of installing electric chargers in the village.

16. NEIGHBOURHOOD PLAN UPDATE

To update on the informal Consultation on site allocations and to report on progress generally with the Neighborhood Plan, including a Call for Sites.

17. FINANCIAL MATTERS

Note attached to agenda

In compliance with Financial Regulation 6.1 It is proposed that the following procedures be put in place.

1) Confidential Records

To resolve that confidential matters dealt with under section 7 of the Financial regulations requiring a confidential record, will be dealt with by the HR committee.

The HR Committee will propose a fixed amount from time to time which will be resolved by Council to be shown.

This amount falling under Section 7 to be reported as "Staff Costs" in the Accounting reports available to Councillors and the General Public. Members of the HR Committee are deemed to meet the requirements of Section 7.4 (a) of the Financial Regulations. In the absence of any members of a HR Committee that recognition defaults to the, then, Chair of Council.

2) Regular Payments

a) To resolve that the following regular Payments me made by monthly standing order in accordance with FR 6.8

i) Staff Costs as defined in 1) above - the various standing orders to be agreed between the RFO and HR committee.

ii) Office rent

b) To resolve that the following regular payments may be made by variable direct debit in accordance with FR 6.7

i) BT Broadband and Internet - subject to biennial review of contract and confirmation that it is most appropriate for the requirements of Council.

ii) Sage Payroll

3) Annual Subscriptions

Council will review and agree at the Annual meeting in May, a set of subscriptions paid on an annual basis for Statutory and other Services and subscriptions to Local and National associations which can provide support, training and advisory services to both Clerk and Councillors.

The subscription due date and current amount of the annual subscription shall be reported and agreed at the meeting. Councillors will be advised of any login codes required to access the services of the respective organisations. Any reasonable variations (max +15%) to the subscriptions shall be paid when due and reported to the next scheduled Council meeting, variations in excess of 15% will not be paid but brought to the next Council meeting for review.

4) Consultancy Services

In recognising that Councils Internal Auditor is barred from providing Council with Consultancy services, Council resolves to provide funds from the Professional services budget for Accounting and Financial advice for the current year to a maximum of £1000 (any contract under this budget will be covered by FR 11.1.a.ii).

These funds to be used, as required by the Finance Committee to support the development and implementation of the Scribe accounting system and to prepare and as far as possible resolve, the outstanding Reserves and S106 obligations of Council.

18. COMMONS COMMITTEE

Draft attached to the agenda.

Recommendation: That this Council resolves to ADOPT the Terms of Reference attached for the Commons Committee.

19. WAVERLEY BOROUGH COUNCIL

To receive a report on matters from Waverley Borough Council

20. SURREY COUNTY COUNCIL

To receive a report on matters from Surrey County Council.

21. RECEIPTS AND PAYMENTS

Attached to agenda.

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

22. FUTURE AGENDAS

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

23. 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 Notifications from Waverley February 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: Withdrawn. 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: Granted. 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: Certificate granted. 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." Email from WBC 7/2/24 "The above application has now been determined. Following from the decision in WA/2023/01993, a lawful development certificate has been issued in respect of WA/2022/02960."

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 12th 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: Granted

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: Granted

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

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

Decision: Certificate granted

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: Certificate granted

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: Certificate refused

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. Premises: Surrey Copper Distillery; Application Type: New; Address:222 Dunsfold Park, Stovolds Hill, Cranleigh, GU6 8G; Applicant: PEMI Brands Limited.

Decision: Pending

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

Decision: Pending

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

Decision: Pending

Item 11: SCC RIGHTS OF WAY CONSULTATION

Surrey County Council is seeking the views of residents on the county's Rights of Way to help drive improvements.

The county council is responsible for around 2,164 miles (3,482 km) of paths known as 'public rights of way' in both the countryside and urban areas. Accessing these paths is important for residents to enjoy and explore, travel to work or school and for health and wellbeing.

A public right of way is a path that anyone, by law, has the right to use. There are four types:

- Footpaths for walking, mobility scooters or powered wheelchairs
- Bridleways for walking, horse riding, cycling, mobility scooters or powered wheelchairs
- Restricted byways for walking, horse riding, cycling, mobility scooters or powered wheelchairs and horse-drawn carriages
- Byways for all modes including motorised vehicles.

Parish and Town Councils are invited to feedback their views on Surrey's Rights of Way network, sharing how they use them, their importance, what if anything may prevent residents from using them and how the council can support their needs. All views will help inform the new Rights of Way Improvement Plan which will be produced at the end of 2024.

The survey is open until 10 March 2024.

Item 12 - Surrey Road Safe Vision Zero Public Consultation

Surrey County Council, Surrey Fire and Rescue Service, National Highways, Surrey Police and the Police and Crime Commissioner, have set out their plans to eliminate road collisions resulting in death or serious injury by 2050. In line with international and national best practice, a new, draft 'Surrey Road Safe Vision Zero' strategy has been developed by the partners, which focusses on five areas to help minimise the risk on Surrey's roads. These are:

- Safe speeds – ensuring our roads have appropriate speed limits, people comply with speed limits, and they are safe for walkers and cyclists
- Safe road users – encouraging competent, safe and respectful road users
- Safe roads and streets – streets that are well-designed, well-maintained streets and support active travel
- Safe vehicles – vehicles are well-maintained and designed
- Post Collision Response – a fast and effective multi-agency response to collisions.

