

DUNSFOLD PARISH COUNCIL

Full Council Meeting

Meeting Pack

8th July 2025

DUNSFOLD PARISH COUNCIL

Parish Council Office,
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Surrey, GU8 4PB

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1st July 2025

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, 8th July 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, 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, 10th June 2025, and the Extraordinary Meeting held on 17th June 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. **Committee Membership** – further to the appointment of two new councillors, to agree membership of all Committees

8. **Committees** – no Minutes to receive.
9. **Waverley Borough Council** - to receive and note a report from Waverley Borough Councillors
10. **Surrey County Council** – to receive and note a report from the Surrey County Councillor
11. **Local Government Reorganisation** – to discuss and agree the Council's response to the Proposals for Local Government Reorganisation in Surrey consultation, prior to the deadline of 5th August.
12. **Annual Governance & Accountability Return 2024/2025** – to note amendments to supporting documentation included in the final submission.
13. **Accounts** - to consider and approve other financially related matters if necessary, including
 - To receive a report as to the current financial situation of the Council
 - To receive a report as to the current financial situation of the KGV Charity
 - To receive and authorise payments of invoices due before the next meeting
 - To consider quotes for the refurbishment of the King George V Pavilion
 - To receive an update on the KGV car park works
 - To consider HR Support options
14. **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/2025/01046	Little Basket Cottage, The Common	Erection of single storey extension following demolition of conservatory; to ratify the response of "no objection" agreed at the last meeting. To ratify the response of "No Objection" agreed at the last meeting
WA/2025/01218	Mallows, Mill Lane	Erection of extension and alterations following demolition of conservatory.
WA/2025/01250	Wrotham Hill	Siting of 2 caravans for residential use - LDC
WA/2025/01261	Wrotham Hill	Erection of brick retaining walls with flint insets following removal of existing log post retaining walls.
WA/2025/01265	Wrotham Hill	Siting of a caravan compliant container for ancillary residential use as sanctioned by consent WA/2022/01276 - LDC

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

Reference	Address	Proposal	DPC	WBC
WA/2025/00729	High Loxley, Loxley Rd, Loxhill	Erection of agricultural barn	No objection	Granted
WA/2025/00742	Wrotham Hill	Continued use of land as a residential caravan site - LDC	Noted	Lawful
WA/2025/00926	Wrotham Hill Cottage	Erection of brick retaining walls - LDC	Noted	Refused

16. **Planning Appeal** – to note that the following appeal has been lodged

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/X/25/3364731 Re WA/2024/01684	South Wrotham Dunsfold Godalming 4PA	Fork Hill GU8	Siting of a shipping container - LDC
APP/R3650/X/25/3366497 Re WA/2025/00705	South Wrotham Dunsfold Godalming 4PA	Fork Hill GU8	Siting of a caravan for residential use - LDC

17. **Old School Site Working Party** – to receive an update on progress

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

19. **Dunsfold Neighbourhood Plan** – to receive an update, and to discuss how best to progress

20. **Phone Mast on KGV Field** – to receive an update

21. **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.

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

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

24. **Date of next meeting – Tuesday, 2nd September 2025.** Next scheduled meetings:

Commons Committee – Monday, 21st July 2025

KGV Management Committee – Monday, 21st July 2025

Finance Committee – Monday, 28th July 2025

There are no scheduled meetings in August

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

DUNSFOLD PARISH COUNCIL

DRAFT Minutes

Minutes of the Annual Parish Council Meeting held on Tuesday, 10th June 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr David Griffiths (Chairman)
Cllr Susannah Cooke
Cllr Tigi Singhateh
Cllr Nigel Waterson

Cllr Chris Lindesay (Vice Chairman)
Cllr Roy Enticknap
Cllr Phillip Travis

Clerk: Mrs J Nagy

Public: 1

Also Present: District Cllr Relleen and District & County Cllr Deanus

36 Public Participation

The Chairman opened the meeting by welcoming Cllr Cooke, who was elected to the Council on 5th June.

Cllr Cooke thanked the Chairman. She asked if the Council would consider supporting running defib training classes. Cllr Waterson said that he thought that this was already in hand; he will contact Cllr Cooke direct with the information.

