

DUNSFOLD PARISH COUNCIL

Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU84PB

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 9th December 2025 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr David Griffiths (Chairman)	Cllr Chris Lindesay (Vice Chairman)
Cllr Susannah Cooke	Cllr Roy Enticknap
Cllr Tigi Singhateh	Cllr Phillip Travis
Cllr Nigel Waterson	

Clerk: Mrs J Nagy

Public: 7

Also Present: District & County Cllr Deanus

157 Public Participation

A representative of the Dunsfold Amphibian Rescue team (DART) wished to speak in objection to WA/2025/02239 North of Gratton Chase proposals. She shared data from the 2025 survey which showed that population numbers are growing. The development site not only provides a local habitat occupies but also a significant migration corridor. She asked the Council to object to the application.

A resident spoke in relation to the Old School Site proposals. She felt that the deal proposed by the Diocese of Guildford was not fair in that it would take the profit which should go to the village. She had concerns that residents were being asked to vote on issues that they did not understand.

The Chairman reminded her that the Working Party had been asked to gather information which they had done, presenting this to the recent public meeting.

A resident referred to the Minutes of the previous meeting when it was agreed that the Clerk would ensure that information relating to the current Neighbourhood Plan would be put on the website, in particular Waverley BC's response to the previous draft Plan iteration. This has not been done. The Clerk apologised and said that constraints upon her time had delayed this, but it would be actioned in due course.

158 Apologies

There were no apologies, all members being present.

159 Declarations of Interest

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

160 Minutes

Cllr Waterson pointed out that in Minute 147, all Councillors had had the opportunity to and not the sub-group as cited.

It was proposed by Cllr Griffiths seconded by Cllr Waterson and AGREED by all present that the Minutes of the meeting held on 11th November 2025 were a true and correct record, after the above amendment.

161 Chairman's Announcements

The Chairman had no announcements.

162 Correspondence and Action Lists

The Correspondence and Action lists were noted by all present.

A representative of the Dunsfold Amphibian Rescue Team has asked for permission to install warning triangles beneath each of the two swan warning signs, subject to permission from County Highways. These signs would be up between 31st January and 30th April, and thereafter annually until further notice.

Councillors agreed in principle to permit the installation of additional signage, this to be ratified at the next meeting. The Clerk was asked to find out if the signs were reflective.

163 Committees

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

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

164 Waverley Borough Council and Surrey County Council Reports

This item was deferred as Cllr Deanus was not yet present at the meeting.

165 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 £6589.58 + VAT was AGREED by all present. These are set up to come out of the Unity Trust account. The Clerk was asked to supply payments inclusive of VAT in future.

KGV Payments

The list of payments in the Financial Pack for information totalling £959.24 + VAT including additions of water and electricity bills was NOTED.

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.

Councillors NOTED this information.

The inefficiency and **intransigence** of Lloyds to facilitate changes in the mandates despite numerous applications was noted; the Clerk is writing a formal letter of complaint.

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.

It was proposed by Cllr Lindesay, seconded by Cllr Travis, that the Clerk open a Unity Trust savings account as soon as possible, and transfer the balance from the Lloyds deposit account.

Removal of Fish from the School Pond

The Clerk will not be presenting this quote.

166 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.

Cllr Lindesay asked the Clerk to submit a VAT claim ASAP as that would have increased the Council's reserves at the time of the audit.

The Internal Audit report, its recommendations and actions taken, were NOTED by all.

167 Budget 2026/2027

The Clerk referred to the budget information pack circulated separately.

After discussion, it was proposed by Cllr Griffith, seconded by Cllr Waterson to agree the budget and to submit a precept request of £78,000. This will result in a Band D payment of £126.24, which represents an increase of 70p per week. This was AGREED by all present with the exception of Cllr Lindesay who was against the motion.

168 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.

Cllr Deanus arrived at 8.15pm.

Cllr Griffiths said that since the meeting, many residents had told him that the presentation had clarified matters for them.

Cllr Waterson said that Cllr Griffiths should be congratulated for chairing the meeting so well. He said that there was zero change of opening any educational establishment at the site, and no-one had proposed any alternative scheme. He did not consider the "community space" option to be viable, and that the Council did not want to be landlords of a flat. He suggested that a cash offer would be preferable. He was of the opinion that the Council should negotiate with the Diocese for a better deal.

Cllr Lindesay thought the meeting went well. He noted that the Council is acting as a facilitator.