Surrey County Council is carrying out a [public consultation](#) on the strategy that runs until 24 March 2024.

Item 13 - 20 mile p/h email from WBC Sustainable Transport Projects Officer

The last meeting of the Waverley Sustainable Transport Executive Working Group gave me an action to contact all our town and parish councils and find out if they wanted 20mph signed areas for their settlements.

The distinction here is that:

- 20mph signed areas cover a larger, continuous area. Costly, disruptive, traffic calming measures are limited to locations that remain problematic.
- 20mph zones are generally limited to smaller areas (typically a street) accompanied by traffic calming measures

I am compiling responses to 3 questions from across the borough:

1. What 20mph zones or areas do you already have in the parish?
2. Does Dunsfold parish council want a 20mph area (or specific zone)?
3. Where would the parish council want 20mph coverage?

Item 15 - Electric Vehicle Chargers in the Town/Parish

I was wondering if you would consider allowing public electric vehicle chargers to be installed in your council car park land? This would be at no cost to you and you would receive a rental income for each installed charger.

To give you some context, I currently work for a large county council deploying Electric Vehicle (EV) chargers for them and on behalf of other Local Authorities including Town and Parish Councils. I have been negotiating EV contracts for 7 years so I fully understand the opportunity and indeed specific challenges that Town and Parish Councils face. To have a wider impact my wife and I set up a small business matching EV chargepoint operators who are looking for land, with smaller landowners.

We work on your behalf to make sure you get a rental payment at market value from the chargepoint operator who pays to install, maintain and operate the chargers for the contract term. The Council wouldn't be required to pay for anything and we only work with reliable, ethically minded chargepoint operators. We usually look for at least two car parking bays on land with vehicle access, ideally close to village halls or other amenities.

Our website provides more information and I have attached a FAQ sheet here and a few slides about us.
Website: www.ruralEVcharging.co.uk

Item 17 - Financial Matters

Concerns expressed by Council supported by a highly critical report from our new Internal Auditor, April Skies has highlighted the fact that councils financial controls have for some years been non-compliant with our Financial Regulations.

It has also been resolved to replace the outdated spreadsheet system with a purpose designed accounting system which will assist with achieving Compliance and give Councillors day to day visibility of Council's finances, while reducing the clerical workload on achieving Control and compliance.

Item 4) Consultancy services

Council is barred from seeking advice from the internal auditor on the processes Council must implement to achieve Compliance.

A highly critical report is anticipated for the 2023/24 Financial year.

A requirement exists to fast track implementation of the new accounting system to start at the beginning of the new year on April 1st.

- In addition, Council risks forfeiting £8,940 of S106 funding that expires on May 5th 2024

These funds will facilitate getting detailed advice under FR 11.1 a.11 most probably from Mulberry and Co.

Dunsfold Parish Council

Commons Committee – Draft Terms of Reference

Objectives

The commons were designated a Site of Nature Conservation Interest by Surrey County Council in 1998. Natural England has designated the commons for inclusion in the forthcoming revision to the Area of Outstanding Natural Beauty.

The purpose of the Commons Committee is to seek to ensure that the Commons are managed in such a way that: (i) they meet the multiple needs of recreation, landscape conservation and the promotion of biodiversity; and (ii) such management complies with the terms of the lease (including the management objectives referred to therein) dated 1st September 2010 between Waverley Borough Council and Dunsfold Parish Council.

1. Constitution

- (i) The Committee will comprise a minimum of three Councillors from the membership of the Parish Council excluding the Parish Council Chair. The Parish Council Chair is an *ex officio* member of the Commons Committee. The Committee will invite the Friends of Dunsfold Common to nominate two of their members to serve on the Committee for such period as may be agreed. The Committee may invite other non-councillors whose skills and interests align with the management objectives to become members of the Commons Committee for such period as may be agreed.. The Committee will select, by vote if necessary, the Chair of the Committee who may not be the Chair of the Parish Council.
- (ii) The Committee shall meet bi-monthly and Minutes of the Meetings will be published in accordance with the Council Standing Orders.

2. Responsibilities

- (i) The Committee will be responsible for the management of the Commons and in a way that meets the obligations set out in the Lease and the management objectives referred to therein.
- (ii) The Committee will seek to engage local groups and partner organisations in the promotion, enjoyment and management of the Commons.
- (iii) The Committee will seek to ensure adherence to the principles set out in the Village Design Statement which recommends that a rural feeling of open space around the Commons and inappropriate urbanisation are avoided.

February 2024

Expenditure		
Olema Engineering	Office rent	180.00
British Telecoms	Broadband and phone	189.95
RJ Walker	Ditch digging	340.00
Sage Global Services	Payroll	9.60
		719.55
Invoices to approve		
Scribe	Annual invoice	489.60
Income		0.00