

DUNSFOLD PARISH COUNCIL

Full Council Meeting

Meeting Pack

9th December 2025

DUNSFOLD PARISH COUNCIL

2nd December 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, 9th December 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, 11th November 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 Meetings
 - **Commons Committee, 29th September 2025; date of next meeting 19th January 2026**
 - **Finance Committee, 27th October 2025; date of next meeting 26th January 2026**

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. **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 receive and authorise payments of invoices due before the next meeting
 - To consider a quote for the removal of fish from the School Pond
11. **Internal Audit Report** – to receive and note the Internal Report
12. **Budget 2026/2027** – to consider and agree the draft budget and to agree a precept request to be submitted to Waverley Borough Council
13. **Old School Site Consultation** – to receive an update on the recent public meeting and on the current consultation; to discuss how to circulate the proposed community engagement survey; to consider applying to Surrey County Council for transfer of ownership of the playing field to the Parish Council, via the Community Asset Transfer scheme.
14. **Dunsfold Neighbourhood Plan** – to receive an update
15. **Surrey Hills AONB Consultation** – to note the extension to the proposed area which will include Dunsfold, and to consider the submission of a response.
16. **Policies** – to consider the following policy:
 - Memorial Bench and Tree Policy
17. **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/2025/02202	Cherry tree Cottage, Mill Lane, GU8 4LD	Erection Of Extensions Alterations And Garage Following Demolition Of Extension Garage And Porch.
WA/2025/02239	Land north of Gratton Chase	Outline Application With All Matters Reserved Except For Access For The Erection Of 9 Dwellings.
WA/2025/02241	Land at Chiddingfold Storage Depot, GU8 4PB	Details of a construction management plan (County Matter)
WA/2025/02268	Land at Chiddingfold Storage Depot, GU8 4PB	Details of biodiversity gain plan (County Matter)

WA/2025/02331	Land at Chiddingfold Storage Depot, GU8 4PB	Details of biodiversity enhancement and management plan (County Matter)
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18. **Planning Decisions** - to receive and note decisions made by Waverley Borough Council as the Local Planning Authority

Reference	Address	Proposal	DPC	WBC
WA/2025/01775	The Sanctuary Wrotham Hill	Erection of brick retaining wall with flint inserts	Not discussed*	Granted
WA/2025/01841	Wrotham Hill	Siting of 2 caravans for residential use	Noted	Granted
WA/2025/01881	Brookes, Hurlands Lane	Erection of three bay garage	Noted	Granted
WA/2025/01896	Knightons Court, Knightons Lane	Erection of extensions and alterations, creation of basement and construction of indoor swimming pool	No objection	Refused
WA/2025/01932	Sun Inn, The Common	Variation of condition	Noted	Granted
WA/2025/02054	Land at Chiddingfold Storage Depot	Details of existing surface water drainage scheme	Noted	No objection

*Objected to WA/2025/1261, same proposals at same address

19. **Planning Appeals** – no appeal has been lodged since the last meeting.
20. **Parish Council Surgeries** – to receive a report on residents’ concerns raised at recent surgeries
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, 13th January 2026** Next scheduled meetings:
Commons Committee – Monday, 19th January 2026
KGV Trustees Meeting – Monday, 19th January 2026
Finance Committee – Monday, 26th January 2026

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

DUNSFOLD PARISH COUNCIL

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 Chris Lindesay (Vice Chairman)

Cllr Phillip Travis

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.

The Neighbourhood Plan sub-group has 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	Noted

		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)	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.....

Clerk's Report
Full Council meeting to be held on
Tuesday, 9th December 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, 11th November 2025.

5 Chairman's Announcements

The Chairman may choose to make an announcement

6 Correspondence & Action Lists

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

7 Committees

To note the Minutes of the following meeting, as previously circulated:

- Commons Committee, 29th September 2025; date of next meeting 19th January 2026
- Finance Committee, 27th October 2025; date of next meeting 26th January 2026

8 Waverley Borough Council

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

9 Surrey County Council

To receive and note a report from Cllr Deanus.

10 Accounts & Financial Matters

Financial packs are circulated separately; Councillors are asked to formally note and approve the information therein.

Payments to be authorised

Lists of payments to be authorised are included in the Financial pack totalling £6589.58. The Clerk has set these to come out of the Unity Trust account.

KGV Payments

A list of payments totalling £726.89 is included in the Financial Pack for information.

Bank Mandates

The Unity Trust account is now open and a £10,000 transfer from the Lloyds current account has been actioned.

However, the £500 cheque written to open the account has bounced, possibly due to the only two available signatories not being cheque signatories. However, the Clerk checked with Unity and as the account now has funds from the transfer, the bounced cheque can be discounted, although it has incurred a fee of £6.

Maintaining a balance in Unity Trust Account

The Clerk suggests that the Council agrees a balance figure for the Unity Trust account, with transfers from the Lloyds Current Account.

Removal of Fish from the School Pond

The Clerk will not be presenting this quote.

