

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 10th March 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr David Griffiths (Chairman)
Cllr Roy Enticknap
Cllr Nigel Waterson

Cllr Philip Travis

Clerk: Mrs J Nagy

Public: None

Also Present: District & County Cllr Deanus, and District Councillor Austin

222 Public Participation

There were no members of the public present at the meeting.

223 Apologies

Apologies were noted and accepted from Cllrs Cooke, Lindsay and Singhateh.

224 Declarations of Interest

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

225 Minutes

It was proposed by Cllr Waterson seconded by Cllr Enticknap and AGREED by all present that the Minutes of the meeting held on 3rd February 2026 were a true and correct record.

226 Chairman's Announcements

The Chairman had no announcements

227 Correspondence and Action Lists

Correspondence and Action lists were NOTED

228 Committees

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

229 Waverley Borough Council and Surrey County Council Reports

Cllr Deanus reported that that the CiL Policy has been reviewed at Waverley, and there is to no cap on what monies can be received.

The Structural Change Order has been published for Surrey, which will enable the creation of West and East Surrey as unity authorities.

There is little else to report, as councils are preparing for LGR.

230 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 following were signed:

- Unity Trust Deposit Account as at 28th February, balance of £89,500.00
- Lloyds Deposit Account as at 28th February, balance of £519.27
- Unity Trust Current Account as at 31st January, balance of £34,004.17
- Unity Trust Current Account as at 28th February, balance of £28,755.75

Payments to be authorised

The Clerk advised Councillors via email that she was authorising urgent work on a tree off Dunsfold Common Rd, identified during the tree survey being currently undertaken. This invoice for £937.50 + VAT is included in the payments list, for the work carried out on 20th February.

Dunsfold Gardens has been advised that whilst the Council will pay for ditch clearance at Shoppe Hill, this year, it will not do so in future, as this is not Common Land.

The list of payments to be authorised included in the Financial pack totalling £2284.31 ex VAT was AGREED by all present.

KGV Payments

The list of payments in the Financial Pack for information totalling £1068.70 inclusive of VAT was noted.

These payments included one for the urgent repair of the boiler. The contractor advised that the boiler was near end of life, and replacement parts would be difficult to source; they advised that it be replaced. The Clerk is currently seeking quotes to present to the next Trustees meeting.

KGV VAT

The Clerk submitted a VAT reclaim for the KGV for 2024/2025 (£2144.67) and for April to Sept 2025 (£659.91) a total of £2774.58, but has received notification that the charity is not eligible to reclaim VAT. However, she intends to challenge this with HMRC as her understanding is that a parish council acting as sole trustee can recover VAT

Henry Smith Charity

The Chairman has asked the two current signatories to sign a cheque to empty the account, and to reimburse the Village Shop for the payments made at the end of last year.

It was proposed by Cllr Griffiths, seconded by Cllr Waterson and AGREED by all present that the Clerk would progress opening a Unity Trust bank account for the Henry Smith Charity, with the signatories being the Chairman, the Clerk and two trustees.

Investment Account with CCLA

The Clerk referred to information circulated relating to opening an investment account with CCLA, this having being delayed due to ongoing issues with banking arrangements.

It was proposed by Cllr Griffiths, seconded by Cllr Travis and AGREED by all present, that the Clerk opens a CCLA investment account, transferring £40,000 from the Unity Trust Deposit Account.

Cleaning the War Memorial

A quote has been received for cleaning the War Memorial at a cost of £350 + VAT. This does NOT use deionized water as per the War Memorial Trust's recommendation, as this is more expensive.

It was AGREED by all present to accept the quotation of £350.00 +VAT

Defibrillator at KGV

Cllr Singhateh has supplied a quotation for the rental of a defibrillator for use at the KGV; details are in the meeting pack.

It was generally felt to be more cost effective to purchase a defibrillator, given that the previous one located at the Village Shop had lasted 16 years.

The Clerk will seek quotations for the purchase of a defibrillator

231 Old School Site

It is still not clear what format of SAE should be used for the consultation; Royal Mail has been approached for advice.

It was agreed that the Clerk would apply for Business SAEs

232 Dunsfold Neighbourhood Plan

Members of the Sub Group met with Dave Chetwyn of UVE in Dunsfold on 3rd March. He visited all the sites and is finalising the sit assessments.

Concerns were raised over the potential access at Alehouse Field; the Clerk has contacted Surrey Highways for advice – they have responded

The Clerk has contacted Waverley BC to ascertain if any additional sites were submitted as part of the recent Call for Sites. This will ensure that no sites have been overlooked.

As no final decision was made as to what sites are to be allocated, work cannot progress on the SEA (Strategic Environmental Assessment) Locality has agreed to carry out the revision of the SEA, but cannot supply a cost until the site allocations are known.

Dave Chetwyn is preparing a policy statement to potentially provide to developers, which will clarify design parameters and restraints in the emerging plan.

In the interim, the Clerk has met with Tania, UVEs admin assistant, and is sharing and receiving information as to the Plan status.

Councillors NOTED this information.

234 Thames Water Tankers

The Clerk has written a formal letter of complaint to Thames Water, in relation to the management of the recent pumping operation in the village; this was circulated to Councillors.

