

DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU84PB

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 11th November 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr David Griffiths (Chairman)
Cllr Phillip Travis

Cllr Chris Lindesay (Vice Chairman)
Cllr Nigel Waterson

Clerk: Mrs J Nagy

Public: 3

Also Present: District & County Cllr Deanus

132 Public Participation

A resident noted that as part of the Neighbourhood Plan process, the Council has been considering assessments for a number of potential sites, both allocated and non-allocated. These discussions have taken place in private unreported meetings. He has previously advised of his concerns over this process.

He asked for assurance that the Council would not present the site assessments and allocations produced in these meetings to Waverley BC or any other party as the work of the Parish Council until they have been submitted to public consideration and approval via community engagement.

Given that these meetings are held in private, he asked if the Council had given consideration to seeking the advice of the Monitoring Officer at Waverley BC on this approach, and also their views on how future community engagements on these assessments should proceed bearing in mind the extent to which Councillors will have predetermined issues.

The Chairman reported that the Council is working with consultants who continually offer advice on the Neighbourhood Plan process.

Cllr Waterson said that the Monitoring Officer would not offer advice on this matter, as they are not planning specialists.

The resident reported that there was no information about the Neighbourhood Plan on the Council website.

The Clerk was asked to ensure that all previous documentation was added to the website, including Waverley BC's response to the Regulation 14 submission.

133 Apologies

Apologies were noted and accepted from Cllr Cooke.

Cllrs Enticknap and Singhateh were absent.

134 Declarations of Interest

Cllr Lindesay declared a pecuniary interest in WA/2025/01932 at the Sun Inn, as he is the

applicant.

135 Minutes

Cllr Waterson noted a typo in Minute 126 relating to the Stovolds enquiry, where it said that "proceedings being suspended due to a member of the legal team being taken in", when this should have read that a member of the legal team had been taken ill.

It was proposed by Cllr Travis seconded by Cllr Waterson and AGREED by all present that the Minutes of the meeting held on 14th October 2025 were a true and correct record, after the above amendment.

136 Chairman's Announcements

The Chairman had no announcements.

137 Correspondence and Action Lists

The Correspondence and Action lists were noted by all present.

Cllr Waterson advised Councillors that he had circulated an email relating to ecological protection in the Planning & Infrastructure Bill, Surrey Wildlife Trust is urging individuals and organisations to contact their MPs to ensure that protection clauses are included in the Bill.

It was agreed that the Clerk would write to Jeremy Hunt MP to request his support.

138 Committees

The Minutes of the following meetings, as previously circulated were NOTED.

- Finance Committee, 28th July 2025; date of next meeting 24th November 2025

139 Surrey County Council and Waverley Borough Council Reports

Cllr Deanus reported that the Government has made the decision to have two unitary authorities in Surrey - East Surrey and West Surrey. However, the detail in how this can be achieved is still lacking. There is to be a Fair Funding Review before Christmas; Surrey as a whole lost over £150 million last year.

The first £500 million of debt in Woking has been written off, but not in its entirety.

Mayors are to be elected in May 2027, although again there are no details.

Surrey boroughs have been asked to provide data on existing services to enable these to be amalgamated; however, not all of the boroughs are providing the data in a timely manner.

Concerns remain over the Neighbourhood Area Committees (NACs). Membership is limited in numbers, but it is not clear how this will work in larger rural areas where there may be several parish councils. It may be that the views of individual parish councils may be over-looked.

The existing councils remain until May 2026. From May onwards, the unitary authority will be "shadowing" until May 2027 when there will be elections for unitary councillors.

The Chairman thanked Cllr Deanus for his reports.

140 Burnt Hill

At the last meeting the Clerk was asked to invite John Bennett, Waverley BC Enforcement Officer to this meeting, but unfortunately, he was not able to attend.

He has reported that apparent breaches of condition on the Burnt Hill site are being investigated; the most likely course of action is that Breach of Condition Notices will be served.

