

Full Council Meeting

Meeting Pack

3rd February 2026

DUNSFOLD PARISH COUNCIL

26th January 2026

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, 3rd February 2026**, 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, 13th January 2026
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** – there have been no Committee meetings since the last Council meeting.

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 receive and consider recommendations from the Finance Committee in relation to quotations received for work at the War Memorial.
11. **Old School Site Consultation** – to receive an update; to confirm the wording of the consultation question.
12. **Dunsfold Neighbourhood Plan** – to receive an update
13. **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/2026/00002	Chapel Barn, Chapel Hill, GU8 4NZ	Erection Of Extensions And Alterations.

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

Reference	Address	Proposal	DPC	WBC
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	Granted
WA/2025/02202	Cherry tree Cottage, Mill Lane, GU8 4LD	Erection Of Extensions Alterations And Garage Following Demolition Of Extension Garage And Porch.	Object	Granted
WA/2025/02268	Land at Chiddingfold Storage Depot, Chiddingfold Rd	Details of a Biodiversity Gain Plan (County Matter)	Noted	Granted
WA/2025/02331	Land at Chiddingfold Storage Depot, Chiddingfold Rd	Details of a Biodiversity Enhancement and Management Plan (County Matter)	Noted	Granted

15. **Planning Appeals** – to note the following appeal

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35. **Planning Appeals** – to note the following appeal

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 13th January 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

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

Cllr Chris Lindesay (Vice Chairman)
Cllr Roy Enticknap
Cllr Nigel Waterson

Clerk: Mrs J Nagy

Public: 2

Also Present: District & County Cllr Deanus

181 Public Participation

A resident asked if there was a process whereby essentials were delivered to vulnerable people in the village during times of extreme weather.

It was noted that the Council did have a draft Emergency Plan which had not been adopted. The Clerk will re-visit this and present to a future meeting.

It was suggested that a grit bin be provided for the village centre. It was agreed that Cllr Cooke would meet with the resident and decide where such a bin could be sited. The Clerk will research costs, and once a site has been agreed, liaise with Surrey CC Highways for permission to put on its land.

182 Apologies

Cllr Singhateh will be arriving late; Cllr Travis was absent.

183 Declarations of Interest

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

184 Minutes

Spelling errors were amended at Minutes 165, 166 and 168.

It was proposed by Cllr Griffiths seconded by Cllr Waterson and AGREED by all present that the Minutes of the meeting held on 9th December 2025 were a true and correct record, after the above amendments.

185 Chairman's Announcements

The Chairman had no announcements.

186 Correspondence and Action Lists

Correspondence and Action lists were NOTED

187 Committees

There have been no meetings since the last Full Council meeting.

188 Waverley Borough Council and Surrey County Council Reports

This item was deferred as Cllr Deanus had yet to arrive at the meeting.

189 Accounts & Financial Matters

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

Bank reconciliations for the Lloyds and Unity Current Account were noted and signed.

Payments to be authorised

The list of payments to be authorised included in the Financial pack totalling £9927.55 inclusive of VAT was AGREED by all present. These are set up to come out of the Unity Trust account.

KGV Payments

The list of payments in the Financial Pack for information totalling £991.12 inclusive of VAT including additions of caretaking, caretaking supplies and intruder alarm contract bills was NOTED.

Bank Transfers

The following bank transfers were AGREED by all present:

£20,000 from the Lloyds Deposit Account to the Unity Current Account.

£1,000 from the Lloyds Deposit Account to the KGV Lloyds Current Account

Bank Mandates

The mandate for a new deposit account at Unity Trust Bank as agreed at the last meeting was signed at the meeting.

It was AGREED by all present that a current account would be opened at Unity Trust Bank for the KGV. The Clerk had a mandate prepared, and this was signed at the meeting.

Mandate forms for a Unity Deposit Account for the Council, and a Unity Current Account for the KGV. She will have these at the meeting for counter signing by Unity signatories.

Funds will then be transferred from Lloyds into these new accounts.

The Clerk asked guidance from Councillors as to how to apply for a Henry Smith Charity account. The Chairman as Chair of the Trustees will ask the Charity administrators for advice.

Cllr Lindesay suggested that the balance from the Playground account at Lloyds should be transferred to Unity Trust, and this sum be ringfenced in the accounts. The Clerk will ascertain who has access to this account and report back.

Other Matters

Pensions

The Clerk has been finally accepted into the Surrey CC Pension Scheme. She is currently agreeing payments since the commencement of her employment with them, these to be in the region of £3075.00, which include employer and employee contributions.

Councillors NOTED this information.

Insurance

The new gym equipment has been added to the insurance schedule; this will incur an increase in premium of £80 at the next renewal.

Councillors NOTED this information.

Defibrillator

Cllr Waterson asked if the new defibrillator purchased by the Fete Committee was on the Council asset register. The Clerk replied that the old one was, but not the new one.

