

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 7th July 2026 at 7.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Philip Travis (Chairman)	
Cllr Susannah Cooke	Cllr Roy Enticknap
Cllr Chris Lindesay	Cllr Tigi Singhateh
Cllr Nigel Waterson	

Clerk: Mrs J Nagy

Public: 3

Also Present: West Surrey Council Cllrs Austin and Deanus.

51 Public Participation

A resident asked when the village would be consulted on the draft Neighbourhood Plan. Cllr Waterson said that a draft was to be shared with Waverly BC, on the advice of UVE, the planning consultant. Any comments from Waverley BC will be taken into account in order to produce a draft to go to Regulation 14 consultation.

The resident said that discussions relating to the Plan had been carried out "in secret", in her opinion. Cllr Waterson refuted this, saying that progress was reported to each Council meeting.

A resident asked when the Old School Site survey was to be issued. The Clerk replied that it had been agreed that this would be postponed until after the Housing Survey. The deadline for this survey was 12th July, so the School survey can now be circulated.

The resident asked how the results would be processed. The Clerk replied that it was a simple yes or no response; these responses would be counted.

Cllr Lindesay wished to address the Council as a member of the public, in relation to the renewal of the ACV on the Sun Inn, and did so from the public gallery. He said that the purpose of an ACV was to protect a community asset against development. As owner the pub, he had objected to the last renewal of the ACV due to financial restrictions. It was difficult to obtain loans etc when such a listing was in place. However, he had got around that and now had investments in place.

He did not object to the ACV being renewed, but asked that the application should provide considered, clear evidence of its community value, as the last application was poor, in his opinion. He felt that the parish council was not supportive of the pub, but was happy to meet to discuss the ongoing financial burden and risk.

Cllr Waterson said he was not aware of adverse comments from the parish council in relation to the Sun Inn. He said that the pub was very much a community asset in the wider sense.

52 Apologies

Apologies were noted and accepted from Cllr Griffiths.

53 Declarations of Interest

Cllr Lindesay declared a pecuniary interest in matters pertaining to the Sun Inn

54 Minutes

Cllr Enticknap pointed out that the Minutes stated that there were no members of the public present under Public Participation, when there were two in attendance. It was thought that two residents had arrived after that agenda item. However, it was agreed to amend this Minute for reasons of clarity.

It was proposed by Cllr Enticknap seconded by Cllr Waterson and AGREED by all present that the Minutes of the Council Meeting held on 9th June 2026 were a true and correct record, after the amendment to Minute 30 Public Participation to note that two members of the public were present.

55 Chairman's Announcements

The Chairman advised that following a recent complaint made against a Councillor, the Monitoring Officer has rejected it, as the matters raised relate principally to the governance arrangements and decision-making processes of Dunsfold Parish Council rather than the personal conduct of an individual councillor under the Member Code of Conduct. The Monitoring Officer further noted that progress on the Neighbourhood Plan was reported at Council meetings, and work was undertaken with appropriate professional support and advice.

Councillors NOTED this information

56 Correspondence and Action Lists

Correspondence and Action lists were NOTED.

The removal of the rope swing was imminent. The Clerk was asked to re-circulate information relating to provision of a life buoy at School Pond with a recommendation to purchase.

57 Committees

There have been no Committee meetings since the last meeting.

58 West Surrey Council Reports

As Councillors Austin and Deanus had not yet arrived, this item was deferred.

59 Accounts & Financial Matters

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

Grants

Cllr Lindesay asked that the grants to organisations as agreed in the budget should be paid, these being to the Winn Hall, the PCC and the Air Ambulance.

The Clerk said that usual practice was for organisations to ask for these grants, to provide an audit trail, but she would contact them in order to pay the allocated sums.

Councillors NOTED and AGREED with this proposed action.

Payments to be authorised

There were no payments to authorise.

KGV Payments

There is one payment outstanding, totalling £685.20 inc VAT is included in the Financial Pack for information.

Delegated Powers to Authorise Payments

The Clerk proposed that payments due in August will be authorised by two Councillors, and noted at the meeting on 1st September.

It was AGREED by all present that Cllrs Lindesay and Travis would authorise payments due in August.