11 Internal Audit Report

Mark Mulberry of Mulberry LAS carried out the internal audit on 7th November. His report is circulated separately. He recommended the following:

- That a data audit is carried out
- That the level of general reserves is reviewed as part of the budget setting process. There are £23,000 in general reserves which will reduce to around £10,000 to £12,000 by the end of the year. Guidance suggests that a reserve of between £15,000 and £50,000 would be appropriate.
- The current asset register does not agree to the signed AGAR; the Clerk is to investigate
- That a single annual formal inspection for an aging playground is probably insufficient and increases the risk profile. If more regular inspections are carried out by councillors, they should undertake some training or accreditation in this area
- That all pages of Minutes are initialled as a true record of the meeting, as some are not
- That councillors receive a statement of internal controls that details the key controls the council has in place, ahead of signing the annual governance statement.

The Clerk will ensure that a data audit and statement of internal controls are submitted to the Council as part of the end of year process.

The Clerk has ascertained that there was an error in the formula in the Asset Register spreadsheet. This has now been rectified and it now agrees to the 2024/2025 AGAR

The caretaker at the KGV has agreed to undertake regular play area checks.

The Clerk is ensuring that all pages of Minutes are initialled in the future.

Councillors are asked to formally NOTE the Internal Audit report, and the Clerk's actions.

12 Budget 2026/2027

Please see budget information pack circulated separately.

Waverley BC has agreed to an extension of the deadline to submit the precept request, so it would be possible to finalise the budget at the January 2026 meeting.

13 Old School Site

The public meeting was well attended, with around 50 people, including 2 representatives from the Diocese of Guildford.

Cllr Griffiths as Chair of the Working Party and Chairman of the Council gave a presentation of the Diocese's proposals.

Councillors need to agree how and when to issue the consultation question to ensure that this does not clash with the Housing Needs Survey – see Neighbourhood Plan below.

If the Council wishes to issue the questionnaire by post to every household, this will cost in the region of £800 to £1000.

The consultation is not a referendum as parish councils do not have the power to hold referenda. It is a community engagement exercise to gauge the views of residents to the Diocese's proposals. The result is not binding upon the Council; referenda and parish polls are also not binding.

Councillors are asked to note this information and to agree how to progress.

Asset Transfer of Playing Field

It has been suggested that the Council approaches Surrey CC to take over ownership of the playing field behind the school via a Community Asset Transfer. The Clerk has contacted Surrey CC as to how to go about this, should the Council be minded to progress.

Councillors are asked to consider if the Clerk should continue to liaise with Surrey CC in order to acquire ownership of the playing field.

14 Dunsfold Neighbourhood Plan

The Housing Needs Survey has been passed to Waverley BC for approval.

15 Surrey Hills AONB Consultation

The area to be considered for AONB status has been extended to include Dunsfold.

The previous response is included in this meeting pack. Councillors are asked to consider submitting an additional comment/response.

16 Policies

Memorial Bench and Tree Policy

Councillors are asked to consider this draft policy with a view to adopt.

17 Planning Applications

Councillors are asked to agree a response to the applications as listed on the agenda. A briefing paper with background information on WA/2025/02239 at land north of Gratton Chase has been circulated separately.

18 Planning Decisions

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

19 Planning Appeals

There have been no appeals since the last meeting.

20 Parish Council Surgeries

The next surgeries are due to be held on Saturday, 13th December with Cllrs Lindesay and Waterson, and on 10th January 2026 with Cllrs Enticknap and Singhateh.

21 Reports from Representatives attending outside meetings

SLCC Bootcamp, 19th November 2025

The Clerk attended this conference FOC have obtained a free Surrey Branch place.

Planning – it is possible that letters from MOP will no longer be published on the LPA's website. When drafting Neighbourhood Plans, councils are advised to consider design rather than just housing numbers. No legislation is planned to control land banking.

Climate & Environment – the Clerk noted useful contacts for biodiversity audits and carbon calculators.

SALC Legal Update 3rd December 2025

The Clerk attended this on-line session which highlighted upcoming changes in legislation. This included waste management, employment rights, Martyn's Law, remote meetings and sanctions & standards.

22 Items for Information

Councillors are invited to report on items of interest.

23 Future agendas

Councillors are invited to suggest items for future agenda.

24 Date of next meeting

The next Full Council meeting will be on **Tuesday, 13th January 2026.**

Other scheduled meetings are as follows:

- Commons Committee – Monday, 19th January 2026
- KGV Trustees Meeting – Monday, 19th January 2026
- Finance Committee – Monday, 26th January 2026

DUNSFOLD PARISH COUNCIL

MEMORIAL/COMMEMORATIVE BENCHES AND TREES POLICY

1. Scope of the Policy

When loved ones die, their friends and relatives will often want to commemorate them with a lasting memorial. Often this will be in the form of a tree or bench which not only honours their memory, but provides a beautiful and functional improvement to the local environment.

On occasion, a local organisation may wish to install a bench or plant a tree in commemoration of a significant date.

This policy sets out how the Council approves such benches and trees; who is responsible for their upkeep; what is expected from the donor and the Council; and what happens to the memorial when the bench/tree reaches the end of its life.

