

# **Full Council Meeting**

## **Meeting Pack**

9<sup>th</sup> June 2026

# DUNSFOLD PARISH COUNCIL

2<sup>nd</sup> June 2026

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## **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, 9<sup>th</sup> June 2026**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

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## **AGENDA**

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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 Annual Council meeting held on Tuesday, 5<sup>th</sup> May 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** – to receive and note the Minutes, including recommendations therein as a true record of the following Committee Meeting:
  - Commons Committee 23<sup>rd</sup> March 2026; date of next meeting 20<sup>th</sup> July 2026
8. **West Surrey Council** - to receive and note a report from West Surrey Councillors
9. **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 an update on the listing of the Village Tapestry on the Council's Asset Register, and to consider transfer of ownership to the St Mary & All Saints Church, dependent on grant funding criteria.

10. **Tree Survey** – to note receipt of the completed Tree Survey and agree that the Clerk tenders for the works identified, including urgent works to address ash die back.

11. **Dunsfold Neighbourhood Plan** – to receive an update, including consideration of the following:

- A quote from AECOM to revise the SEA for £11,316 + VAT
- An increase in the previously agreed cost of the Housing Survey of up to £900 to £1034.52 + the cost of returned postage; survey to be carried out between 15<sup>th</sup> June to 12<sup>th</sup> July.

12. **Old School Site Consultation** – to receive an update

13. **Community Asset Transfer\*** – to formally agree the appointment of solicitors to manage the transfer as agreed at the Commons Committee meeting, to note discrepancies between Land Registry title documents and leased land maps, currently under investigation.

14. **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/2026/00752	1, Burdocks, The Green GU8 4NB	Erection of boundary fence and re-positioning oil tank
WA/2026/00761	Coombebury Cottage, The Green GU8 4NB	Erection of up to 53 dwellings
WA/2026/00796	Land at Woodlands, Knightons Lane, GU8 4NU	Amendments to WA/2018/1600 to amend design and materials
WA/2026/00844	Chennels Field	Phased Development Of 5 Self/Custom Build Dwellings

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

Reference	Address	Proposal	DPC	WBC
WA/2026/00347	High Loxley, High Loxley Rd, GU8 4BW	Changes to floorplans/elevations approved under WA/2024/00683	No objection	Granted
WA/2026/00469	The Little House, Knightons Lane GU7 4NU	Erection of stable block and tackroom	No objection	Granted
WA/2026/00546	Barbins Grange, Chiddingfold Rd GU8 4PB	Use of upper floor of outbuilding for ancillary accommodation (LDC)	Noted	Granted
WA/2026/00557	Chiddingfold Storage Depot, GU8 4PB	Submission of Ecological Mitigation Plan and Biodiversity Plan (County Matter)	Not discussed	Granted by SCC

16. **Planning Appeals** – to note appeals as follows:

Reference	Address	Proposal	DPC Comment to original application
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

17. **Parish Council Surgeries** – to note reports and actions from recent surgeries

18. **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.

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

20. **Future agendas** – to receive and consider items for inclusion future agendas

21. **Date of next meeting – Tuesday, 7<sup>th</sup> July 2026**

Next scheduled meetings:

Commons Committee – Monday, 20<sup>th</sup> July 2026 at 8.30pm

Finance Committee – Monday, 27<sup>th</sup> July 2026 at 7.30pm

**\*The press and public may be excluded for this item in accordance with the Public Bodies (Admissions to Meetings) Act 1960s1 due to the confidential nature of the matter to be discussed**

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

# DUNSFOLD PARISH COUNCIL

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## Minutes

Minutes of the Annual Parish Council Meeting held on Tuesday, 5<sup>th</sup> May 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

### Cllrs Present:

Cllr David Griffiths  
Cllr Roy Enticknap  
Cllr Tigi Singhateh

Cllr Phillip Travis (Vice Chairman)  
Cllr Chris Lindesay  
Cllr Nigel Waterson

Clerk: Mrs J Nagy

Public: 4

### **1 Election of Chairman**

As Chairman of the Council 2025/2026, Cllr Griffiths invited nominations.