The Clerk will liaise with the Fete Committee to ascertain if it is happy for the Council to take over ownership of the new Committee, and include it on the Council's insurance policy.

190 Old School Site

The printing of SAE envelopes for the questionnaire has proved more complicated than anticipated; the Clerk is seeking advice. She does have a list of addresses from Waverley BC.

Councillors will be aware that the consultation process has been challenged by a resident. The Clerk has sought advice from Roger Taylor, the Society of Local Council Clerks legal advisor, who has confirmed that it is indeed a consultation/community engagement exercise and not a poll or a referendum.

Councillors NOTED this advice.

At this point, the Chairman proposed the suspension of Standing Orders to enable members of the public to speak; seconded by Cllr Cooke and AGREED by all present.

A resident sought clarification on the practicalities of the consultation.

Cllr Lindesay suggested that the Charity Tribunal Decision in 2011 was a useful background document, and that this should be on the website.

Standing Orders were reinstated.

It was AGREED that the Clerk would put the Charity Tribunal Decision document on to the website.

Asset Transfer of Playing Field

The Clerk has contacted Surrey CC with regard to acquiring ownership of the playing field via asset transfer. They have replied to say that the process has not yet been agreed by the Council, so they cannot process any applications before 31st March 2026.

Councillors NOTED this information.

191 Dunsfold Neighbourhood Plan

As requested, UVE Planning has submitted an invoice for support to date in this financial year, which is included in the payment run previously agreed.

Cllr Waterson reported that UVE is finalising the site allocation policies, the maps requested have been supplied by the Clerk.

A meeting has been arranged for 30th January with UVE for an update, and to meet the assigned admin assistant.

The process is "on track" as per the schedule. The next steps are to meet with Waverley Borough Council to discuss the revised draft prior to public consultation, and to update the Strategic Environmental Assessment (SEA)

The Clerk reported that she has commenced work on re-organising the website to make the Neighbourhood Plan documents easier to access.

Councillors NOTED this information.

192 Meeting Dates 2026/2027

The list of proposed meeting dates was considered.

The Annual Parish Meeting is to be moved from 7th April to 14th April, as the first date is the day after Easter Monday.

The Annual Council Meeting is to take place on Tuesday, 5th May, not 4th May as per the list.

The meeting dates as amended were AGREED by all present, with the proviso that these could be amended in future if necessary.

193 Waverley Borough Council and Surrey County Council Reports

Cllr Deanus arrived at 8.35pm.

He reported that the Fair Funding Review has been completed, and it is likely that around £54 million will be lost in funding over the next two to three years.

Waverley BC continues to defer a decision on whether an Enforcement Officer be employed to cover weekends, as this is when many incidents occur.

Both Surrey CC and Waverley BC are in discussion with the Government in relation to the Local Government Reorganisation, as different departments are giving different advice. Elections are still due to go ahead in Surrey in May 2026, but the newly elected Councillor will “shadow” the existing district and county councillor for one year, which could lead to confusion.

Cllr Deanus reminded Councillors of the upcoming Stovolds Enquiry. Cllr Waterson reported that he had given his evidence already, but he is following the proceedings. He hopes that the Enquiry will not be postponed again.

The Clerk is to ask the Enforcement Officer for an update in relation to proceedings at the Burnt Hill site.

Cllr Deanus is liaising with the Planning Officer in relation to the North of Gratton Chase application, as he will call it in if the Officer is minded to permit.

194 Planning Applications

Reference	Address	Proposal	DPC Response
WA/2026/00002	Chapel Barn, Chapel Hill, GU8 4NZ	Erection Of Extensions And Alterations.	No objection.

195 Planning Decisions

The following decisions were noted

Reference	Address	Proposal	DPC	Decision
WA/2025/01790	Wetwood Farm, Chiddingfold Rd	Accommodation in roof space on Plots 9 – 12 (Material Amendment)	Noted	Granted
WA/2025/02124	High Stovolds Farm, Stovolds Hill, GU6 8LE	Variation of condition to amend layout of plots and to allow phased development	Noted	Refused
WA/2025/02486	Land at Chiddingfold Storage Depot, Chiddingfold Rd	Details Of A Biodiversity Gain Plan (County Matter)	Not discussed*	No objection

*Lodged over Christmas break

196 Planning Appeals

There have been no appeals lodged since the last meeting.

197 Council Surgeries

The last surgery was held on 10th January with Cllrs Enticknap and Singhateh, when one person attended.

It was agreed that two hours was too long, and that one hour would be sufficient in future.

Cllrs Cooke and Griffiths will attend the surgery on February 14th, and Cllrs Waterson and Travis will attend on March 14th, both sessions to be one hour only.

It was agreed that the Clerk would schedule similar surgeries in 2026/2027, from 10am to 11am.