37 Apologies

There were no apologies, all members being present.

38 Declarations of Interest

Cllr Lindesay declared a pecuniary prejudicial interest in planning application WA/2025/00926 and 0928 at the Sun Inn, as he is the applicant.

39 Minutes

It was noted that reference to the Commons Committee at Item 3 was incorrect, and this should refer to the KGV Committee.

It was proposed by Cllr Waterson seconded by Cllr Lindesay and agreed by all present that the Minutes of the Annual Council Meeting held on 6th May 2025 were a true and correct record, after the above amendment

40 Chairman's Announcements

The Chairman had no announcements.

41 Correspondence and Action Lists

The Correspondence and Action lists were noted by all present

42 Parish Councillor Vacancy

Two persons had expressed an interest in being co-opted onto the Council; however, one of these, Susannah Cooke, had been elected at the election last week.

Mr Philip Travis, the other applicant, was present at the meeting.

The Chairman proposed the suspension of Standing Order to enable a member of the public to speak; seconded by Cllr Waterson, agreed by all present.

The Chairman noted that Mr Travis had put himself forward for co-option prior to the election being announced. He invited Mr Travis to address the Council.

He said that he had lived in the village for 23 years, and was involved in many village activities including the and DADS.

He was asked why he did not stand for election. (to be clarified)

The Chairman thanked Mr Travis.

Standing Orders were reinstated.

It was proposed by Cllr Waterson seconded by Cllr Lindesay and agreed by all present that Phillip Travis be co-opted as a Dunsfold Parish Councillor.

Cllr Travis signed his declaration of office and took his seat at the Council table.

43 Committees

The following Minutes and actions therein were NOTED

- Commons Committee, 17th March; date of next meeting 21st July 2025
- KGV Committee, 17th March; date of next meeting 21st July 2025

Cllr Waterson will send details of the group of volunteers willing to remove the Himalayan Balsam, so that the Clerk can assist with a Risk Assessment.

44 Waverley Borough Council

Cllr Deanus reported that he is acting upon the request to clarify the situation with regard to the potential sale of a property in Nugent Close, as it is believed that the sale is prohibited under the S106 agreement for this site.

A lot of the Borough and County Councils' time is being taken up by the local government reorganisation.

He advised that there were speed check lines out in many locations in the area.

He was questioned on what measures could be introduced locally to prevent speeding. He advised that speed humps and the installation of cameras was very expensive, each costing tens of thousands of pounds. The Council cannot afford to put these in in multiple locations across the County.

He suggested that if the Local Speedwatch team could supply data for problem areas, then this would assist in overall speed management. The Clerk will contact the co-ordinator and try to organise this.

The Chairman thanked Cllr Deanus for his report, which covered both Borough and County matters.

45 Surrey County Council

Cllr Deanus covered County Council matters in his report above.

46 Local Government Reorganisation

The Clerk referred to her report.

She attended a Surrey SLCC Branch Meeting and it seems that many Councils think it is too early to meet and discuss.

SALC is offering briefing sessions to councillors on Tuesday, 24th June or 29th July, both at 6.30pm to 8.30pm via Zoom. However, there has been little take up.

There is a general concern in Surrey over Woking, which has considerable financial liabilities. These could potentially be shared across the Unitary, making it better for Woking but worse for everyone else. A limited company is being considered to keep Woking's debts separate.

The government consultation period runs from July onwards. The SALC website has a dedicated page for devolution, which can be found via this link

<https://www.surreyalc.gov.uk/helpful-documents/devolution>

Councillors NOTED this information.

46 Policies

NALC issued a revised Model Standing Orders in April, with the following amendments:

- Model Standing Order 14 - Updated to better reflect Code of Conduct requirements. 14.a-c have been removed.
- Model Standing Order 18.a.v, 18.c, 18.d and 18.f - To meet the new Procurement Legislation and to ensure consistency with NALC's Model Financial Regulations.
- NALC have also changed the language in the document, so it uses gender-neutral terms. This is in line with NALC policy and the Civility and Respect project.