Cllr Waterson, proposed Cllr Griffiths; seconded by Cllr Lindesay

There were no other nominations.

It was AGREED by all present that Cllr Griffiths be elected Chairman of Dunsfold Parish Council 2026/2027.

Cllr Griffiths duly signed their Acceptance of Office.

Cllr Griffiths thanked Councillors for their support over the past year.

### **2 Election of Vice Chairman**

The Chairman of the Council invited nominations.

Cllr Lindesay proposed Cllr Travis; seconded by Cllr Singhateh

There were no other nominations.

It was AGREED by all present, with one abstention, that Cllr Travis be elected Vice Chairman of Dunsfold Parish Council 2026/2027.

Cllr Travis duly signed their Acceptance of Office.

### **3 Public Participation**

A resident asked about the progress of the Neighbourhood Plan. It was agreed that as this was an agenda item for this meeting, updates would be provided at that point.

### **4 Apologies**

Cllr Cooke was noted as being absent.

### **5 Declarations of Interest**

Cllr Lindesay declared a personal interest in WA/2026/0587, for the erection of a detached outbuilding at Gorse View, The Common, as he lives in a neighbouring property.

## **6 Minutes**

It was proposed by Cllr Enticknap seconded by Cllr Travis and agreed by all present that the Minutes of the Council meeting held on 10<sup>th</sup> March 2026 were a true and correct record.

## **7 Chairman's Announcements**

The Chairman reminded reminder that the election is taking place on 7<sup>th</sup> May.

The Clerk advised that she is meeting with the owner of the North Gratton Chase site to discuss his proposals for the site.

Councillors NOTED this information.

## **8 Correspondence and Action Lists**

The Correspondence and Action lists were noted by all present

## **9 Committees**

The following minutes and actions therein, as approved by the relevant Committees, were NOTED:

- Commons Committee, 19<sup>th</sup> January 2026 date of next meeting, 18<sup>th</sup> May 2026
- Finance Committee, 26<sup>th</sup> January 2026, date of next meeting, 27<sup>th</sup> July 2026

## **1 Committee Structure**

**0**

Membership of the following Committees was AGREED:

Finance Committee (Up to 5 members) – Cllrs Enticknap, Lindesay, Singhateh, Travis and Waterson.

Commons Committee (Up to 5 members) - Cllrs Cooke, Enticknap, Griffiths, Singhateh and Travis.

HR Committee (3 members) – Cllrs Cooke, Griffiths, Singhateh

## **1 Appointment of Committee Chairman**

**1**

The Clerk advised that only members of the Committee can vote upon the appointment of Chairman

### Finance Committee

Cllr Lindesay proposed Cllr Travis seconded by Cllr Singhateh; agreed by a majority vote with one abstention.

### Commons Committee

Cllr Singhateh proposed Cllr Enticknap, seconded by Cllr Travis; agreed by all present.

HR Committee

Cllr Singhateh proposed Cllr Cooke seconded by Cllr Griffiths; agreed by all present.

**1 Appointment to Outside Bodies**

**2**

The following appointments were agreed:

<b>Organisation</b>	<b>Representative</b>
Henry Smith Charity	Cllr Griffiths*
Rights of Way/Footpaths	None
Bonfire	None, unless requested
Fete	None, unless requested
SALC	Cllr Griffiths*
Waverley Town & Parish Meeting	Cllr Griffiths*
Dunsfold Park Advisory Group	No longer meeting

\*As Chairman of the Council

**1 General Power of Competence**

**3**

Councillors formally NOTED that the Council meets the eligibility criteria under the Localism Act 2011 to exercise the General Power of Competence and reaffirms that it has that Power.