It was reported that pavements north of Gratton Chase were slippery with impacted vegetation. However, these could not be cleared due to the commencement of the toad migration season.

198 Reports on Meetings attended

There have been no meetings attended since the last Council meeting.

The Clerk will be attending the SLCC Practitioners Conference from 27th to 29th January inclusive

199 Items for Information

Cllr Singhateh noted that the batteries in the speed indicator device only lasted four days.

It was agreed that the Clerk would present costs of purchasing two new speed indicator devices with solar power and/or mains power to a future meeting.

200 Future Agendas

There were no items proposed for future agendas

201 Date of next meetings

The next Full Council meeting will be on **Tuesday, 3rd February 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 9.05 pm.

Chair of the Council Dated.....

**Clerk's Report for the
Full Council meeting to be held on, Tuesday, 3rd February 2026
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, 2025.

5 Chairman's Announcements

The Chairman may choose to make an announcement

6 Correspondence & Action Lists

Councillors are asked to note the Action list as included in this meeting pack. The Clerk had IT connectivity issues whilst away at conference, so will present the correspondence list at the meeting for noting.

7 Committees

There have been no meetings since the last Full Council meeting.

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, and to authorise the necessary payments.

Discussion took place at the last Finance Committee meeting on a quote for tarmacking the path around the war memorial, but the Clerk was asked to seek additional quotes.

The quote for cleaning the war memorial is still awaited.

11 Old School Site

The legality of the decision to agree the wording of the question to be posed in the consultation on the Diocese of Guildford's proposals for the site. For avoidance of doubt, the wording will be confirmed as

“Taking into consideration all of the available information, do you wish the parish council to accept the Diocese of Guildford's proposal to develop the former school site?
This would involve the transfer of the freehold ownership of the original school room at the front of the building, fully refurbished, to the village. This being subject to the understanding that the council would not object to an application to the Secretary of State for the lifting of the covenant.”

12 Dunsfold Neighbourhood Plan

Cllr Waterson will provide a verbal report after the virtual meeting with UVE on 30th January.

13 Planning Applications

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

14 Planning Decisions

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

15 Planning Appeals

The following appeal has been lodged:

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/X/25/3376082 Re WA/2025/01707	Wrotham Hill Dunsfold	Certificate of Lawfulness under Section 192 for Siting of 2 caravans for residential use – Lawful Development Cert.	No comment as LDC

16 Parish Council Surgeries

The next surgery will be on February 14th Cllrs Cooke and Griffiths in attendance. This will be for one hour only, 10am to 11am. Cllrs Waterson and Travis will attend on March 14th.

17 Reports from Representatives attending outside meetings

SALC Clerks' Forum – 20th January. The Clerk attended this virtual session.

SLCC Conference 27th to 29th January.

The Clerk attended this conference and found it very informative. She attended sessions on the Code of Conduct, Village Halls and trusts, Public Office Accountability, the future of Neighbourhood Planning, and resilience. She has asked three companies to contact her in relation to new play ground equipment, and spoke to CCLA in relation to a longer term investment account.

She will circulate a more detailed report for information.

18 Items for Information

Councillors are invited to report on items of interest.

19 Future agendas

Councillors are invited to suggest items for future agenda.

20 Date of next meeting

The next Full Council meeting will be on **Tuesday, 10th March 2026.**

Other scheduled meetings are as follows:

KGV Trustees Meeting – Monday, 16th March 2026 at 7.30pm

Commons Committee – Monday, 16th March 2026 at 8.30pm

Action list as of 30th January 2026

Meeting Date	Action	Responsibility	Update
Finance 14 th April	CCLA investment account	Clerk	In discussion with CCLA
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	Postponed
Commons 19 th May	Contact Environment Agency re Gratton Chase	Clerk	
KGV 19 th May	Prepare building maintenance plan	Clerk	Postponed
KGV 19 th May	Draw up check list for weekly playground inspection	Clerk	In progress
Commons 21 st July	Meet with Horticultural Society re tree planting	Cllr Enticknap	
Commons 29 th Sept	Seek quotes for pond works	Clerk	In progress
FC 11 th Nov	Add N Plan documents to website	Clerk	Draft signposting page almost complete
FC 11 th Nov	Investigate purchase of new mobile phone	Clerk	
Commons 17 th Nov	Seek cleaning quotes for war memorial	Clerk	In progress
Commons 17 th Nov	Seek quotes for re-tarmacking path around war memorial	Clerk	In progress
FC 13 th Jan	Liaise with fete committee re taking ownership of defib	Clerk	
FC 13 th Jan	Put Charities Tribunal Decision notice on Old School site section of the website	Clerk	Complete
FC 13 th Jan	Get quote for 2 new speed cameras	Clerk	
Finance 26 th Jan	Get quote for professional jet wash of School Pond bridge	Clerk	
Finance 26 th Jan	Get quote for life belt device for School Pond bridge	Clerk	