Alfold Parish Council has agreed to work with Dunsfold to try to resolve the long-term issues, and a meeting has been arranged with Thames Water on Friday, 27th March at

12.45pm Alfold Sports & Social Club. Matters to be discussed included not only capacity issues, but also H&S concerns on site welfare during the pumping operation.

Councillors NOTED this information.

235 Village Car Park

The Clerk referred to her report. She has now had confirmation from Waverly BC that it is their land, and they are arranging repairs.

Councillors NOTED this information.

236 Community Asset Transfer

The Clerk has submitted the required business case for transfer of Common land to the Parish Council.

It was suggested to the Cricket Club that it applies for ownership of club land, currently occupied via a lease with Waverley BC. The Club has advised that it would prefer the parish council to take over the lease and the land; however, this has not been confirmed in writing.

It was AGREED by all present the Clerk would progress including the Village Car Park in the proposed land transfer.

It was AGREED by all present that the Clerk would ask the Council's solicitors Surrey Hills, for a quote in relation to dealing with the transfer.

237 Planning Applications

Reference	Address	Proposal	Recommendation
WA/2026/00176	Dunsfold Community Shop GU8 4LE	Erection of covered pergola	No objection
WA/2026/00267	Hazeldene, Knightons Lane, GU8 4NU	Erection of 7 bay garage	Noted that this has been now GRANTED
WA/2026/00277	Knightons, Knightons Lane., GU8 4NU	Replacement doors and windows (Listed Building)	No objection
WA/2026/00310	Bridge House, The Common, GU8 4LA	Erection of 2 bay garage; relocation of shed	No objection
WA/2026/00311	Wrotham Hill Cottage, Wrotham Hill, GU8 4PA	Erection of a conservatory (Listed building)	No objection
WA/2026/00347	High Loxley, High Loxley Rd, GU8 4BW	Changes to floorplans/elevations approved under WA/2024/00683 (Listed building)	No objection

Coombebury Cottage Site

Councillors will be aware that permission was granted on appeal for 53 homes. The developer, Sigma Homes has distributed a leaflet in the village asking for comments on its proposals, prior to submitting a Reserved Matters application.

The Clerk reminded Councillors that they should not comment on these proposals as this could be seen as pre-determination.

However, Dave Chetwyn from UVE is preparing a policy statement on design parameters as reported under the Neighbourhood Plan above. Once complete, this could be forwarded to Sigma as well as any other developer in the village.

There is no date for the Reserved Matters application to be lodged. Sigma has asked permission to carry out surveys on adjacent ponds, a request which will be taken to the Commons Committee.

Councillors NOTED this information.

238 Planning Decisions

The following decision was NOTED.

Reference	Address	Proposal	DPC	Decision
WA/2025/02239	Land north of Gratton Chase	Outline Application With All Matters Reserved Except For Access For The Erection Of 9 Dwellings.	Object	Refused

239 Planning Appeals

Reference	Address	Proposal	DPC Comment to original application
APP/R3650/X/26/3377486 Re WA/2025/02381 NON DETERMINATION	Wrotham Hill Dunsfold	Certificate of Lawfulness under Section 192 for Siting of 5 caravans for residential use – Lawful Development Cert.	No comment as LDC

Stovolds Enquiry

Cllr Waterson reported that the Enquiry on the second matter, which had been due to commence today, had been postponed due to delays in exchange of evidence. Waverley BC has expressed concern to the Inspector, as the delay was instigated by the appellant.

The Enquiry on the main matter is due to take place 16th to 19th June 2026.

Councillors NOTED this information.

240 Council Surgeries

At the last surgery on February 14th, a blocked culvert in Hookhouse Lane was reported.

Cllrs Waterson and Travis will attend the next surgery on March 14th.

241 Reports on Meetings attended

There have been no outside meetings to report since the last Council meeting.

242 Items for Information

There were no items for information.

241 Future Agendas

There were no items proposed for future agendas

242 Staffing Matters

At this point the Chairman announced that in accordance with the Public Bodies (Admissions to Meetings) Act 1960 s1 the press and public would be excluded during the next item due to the confidential nature of the matter to be discussed, as it related to staffing issues; agreed by all present.

After discussion, the meeting went back into open session.

During confidential discussions, the following was agreed:

- That the Clerk's lieu time accrued since April 2025 would be paid.
- That the Clerk would carry forward five days holiday to 2026/2027, with the remaining holiday being paid
- That the pension contributions accrued since April 2025 would be paid, outstanding due to difficulties joining the Surrey Pension Scheme
- That a date to be arranged for the Clerk's appraisal before the end of March, to be carried out by Cllr Griffiths as Chairman of the Council, and Cllr Cooke as Chairman of the HR Committee. The Clerk would be asked to increase her hours from 16 to 17 per week from April 2026 at this appraisal.

242 Date of next meetings

The next Council meeting will be the Annual Council Meeting on **Tuesday, 5th May 2026.**

Other scheduled meetings are as follows:

- Commons Committee – Monday, 23rd March 2026
- KGV Trustees Meeting – Monday, 23rd March 2026
- Finance Committee – Monday, 13th April 2026
- Annual Parish Meeting - Tuesday, 14th April 2026

The meeting closed at 9.00pm

Chair of the Council Dated.....