**1 Authorised banking signatories**

**4**

<b>Account</b>	<b>Signatories</b>
Lloyds Current Council Account	Cllrs Enticknap and Waterson and ex Cllr Wright
Lloyds Deposit Council Account	Cllrs Enticknap and Waterson and ex Cllr Wright
Lloyds Current KGV Account	Cllr Waterson and ex Cllr Wright
Lloyds Current Playground Account	Cllr Waterson and ex Cllr Wright
Unity Trust Current Council Account	Cllrs Enticknap, Griffiths, Lindesay, Waterson and the Clerk
Unity Trust Deposit Council Account	Cllrs Enticknap, Griffiths, Lindesay, Waterson and the Clerk
Unity Trust KGV Current Account	Cllrs Enticknap, Griffiths, Lindesay, Waterson and the Clerk
NS&I	See below

NS&I have refused to supply statements without notification in writing via the post; there is no option to email such a letter. The Clerk proposes writing to close this account, transferring the balance of £8,674.44 to the Unity Trust Current Account; this action was AGREED by all present.

The Clerk is still trying to get Lloyds to close all accounts, transferring balances to the Unity Trust Current Account.

Current signatories were NOTED and AGREED.

It was further AGREED to add Cllr Travis and Singhateh as signatories to the Unity Trust Accounts.

**1**  
**5** **Policies**

As per Standing Orders 5 j), the Council is required to review policies and documents at this Annual Council Meeting.

The updated **Risk Management Plan**, was AGREED by all present.

Councillors NOTED that **Standing Orders** were reviewed in June 2025, and that **Financial Regulations** were reviewed in November 2025.

Councillors NOTED the **Asset Register** as at 31<sup>st</sup> March 2026.

The following policies were considered.

- **Reserves Policy**, to be reviewed annually; AGREED by all present.
- **Complaints Procedure**, as adopted September 2025; NOTED.
- **Information & Data Protection Policy**, as adopted September 2025; NOTED
- **Media & Communication Policy**, as adopted September 2025; NOTED

The **Insurance Cover**, for 2026/207, was NOTED.

Cllr Singhateh noted that the Millennium Tapestry was listed on the Asset Register, as from 1999 but was not insured. He expressed concerns that Zurich may not be willing to insure it, as it was not kept on Council premises.

No Councillor could recall the reasons why the Tapestry was on the Council's asset register. The Clerk will ask the Church if it is included in its own insurance.

Councillors NOTED that the following **subscriptions** are in place:

- National Association of Local Councils
- Surrey Association of Local Councils
- Society of Local Council Clerks, for the Clerk's membership

Councillors NOTED **Employment Policies and Procedures** are managed by Worknest.

**1**  
**6** **Confirmation of Internal Auditor**

Councillors NOTED that Mulberry LAS was appointed as Internal Auditor for the financial years 2025/26 to 2027/28 inclusive.

**1**  
**7** **Internal Auditors' Report**

The Clerk advised that final Internal Audit was carried out on 21<sup>st</sup> April, and the AGAR and variance reports were finalised.

It was noted that yet again, NS&I had refused to give a balance statement without a written request, sent via the post as reported earlier in the meeting.

The following recommendations were made, with proposed action

<b>Recommendation</b>	<b>Action</b>
I recommend that the council review the earmarked reserves at budget setting, with a view to providing greater clarity on the scope, duration	Recommended balance transfers had already been identified during budget setting, and will be actioned at the

and purpose of each. The Capital Projects Reserve should be reclassified as earmarked, as the funds have not derived from a capital purpose and as such are not ringfenced solely for capital use.	commencement of the 2026/2027 financial year
More definition and explanation is required for Boxes 3 and 4	Variance report updated
The Website Accessibility Statement (dated 30 January 2023) needs to be updated to reference compliance with the latest web site accessibility guidelines. I recommend contacting the IT company to arrange this.	The Clerk is in discussion with Parish Online to amend this
GDPR I recommend the council undertake a simple data audit of personal data held. I have sign posted the Clerk to a website where this can be seen in action.	To be presented to this meeting for adoption
I recommend the councillors receive a statement of internal controls that details the key controls the council has in place, ahead of signing the annual governance statement.	To be presented to this meeting for adoption

The Clerk presented a draft Data Audit Report, and a draft Statement of Internal Controls as requested by the Internal Auditor.

Councillors AGREED to adopt the Data Audit Report, and the Statement of Internal Controls, without amendment.

The Clerk advised that a recommendation of the Data Audit Report was that Councillors undertake data protection training annually; she will source such training and present this to the next meeting.

Councillors formally NOTED the final Internal Audit Report, the recommendations therein, and the proposed actions.