It was proposed by Cllr Waterson seconded by Cllr Singhateh and agreed by all present to adopt the new NALC model Standing Orders

48 Internal Audit Reports

Councillors are asked to formally note the three Internal Audit reports, dated 20th December 2024, 14th March 2025, and 22nd May 2025.

It was agreed that the Internal Auditor would be asked to re-issue the report with amended wording for the Payroll section on Page 5. This amendment would not change the figures as reported in the AGAR.

The Internal Audit reports were formally NOTED by all present, with the exception of Cllr Travis, who abstained.

49 Annual Governance & Accountability Return and Public Inspection of 2024/2025 Accounts

- a) Annual Governance Statement 2024/2025 – Section One of the Annual Governance & Accountability Return were AGREED by all present with the exception of Cllr Lindesay, who abstained.
- b) It was AGREED by all present with the exception of Cllr Lindesay, who abstained that the Chairman sign the Annual Governance Statement 2024/2025
- c) Accounting Statements 2024/2025 Section Two of the Annual Governance & Accountability Return were AGREED by all present with the exception of Cllr Lindesay, who abstained.
- d) It was AGREED by all present with the exception of Cllr Lindesay, who abstained that the Chairman and the RFO sign the Annual Accounting Statements 2024/2025
- e) The additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2024/2025 by the submission date of 30th June 2025 was AGREED by all present, with the exception of Cllr Lindesay, who abstained.
- f) To agree and adopt the public inspection period for the 2024/2025 Annual Governance & Accountability Return, that is, Monday, 16th June to Friday, 25th July 2025. The public inspection period was NOTED and ADOPTED by all present, with the exception of Cllr Lindesay, who abstained.

50 Gypsy & Traveller Site

It was agreed by all present to bring this item forward in the agenda to allow Cllrs Deanus and Relleen to be present for the update.

For the benefit of the two new Councillors, Cllr Waterson reported that representatives from the Gypsies, Travellers and Romany community had set up accommodation on the Stovolds site without planning permission. They had applied for retrospective permission which was refused, and had gone to appeal.

The first appeal hearing was in November, but had to be adjourned as the Inspector became unwell.

A second hearing commenced on 3rd June, and Cllr Waterson spoke on behalf of Dunsfold Parish Council, which is working with Alfold, Bramley and Hascombe Parish Councils to object to the proposals. A strong case is being presented, with objections on ecological and housing need grounds amongst others.

The hearing was meant to resume on 10th June, but has again been adjourned due to one of the barristers being admitted to hospital.

The Chairman thanked Cllr Waterson for the update, and for his time representing the Councils.

Cllr Deanus also thanked Cllr Waterson and noted that it is good to see the four parish councils working together in resourcing and presenting the evidence at these appeal hearings.

Cllrs Deanus and Relleen left the meeting.

51 Accounts

Payments

A payment list for the Council, totalling £3482.02 inc VAT and a list for the KGV Charity totalling £3459.57 inc VAT have been circulated.

This includes a 50% deposit for urgent repairs to the garage doors, and a 40% deposit for remedial repairs to the soffits and fascias, and some internal repairs in the kitchen and bar area.

Cllr Singhateh advised that the soffit and internal works had now been completed, so payment of the invoice totalling £2980.00 inc VAT was required. After discussion, it was agreed that this payment should come out of the Council account, as there are ring fenced funds for the KGV.

Therefore, payments totalling £6462.02 inc VAT for the Council, and payments totalling £2,029.17 inc VAT for the KGV were duly authorised by all present.

KGV Accounts

The Clerk has almost completed compiling accounts for the KGV for 2024/2025 as she has been awaiting copies of missing statements. However, it does appear that there was a deficit of income over expenditure of around £5,500. Expenditure was basic overheads, such as caretaking, grass cutting, electricity and necessary repairs.

Some income is "missing" such as the re-charge to the Tennis Club for electricity.

The Clerk will present the full accounts to the next meeting.

Councillors NOTED this information.

Bank Reconciliations

Full reconciliations are not yet available as the Clerk has been awaiting copies of bank statements, now received. These will be presented to the next meeting.

Councillors NOTED this information.

Neighbourhood Plan Assessment Reports

The previous Locum Clerk has advised that she can complete the outstanding site assessments at a cost of £525.00 VAT exempt.

