

Commons Committee Meeting

Meeting Pack

17th November 2025

DUNSFOLD PARISH COUNCIL

11th November 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 at the **King George V Pavilion, Dunsfold Common Rd, Dunsfold** at **8.30 pm on Monday, 17th November 2025**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

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 or request for dispensation.
4. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Committee meeting held on Monday, 29th September 2025.
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the Commons Committee
6. **Dunsfold Common Ponds Regeneration Project** – to receive an update on progress to date, including grant applications.
7. **Commons Management** – to consider any other matters relating to the ongoing management of the Common

8. **Budget 2026/2027** – to discuss possible expenditure to be included in budget discussions for 2026/2027.
9. **Items for Information** – to receive items for information
10. **Items for Future Agendas** – to receive items for future agendas.
11. **Date of the next Meeting – Monday, 19th January 2026 at 8.30pm 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, 29th September 2025 at 8.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Roy Enticknap (Chairman)
Cllr David Griffiths

Cllr Philip Travis (Vice Chairman)
Cllr Tigi Singhateh

Clerk: Mrs J Nagy

Friends of Dunsfold Common: 1
Public: 2

This meeting commenced at 8.35pm due to the previous meeting over running.

30 Public Participation

There were no questions from members of the public.

31 Apologies

Apologies were noted and accepted from Cllr Cooke. Mrs Enticknap from Friends of Dunsfold Common sent her apologies

32 Declarations of Interest

There were no declarations of interest at this point of the meeting.

33 Minutes

It was proposed by Cllr Travis seconded by Cllr Griffiths and agreed by all present that the Minutes of the meeting held on Monday, 21st July 2025 were a true and correct record.

34 Chairman's Announcements

The Chairman had no announcements.

35 Community Asset Transfer

With the assistance of Cllr Deanus, the Clerk has finally found a contact at Waverley DC to discuss the review of the Commons Management Plan. However, he has advised that WBC lacks the staffing capacity to review the Plan, despite this being very overdue.

Therefore, the Clerk will have to base the business plan requested by WBC as part of the Asset Transfer on the existing Plan. She has asked WBC for details of potential income via wayleaves, easements and licences.

Councillors NOTED this information.

36 Dunsfold Common Ponds Management Plan

The Clerk referred to the Ponds Survey has been completed by Surrey Wildlife Trust and circulated.

It was AGREED by all present that the Report be formally adopted by the Council and the recommendations therein actioned.

There is currently £8000 in this year's budget for pond works. The Clerk is currently seeking quotes for works to Ponds 1 and 5, as per the recommendation for Year 1 on page 13. This would be for marginal vegetation clearance (see separate tables for each pond page 17 onwards) and would be specialist work; the advice of Surrey Wildlife Trust is being sought for suitable contractors.

Whilst the report advises that works should not take place on ponds nearby one another at the same time, the Clerk will be asking contractors to quote for vegetation clearance on all ponds to assist in future budgeting.

The report also recommends the removal of the fish from Pond 3 as soon as possible; the Clerk is seeking quotes for this too. Residents will need to be advised of this removal in advance and requested not to put fish in the pond in future.

Dependent on the quotes, it may that more work can be undertaken within the £8000 current budget.

Councillor NOTED and AGREED this action.

The mowing/strimming schedule will need to be reviewed, as clearing around the ponds needs to be carefully managed not only in terms of scope but also timing.

Cllr Griffiths expressed concerns about the wide grass margins proposed around the ponds, with margins of 3 to 5 metres suggested. A child may run through the grass and fall into the pond, being unaware it was there. The Clerk will speak to the Council's insurance provider, Zurich for advice. She will also enquire about the provision of lifebuoy rings.

The Friends of Dunsfold Common Charity currently contributes £1000 annually towards the cost of mowing. The Charity could be approached for financial assistance towards ongoing pond maintenance.

Mr Bentall, Chair of the Friends of Dunsfold Common was present at the meeting, and agreed that the Charity would consider additional funding.

The Clerk asked if the Charity would like assist in the formation of a local volunteer group to assist in managing the ponds moving forward. Mr Bentall said that the majority of members were elderly so would be unable to provide practical assistance, but that it would support the initiative.

It was agreed that the Clerk would draft a press release/newsletter article explaining the proposed works, and invite members to join a volunteer group.

For ongoing clarity, the local names for the ponds were noted as follows:

Pond 1 – Swan Pond

Pond 2 – Elm Corner Pond

Pond 3 – School Pond

Pond 4 – Shoppe Hill Pond

Pond 5 – Oak Tree Lane Pond

Pond 6 , corner of Alfold Rd, possibly Cart Pond?

Pond 7, top of Wrotham Hill, no name
Pond 8, on the Alfold Rd, no name

38 Tree Survey

A quote has been received for a tree survey for trees on commons land from Tillhill Forestry for £3450 + VAT; this is the company which carried out the last survey.

