

# DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard  
Chiddingfold Road  
Dunsfold  
GU84PB

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## Minutes

Minutes of the Parish Council Meeting held on Tuesday 18<sup>th</sup> March 2025, at 7.30pm in the Winn Hall, Dunsfold.

### Cllrs Present:

Cllr Nigel Waterson - Chair

Cllr Roy Enticknap

Cllr Jane Wright

Cllr Dave Griffiths

Cllr Chris Lindesay - Vice Chair

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 11

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### Representations from members of the public 7.30pm – 7.45pm

A villager noted the Old School Site reports and conclusions and that no s554 Order had been issued previously. Cllr Waterson noted the comments in advance of its discussion on the agenda at item 14.

The same villager asked about the procedure for assessing sites in the draft Neighbourhood Plan.

A villager noted that the new National Planning Policy Framework (NPPF) would have to be considered with the emerging Neighbourhood Plan now that the 3-month window has lapsed since the NPPF was implemented. A further villager questioned when the Neighbourhood Plan village consultation would take place. Cllr Waterson noted that it should be later in the year.

### 1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Tigi Singhatheh. Locum Clerk noted for the record. Cllr Deanus also sent apologies.

### 2. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 2.1 Cllr Waterson declared an existing dispensation relating to Coombebury Cottage. Locum Clerk noted for the record.
- 2.2 Cllr Lindesay noted that he had a pecuniary interest in item 9 and on the advice of the Monitoring Officer would be abstaining from voting or speaking. Cllr Enticknap noted that he had an interest in item 6 and would not be partaking in discussions. Locum Clerk noted for the record.
- 2.3 Cllr Wright noted that a dispensation had been applied for, for North Gratton Chase for 2 years given the proximity of her residential address to the applicant site. Cllr Waterson proposed that the dispensation be agreed. Seconded by Cllr Griffiths, agreed unanimously. Dispensation granted to Cllr Wright for two years with regards to North Gratton Chase. Locum Clerk to note for the record.

### 3. PARISH COUNCIL MINUTES

The draft Minutes of the Parish Council meetings held on the 11<sup>th</sup> February 2025 as circulated, were proposed by Cllr Enticknap, seconded by Cllr Wright and agreed with one abstention as a true record for the Chair to sign. Locum Clerk to retain.

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

None.

5. TO NOTE THE DRAFT MINUTES FROM THE KGV MANAGEMENT COMMITTEE AND COMMONS COMMITTEE  
Councillors noted for the record with no comments.

6. PLANNING NOTIFICATIONS

[WA/2025/00352](#) - 4 Binhams Meadow, Dunsfold, Godalming GU8 4LH. Erection of a detached workshop/store. Councillors motioned no comments.

[WA/2025/00333](#) - The Outspan, Binhams Meadow, Dunsfold, Godalming GU8 4LF. Erection of a detached outbuilding for habitable accommodation following demolition of existing detached garage/store. Councillors motioned no comments. .

[WA/2025/00331](#) - Old Orchard, Knightons Lane, Dunsfold, Godalming GU8 4NU. Change of use of land from agricultural to camp site. Councillors discussed the application and noted concerns about the nature of the customers/usage and the effect on the local wildlife. It was noted that any permission would need to be conditioned to ensure that privacy was awarded to neighbours, the effect on the rural area, noise, light emissions and access. Locum Clerk to write.

[NMA/2025/00310](#) - Heronsford Mill Lane Dunsfold Godalming GU8 4LD. Amendment to wa/2024/00700 to change windows and doors on the west and north elevations as well as replacing the sloping roof lights with a flat roof light. Councillors motioned no comments.

[WA/2025/00298](#) - Land Coordinates 500422 135337 Wrotham Hill Dunsfold Godalming. Certificate of lawfulness under section 192 for continued use of the land edged red on the accompanying plan as independent residential use and has been in use continuously for a period in excess of 10 years. Councillors motioned no comments.

[WA/2025/00258](#) - Wetwood Farm Chiddingfold Road Dunsfold Godalming GU8 4PB. Application under s73 to vary condition 1 (approved plans) of WA/2024/01009 to make alterations to the design of plots 9-12 and repositioning of plot 1. Councillors noted that the site looks to have changed hands to Antler Homes and that works to the entrance look to be underway. It was noted that no response had been received to a letter detailing the removal of the CIL/provision of affordable homes condition on the permission. Locum Clerk to write noting that the council had no material comments on the s73 application, but concerns about the affordable housing provision need to be addressed.

7. PLANNING APPLICATIONS

[WA/2025/00191](#)- Chiddingfold Storage Depot Chiddingfold Road Dunsfold Godalming GU8 4PB. Erection of two buildings following demolition of existing buildings (one fire damaged); use for waste processing/storage/b2 general industrial purposes; creation of vehicular ?In only? Access from Chiddingfold road with sliding security gate; rearrangement of car parking; and landscaping. (This application is determined by surrey county council under their ref scc\_ref\_2024-0181). NO OBJECTION IS RAISED.