Village Bonfire Insurance

The Village Bonfire Committee has asked that the Council pays for insuring the event. This year, due to the anticipated attendance of over 800 visitors, the insurance will be £873.00.

Cllr Lindesay thought that cover of £10 million Public Liability insurance was required under the term of the lease. Cllr Singhateh thought that the amount quoted was excessive.

It was agreed that this matter be referred to the Finance Committee, in order that the above queries can be investigated.

60 Dunsfold Neighbourhood Plan

At the time of writing, the Draft Plan is being prepared to submit to Waverley BC for an initial review.

Cllr Waterson advised that Waverley BC has now provided maps requested, and the SEA is being finalised.

It was agreed that once available, the draft plan would be put on the website for information only, as it was not yet at Regulation 14 official consultation stage.

The Clerk reported that there have been 75 responses so far, to the Housing Needs Survey, which is a 13.9% response rate overall. She has advertised on social media and local channels that this is the last week, as the survey closes on 12th July.

Councillors NOTED this information.

61 Old School Site

Nothing to report

62 Asset of Community Value

At this point, Cllr Lindesay declared a pecuniary interest, and left the meeting.

The Chairman referred to the Clerk's report.

Cllr Enticknap queried the map included in the Meeting Pack, as it appeared to show two different areas within the curtilage. The Clerk advised that this was the area covered

by the ACV listing; she believed that there were two land registry titles for the property.

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

The co-owner of the Sun Inn confirmed that the property had been split in 2015 to facilitate investment; there were two titles relating to the entire property.

A resident suggested that the ACV application should be for the entire site, as per the previous listing.

Standing Orders were reinstated.

Cllr Waterson said the pub is of value to the village, and the parish council wanted it to continue and prosper. He was of the opinion that the Council should apply to continue the registration, as it did give some protection, albeit limited.

Cllr Singhateh said that it was more difficult to get finance/loans for a property, if it had an ACV listing. That might prove problematical for the owner in future, if, for example, the roof needed repair. Cllr Enticknap thought that the owners should be budgeting accordingly.

Cllr Waterson noted that there had been several improvements to the pub over the past few years.

Cllr Waterson proposed that the Council applies to have the Sun Inn pub re-listed as an Asset of Community Value; seconded by Cllr Enticknap.

A recorded vote was requested; Cllrs Waterson, Enticknap and Cooke were in favour, Cllr Singhateh was against, Cllr Travis abstained. The motion was therefore carried.

Cllr Waterson took up Cllr Lindesay's point earlier in the meeting that the application should provide considered evidence of community benefit, and it was agreed that Councillor will provide the Clerk examples to include in the application.

Cllr Lindesay returned to the meeting.

63 West Surrey Council Report

Cllrs Austin and Deanus arrived at the meeting; the Chairman invited them to present their report.

Cllr Deanus reported that East and West Surrey are discussing how to split joint assets. 2000 extra SEN places have been created, £30 million has been saved in the budget.

Cllr Austin reported that as from September, there will be £4.6 million underspend at Waverley BC.

The new Cranleigh Leisure Centre has been delayed by 8 months, so will not be completed before the end of 2028.

Waverley BC has been conducting a review of CiL charges, but to date, no one has had any refunds.

The new Royal Surrey Cancer Centre at Guildford will be open at the end of the year.

Waverley BC is carrying out a Scoping Consultation on the Local Plan, responses to be submitted by 27th July.

Cllr Deanus confirmed that he is dealing with the query raised by Cllr Lindesay relating to how families are assessed for affordable housing in the village, particularly eligibility for four-bed homes.

Both Councillors confirmed that the Clerk could escalate matters to them, if she was not getting response(s) from officers.

64 Planning Applications

Reference	Address	Proposal	DPC
WA/2026/01061	Japonica Cottage, The Green, GU8 4LX	Replacement doors and windows (Listed Building)	No objection
WA/2026/01111	6, Blacknest Cottages, Chiddingfold Rd, GU8 4PB	Erection of a custom build detached dwelling with associated access parking and amenity space and below ground waste water treatment plant.	Object; refer to N Plan, and to previous appeal.
WA/2026/01118	Dungate Farm, Plaistow Rd GU8 4PJ	Erection of single storey extension; installation of bay window	No objection

65 Planning Decisions

The following decisions were NOTED.