This Committee has authorisation to spend up to £5000. Financial Regulations state that any contract with a value of over £3000 + VAT should have three quotes.

Financial Regulations were NOTED; it was AGREED by all present that this clause be waived, as it was considered preferable to have the previous company carry out the works. The quote for £3450 + VAT was therefore AGREED by all present.

It was NOTED that this expenditure would be in excess of the £3000 budgeted for the work.

The Chairman advised that there was a dead ash at Wrotham Pond, and an oak in poor condition in Gratton Chase. The Clerk will notify the tree contractor to ensure that these trees are included in the survey

39 Budget 2026/2027

The Clerk asked Councillors to consider any projects/expenditure other than that previously discussed above that they would like to be included in budgetary discussions.

There were no suggestions.

40 Items for Information

The Clerk advised that she had received a request from L&Q housing association to put a padlock on a gate which accesses Nugent Close from the "adjacent public pathway", as dog walkers use it, and dogs are fouling in residents' gardens and in communal areas.

It was noted that this gate was used to as access to maintain the common land beyond. There were two stiles in the fence, which dog walkers could be used.

The Clerk will advise L&Q that the Council does not want a padlock to be put on this gate.

41 Items for Future Agendas

There were no suggestions.

42 Date of the next Meeting

Monday, 17th November 2025 at 8.30pm at the King George V Pavilion

The meeting closed at 9.10 pm

Clerk's Report
Meeting of the Commons Committee Meeting to be held on
Monday, 17th November 2025

1 Public Participation

To invite MOPs present to address the Council

2 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, 29th September 2025

5 Chairman's Announcements

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

6 Dunsfold Common Ponds Regeneration Project

The Clerk is researching specialist companies to carry out the work identified in the survey. She is currently in discussions with two such companies who are preparing quotations.

She has had difficulties in sourcing companies to quote for a hydrology survey, but with the assistance of Dr Judge, has found one company willing to provide an estimate.

Grants

The Clerk has submitted an application for Surrey CC Community Nature Recovery Grant; up to £5000 is available.

She is in the process of applying for a Surrey County Councillor grant via Cllr Deanus, again for up to £5000.

She is also applying for a CiL strategic infrastructure grant. This has to be linked to objectives in the Local Plan. She is currently awaiting permission of Waverley BC as landowner in order to progress this application.

The Ponds Survey has been completed and the report received. This is circulated via separate email.

Councillors are asked to note this information.

7 Commons Management

Cleaning of War Memorial

The Clerk is seeking quotes for the professional cleaning of the War Memorial.

Councillors are asked to suggest any other matters that need to be considered for the ongoing management of the Commons land.

8 Budget 2026/2027

The Clerk asks Councillors to consider any projects/expenditure other than that previously discussed that they would like to be included in budgetary discussions. The Budget should be finalised at the Finance meeting on 24th November, so this is the last opportunity.

9 Items for Information

To receive items for information.

10 Items for Future Agendas

To receive suggestions for a future agenda.

11 Date of the next Meeting – Monday, 19th January 2026 at 8.30pm in the Nugent Room, Winn Hall

Ms Jennifer Nagy
Dunsfold Parish Council
Unit 3, The Orchard,
Chiddingfold Rd,
Dunsfold,
Surrey, GU8 4PB

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23 September 2025

Our ref: DUNSFOLD

Dear Ms Nagy,

Re: Dunsfold Parish Council 2025 Visual Tree Assessment

Please find attached our quotation for a Tree Safety Survey on the Dunsfold parish council's land.

Our quote covers a negative inspection of all trees on the green, other public areas and at roadside on the council's land. The negative inspection specifically looks for "negative" (potentially dangerous & high risk) characteristics of the trees. Any of these characteristics will be reported while other aspects will not be surveyed.

Our approach to woodland areas will be to survey all trees that are close to permissive and public rights of way (High risk zone). "Close" can generally be defined as within one tree length from the access area. This is designed to allow for the most extreme scenario of a tree falling onto the access area. It also allows for the more likely event of deadwood falling from trees over hanging paths and roads.

Beyond this, deeper into the woodland (Medium & Low risk zones) we will take a broader view of the general health of the trees. These trees are considered lower risk as falling deadwood and debris within the woodland is a natural process and presents little danger when occurring away from areas of public access.

Chalara die back of ash (*Fraxinus Excelsior*) is now present across the UK with the most severely affected areas generally in the south. Due to this many ash trees will become dangerous where they are near and over hanging public access areas. The threat comes from both falling deadwood and weakened structure of the trees making them more liable to falling. With a high proportion of ash in the area special attention will be paid to the health of this species.

To help in identifying the trees and for any remedial work each tree will be marked with a small, numbered aluminium tag (if not previously tagged with our record tags).

The quote covers production of a written report, map and database including all tree data recorded. **The report does not include carrying out any remedial works.**

Yours Sincerely



Phil Ridley