

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Parish Council Meeting held on Tuesday, 9th June 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: 2

Also Present: West Surrey Council Cllr Deanus. Apologies from Cllr Austin.

30 Public Participation

There were no questions from members of the public.

31 Apologies

Apologies were noted and accepted from Cllr Griffiths.

32 Declarations of Interest

Cllr Waterson reminded Councillors that he had a dispensation allowing him to engage in debate in relation to Coombebury Cottage.

33 Minutes

It was proposed by Cllr Enticknap seconded by Cllr Waterson and AGREED by all present that the Minutes of the Annual Council Meeting held on 5th May 2026 were a true and correct record.

34 Chairman's Announcements

The Chairman had no announcements

35 Correspondence and Action Lists

Correspondence and Action lists were NOTED

36 Committees

The following Minutes, including recommendations therein, were NOTED as a true record of the following Committee Meeting:

- Commons Committee 23rd March 2026; date of next meeting 20th July 2026

37 Planning Applications

At this point, it was AGREED by all present to move Planning Applications forward in the agenda.

WA/2026/00844 – Chennels Field

The Clerk referred to her briefing paper, giving the planning history of the site.

Cllr Waterson gave a summary of these proposals, pointing out the following:

- The site is within the proposed Surrey Hills National Landscape extension; the inspector at the last appeal recognised the potential harm to the countryside
- Yet again, there has been no information to demonstrate that there would be no harm to protected species. The Ecology Report is contradicted by the Biodiversity Checklist, with one recognising protected species, the other saying there are none.
- The current access is for agricultural purposes only, previous applications and appeals to resolve this were either refused or rejected.
- There are known issues with sewerage capacity in the village
- The current need for self-build need has not been demonstrated
- The emerging Neighbourhood Plan has not allocated the site for development.

Councillors NOTED Cllr Waterson's comments.

At this point, it was proposed by Cllr Travis, seconded by Cllr Waterson and AGREED by all present to raise Standing Orders to enable members of the public to speak.

A resident from a property adjacent to the site advised that Surrey CC Drainage Office had objected to the proposals. He pointed out that it was stated that there was no history of the field being agricultural, when in fact there is. He had a photo showing the flooding in the field, which also shows historic ploughing furrows. The footpath to High Loxley which abuts the site is not referenced in the documentation. The impact on adjacent listed buildings has not been assessed.

The resident also queried the current need for self-build homes, which is cited as a reason to support the proposals.

He believed that the order to include this site within the new boundary of the AONB is imminent.

Standing Orders were reinstated.

It was AGREED by all present that the Council would object to the proposals; the Clerk will write a letter of objection based on Cllr Waterson's comments, and those of the resident.

The two members of the public left the meeting.

Reference	Address	Proposal	Recommendation
WA/2026/00844	Chennels Field	Phased Development Of 5 Self/Custom Build Dwellings	Object as above
WA/2026/00752	1, Burdocks, The Green GU8 4NB	Erection of boundary fence and re-positioning oil tank	No objection

WA/2026/00761 – Coomebury Cottage

The Clerk referred to her briefing paper, giving the planning history of the site.

Cllr Waterson gave a summary of these proposals, pointing out the following:

- Concerns over access, this being on a sharp bend
- The Amphibian Mitigation & Enhancement Strategy required under the outline

- permission has not been supplied. No reference has been made to the survey undertaken in April, when the presence of Great Crested Newts was identified
- The circular pathway around the site is a significant barrier to the free movement of amphibians and mammals
 - There are known issues with sewerage capacity in the village
 - The emerging Neighbourhood Plan has not allocated the site for development.

Cllr Lindesay noted that there was only one four-bed affordable house in the proposals, when he believed that there was a need for such homes in the village; the Housing Needs Survey will provide data for this.

He asked the Clerk to ask that some of the sum allocated for affordable housing provision in the area via the Wetwood Farm development be used to increase the number of four bed homes at Coombebury Cottage.

It was AGREED by all present that the Council would object to the proposals; the Clerk will write a letter of objection based on Cllr Waterson's comments, including a request to increase the number of four-bed affordable homes using monies from Wetwood Farm.