Reference	Address	Proposal	DPC	Decision
WA/2026/00752	1, Burdocks, The Green GU8 4NB	Erection of boundary fence and re-positioning oil tank (Listed Building)	No objection	Granted

66 Planning Appeals

There have been no appeals lodged since the last meeting.

67 Delegated Powers

It was AGREED by all present that the Clerk would be given delegated powers to submit responses to minor planning applications during the August recess, together with two councillors, these to be ratified at the meeting on 1st September. The Clerk will ask for extensions for major or contentious applications, and if this is not possible, she will consult with the Chairman and call an Extra Ordinary meeting if required.

68 Other Planning Matters

The views of the parish council have been sought by Waverley BC in relation to the creation of a pavement/footpath to the south of Alfold Rd to the junction with Dunsfold Common Rd which is a condition of WA/2023/01020 for 21 homes north of Miller Lane. Details of the proposed surfacing and dimensions of the path were circulated at the meeting.

The developer has asked to attend the Commons Committee meeting on 20th July to present its proposal.

It was AGREED by all present to defer comments on the proposals until the Commons Committee meeting. However, concerns were raised about the width of the path, and that it was sited right on the edge of the road; the Clerk will pass these concerns on to the developer prior to the meeting.

69 Council Surgeries

The next surgery is scheduled for 11th July; Cllrs Travis and Waterson will be attending. Also attending will be David Cowan from Surrey Community Action to help those needing assistance in completing the housing survey.

70 Reports on Meetings attended

SALC Clerks' Forum 16th June

The Clerk attended this virtual meeting. Much of the discussion related to the West Surrey Council's transitional period. No decision has yet been made on the membership of the Neighbourhood Area Committees (NACs) This is expected in September. However, the new English Devolution & Community Empowerment Act 2026 states that the Council must engage with parish councils. Parish councils are advised to defer new clustering arrangements with neighbouring parishes until membership of the NALCs has been decided. Councils were warned that all grant funding from County and Borough Councils will cease on 31st March 2027, as the new West Surrey Council's budget will be applied from 1st April. This budget will be agreed in November 2026.

The National Planning Policy Framework will be valid from August. West Surrey is considering having a webinar outlining how it will manage strategic planning, but no date has been set.

The SALC conference is being held on 5th November. Both Councillors and Clerks are invited to attend. It was AGREED that the Clerk would attend at a cost of £45 + VAT.

SLCC Surrey Branch Meeting, 17th June

The Clerk attended this meeting in person, in Normandy. The West Surrey transition was also the main topic. The Shadow Chair has been elected – Cllr Penny Rivers, and the Leader – Cllr Paul Follows. The main officers – Head of Paid Service, s151 Officer (Finance) and the Monitoring Officer have been appointed, all as interim posts. All these officers are working their new roles in addition to their current jobs, so under great pressure.

Officers will continue to operate from their current offices in the short term. West Surrey is currently meeting in Guildford as that is the only Council Chamber large enough to hold all the Councillors.

Parish Councils need to write to West Surrey confirming that they wish to continue to be Statutory Consultees on planning applications, but no details given as to whom!

Councillors NOTED this information.

71 Items for Information

The Chairman asked if Data Protection training had been arranged, as agreed at the last meeting. The Clerk will circulate details of such training, at dates in July in August at a cost of £45 per person.

72 Staffing Matters*

The HR Committee agreed that the Clerk would have one annual appraisal in March 2026; this was postponed for logistical reasons.

It was agreed that Cllr Travis, as Vice Chairman of the Council, and Cllr Cooke, as Chair of the HR Committee will conduct the Clerk's appraisal, as soon as practicable.

It was AGREED by all present that that the increased HMRC mileage rate of 55p per mile would be incorporated into the Clerk's contract.

73 Date of next meetings

Cllr Waterson proposed that the September Council meeting be changed from 1st to 2nd September. This was seconded by Cllr Travis and AGREED by all present.

Therefore, the next Full Council meeting will be on **Wednesday, 2nd September 2026.**

Other scheduled meetings are as follows:

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

The meeting closed at 9.15pm

Chair of the Council Dated.....