

DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU84PB

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

Friends of Dunsfold Common: 1
Public: 2

Clerk: Mrs J Nagy

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

Chair of the Commons Committee Dated.....