## **1 Annual Governance & Accountability Return and Public Inspection of 8 2025/2026 Accounts**

The Clerk referred Councillors to the draft AGAR documentation, and the supporting reports as circulated.

- a) Annual Governance Statement 2025/2026 – Section One of the Annual Governance & Accountability Return was AGREED by all present
- b) It was AGREED by all present that the Chairman sign the Annual Governance Statement 2025/2026
- c) Accounting Statements 2024/2025 Section Two of the Annual Governance & Accountability Return was AGREED by all present.
- d) It was AGREED by all present that the Chairman and the RFO sign the Annual Accounting Statements 2025/2026

- e) The additional information to be sent to the External Auditor in support of the Annual Governance & Accountability Return 2025/2026 by the submission date of 1<sup>st</sup> July 2026 was AGREED by all present
- f) The public inspection period for the 2025/2026 Annual Governance & Accountability Return, that is, Wednesday, 3<sup>rd</sup> June to Tuesday, 14<sup>th</sup> July 2026, was NOTED and AGREED by all present.

## **1**

### **Accounts & Financial Matters**

**9**

#### Payments List

The Clerk list of proposed payments is included in the meeting pack. Please note that this is not Scribe report as the 2025/2026 financial year has not been closed.

Total payments of £5650.27 ex VAT, were AGREED by all present.

#### KGV Payments

A list of proposed payments to be made on behalf of the KGV Charity is included in the Financials meeting pack.

Total payments of £799.14 ex VAT were NOTED by all present

#### Payment of KGV Grant

It was AGREED by all present to transfer the £4000 grant payment agreed in the 2026/2027 budget to the KGV account in order to make payments.

#### Receipt of Precept

The receipt of the £78,000 precept was noted at the last Finance Committee meeting. However, despite a request to pay this into the Unity Current Account, it was paid into the Lloyds current account.

It was AGREED by all present to transfer the £78,000 precept income from the Lloyds Current Account into the Unity Current Account.

#### Purchase of Two Speed Indicator Devices

The Clerk referred to the separate information pack, as supplied to the Finance Committee. This Committee recommends that the Council purchases two SIDs from Elan City, at a total cost of £4678.97 ex VAT.

However, it should be noted that Messagemaker since has reduced its price by 10%, to £6,284.70 ex VAT.

The Clerk was asked to ascertain if Elan City offered an installation service; they do not. There is no maintenance contract as the only maintenance is to replace the batteries every 3 to 4 years, at a cost of £64 each. They do offer an extended warranty for £199 per year for each unit.

Cllr Lindesay suggested that the s106 Access & Safety Earmarked Reserve could be used to part fund the purchase. The Clerk will check the relevant s106 agreement to ensure that the purchase complies with the conditions.

It was proposed by Cllr Griffiths, seconded by Cllr Travis and AGREED by all present that two Speed Indicator Devices would be purchased from Elan City at a cost of £4678.97 + VAT, plus extended warranty at £199.00 per unit. This expenditure will be part funded from the s106 Access & Safety Reserve (if compliant) with the balance coming from CiL funds.

**2**  
**0** **Old School Site**

It has been previously agreed that the Old School Site survey would go out after the Housing Needs Survey to avoid confusion.

However, the Clerk reported that she had heard from Surrey Community Action that they are waiting for the Waverley BC’s legal department to allow officers to share address data.

It was therefore decided that the Clerk would progress the Old School Site survey.

**2**  
**1** **Neighbourhood Plan**

Cllr Waterson reported that UVE is finalising the Site Allocation Report. It is anticipated that the Draft Plan will be issued to Waverley BC (or the relevant Planning Authority) in June/July 2026.

Cllrs Waterson and Travis, together with the Clerk, met with Waverley Officers at the Officers’ request. Dave Chetwyn from UVE was present virtually. Waverley Officers suggested that the Plan is paused whilst the Local Plan progresses. They could not share information about any additional sites being brought forward during the recent Call for Sites process.

It was agreed that Dunsfold would not pause its Plan, as there was no “ideal” time to produce a draft, and it did not want to be delayed further.