Reference	Address	Proposal	Recommendation
WA/2026/00761	Coombebury Cottage, The Green GU8 4NB	Erection of up to 53 dwellings	Object as above
WA/2026/00796	Land at Woodlands, Knightons Lane, GU8 4NU	Amendments to WA/2018/1600 to amend design and materials	No objection

38 West Surrey Council Reports

Cllr Deanus advised that Cllr Austin has emailed the Clerk in relation to proposed improvements to mobile phone coverage in the village, in response to a question raised at the Annual Parish Meeting.

He referred to correspondence that the Clerk has been having with a resident in relation to speeding in Fishers Lane. This area is included in the Rural Speed review, the results of which are awaited.

He advised the Council to try to get the local Speedwatch team running again, as they provide valuable data to identify problem areas.

Discussion took place relating to speeding through the village. Cllr Deanus advised that the Council asks Waverley BC to include allocations for speed reduction measures in legal agreements for local developments.

39 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:

- Lloyds Current Account as at 31st May 2026, balance of £1190.51
- Lloyds Deposit Account as at 31st May 2026, balance of £519.92
- Unity Trust Current Account as at 31st May 2026, balance of £81971.44
- Unity Trust Deposit Account as at 31st May 2026, balance of £89772.55

Payments to be authorised

The list of payments to be authorised included in the Financial pack totalling £11240.36 inc VAT was AGREED by all present.

KGV Payments

A list of payments totalling £442.72 inc 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.

Having done some research, it appears that restrictions on lottery grants expire after 20 years.

Cllr Singhateh, with his experience in the field of insurance, was of the opinion that you cannot insure something that you do not own, so he queried the validity of the Church's insurance for the tapestry.

Councillors were in favour of the Church taking on ownership of the Tapestry; the Clerk will liaise with the PCC.

Annual Accounts 2025/2026

The Clerk reported that the AGAR has been submitted to the External Auditors, and is on the website. The Council is now within the period of inspection, which runs until 14th July, the notice of which is on the notice board and on the website.

Councillors NOTED this information.

40 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 NOTED the tree survey and the recommendations therein, all present AGREED that the Clerk puts the proposed works out to tender, phasing these according to identified priority, and NOTED that the Clerk intends to apply for funding to assist

with the associated costs of the ash felling.

41 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.

The Clerk and UVE have tried to source alternate quotes; however, local councils in the area have either used AECOM, or used consultants no longer in business.

UVE has offered to carry out the work itself and has provided a quote of £8176.00 + VAT for the work.

Cllr Waterson said that he has spoken to UVE to seek reassurance that they have the capacity to carry out the SEA work, with no detriment to the other Neighbourhood Plan work that they are doing for Dunsfold. He is satisfied that UVE can take on this project.

The Clerk advised that Financial Regulations state that she must seek three quotes for contracts over £3000. However, as reported, she had been unable to obtain a third quote.

It was AGREED by all present to waive Financial Regulations 5.8 in relation to works over £3000, and AGREED to appoint UVE to carry out the Strategic Environmental Assessment for the Dunsfold Neighbourhood Plan.

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.

The revised cost of the Housing Needs Survey was formally AGREED by all present, this being £1034.52 + return postage.

The survey will be going out between 15th June and 12th 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 11th July to assist those having difficulty completing the survey.

Councillors NOTED this information

Cllr Waterson said that he hoped that the draft Plan will go to Waverley BC for an initial opinion, by the date of the next meeting.

42 Old School Site

The Clerk was asked to contact the Diocese of Guildford for an update.

43 Community Asset Transfer

It was recommended at the Commons Committee meeting that Surrey Hills solicitors be appointed to deal with the legal transfer. This cost 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.

The appointment of Surrey Hills solicitors to deal with the legal transfer was AGREED by all present, and it was further AGREED and to have legal searches undertaken at an additional cost of £600.

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.

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.

Councillors NOTED this information.

44 Planning Decisions

The following decisions were NOTED.

Reference	Address	Proposal	DPC	Decision
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

45 Planning Appeals

The following appeal was NOTED

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	No comment as LDC

		of 5 caravans for residential use – Lawful Development Cert.	
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46 Council Surgeries

The next surgery is scheduled for 13th June; Cllrs Travis and Waterson will be attending.

47 Reports on Meetings attended

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

48 Items for Information

The Chairman asked if Data Protection training had been arranged, as agreed at the last meeting. The Clerk is seeking quotes for this training and will report to the next meeting.

49 Future Agendas

There were no items proposed for future agendas

50 Date of next meetings

The next Full Council meeting will be on **Tuesday, 7th July 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 9.00pm

Chair of the Council Dated.....