[WA/2024/02467](#) - Land Coordinates 500833 137030 Between Chennells Cottage And 1 Burdocks The Green Dunsfold Godalming. Approval of reserved matters (appearance landscaping layout and scale) following outline permission granted under appeal reference app/r3650/w/22/3300262 (wa/2021/03081) for the erection of 5 dwellings and associated works including vehicle access. RESERVED MATTERS REFUSED. Councillors also approved a representation on the latest Appeal on access to this site.

[S52/2022/02266](#) - Land Centred Coordinates 500866 135914 Alfold Road Dunsfold Godalming. 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. NO FURTHER ACTION / DISPOSED OF.

Councillors noted for the record.

8. STAFFING AND RECRUITMENT

Cllr Wright noted that the recruitment panel consisting of the Locum Clerk and Cllrs Wright, Lindsey and Waterson met on 10<sup>th</sup> March to interview a number of candidates who had been shortlisted for the position of Parish Clerk and RFO to Dunsfold Parish Council. After deliberation, the panel recommendation was to appoint Jenny Nagy for the position under the following terms:

- NALC contract (incorporating Green Book terms)
- An LGPS pension and scale point commensurate with her qualifications and experience
- Initially 16 hours per week with a 6-month review
- 3 months probationary period
- A start date of 31<sup>st</sup> March 2025
- Flexible working
- Parish council laptop

The Locum Clerk would be retained to finish off the parish councils internal and external audits for the year, and working reduced hours to onboard the new Clerk until the end of May 2025.

Cllr Wright proposed that the council appoint Jenny Nagy on the above outline terms. Seconded by Cllr Waterson. Agreed unanimously, motion carried. Locum to prepare contracts and contact referees in advance of the new Clerk commencing work.

#### 9. TO RECEIVE CLLR WATERSONS MOTION PERTAINING TO THE NEIGHBOURHOOD PLAN

Cllr Waterson tabled a motion to discuss the Neighbourhood Plan going forward as follows:

That this Council resolves to pursue one of the following options:

1. To proceed with work on a draft Neighbourhood Plan including site allocations for possible development, continuing to work closely with UVE to finalise a draft Plan to present for Regulation 14 consultation and all regulatory requirements.
2. To proceed with work on the draft Neighbourhood Plan as set out in 1 above, but omitting any site allocations for possible development.
3. To abandon work on the draft Neighbourhood Plan altogether.

5 Councillors discussed the motion, noting that evidence gathering was underway prior to submission to Waverley Borough Council for a Regulation 14 submission and village consultation. It was noted that making the Neighbourhood Plan would reduce the possibility of speculative development in Dunsfold and it would be a "material consideration" which any Planning Inspector would need to consider in their deliberation.

Cllr Waterson proposed that Option 1 be adopted by Dunsfold Parish Council and that work should be undertaken urgently to move the Plan forward. Seconded by Cllr Wright. Agreed by 5 councillors, with one abstention. Motion carried, Councillors to put forward evidence base to Waverley Borough Council as soon as possible.

#### 10. KGV SUBS AND MEETING UPDATE

It was briefly noted that there were hedge issues on KGV which had been notified to the parish council. Cllr Griffiths, in Cllr Singhateh's absence noted that the usergroups had all been notified that the invoices for 2024/25 had not been sent out. The Locum Clerk had now prepared them and would be emailing the usergroups shortly for the outstanding subs for 2024/25 and again for 2025/26. The usergroups had also agreed to an increase in subs from £500 per year to £750 to assist in the running costs of the KGV pavilion and fields. Locum Clerk to send invoices for both years to usergroups going forward.

#### 11. KGV CAR PARK

The council noted the draft specification quote for retarmacking the KGV car park for which up to £55,000 CIL funds had been allocated in February 2025's full council meeting at Minute reference 13. It was noted that the works would need to be advertised by the Locum Clerk on Contracts Finder as it was likely to be above the threshold.

Councillor Griffiths proposed that the draft specification was agreed by the council to be put to tender. Seconded by

Cllr Enticknap and agreed unanimously. Motion carried. It was agreed that the Locum Clerk would add the closing tender date of 22<sup>nd</sup> April 2025 to allow the council two weeks to examine the open tenders in advance of the May full council meeting where a quote would be selected for the works, as well as requesting potential start dates for the works. The successful tenderer would be instructed to commence works as soon as practicable following the meeting. Locum Clerk to update.

12. WAVERLEY BOROUGH COUNCIL

Cllr Deanus was not in attendance due to a meeting at Waverley Borough Council.

13. SURREY COUNTY COUNCIL

Cllr Deanus was not in attendance due to a meeting at Waverley Borough Council.

14. TO RECEIVE AN UPDATE FROM THE OLD SCHOOL SITE WORKING GROUP

Cllr Griffiths noted that a full report had now been produced by the working group which had looked at a range of outcomes for the site. No recommendations had been made; costs had been evaluated for a preschool which would require restoring the main school building at considerable costs and there was no possibility of opening as a primary school due to demand and funding. There were potential options for using parts of the site, but agreement would need to be reached and the site was complex due to a range of covenants.

Cllr Griffiths noted that agreement from Dunsfold residents was important and that the Diocese of Guildford would not progress the site without village agreement/support.