The non-compliance of the remaining matters on the enforcement notice upheld at appeal, which relates to the land at the rear of the "middle" Burnt Hill site, is also ongoing. The deadline for compliance has passed.

Mr Bennett was not aware that the adjacent kennels site was up for sale, and asked to be kept updated.

The Clerk was also asked to contact Jeremy Hunt MP to make him aware of the latest situation, He has replied to say that he will take this up with Claire Upton-Brown, Head of Planning at Waverley BC.

It was suggested that if non Gypsy and Travelling Showpeople were renting caravans on the site, it should lose its designated G&T status.

Councillors NOTED this information.

141 Local Government Reorganisation

The government has decided to form two unitary authorities in Surrey. West Surrey will comprise of Waverley, Guildford, Woking, Surrey Heath, Runnymede, and Spelthorne, and East Surrey will be Mole Valley, Elmbridge, Epsom and Ewell, Reigate and Banstead, and Tandridge.

Elections for the new Unitary Authorities will take place in May 2026 with the new authorities formally taking over responsibilities from 1st April 2027. Existing County, Borough and District Councillors are expected to remain in post until 31st March 2027.

The Government has also confirmed a commitment to repay in principle £500m of Woking Borough Council debt in 2026-27 and to explore what further debt support is required at a later date.

Councillors NOTED this information.

142 Waverley Borough Council Local Plan Consultation

The Clerk referred to the briefing report circulated separately.

It was agreed that the suggested settlement hierarchy was acceptable, and that the Council would not support large scale development on the aerodrome site. Approach 1, that is "developing within the four main settlements and the larger villages" was the preferred option.

It was agreed that the Clerk would work with Cllr Waterson to draft a response to the consultation, and would circulate this draft to all councillors prior to submission

143 Accounts & Financial Matters

Financial packs containing the current financial situation were circulated separately; Councillors formally NOTED and APPROVED the information therein.

Payments to be authorised

The list of payments to be authorised included in the Financial pack totalling £115.00 was AGREED by all present

KGV Payments

The list of payments in the Financial Pack for information totalling £732.20, was NOTED.

Increase of Clerk's mailbox capacity

The Clerk's email box is reaching capacity. There are options to resolve this –

- Upgrade to 10gb storage at £24 per mailbox
- Use Cloud Office Storage which would give 30MB of email storage and 10GB of document storage at £42 per mailbox.

The Clerk was asked to find out more information relating to cloud storage and report to the next meeting.

Internal Audit

Mark Mulberry of Mulberry LAS carried out an audit on Friday, 7th November. There were no major issues, but he offered advice on some matters. The report will be considered at the next Council meeting on 9th December

Councillors NOTED this information.

144 Staffing Matters

The Clerk referred to separate confidential report following the HR Committee meeting held on 28th October.

Councillors NOTED the actions of the Committee as agreed.

Draft Employee Handbook & Sexual Harassment Risk Assessment

The Clerk referred to these documents circulated separately.

It was AGREED by all present to adopt the Employee Handbook, and it was AGREED that the Clerk completes the Sexual Harassment Risk Assessment.

Draft Lone Working Policy

It was AGREED by all present to adopt the Lone Working Policy.

Council Mobile Phone

Cllr Singhateh tried to download the app for the CCTV at the KGV onto the Clerk's phone, but it was too old to support. He has suggested that the Council purchases a more up to date version.

Many of the websites and packages that the Clerk accesses, such as HMRC, require a code to be sent to a mobile phone. Having a Council phone would assist when there is a change of personnel.

It was AGREED that the Clerk would source an update phone, and will present this to the Council for approval.

SLCC Practitioners Conference

It was AGREED by all present that the Clerk would attend the SLCC Practitioners' Conference on 28th and 29th January 2026 at a cost of £650 to be taken from the administration cost code

It was noted that there was no provision for training for either the Clerk or Councillors in the 2025/2026 budget, and this is to be added to the 2026/2027 budget.