The Council will always endeavour to be respectful, sympathetic and fair towards those donating trees and benches; to balance the needs of facility users; and to maintain the high quality of its open spaces.

2. What and who is covered by the Policy

The policy covers any memorial/commemorative bench, tree or other lasting item placed on Dunsfold Parish Council-owned or controlled property and is relevant to anyone who has commissioned or is thinking of commissioning a memorial/commemorative tree or bench.

The Parish Council is unable to agree to the interment or scattering of ashes on any of its land.

The Council does not accept applications for memorials for pets.

3. Legal Framework

The planting of trees or installation of memorial/commemorative benches on land is a private arrangement between the friends and relatives, or organisation commissioning the memorial, and the landowner. As such, the Council can only approve memorials on Parish Council-owned land.

The Council may support applications for benches placed on the public highway, but permission is required from the local highways authority, Surrey County Council.

Generally-speaking, installing trees and benches will not be subject to planning permission, restrictive covenants, or other restrictions. However, there may be cases where the Parish Council is unable to install benches for such reasons.

Under the Crime and Disorder Act 1998, the Council must consider the effect of its decisions on crime and disorder. It may deem a location unsuitable, if it may attract antisocial behaviour.

When the Council agrees to install a bench or tree, they are bought by the friends and family, or a local organisation, and donated to the Council. The tree or bench then becomes the property of the Council, and the donor does not retain any right to determine its future management. The Council will nevertheless endeavour to ensure it is properly maintained and cared for.

The applicant agrees to provide the Parish Council with up-to-date contact details for processing in accordance with its Privacy Policy and any data protection legislation.

4. Determining Requests

Enquiries for a memorial/commemorative bench or tree should be made by email to the Clerk. The requests will be determined on behalf of Council by the Commons Committee.

The Council will endeavour to accommodate any reasonable memorial/commemorative requests for the planting of memorial/commemorative Trees or installation of benches on Council-owned property only. Requests may not be able to be fulfilled if the location is unsuitable due to the risk of vandalism, antisocial behaviour, over-population of trees or benches, or any other material factors.

Only trees and benches suitable, in-keeping to the immediate surrounds, and benches of a robust design from an approved supplier will be considered. The Council promotes the provision of eco-friendly, recycled, durable plastic benches.

The exact location of the tree or bench will be agreed between the donor and the Clerk.

Where an existing bench is in poor condition, the Council and donor may agree to install a memorial bench in its place, the full cost of which shall be met by the donor as detailed below.

Memorial benches and trees will only be considered from people who can demonstrate a close tie with the person being commemorated. The Council reserves the right to refuse a memorial bench or tree should it have any grounds to believe it would be contrary to the wishes of the commemorated person's next of kin.

5. Costs

The cost of the tree or bench will include any plaques/inscription, delivery and planting/installation costs (e.g. fixings, tree guard, paving or base around the bench). All costs provided will be exclusive of VAT.

A further one-off surcharge of 20% will be added on top of the cost for the continuing and future maintenance of the tree or wooden bench.

Below are some indicative costs. However, these will vary depending on the final design and specifications:

- New bench: £1200 + plaque + installation/paving + 20% maintenance surcharge. (The surcharge is payable if a wooden bench is required. The surcharge is not payable if a recycled plastic bench is installed).
- Plaque on existing bench: 50% cost of like-for-like replacement + plaque.
- Tree: £50-£150 + plaque + tree guard and stake + planting costs + 20% maintenance surcharge

6. Installing/Planting

The arrangements for ordering and installing the bench or tree will usually be made directly by the Council once a specification has been agreed with the donor and once the financial donation has been received.

Tree planting will usually only be permitted between late autumn and early spring, in line with the tree planting season.

Trees will normally be planted by a Council appointed, qualified contractor. However, donors are welcome to be present at the tree planting and carry out a small ceremony if they wish.

No scattering of ashes of humans or pets at any site will be permitted.

7. Plaques

Commemorative plaques can be affixed to a memorial/commemorative bench, or placed next to a memorial tree, subject to agreeing a size, wording and specification with the Council. No plaque may be affixed to a tree itself.

Plaques may be subjected to vandalism. Any replacement costs will need to be met by the donor.

Commemorative plaques may be affixed to existing bench, with the agreement of the Council.

8. Maintenance

The Council will only source high quality/durable benches and will endeavour to maintain and care for the commemorative/memorial bench or tree.

Donors should also be aware that benches or young trees in public areas may be subject to vandalism and the Council will not be held responsible for any costs in replacing them.

The Council shall endeavour to maintain and care for a memorial/commemorative tree and bench for as long as possible.

However, it reserves the right to re-site or remove any tree or bench that it deems to be unsafe, unrepairable, or other reasons.

No placing of flowers or other objects at memorials will be permitted, except with the permission of the Council.

The donor shall not be permitted to undertake any maintenance of the memorial tree or bench without the permission of the Council.

The Council accepts no liability for replacing a bench or tree at the end of its useful life. When a bench or tree has been disposed, the commemoration will automatically cease. In the event that the Council installs a new bench or tree at the same location, it reserves the right to agree a commemoration with a new donor.

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