After discussion, it was proposed by Cllr Cooke, seconded by Cllr Waterson and AGREED by a majority vote, that the work should be completed. Cllr Lindesay voted against this proposal, and asked that this be Minuted.

Parish Online

The Clerk referred to a quotation circulated from Parish Online to take over website and email hosting at a cost of £400 + VAT, with an option of increased inbox capacity from 5GB to 10GB.

The current provider Netwise is due for renewal on 20th July, at a cost of £600 + VAT.

It was AGREED by all present that the website, domain and email hosting be transferred to Parish Online. The Clerk was asked to ensure that emails from certain past Councillors were retained due to content relating to the Neighbourhood Plan.

52 Planning Applications

Reference	Address	Proposal	DPC Response
WA/2025/0926	Wrotham Hill Cottage, Wrotham Hill, Dunsfold	Erection of brick retaining walls (LDC)	Noted
WA/2025/0958	Sun Inn, The Common, Dunsfold	Variation of condition to WA/2019/1366, that is addition of dormer and door; addition of balustrade to flat roof. (Listed Building)	No objection Cllr Lindesay left the room for this item, having previously declared a prejudicial interest; he took no part in discussion.
WA/2025/0962	Sun Inn, The Common, Dunsfold	Variation of condition to WA/2019/1366, that is addition of dormer and door; addition of balustrade to flat roof. (Listed Building)	No objection Cllr Lindesay left the room for this item, having previously declared a prejudicial interest; he took no part in discussion.

53 Planning Decisions

The following decisions were NOTED.

Reference	Address	DPC	WBC
WA/2024/01832	Ashdown Road Chiddingfold	N/A	Lawful
NMA/2025/00310	Heronford Mill Lane Dunsfold	N/A	Granted

54 Planning Appeal

The following appeal was NOTED.

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/X/25/3364731 Re WA/2024/01684	South Fork Wrotham Hill Dunsfold Godalming GU8 4PA	Siting of a shipping container - LDC	No comment as LDC

55 Old School Site Working Party

Cllr Griffiths, as Chairman of this Working Party, reported that he had attended a meeting on 27th May, which had been organised by a resident.

Present at the meeting were the Diocesan Secretary, the Diocesan Director of Education and the Head of Property on the Diocesan Board of Finance.

The resident organiser asked that, in the absence of any use by the Trustees, the Diocese should consider transferring the site to a village community entity, in order to restore the empty listed school building, and to set it up as an Early Years learning Centre to include a nursery school.

The Diocese representatives stated that they will not be making a Section 554 application to have the educational requirement lifted without the agreement of the village. They believe that the decision of the First Tier tribunal recommending a 125-year lease only applies to a Church of England School, and that a 25-year lease would be applied for any other community use. However, any such community use would have to operate in a manner consistent with the principles of the Church of England.

The Diocese is not able to fund any work to the school site, as they have a duty to use funds raised from the site for Church of England educational purposes and not for the benefit of the village.

Cllr Griffiths reported that he had conveyed residents' disappointment with the Diocese over its actions relating to the school site over the past years, such as the relocation of the vicarage to provide additional parking at the Church. The Diocese advised that this is no longer planned. Instead, they propose the building of two or three houses to the rear of the school building, with the profit going to Church of England education.

Cllr Griffiths stated that residents and the Parish Council must be consulted on such proposals. The Diocese asked if he would be prepared to enter into further discussion, but he advised that he had to have the authorisation of the Council and the Working Group to do so.

It was AGREED by all present that Cllr Griffiths would be authorised to enter into discussions with the Diocese in relation to its plans for the School site on behalf of the Council, reporting back on progress at each meeting.

56 Council Surgeries

The Clerk has circulated a sign-up sheet for surgeries to be held on the second Saturday of each month, except August.

57 Dunsfold Neighbourhood Plan

Cllr Waterson reported that progress is being made, and the site assessments can now be completed. Some reports are outstanding, such as Housing Needs Assessment. A meeting is being arranged with the consultant and Waverley BC.

Councillors NOTED this information.

58 Phone Mast on KGV Field

The Clerk emailed Carter Jonas as agreed at the last meeting, and received an out of office. There has been no further contact.