Cllr Waterson reminded Councillors that the previous Plan was withdrawn as it did not take into account comments made by Waverley BC at the time.

Cllr Lindesay reported that some of the commuted sum allocated for affordable homes from the Wetwood Farm development had been spent in Chiddingfold. Whilst Waverley was entitled to spend the monies outside Dunsfold, it was important to carry out the Housing Needs survey as soon as practical to provide evidence of need in the village.

Neighbourhood Plan Sub Group

It was agreed that membership of the sub group should consist of Cllrs Enticknap, Griffiths, Travis and Waterson.

**2**  
**2** **Planning Applications**

Reference	Address	Proposal	Comment
WA/2026/00469	The Little House, Knightons Lane GU7 4NU	Erection of stable block and tackroom	No objection
WA/2026/00546	Barbins Grange, Chiddingfold Rd GU8 4PB	Use of upper floor of outbuilding for ancillary accommodation (Lawful Development Cert)	Noted
WA/2026/00587	Gorse View, The Common, GU8 4LE	Erection of detached outbuilding to provide gym/office	<b>Cllr Lindesay took no part in discussion, having declared a person interest.</b>

			No objection
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## 2 Planning Decisions

3

The following decisions were noted:

Reference	Address	Proposal	DPC	Decision
WA/2026/00173	Wrotham Hill (LDC)	Continued use of land	Noted	Refused
WA/2026/00174	Wrotham Hill (LDC)	Continued use of land	Noted	Refused
WA/2026/00176	Dunsfold Community Shop GU8 4LE	Erection of pergola	No objection	Granted
WA/2026/00277	Knightons, Knightons Lane., GU8 4NU (	Replacement doors & windows	No objection	Granted
WA/2026/0310	Bridge House, The Common, GU8 4LA	Erection of two bay garage; relocation of shed	No objection	Granted
WA/2026/00311	Wrotham Hill Cottage, Wrotham Hill, GU8 4PA	Erection of conservatory	No objection	Granted

The following applications had not been considered by the Parish Council; the decisions were noted:

Reference	Address	Proposal	Decision
WA/2026/00382	Barbins Grange, Chiddingfold Rd, GU8 4PB	Siting of caravan (Lawful Development Cert)	Granted
WA/2026/00557	Chiddingfold Storage Depot, GU8 4PB	Submission of Ecological Mitigation Plan and Biodiversity Plan (County Matter)	No objection

## 2 Planning Appeal

4

No appeals have been lodged since the last meeting.

## 2 Council Surgeries

5

The surgery scheduled for 11<sup>th</sup> April did not take place.

The next surgery is on 9<sup>th</sup> May, Cllrs Lindesay and Waterson to attend. It was noted that the surgery was on the same day as the village fete, but it was agreed that it should still go ahead.

Councillors have been invited to advise the Clerk which future sessions they can attend.

## 2 Reports from Representatives attending outside meetings

6

The Clerk is not aware of any meetings attended since the last Council meeting.

**2 Items for Information**

**7** There were none.

**2 Future Agendas**

**8** There were no matters raised.

**2 Date of next meeting** – Tuesday, 9<sup>th</sup> June 2026 at 7.30pm in the Nugent Room,  
**9** Winn Hall, Dunsfold.

**The meeting closed at 8.40pm**

Chair of the Council ..... Dated.....

**Clerk's Report for the  
Full Council meeting to be held on, Tuesday, 9<sup>th</sup> June 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 Annual Council meeting held on Tuesday, 5<sup>th</sup> May 226

**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**

Councillors are asked for formally note the Minutes, including recommendations therein as a true record of the following Committee Meeting:

- Commons Committee 23<sup>rd</sup> March 2026; date of next meeting 20<sup>th</sup> July 2026

**8 West Surrey Council**

To receive and note a report from Cllrs Austin and Deanus. At the time of writing, both are expected to attend.

**9 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 £11,349.08 inc VAT.

#### KGV Payments

A list of payments totalling £379.72 nc VAT is included in the Financial Pack for information.