Cllr Griffiths noted that the parish council would need to discern how they entered into negotiations with the Diocese to move the site forward and how the village would be consulted on the site. The Diocese were not clear on what they would or could do to bring the site back into a viable use, so it would be necessary for the parish council to start negotiations on what could be done on the site which would benefit residents. Cllr Waterson requested that Cllrs Griffiths and Wright meet with Diocesan representatives once more to establish what the Diocese want to do with the site to see if a compromise could be reached to resolve the site. Cllr Griffiths agreed, updates to be provided at a future full council meeting.

15. TO DISCUSS AND AGREE AND FINANCIAL RISK ASSESSMENT AND FIXED ASSET CAPITALISATION POLICY

Councillors noted that both policies were recommended by the Internal Auditor to be in place before year end, following on from the Interim Internal Audit on 7<sup>th</sup> March 2025. Cllr Lindesay noted that further time to review the documents would be required. Cllr Waterson proposed that the policies be adopted in the intervening time with due consideration be given to them at the Finance Committee meeting scheduled for 14<sup>th</sup> April 2025, with a recommendation for any changes to be adopted at full council in May 2025. Seconded by Cllr Griffiths, agreed unanimously, motion carried. Locum Clerk noted for the record and noted for the Finance Committee agenda in April and full council in May 2025.

16. TO UPDATE ON DUNSFOLD'S NEIGHBOURHOOD PLAN

Councillors noted that an update had been provided at agenda item 9, above. Locum Clerk to schedule a meeting with Katherine Dove to discuss the Site Assessment Reports which had been drafted by the Locum Clerk and evidence base moving forward.

17. UPDATE ON PHONE MAST ON KGV

The Locum Clerk noted that further correspondence from Carter Jonas has been received and they were still pursuing funds from the parish council for fees which have been incurred from the surveying works for the telephone mast, despite the undertaking of fees from Cornerstone. The Locum Clerk noted that she would rebut the email once more and request that they seek remediation from Cornerstone as per the Heads of Terms. Locum Clerk to update.

18. CORRESPONDENCE

Cllrs Waterson noted that there had been further activities on Burnt Hill and a number of emails had been received. The Locum Clerk agreed to request an update from the Enforcement Team at Waverley Borough Council on actions.

The Locum Clerk also noted that she had been contacted by Surrey County Council Highways department on a tree on Common Land which required felling as it was posing a risk to the public. The Locum Clerk agreed to liaise with a tree surgeon for removal quotes going forward. It was also noted that there had been a request for a wayleave over Common Land by the KGV Field. The Locum Clerk had been in touch with Waverley Borough Council to see if the property owner required a s38 Commons Act application from the Planning Inspectorate. The response was outstanding but the resident was being given appropriate support by the parish council.

The Locum finally noted that the parish council had been given the go-ahead from Waverley Borough Council's Elections Team to advertise a casual vacancy on the parish council to replace Ginny Fraser following her resignation. The Locum Clerk agreed to advertise the position on the parish council website and requested that councillors look for a replacement.

#### 19. RECEIPTS AND PAYMENTS

##### March 2025

Julie Flenley	Locum Fees – February 2025 (Inv. #013)	£2,464.40
Sage Payroll	Payroll costs – March Inv. GB-00346343	£12.00
Mulberry & Co.	Councillor Training Inv. 0901	£484.80
J. W. Elliott and Sons	Commons & verges cut	£3,118.80
NALC	Clerk's job advert Inv. 702820	£120.00
BT	Phone Bill (Q059 LP)	£53.60
Celeste Lawrence	Backpay 2024/25	XXXX
HMRC	Staffing costs	£36.20
Surrey LGPS	Pension costs	XXXX
UVE	Neighbourhood Plan Fees – Inv. UVEP038-25	£4,855.20
s.137 Grant	Citizens Advice Waverley	£300.00
s.137 Grant	Winn Hall	£400.00

Councillors unanimously agreed the above for payment for March 2025.

#### 20. BANK RECONCILIATIONS

Councillors noted the bank reconciliations for the month of February 2025 against bank statements for all accounts. Cllr Waterson proposed that they were signed off, seconded by Cllr Griffiths. Unanimously agreed, reconciliations signed by Cllrs Wright and Enticknap in line with Financial Regulations 2.6 Locum Clerk noted for the record and to retain signed copies on file.

#### 21. TO AGREE THE MOVEMENT OF EAR MARKED RESERVES (EMR) TO GENERAL RESERVES & TO MOVE CIL FUNDS TO EARMARKED RESERVES

Deferred.

#### 22. ITEMS FOR INFORMATION

None.

#### 23. FUTURE AGENDAS

- Old School Site update
- Neighbourhood Plan
- Reports from surgeries
- KGV Car Park resurfacing tenders

24. TO NOTE THE DATES OF THE NEXT MEETINGS

- Full Council – 6<sup>th</sup> May 2025
- Annual Parish Meeting – 8<sup>th</sup> April 2025
- Commons Committee – 19<sup>th</sup> May 2025
- KGV Committee – 19<sup>th</sup> May 2025

**Meeting closed: 10.00pm**

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