Cllr Griffiths said that the covenant on the land was managed by one part of the Diocese, whilst ownership of the land was with another part.

At this point, the Chairman proposed the suspension of Standing Order to allow members of the public to speak. This was seconded by Cllr Travis and AGREED by all present.

A resident confirmed that the covenant and ownership were effectively both controlled by the Finance department of the Diocese.

There is no money in the Diocese's Dunsfold Trust "pot" as this has been spent on defending the challenge to the covenant.

Discussion took place on whether it would be better to have a community space, a flat or ask for a cash sum, should the Diocese be successful in its proposals.

Cllr Griffiths reminded Councillors and residents that the Council had not formally considered or discussed the proposals and no decision had been made. Its current role is information gathering and sharing this information.

Standing Orders were reinstated.

It was proposed by Cllr Griffiths, seconded by Cllr Waterson that the Council carries out the survey as a public engagement exercise, with a copy going via post to every home in the village at a cost of around £1000. This was AGREED by all present with the exception of Cllr Singhateh who abstained.

It was further agreed that this survey will go out mid January.

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.

It was noted that there was a restrictive covenant on the land, which might have to be lifted.

It was agreed that the Clerk will continue to liaise with Surrey CC in order to acquire ownership of the playing field.

169 Waverley Borough Council and Surrey County Council Reports

The Chairman invited Cllr Deanus to report on District and County Council matter, this item having been deferred.

Cllr Deanus advised that he would be happy to support the application to acquire ownership of the school playing field via Community Asset Transfer; he suggested that the Clerk contact the County's Land & Property department.

He reported that an agenda item at the last Waverley Borough Council meeting had had to be deferred due to time constraints. It was proposed that an Enforcement Officer be on call over weekends due to local issues with possible illegal occupation of land outside usual working hours.

It is possible that the Mayoral elections due in May 2026 may be postponed.

170 Dunsfold Neighbourhood Plan

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

Cllr Waterson reported that a meeting is being arranged for the Neighbourhood Plan sub-group to meet the person UVE has appointed to assist with the administration of the Plan.

171 Surrey Hills AONB Consultation

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

The previous response, and an updated draft response have been circulated.

It was AGREED by all present that the Clerk would submit the draft response without amendment.

172 Policies

Memorial Bench and Tree Policy

It was AGREED by all present to adopt this policy.

173 Planning Applications

Reference	Address	Proposal	DPC Response
WA/2025/02202	Cherry Tree Cottage, Mill Lane, GU8 4LD	Erection of extensions, alterations and garage following demolition of extension garage and porch	Object, on the grounds that not in keeping with the street scene due to scale and mass of proposed dwelling having an overbearing impact on neighbouring properties
WA/2025/02239	Land north of Gratton Chase	Outline Application With All Matters Reserved Except For Access For The Erection Of 9 Dwellings.	Object – see below

WA/2025/02241	Land at Chiddingfold Storage Depot, GU8 4PB	Details of a construction management plan (County Matter)	Noted
WA/2025/02268	Land at Chiddingfold Storage Depot, GU8 4PB	Details of biodiversity gain plan (County Matter)	Noted
WA/2025/02331	Land at Chiddingfold Storage Depot, GU8 4PB	Details of biodiversity enhancement and management plan (County Matter)	Noted

WA/2025/02239 – Land north of Gratton Chase; erection of 9 dwellings

Cllr Waterson spoke in objection to the application, referring to the Inspector’s comments on the previous appeal on the site; APP/R360/W/22/3293777 refers.

It was AGREED by all present to object to the proposals on the following grounds:

- Position within the local landscape, making reference to APP/R360/W/22/3293777
- Trees and woodland, as the site is a greenfield woodland site; noting that some felling has already taken place
- Environmental concerns, in that this site is an important migration route for protected species such as Great Crested Newts
- Concerns over unresolved waste water and sewerage issues
- That the site has been assessed as not suitable and not deliverable

174 Planning Decisions

The following decisions were noted

Reference	Address	Proposal	DPC	Decision
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	Knights Court, Knights 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

175 Planning Appeals

There have been no appeals lodged since the last meeting.

176 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.

177 Reports on Meetings attended

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.

Councillors NOTED these reports.

178 Items for Information

Cllr Singhateh reported a pile of green waste in Gratton woods; Cllr Enticknap will investigate.

179 Future Agendas

There were no items proposed for future agendas

180 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

The meeting closed at 9.15pm.

Chair of the Council Dated.....