Councillors NOTED this information.

59 Reports on Meetings attended

The Clerk attended a Surrey Branch SLCC meeting on 21st May, which was reported under Minute 46.

Cllr Waterson represented the Council at the Gypsy and Traveller site hearing, which was reported under Minute 50.

60 Items for Information

The Clerk was asked to contact Waverley BC in relation to the 106 affordable housing payment from the Wetwood Farm development, to ensure that it was applied to Dunsfold.

The Clerk will explore the use of CIL funds for use at the KGV.

61 Future Agendas

It was noted that there had been some comments relating to the size of the new bench on the common, this having been approved by the Council some years ago, but only just been installed.

It was agreed that a "bench policy" be considered by the Council to manage any future requests.

62 Date of next meeting

It was agreed at the KGV meeting to hold an Extraordinary Meeting to discuss the KGV car park tenders on 17th June. Unfortunately, the Nugent Room is booked for this date.

It was AGREED by all present that the Extraordinary Meeting would be held on 17th June at the KGV Pavilion with the KGV tenders being the sole agenda item.

The next scheduled meetings are as follows:

- Full Council – Tuesday, 8th July 2025
- Commons Committee – Monday, 21st July 2025
- KGV Management Committee – Monday, 21st July 2025
- Finance Committee – Monday, 28th July 2025

Chair of the Council Dated.....

DUNSFOLD PARISH COUNCIL

DRAFT Minutes

Minutes of the Extraordinary Council Meeting held on Tuesday, 17th June 2025 at 7.30pm in the King George V Pavilion, Common Rd, Dunsfold.

Cllrs Present:

Cllr David Griffiths (Chairman)
Cllr Susannah Cooke
Cllr Tigi Singhateh
Cllr Nigel Waterson

Cllr Chris Lindesay (Vice Chairman)
Cllr Roy Enticknap
Cllr Phillip Travis

Clerk: Mrs J Nagy

Public: None

63 Apologies

There were no apologies, all members being present.

64 Declarations of Interest

Cllr Lindesay presented a dispensation request which stated that he had potential pecuniary interests being the owner of a competitive hospitality business, and possibly doing future business with one of the possible businesses, and a potential personal interest, being a member of the KGV Social Club and previous member of the management team.

It was considered that the Sun Inn is not in competition with the KGV bar, being of a different scale, and the main purpose of the KGV is a sports and social facility not hospitality. The other potential interests were not considered to be over and above those of other councillors or resident of the village.

The dispensation was therefore granted for the duration of the meeting.

65 King George Field Car Park Resurfacing Works

At this point, the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1, the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it related to sensitive commercial information.

The Meeting returned to open session.

During confidential session, the thirteen tenders submitted were considered. It was noted that the specification stated that weighting would be given to local companies, so the locations of the companies were listed in the report.

After discussion, it was proposed by Cllr Lindesay and seconded by Cllr Enticknap that the contract for the resurfacing works would be awarded to Axtell Surfacing

and Groundworks, to include two-coat surfacing, at a cost of £45,048 + VAT, with some flexibility on the area of granite sets required.

Cllr Enticknap expressed concern over the possible routing of electricity supply for the proposed phone mast on site, which he believed went across the car park. He suggested costing a trench/ conduit to be added to the works to carry the cabling without damage to the car park.

The Clerk will check the routing of the cabling.

66 Date of next meeting

The next scheduled meetings are as follows:

- Full Council – Tuesday, 8th July 2025
- Commons Committee – Monday, 21st July 2025
- KGV Management Committee – Monday, 21st July 2025
- Finance Committee – Monday, 28th July 2025

Chair of the Council Dated.....

Clerk's Report
Full Council meeting to be held on
Tuesday, 8th July 2025
To be read in conjunction with the agenda

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.

If a dispensation is required, then this must be submitted as soon as possible, preferably prior to the meeting.

4 Minutes

To agree the Minutes of the meetings held on Tuesday, 10th June 2025 and Tuesday, 17th June 2025

5 Chairman's Announcements

6 Correspondence & Action Lists

Councillors are asked to note the Correspondence and Action lists as included in this meeting pack.

7 Committees

There are no Committee Minutes to note, as no meetings have taken place since the last Council meeting.

