

Commons Committee Meeting

Meeting Pack

18th May 2026

DUNSFOLD PARISH COUNCIL

12th May 2026

NOTICE OF COMMONS COMMITTEE MEETING

Councillors are hereby summoned to attend the meeting of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **8.30 pm on Monday, 18th May 2026**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

1. **Election of Vice Chairman** – to elect a Vice Chairman of this Committee
2. **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.
3. **Apologies** – to receive and approve apologies for absence
4. **Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest or request for dispensation.
5. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Committee meeting held on Monday, 23rd March 2026
6. **Chairman's Announcements** – to receive any announcements by the Chairman of the Commons Committee
7. **Dunsfold Common Ponds Regeneration Project** – to receive an update on progress to date, including grant applications.
8. **Commons Management** – to consider any other matters relating to the ongoing management of the Common, including
 - To consider authorising tree clearance work on Common land at a cost of £1200
 - To authorise payment of Waverley BC's invoice for £858.33 for legal costs relating to the transfer of land ownership

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

10. **Items for Future Agendas** – to receive items for future agendas.

11. **Date of the next Meeting – Monday, 20th July 2026 at 8.30pm in the Nugent Room, Winn Hall.**

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

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Commons Committee of the Parish Council held on Monday, 23rd March 2026 at 8.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Roy Enticknap (Chairman)
Cllr Susannah Cooke

Cllr Philip Travis (Vice Chairman)
Cllr David Griffiths

Cllr Tigi Singhateh

Friends of Dunsfold Common: 1
Public: 1

Clerk: Mrs J Nagy

67 Public Participation

It was noted that Cllr Waterson was present as a member of the public.

68 Apologies

Apologies were noted and accepted from Mrs Enticknap, Friends of Dunsfold Common

69 Declarations of Interest

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

60 Minutes

It was proposed by Cllr Griffiths seconded by Cllr Singhateh and agreed by all present that the Minutes of the meeting held on Monday, 19th January were a true and correct record.

71 Chairman's Announcements

The Chairman referred to the removal of the Surrey Hills signage from the Common. He understood that it had been removed for repair, but was then found to be in a very poor condition. Surrey Hills is apparently offering replacement signage, or perhaps a seat.

It was agreed that the Clerk would liaise with Surrey Hills and ask to be consulted on replacement signage on Council managed land.

72 Dunsfold Common Ponds Regeneration Project

Grants

The application for £5,000 for a CiL strategic infrastructure grant, was not successful. However, at the last SLCC Branch meeting, it seems that no council was successful in getting such a grant.

The application for £10,000 via Surrey County Councillor Cllr Deanus. More information has been requested, which the Clerk is in the process of supplying.

Councillors NOTED this information

Fish removal

The Clerk is chasing the Centre for Environment Fisheries & Aquaculture Science (CEFAS) for the additional licence required for the removal of fish from the School Pond. Councillors will recall that this pond was found to be in very poor state in the survey, and the presence of the fish has increased turbidity, and reduced the cover of vegetation. Carp in particular churn up the sediment, to the detriment of aquatic flora and fauna. The survey advises that their removal is essential to protect any great crested new population.

Discussions have taken place with the Environment Agency with regard to the fish removal as licences had to be obtained. The EA is satisfied with the reasons for removal.

Once the licence has been received, the contractor will advise the Clerk of the date he intends to be on site.

Councillors NOTED this information.

It was agreed that the Clerk would put the Surrey Wildlife Trust Survey on the website for public information.

Sigma Pond Surveys

A contractor employed by Sigma Homes, the developer for the Coombebury Cottage site for 53 homes, has asked permission to carry out environmental surveys on two ponds.

One pond is on Dunsfold Common Rd, to the north of Coombebury Cottage, and is not on Common land. The Council cannot "give permission" for this survey, as it is not its land.

The other "pond" is the wet area to the north of School Pond so is not a designated pond as per our pond survey. However, this area has been identified as a potential pond, if works can be carried out.

Councillors agreed to the request to survey the woodland area north of the School Pond, and noted the survey to the pond outside Council management on Dunsfold Common Rd.

The Clerk was asked to remind the contractor that the swans are currently nesting on the Swan Pond and should not be disturbed, neither should there be any interference with the DART nets.

73 Commons Management

Tree Survey

The tree survey is under way; this necessitates several visits to the village. Urgent works to a tree off Dunsfold Common Rd were identified, and actioned within two days.

Councillors NOTED this information

74 Items for Information

There were no items for information

75 Items for Future Agendas

There were no suggestions.

76 Date of the next Meeting

Monday, 18th May 2026 at 8.30pm in the Nugent Room, Winn Hall

The meeting closed at 9.10pm

Chair of the Commons Committee

Dated.....

Clerk's Report
Meeting of the Commons Committee Meeting to be held on
Monday, 18th May 2026

1. Election of Vice Chairman

To elect a Vice Chairman for this Committee.

2. Public Participation

To invite MOPs present to address the Council

3. Apologies

To note and accept apologies.

4. 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.

5. Minutes

To agree the Minutes of the meeting held on Monday, 23rd March 2026

6. Chairman's Announcements

To receive any announcements

7. Dunsfold Common Ponds Regeneration Project

Grants

Surrey Community Investment Grant, applied for via Cllr Kevin Deanus. The application was for £10,000 and we have had confirmation that we can receive £7,600 for capital expenditure on the creation of the additional pond and the hibernacula.

The Clerk is in the process of sourcing contractors to quote for the work.

Fish removal

The licence to remove the fish has been granted; the Clerk is awaiting confirmation of the date of removal.

Sigma Pond Surveys

The environmental surveys on two ponds, commissioned by Sigma Homes, the developer for the Coombebury Cottage have been completed. Both ponds tested positive for Great Crested Newts

A patch of giant hogweed was noted on the pond to the north of Coombebury Cottage; the Clerk has reported this to Waverley BC as this pond is outside the leased land area.

8. Commons Management

Tree Survey

The tree survey is due to be completed week ending 15th May.

Businesses off Alfold Rd, backing onto Common land have requested that branches etc touching their buildings be removed, as these interfere with BT cabling. The Clerk has found emails relating to this issues dating back to 2022. Whilst the Council is not legally obliged to carry out the works, given the passage of time, and the effect on local businesses, she suggests that the Council authorises the works to clear the boundary to give a 3m clearance at a cost of £1200 + VAT.

Councillors are asked to authorise this work.

Community Asset Transfer

Waverley BC has advised that it cannot proceed with the transfer unless the administration fees are paid in advance - £858.33 + VAT

Councillors are asked to authorise the payment.

9. Items for Information

To receive items for information

10. Items for Future Agendas

To receive suggestions for a future agenda.

Date of the next Meeting – Monday, 20th July 2026 at 8.30pm in the Nugent Room, Winn Hall

