

# DUNSFOLD PARISH COUNCIL

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**4<sup>th</sup> November 2025**

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## **NOTICE OF 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 **7.30 pm on Tuesday, 11<sup>th</sup> November 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

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## **AGENDA**

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1. **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.

2. **Apologies** – to receive and approve apologies for absence
3. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest, and to receive and consider written requests for dispensations for disclosable pecuniary interests
4. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Council meeting held on Tuesday, 14<sup>th</sup> October 2025
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the Council.
6. **Correspondence & Action Lists** – to note correspondence received and actions since the last meeting.
7. **Committees** – to receive and note the Minutes, including recommendations therein as a true record of the following Committee Meeting
  - **Finance Committee, 28<sup>th</sup> July 2025; date of next meeting 24<sup>th</sup> November 2025**
8. **Waverley Borough Council** - to receive and note a report from Waverley Borough Councillors
9. **Surrey County Council** – to receive and note a report from the Surrey County Councillor
10. **Burnt Hill** - to receive a report from John Bennett in relation to Waverley Borough Council's approach to this site
11. **Local Government Reorganisation** – to formally note the decision by the Government to have

two unitary authorities in Surrey, with Waverley being in West Surrey

12. **Waverley Borough Council Local Plan Consultation** – to receive a report on the consultation process and to agree how to respond.
13. **Accounts** - to consider and approve other financially related matters if necessary, including
  - To receive and approve reports as to the current financial situation of the Council
  - To confirm that bank reconciliations have been completed.
  - To receive and authorise payments of invoices due before the next meeting
  - To consider options to increase the Clerk's mailbox capacity
14. **Staffing Matters** – to receive and note the report following the HR Committee meeting held on 28<sup>th</sup> October, and to consider the following recommendations:
  - That the draft Employee Handbook be adopted, and that the Clerk completes the Sexual Harassment Risk Assessment
  - That the draft Lone Working Policy be adopted.
  - That the Clerk's contract be amended to include reference to her role as secretary to the KGV Charity
  - That the Council considers upgrading the Council's mobile phone
  - That the Council considers the Clerk's request to attend the SLCC Practitioners Conference in January 2026
  - That the proposed office closure over the Christmas period is agreed
15. **Financial Regulations** – to consider and adopt the revised Financial Regulations, amended to clarify signing off bank reconciliations, and the use of cheques for payment.
16. **Old School Site Working Party** – to receive an update on the current consultation
17. **Dunsfold Neighbourhood Plan** – to receive an update
18. **Planning Applications** – to consider and agree recommendations to submit to Waverley Borough Council as the Local Planning Authority, on the following planning applications:

Reference	Address	Proposal
WA/2025/01932	Sun Inn, The Common, GU8 4LE	Condition 4 Of WA/2019/1366 (Materials Relating To Rainwater Goods) And WA/2017/0711.
WA/2025/01954	Old Croft Cottage Shoppe Hill, GU8 4LN	Erection Of Two Storey And Single Storey Rear Extension And Alterations To Elevations Including New Porch.
WA/2025/01948	Forge Cottages, The Common GU8 4LE	Erection of a garden room
WA/2025/02054	Land at Chiddingfold Storage Depot, GU8 4PB	Details Of Existing Surface Water Drainage Scheme for existing use as general industrial use (Use Class B2). (Surrey CC Application)
WA/2025/02066	Gorebridge Green Farm, Hook Lane, GU8 4BX	For existing use as general industrial use (Use Class B2). (Lawful Development Certificate)
WA/2025/02103	The Long House, The Common, GU8 4LE	Erection Of Extensions And Alterations To Part Of Existing Stable Building To Provide One Self-Build Dwelling
WA/2025/02106	Elm Lea, Mill Lane, GU8 4LD	Erection Of A Single Storey Extension Following Demolition Of Existing Conservatory.
WA/2025/02103	High Stovolds Farm, Stovolds Hill, GU6 8LE	Variation of condition to amend layout of plots and to allow phased development

19. **Planning Decisions** - to receive and note decisions made by Waverley Borough Council as the Local Planning Authority

Reference	Address	Proposal	DPC	WBC
WA/2025/01769	Foxes, Knightons Lane	Erection of an orangery	Noted	Granted

20. **Planning Appeals** – no appeal has been lodged since the last meeting.

21. **Parish Council Surgeries** – to receive a report on residents’ concerns raised at recent surgeries

22. **Reports from Representatives attending outside meetings** – to receive and note reports from Councillors and the Clerk in relation to meetings attended on behalf of the Council.

23. **Items for Information** – to receive items for information.

24. **Future agendas** – to receive and consider items for inclusion future agendas

25. **Date of next meeting – Tuesday, 9<sup>th</sup> December 2025** Next scheduled meetings:  
Commons Committee – Monday, 17<sup>th</sup> November 2025  
KGV Trustees Meeting – Monday, 17<sup>th</sup> November 2025  
Finance Committee – Monday, 24<sup>th</sup> November 2025

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