8 Committee Membership

All Councillors are members of the KGV Management Committee as the Council as a body is sole trustee.

The Finance and Commons Committee has membership of up to five Councillors. At the May meeting there were only five councillors in post, so it was agreed that all would be on these Committees to be reviewed once there was the full complement of seven.

Councillors are asked which Committees they would like to be on.

9 Waverley Borough Council

To receive and note a report from Cllrs Deanus and Relleen.

Please note the Councillors could arrive late due to other commitments, so the order of business may be changed to accommodate this.

10 Surrey County Council

To receive and note a report from Cllr Deanus.

11 Local Government Reorganisation

The Government is now consulting on LGR, with the consultation closing on 5th August.

Councillors are advised to read the information on the consultation via this link prior to attending the meeting.

<https://www.gov.uk/government/consultations/local-government-reorganisation-in-surrey/proposals-for-local-government-reorganisation-in-surrey#consultation-questions>

There are two options being considered, with Surrey CC and Waverley BC having differing views. The link above provides ongoing links to details of the two options, with both claiming that they will offer better economies of scale, and improved quality of services.

The options are -

Elmbridge Borough Council, Mole Valley District Council and Surrey County Council proposed 2 unitary councils:

- East Surrey (Elmbridge, Epsom and Ewell, Mole Valley, Reigate and Banstead, Tandridge)
- **West Surrey** (Guildford, Runnymede, Spelthorne, Surrey Heath, **Waverley**, Woking)

The Borough Councils of Epsom and Ewell, Guildford, Reigate and Banstead, Runnymede, Spelthorne, Surrey Heath, Waverley and Woking, and Tandridge District Council proposed 3 unitary councils:

- East Surrey (Epsom and Ewell, Mole Valley, Reigate and Banstead, and Tandridge)
- North Surrey (Elmbridge, Runnymede, and Spelthorne)
- **West Surrey** (Guildford, Surrey Heath, **Waverley**, and Woking)

In addition to being a signatory to the latter proposal, Reigate and Banstead Borough Council with Crawley Borough Council, submitted a supplementary submission, asking the government to consider a cross-boundary option.

The issue of Woking Borough Council, which is receiving Exceptional Financial Support, has not been addressed. It has been suggested that to affiliate with Woking would mean taking on some of its considerable debt.

Surrey County Council is proposing a new structure whereby Neighbourhood Area Committees will be formed consisting of town and parish councils, NHS, Police and Volunteer groups. This will aim to ensure that local voices are heard.

Apart from these Committees, it should be noted that there is almost no reference to the role that town and parish councils will play in the new structure, either from the County and Boroughs, or from central government.

The Surrey Association of Local Councils is not commenting on the specifics of the two proposals, but is concentrating on Question 8 of the consultation - Will the councils' proposal enable stronger community engagement and deliver genuine opportunity for neighbourhood empowerment?

Waverley BC is holding a webinar on 16th July hosted by Guildford and Waverley Borough Councils. According to SALC they are the only ones doing this, so would be worth attending. It has been noted that Surrey CC are not attending, possibly as Surrey are opting for two tier and the boroughs want three.

Councillors are asked to consider a response to the consultation, by answering the 9 questions. An alternative would be to delegate a response to a councillor and the Clerk after they have attended the webinar on 16th July.

12 Annual Governance & Accountability Return 2024/2025

The AGAR paperwork and supporting documentation was agreed at the last meeting.

It was noted that Boxes 4 and 9 were ticked as No.

Box 4 related to the publication of the Public Rights Notice, and it was believed that this was not published on the Council website as it could not be found. Since the meeting, it has been pointed out that the Notice was published on 12th June 2024.

The Box 4 response has been changed to a "Yes" response, and an explanation of the amendment has been submitted as part of the supporting documentation.

Box 9 related to the administration of the KGV Charity and the acknowledgement by the Council that the financial situation of the Charity had not been correctly monitored throughout 2024/2025 due to staffing changes throughout the year. The wording of the explanation was amended to ensure that there was no implication that this oversight was in any way attributable to the previous Clerk, who left in the autumn of 2024.

