

DUNSFOLD PARISH COUNCIL

Commons Committee Meeting

Meeting Pack

19h May 2025

DUNSFOLD PARISH COUNCIL

email: clerk@dunsfoldparishcouncil.gov.uk

Unit 3, The Orchard
Chiddingfold Road
Dunsfold,
GU8 4PB

13th May 2025

NOTICE OF COMMONS COMMITTEE MEETING

Councillors are hereby summoned to attend the meeting of the Commons Committee of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **7.30 pm on Monday, 19th May 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **Election of Vice Chairman** – to elect a Vice Chairman of this Committee
2. **Public Question time 15 minutes** – to receive and act upon if considered necessary, comments made by members of the public.

Members of the public are welcome to ask questions of the Council on matters that arise under its remit. The question should not be a statement and it would be appreciated to be kept short, to maximise the time for other questions. The Chairman will call the question from those who are indicating that they wish to speak.

3. **Apologies** – to receive and approve apologies for absence
4. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest or request for dispensation.
5. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Committee meeting held on Monday, 20th January 2025, the meeting scheduled for Monday, 17th March 2025 being inquorate.
6. **Chairman's Announcements** – to receive any announcements by the Chairman of the Commons Committee
7. **Commons Management Plan** – to progress a review of the Plan
8. **Acquisition of Lease** – to consider approaching Waverley Borough Council to discuss taking over the freehold of the Common.
9. **Pond and Great Crested Newt Surveys** - to receive an update
10. **Ash Die Back, Tree Surveys and Tree Removal** – to discuss and agree tree works and a tree survey to take place in 2025.

11. **Himalayan Basalt Removal** – to discuss and agree quotes for the removal of Himalayan Basalt
12. **North Gratton Chase Wood Environmental Agency Report** - To receive an update on the Environmental Agenda report for manure/sewage discharge into the Gratton Chase Woods.
13. **Village Bins** – to receive an update on the provision of additional bins on the Common and accompanying signage
14. **Items for Information** – to receive items for information
15. **Items for Future Agendas** – to receive items for future agendas.
16. **Date of the next Meeting – Monday, 21st July at 7.30pm in the Nugent Room, Winn Hall.**

ALL MEMBERS OF THE PUBLIC HAVE THE RIGHT TO ATTEND, AND ARE WELCOME AT MEETINGS

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Commons Committee of the Parish Council Meeting held on Monday 20th January 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Roy Enticknap
Cllr Jane Wright
Cllr Ginny Fraser

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 2

1. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

A member of the public noted that the pond quotes to establish ecological and biodiversity aspects of the villages 9 ponds would need to include costs and an indicator of actions to be taken to manage them. Surveys needed to be carried out in May/June time when the ponds were most active and monitored through the year to understand seasonal issues.

The pond cutbacks had not yet been undertaken and should go ahead by the end of January before the swans begin to nest for the Spring. It was also noted that the toad patrol nets were being erected once more at the weekend.

Heathland Connections seminars had gone ahead and funding of up to £5,000 was available from March for ecology works.

2. APOLOGIES FOR ABSENCE

Apologies were received from Lynne Enticknap. Locum Clerk noted for the record.

3. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 4.1 None declared.
- 4.2 None declared.
- 4.3 None declared.

4. COMMONS COMMITTEE MINUTES

The draft Minutes of the Commons Committee of the Parish Council meeting held on the 18th November as circulated, were agreed unanimously as a true record for the Chair of the Commons Committee to sign.

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

None noted.

6. TO AGREE TO SEEK QUOTES FOR GREAT CRESTED NEWT SURVEYS ON THE VILLAGE PONDS

Cllr Enticknap noted that a quote had been received from Surrey Wildlife Trust (SWT) for the pond studies and management plans. It was noted that the quote would need to be adjusted to reflect 9 eDNA kits, rather than one. Given the need to ask for a revised estimate from SWT, Cllr Enticknap proposed that the item be deferred to full council in February. Seconded by Cllr Wright

and agreed unanimously. Cllr Enticknap to liaise with the Locum Clerk to request resubmission of the quote.

7. TO DISCUSS SIGNAGE AND BINS IN THE VILLAGE

Cllr Wright noted that the dog bins in the village were regularly at capacity with dog waste bags left in the vicinity of the bins which was unsightly and a health hazard. The bins were presently being emptied by Waverley Borough Council on a fortnightly rotation (bins located at the Sun Inn, War Memorial, village shop, bus stop and at the KGV playing fields). A potential new bin was discussed to alleviate the issue, but it was agreed that Cllr Wright would monitor the bins over the coming weeks to establish when they were being emptied and which ones were more frequently used.

The Locum Clerk also noted that the Environmental Services Team from Waverley could visit the village and spray paint dog waste pink which was not picked up in order to encourage residents to pick up after their dogs and had been an effective deterrent in other places in the borough. Locum Clerk to speak to the Environmental Services Team at Waverley to request their attendance in Dunsfold and report back at a future meeting.

8. HIMALAYAN BASALT REMOVAL

Cllr Wright noted that there was a group of residents who were interested in removing Himalayan Basalt in the village which was an annual problem and required removal in Spring to prevent further spreading. Cllr Enticknap noted that the plant was an irritant and could pose a threat to volunteers should they not be wearing personal protective equipment. Following this, Cllr Enticknap proposed that quotes be sought from contractors who were insured to remove the Basalt. Seconded by Cllr Wright. Agreed unanimously, Locum Clerk to seek quotes and approach the Friends of Dunsfold Common who may be willing to part fund the project.