The electrician has been in the check the electricity usage. It appears that the ceiling heaters in the Foulston Hall were set to come on between 4.30pm and 8.30pm each, only going off if the room reached the required temperature. The Clerk is seeking a refund on the 20% VAT charged in January, March and April; this should be 5%.

A rates bill has been received for the Pavilion; the Clerk is querying this with Waveley.

#### Village Tapestry

At the last meeting, the listing of the tapestry on the Council's assets register was queried. The Clerk has ascertained that the tapestry was funded via a lottery grant in 1999. There is a legal agreement in place for the Parish Council to loan it to the Church for at least 10 years. The Church has copyright to reproduce it, and is responsible for the insurance and ongoing maintenance. This is why it is not on the Council's insurance policy.

After the ten-year loan period is up, the Church must give the Council one year's notice that it no longer wants the tapestry, and then the Council must remove it and the exhibition case from the Church. In turn, the Council can give three months notice that it intends to remove the tapestry for display elsewhere for up to three months, after which time it must return the tapestry to the Church and re-hang it at Council expense.

The Clerk suggested to the PCC that the Church takes on ownership of the tapestry; however, there are concerns that this may be contrary to the terms of the grant, the details of which are unknown.

Councillors are asked to consider whether or not to retain ownership of the tapestry.

### **10 Tree Survey**

The Clerk has circulated the tree survey under separate cover.

An area of 70 trees has been identified as having ash die back, which need to be felled. Due to the proximity to the road, traffic management will need to be in place during the works. However, the Clerk has found that grant funding is available to go towards specialist surveys, traffic management and replacement planting but NOT to fund the felling works themselves.

Councillors are asked to NOTE the tree survey and the recommendations therein, to AGREE that the Clerk puts the proposed works out to tender, phasing these according to identified priority, and to NOTE that the Clerk intends to apply for funding to assist with the associated costs of the ash felling.

### **11 Dunsfold Neighbourhood Plan**

#### Strategic Environmental Assessment (SEA)

It was thought at AECOM could carry out an updated SEA for the Plan, but they now say it needs a new document, and have quoted £11,316 + VAT. UVE, the Council's consultant is

currently reviewing this cost; the Clerk can provide a verbal update at the meeting.

#### Housing Survey

Council had agreed a cost of up to £900 (plus the cost of returned postage) for this survey, but based on the updated address list, this will now cost £1034.52.

Due to time constraints, the Clerk got Councillors' agreement to this increase via email; they are now asked to formally agree this.

The survey will be going out between 15<sup>th</sup> June and 12<sup>th</sup> July. Surrey Community Action has supplied wording for the Clerk to advertise the survey via social media, the website and posters. These include a link to complete the survey online.

The Clerk has invited Surrey Community Action to attend the Councillors' Surgery on 11<sup>th</sup> July to assist those having difficulty completing the survey.

Councillors are asked to NOTE this information

### **12 Old School Site**

The consultation is currently on hold, so as not to clash with the Housing Survey taking place as noted above.

### **13 Community Asset Transfer\***

**Please note that the Clerk has allowed for the meeting to go into confidential session if required, as this relates to legal matters.**

It was recommended at the Commons Committee meeting that Surrey Hills solicitors be appointed to deal with the legal transfer. Cost of this was anticipated to be around £2700, but is now £3000 to £3300 due to the land ownership issues. There is an option to undertake property searches (local authority, drainage, environmental) at an additional cost of £600.

Councillors are asked to AGREE the appointment of Surrey Hills solicitors to deal with the legal transfer, and to decide whether or not to have legal searches undertaken.

It was thought that the Council leased registered Common land; the Clerk has an A1 copy of the title deed as supplied by the Land Registry. However, this does not appear to agree with maps of the leased land, which includes areas which are NOT registered Common land. This is relevant as some of these areas abut private land and accesses. The Council has an obligation under the lease to upkeep roads and pathways within the curtilage of leased land.

Councillors are asked to NOTE this information.

The Council has indicated that it wants to take over ownership of the village car park, currently owned by Waverley BC, and Dunsfold Cricket Club. The Club has confirmed in writing that it is happy for the Council to take over ownership. The Clerk has emailed WBC to ask whether she had to supply additional business plan(s) to support this, but has had no response. She spoke to an officer in relation to the leased land as reported above, but she did not know. The Clerk has requested that an officer who can respond can phone her but has heard nothing to date.