Councillors are asked to formally note the amendments to the final documentation

13 Accounts & Financial Matters

Current financial situation of the Council

See separate Finance Report

Current financial situation of the KGV Charity

See separate Finance Report

Refurbishment of the King George V Pavilion

See separate Finance Report

KGV car park works

Cllrs Griffiths and Singhateh, met with Axtells on site, together with the Clerk. On the recommendation of the contractor, it was agreed to add an extra protective layer to the two-layer tarmac construction, which assists in wear and tear at a cost of £972.00 + VAT, bringing the total cost to £46,020.00.

At the Extraordinary Meeting on 17th June, Cllr Enticknap expressed concern that the plans for the proposed phone mast showed cabling for electricity is required across the car park. The Clerk has reviewed the plans, and an "access route" is shown, but it is not clear what this route is; there is no reference to cabling.

For avoidance of doubt, the Clerk has written to Galliford Try (who have taken on the project from Sinclair Dalby) informing them that the Council will not permit any trenching of the car park and that any electricity cabling must go around the edges.

Axtells has advised that work will commence in the next three to four weeks. Once the date is confirmed, users will be advised that the car park will be closed for the duration.

Councillors are asked to NOTE this information.

HR Support options

As agreed at the Annual Council Meeting on 6th May, two invoices from Worknest are on hold - £2963.08 for HR Support and £179.00 for legal expenses insurance, which is optional. The Clerk had sourced a similar contractor, Council HR & Governance Support, which would charge £1250 pa for a three-year contract, £1050 for five years.

It was agreed that the Clerk would contact Worknest for a copy of the agreement and what services are provided. These would seem to be very similar to that offered by CHRGS. However, the contract with Worknest is for a minimum of three years, with three months' notice, which would be February 2027 to end in May 2027.

The Clerk has therefore put the contract renewal premium for £2963.08 on the payment schedule.

14 Planning Applications

Councillors are asked to agree a response to the applications as listed on the agenda

15 Planning Decisions

Councillors are asked to note the planning decisions as listed on the agenda

16 Planning Appeal

Councillors are asked to note that an appeal has been lodged against refusal of WA/2024/01684, re the siting of a shipping container at South Fork, Wrotham Hill, and against WA/2025/00705 re siting of a caravan for residential use on the same site. As these applications relate to Lawful Development Certificates, Dunsfold PC did not comment on the original applications.

Councillors are asked to NOTE these appeals.

17 Old School Site Working Party

Cllr Griffiths will give a verbal report.

18 Parish Council Surgeries

The Clerk will be circulating the current sign-up sheet.

19 Dunsfold Neighbourhood Plan

At the last meeting, it was agreed to ask the previous Locum Clerk to complete the site assessments. However, it appears that whilst all sites were assessed, two were not scored.

Cllr Waterson is proposing the following action:

1. Ensure that notes of all past meetings are written up
2. Arrange a meeting of Councillors to "score" the remaining two sites
3. Send the completed reports to Waverley BC and arrange a meeting, with consultant UVE

- in attendance
4. Chase Waverley BC for responses to requests for Housing Needs Survey and density formula
 5. Decide whether to form a Steering Group/Working Party made up of Councillors, and possibly residents to progress the Plan
 6. Decide how the administrative support for the Plan is to be provided.

The Clerk advises that members of the public should be invited to be on any Steering Group, as having only Councillors could be challenged at a later stage, especially relating to discussions on site assessments.

Councillors are asked to consider and agree the best approach.

20 Phone Mast on KGV Field

There has been no response to the Clerk's emails to Carter Jonas. She has ascertained that Sinclair Dalby are no longer involved, with Galliford Try apparently having taken over. (See report on KGV Car park tender update) Emails to Galliford have also not been acknowledged.