9. ASH DIE-BACK & TREE SURVEYS

Cllr Enticknap noted that he had contact with an arboriculturist who could undertake the surveys and remove the problem trees. Councillors agreed that Cllr Enticknap would take this forward and provide quotes for a future meeting. Locum Clerk noted for the record.

Councillors also noted that there was a problem tree at Gratton Chase which needed felling. Councillors agreed to contact Joe Court to arrange felling. Locum Clerk to arrange.

10. NORTH GRATTON CHASE ENVIRONMENTAL AGENCY REPORT

The Locum Clerk noted that a report had been made about discharge into Gratton Chase Woods but nothing further had been heard from the Environment Agency. Locum Clerk to chase.

11. TO RECEIVE ITEMS FOR INFORMATION

Cllr Wright noted that she had contact from a Fete Committee representative on the Fete in May. The request included having the Common grass cut sooner to ensure it was tidy, moving the Fete to in front of the village shop and assistance in covering the event insurance. It was agreed to add the items to the February full council agenda for resolution. Locum Clerk noted for the record.

12. TO RECEIVE ITEMS FOR FUTURE AGENDAS

- Himalayan Basalt removal
- Ash die-back & tree surveys
- Pond surveys
- North Gratton Chase Wood Environmental Agency report

Date of next Commons Committee meeting
- 17th March 2025

Meeting closed at 8.27pm

Chair of the Commons Committee.....

Dated.....

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Commons Committee of the Parish Council Meeting held on Monday 17th March 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

- Cllr Roy Enticknap

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 3

Meeting was declared inquorate. All items deferred to the May 2025 Commons Committee agenda.

Date of next Commons Committee meeting

- 19th May 2025

Meeting closed at 7.35pm

Chair of the Commons Committee.....
Dated.....

Clerk's Report
Meeting of the Commons Committee Meeting to be held on
Monday, 19th May 2025

1 Election of Vice Chairman

The Chairman will invite nominations for a Vice Chair of this Committee. Voting will be by a show of hands.

2 Public Participation

To invite MOPs present to address the Council

3 Apologies

To note and accept apologies.

3 Declarations of Interest

Members are advised to consider the agenda for the meeting and determine in advance if they may have a Personal, Prejudicial or a Disclosable Pecuniary Interest in any of the agenda items. If a Member decides they do have a declarable interest, they are reminded that the interest and the nature of the interest must be declared at the commencement of the consideration of the agenda item; or when the interest becomes apparent to them. Details of interest will be Minuted.

If the interest is a Disclosable Pecuniary Interest, Members are reminded that they must take no part in the discussions of the item at all; or participate in any voting; and must withdraw from the meeting, unless they have received a dispensation.

4 Minutes

To agree the Minutes of the meeting held on Monday, 20th January 2025; to note that the meeting scheduled for 18th March was inquorate so did not take place.

5 Chairman's Announcements

The Chairman may choose to give an announcement, to be noted.

6 Acquisition of Lease

At the Annual Council Meeting on 6th May it was suggested that the Council engage with Waverley Borough Council with a view to taking over the lease of the Common.

An expression of interest can be lodged via the Community Asset Transfer page.

It is usual to draw up a business plan when considering taking over an asset such as land, but Dunsfold PC is already responsible for the upkeep and maintenance of the Common land.

It seems that the Land and Pond Management Plan is in need of updating, which will also involve Waverley BC.

Councillors are asked to consider instructing the Clerk to lodge an expression of interest in taking over the lease, and to pursue the matter with Waverley BC, together with making enquiries as to how the Land and Pond Management Plan can be updated.

7 Pond & Great Crested Newt Surveys

The Clerk notes that the survey has been commissioned but has been unable to ascertain if the works have taken place.

The Clerk asks if Councillors can update her on this, if not then she will progress.

8 Ash Die Back, Tree Surveys and Tree Removal

At the last meeting in January, it was agreed that Cllr Enticknap would provide quotes for tree survey work.

The Clerk asks if Councillors can update her on this, if not then she will progress.

9 Himalayan Basalt Removal

At the last meeting in January, quotes were to be sought for the removal of this invasive species.

The Clerk asks if Councillors can update her on this, if not then she will progress.

10 North Gratton Chase Wood Environmental Agency Report

At the last meeting in January, the Environment Agency was to be chased in relation to a report about discharge in to Gratton Chase Woods.

The Clerk asks if Councillors can update her on this, if not then she will progress.

11 Village Bins

At the last meeting in January, it was agreed that Cllr Wright would monitor the bins to ascertain which were being emptied and which were most frequently used. However, Cllr Wright is no longer a member of the Council.

Waverley BC Environmental Services Team was to be asked to visit the village to possibly spray dog waste pink to encourage residents to pick up after their dogs.

The Clerk asks if Councillors can update her on this, if not then she will progress.

12 Items for Information

To received items for information.

13 Items for Future Agendas

To receive suggestions for a future agenda.

14 Date of the next Meeting – Monday, 21st July 2025 at 7.30pm in the Nugent Room, Winn Hall