The Clerk has alerted Surrey Hills to the boundary queries, and to the intention to include the car park and cricket club into the transfer. She has also asked for details of easements in place, as she only has a list of these, some of which refer to names not properties.

### **14 Planning Applications**

Councillors are asked to agree a response to the applications as listed on the agenda. She has prepared a separate briefing paper on the planning history of the Coombebury Cottage and Chennels Field sites to assist in discussion, to be circulated separately.

**15 Planning Decisions**

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

**16 Planning Appeals**

There have been no appeals since the last meeting.

**17 Parish Council Surgeries**

To agree representation at future surgeries

**18 Reports from Representatives attending outside meetings**

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

**19 Items for Information**

Councillors are invited to report on items of interest.

**20 Future agendas**

Councillors are invited to suggest items for future agenda.

**21 Date of next meeting**

The next Full Council meeting will be on **Tuesday, 7<sup>th</sup> July 2026.**

Other scheduled meetings are as follows:

- Commons Committee – Monday, 20<sup>th</sup> July 2026 at 8.30pm
- Finance Committee – Monday, 27<sup>th</sup> July 2026 at 7.30pm

**Action list as of 4<sup>th</sup> June 2026**

<b>Meeting Date</b>	<b>Action</b>	<b>Responsibility</b>	<b>Update</b>
Commons 19 <sup>th</sup> May	Submit expression of interest to acquire lease of Common from WBC	Clerk	Transfer in progress
Commons 19 <sup>th</sup> May	Discuss review of Land & Pond Management Plan	Clerk	Postponed
Commons 19 <sup>th</sup> May	Contact Environment Agency re Gratton Chase	Clerk	
KGV 19 <sup>th</sup> May	Prepare building maintenance plan	Clerk	Postponed
Commons 29 <sup>th</sup> Sept	Seek quotes for pond works	Clerk	In progress
FC 11 <sup>th</sup> Nov	Investigate purchase of new mobile phone	Clerk	
Commons 17 <sup>th</sup> Nov	Seek quotes for re-tarmacking path around war memorial	Clerk	In progress
FC 13 <sup>th</sup> Jan	Liaise with fete committee re taking ownership of defib	Clerk	In progress
Finance 26 <sup>th</sup> Jan	Get quote for professional jet wash of School Pond bridge	Clerk	
Finance 26 <sup>th</sup> Jan	Get quote for life belt device for School Pond bridge	Clerk	
FC 3 <sup>rd</sup> Feb	Get quotes for 2 grit bins	Clerk	Awaiting response from Cllrs
FC 10 <sup>th</sup> March	Open CCLA account	Clerk	In progress
FC 10 <sup>th</sup> March	Set date for Clerk's appraisal	Cllrs Griffiths/Cooke	
FC 5 <sup>th</sup> May	Add Cllr Singhateh and Travis to Unity bank accounts	Clerk	
	Order SIDs	Clerk	Delivered
Commons 18 <sup>th</sup> May	Remove rope swing in Gratton Woods	Clerk	

**Correspondence List 1<sup>st</sup> May to 4<sup>th</sup> June 2026**

<b>Date</b>	<b>From</b>	<b>Action</b>
5 <sup>th</sup> May	NALC Events	To note
5 <sup>th</sup> May	SALC Newsletter	To note
11 <sup>th</sup> May	NALC Chief Executive Bulletin (7 <sup>th</sup> May)	To note
13 <sup>th</sup> May	SALC AGM and Conference on 5 <sup>th</sup> November 2026	To note
19 <sup>th</sup> May	NALC Events	To note
27 <sup>th</sup> May	SALC Project Keystone Survey	To note
2 <sup>nd</sup> June	NALC Events	
4 <sup>th</sup> June	SALC Councillors Forum 17 <sup>th</sup> June	To note
4 <sup>th</sup> June	NALC Chief Executive Bulletin (14 <sup>th</sup> May)	To note
4 <sup>th</sup> June	NALC Chief Executive Bulletin	