21 Reports from Representatives attending outside meetings

NALC Legal Update; 18TH June 2025

The Clerk attended this seminar. Topics covered included the following:

- Employments Rights Bill
- Remote meetings, to be enacted when parliamentary time allows. Will include provision for proxy voting
- Dependent Carers' Allowance, which is allowed by principal councils, but not at town and parishes However, this can be paid if the council has GPC. Co-opted Councillors are not eligible for allowances, which being reviewed
- Marty's Law (consideration of potential terrorist attack at public events) - got assent in 2025 but will take two years to full implement
- Planning & Infrastructure Bill, second reading June 2025
- The Smaller Authorities' Proper Practices Panel (SAPPP) formally the Joint Panel on Accountability and Governance (JPAG) has issued its 2025 Practitioners Guide
- Legal Topic Notes are now Legal Advice Notes

Waverley Borough Council Local Plan Workshop; 24th June 2025

The Clerk attended this workshop on behalf of the Council. It was an interactive visioning exercise and she did not feel best placed to comment on some issues. It was noted that the housing requirement for the Borough is 1458 per annum, this being 29000 over the 20-year plan period.

SALC Clerks' Forum; 1st July 2025

The Clerk attended this meeting; there was a similar Councillor's Forum on 2nd July.

Topics covered other than Local Government Reorganisation, covered earlier in this meeting, included the following:

- Govt agreement to allow remote meetings, but no time scale for implementation
- New Employment Rights Bill as from 2026
- Cessation of Neighbourhood Planning funding
- Budget and precept setting
- Prior warning of a consultation on the AGAR documentation due to take place in Autumn.

22 Items for Information

Councillors are invited to report on items of interest.

23 Future agendas

Councillors are invited to report on items of interest

24 Date of next meeting

The next scheduled meetings are as follows:

- Commons Committee – Monday, 21st July 2025
- KGV Management Committee – Monday, 21st July 2025
- Finance Committee – Monday, 28th July 2025
- Full Council - Tuesday, 2nd September 2025

Correspondence List 5th June to 3rd July 2025

Date	From	Action
9 th June	Waverley BC Press Release re CiL review	To note
12 th June	NALC Chief Executive Bulletin	To note
13 th June	Waverley BC Press Release re CiL review	To note
16 th June	NALC – link to new edition of Local Councils Explained	Please read!
19 th June	NALC Chief Executive Bulletin	To note
23 rd June	Waverley BC Press Release calling Govt to reform CiL System	To note
25 th June	Surrey CC CEO – information re Local Government Reorganisation	To note
26 th June	Clerk – chasing Councillor surgery sign up	To note
30 th June	SALC Training Programme	To note
1 st July	Waverley BC – invitation to LGG webinar, 16 th July	To register to attend

Action list as of 3rd July 2025

Meeting Date	Action	Responsibility	Update
FC 18 th March	Work with consultant to progress N Plan	Cllr Waterson/Clerk	In hand
FC 18 th March	Issue tender for KGV car park works	Locum Clerk	Order placed
Finance 14 th April	Prepare 2024/2025 accounts for KGV	Locum Clerk/Clerk	In hand
Finance 14 th April	Prepare 2025/2026 budget for KGV	Cllr Lindesay/Clerk	In hand
Finance 14 th April	Open Unity Trust account and CCLA investment account	Clerk	In hand
FC 6 th May	Change bank mandates for all Lloyds accounts	Clerk	Ongoing
FC 6 th May	Change bank mandate for NC&I account	Clerk	Submitted
FC 6 th May	Draw up list of policies	Clerk	Ongoing
FC 6 th May	Circulate dates for Councillor Surgeries	Clerk	In hand
Commons 19 th May	Review TOR for this Committee	Clerk	
Commons 19 th May	Submit expression of interest to acquire lease of Common from WBC	Clerk	Accepted by WBC, now need to write business plan
Commons 19 th May	Discuss review of Land & Pond Management Plan	Clerk	
Commons 19 th May	Get quotes for tree survey	Clerk	Awaited
Commons 19 th May	Contact Environment Agency re Gratton Chase	Clerk	
KGV 19 th May	Prepare building maintenance plan	Clerk	
KGV 19 th May	Draw up check list for weekly playground inspection	Clerk	
FC 10 th June	Submit AGAR documentation	Clerk	Completed
FC 10 th June	Appoint Locum Clerk to complete site assessments	Clerk	On hold
FC 10 th June	Investigate use of CIL funds to repair KGV Pavilion	Clerk	
FC 10 th June	Draft a bench policy	Clerk	
FC 17 th June	Place order for car park work to Axtells	Clerk	Completed