Office Closure over Christmas

It is proposed that the Council office is closed from Monday, 22nd December to Friday 2nd January. The Clerk will take this time as leave.

Councillors NOTED and AGREED this closure.

145 Financial Regulations

At the last Finance Committee meeting, it was noted that clause 2.6 relating to signing off bank reconciliations in the current FR was not clear, in that it refers to one councillor, then to two councillors signing verification.

Cllr Lindesay also suggested that the ability to pay by cheque was reinstated into the FR at clause 8.

The Clerk referred to the revised draft circulated via separate email, with an amendment to para 2.6 and addition of clause 8 relating to payments by cheque.

The revised Financial Regulations were AGREED by all present, and therefore adopted.

146 Old School Site

The information agreed at the last meeting are now on the Council website, and the leaflet has been printed and circulated.

A public meeting has been scheduled for Tuesday, 25th November in the Winn Hall; representatives from the Diocese of Guildford have agreed to attend.

Councillors NOTED this information.

The Chairman welcomed suggestions as to how to manage the survey process.

147 Dunsfold Neighbourhood Plan

There have been no suggestions for additional or amended questions in the Housing Survey; the Clerk has asked Surrey Community Action to produce a final draft for agreement.

It was agreed that the Clerk be given delegated powers together with Cllr Waterson, to agree the final version to save time.

Councillors met with UVE twice, to assess the sites previously "unmarked", these being Coombebury Cottage, the Old School Site and North Gratton Chase

UVE has provided a project plan to assist with budgetary discussions which has been circulated which gives provisional dates for consultation at all stages of the Plan.

It was agreed at the last meeting for UVE to provide admin support which should assist in meeting the project plan targets.

Cllr Waterson reiterated that it is the Council which will consider the submission of the final draft Plan, taking into account all representations.

Councillors NOTED this information

148 Planning Applications

Cllr Lindesay declared a pecuniary interest in WA/2025/01932 at the Sun Inn, as he is the applicant; he left the room.

Reference	Address	Proposal	DPC Response
WA/2025/01932	Sun Inn, The Common, GU8 4LE	Condition 4 Of WA/2019/1366 (Materials Relating To Rainwater Goods) And WA/2017/0711.	Noted

Cllr Lindesay returned to the meeting.

Reference	Address	Proposal	DPC Response
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.	No objection
WA/2025/01948	Forge Cottages, The Common GU8 4LE	Erection of a garden room	No objection
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)	Noted
WA/2025/02066	Gorebridge Green Farm, Hook Lane, GU8 4BX	For existing use as general industrial use (Use Class B2). (Lawful Development Certificate)	Noted
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	No objection
WA/2025/02106	Elm Lea, Mill Lane, GU8 4LD	Erection Of A Single Storey Extension Following Demolition Of Existing Conservatory.	No objection
WA/2025/02124	High Stovolds Farm, Stovolds Hill, GU6 8LE	Variation of condition to amend layout of plots and to allow phased development	Noted

149 Planning Decisions

The following decisions were noted

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

150 Planning Appeals

There have been no appeals lodged since the last meeting.

151 Council Surgeries

The surgery scheduled for 8th November was cancelled by the Clerk as there were no councillors available.

The next one is due to take place on 13th December with Cllrs Lindesay and Waterson in attendance.

152 Reports on Meetings attended

No councillor had attended any meetings since the last Council meeting.

153 Items for Information

Councillors had no items to report.

154 Future Agendas

There were no items proposed for future agendas

156 Date of next meeting

The next Full Council meeting will be on **Tuesday, 9th December 2025.**

It was AGREED that the Full Council meeting scheduled for Tuesday, 10th February 2026 would take place on Tuesday, 3rd February instead.

Other scheduled meetings are as follows:

- Commons Committee – Monday, 17th November 2025 **at the KGV Pavilion**
- KGV Trustees Meeting – Monday, 17th November 2025 **at the KGV Pavilion**
- Finance Committee Meeting – Monday, 24th November 2025

Chair of the Council Dated.....