

Commons Committee Meeting

Meeting Pack

28th September 2026

DUNSFOLD PARISH COUNCIL

22nd September 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, 28th September 2026**, where the following business will be transacted

Jennifer Nagy, Clerk to the Council

AGENDA

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 or request for dispensation.
4. **Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Committee meeting held on Monday, 20th July 2026
5. **Chairman's Announcements** – to receive any announcements by the Chairman of the Commons Committee
6. **Dunsfold Common Ponds Regeneration Project** – to receive an update on progress to date, including grant applications.
7. **Community Asset Transfer** – to receive an update on the transfer of Common land from Waverley Borough Council to Dunsfold Parish Council

8. **Commons Management** – to consider any other matters relating to the ongoing management of the Common, including
 - To consider increasing the frequency of grass cutting
 - Unauthorised fishing in School Pond
 - Flag protocol
9. **Items for Information** – to receive items for information
10. **Date of the next Meeting – Monday, 16th November 2026 at 8.30pm in the Nugent Room, Winn Hall.**

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

DUNSFOLD PARISH COUNCIL

Minutes

Minutes of the Commons Committee of the Parish Council held on Monday, 20th July 2026 at 8.30pm in the Nugent Room, Winn Hall, Dunsfold.

Cllrs Present:

Cllr Roy Enticknap (Chairman)
Cllr Susannah Cooke
Cllr Tigi Singhateh

Cllr Philip Travis (Vice Chairman)
Cllr Griffiths

Clerk: Mrs J Nagy

Friends of Dunsfold Common: 2
Public: 3

12 Public Participation

It was noted that Cllr Waterson was present as a member of the public. He suggested that the Committee seeks quotes to have the Himalayan Balsam cleared professionally as the volunteers currently undertaking the work can no longer do so.

13 Apologies

There were no apologies, all members being present.

14 Declarations of Interest

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

15 Minutes

It was proposed by Cllr Cooke seconded by Cllr Griffiths and agreed by all present that the Minutes of the meeting held on Monday, 18th May 2026 were a true and correct record.

16 Chairman's Announcements

The Chairman had no announcements.

17 Miller Lane Pavement

It was a condition for the "extension" to the Miller Lane development (WA/2023/01020) to construct a pavement/footpath along the south side of Alfold Rd, connecting to the junction with Dunsfold Common Rd.

Concerns raised at the Full Council meeting on 7th July relating to the width of the path, and its position right next to the road had been communicated to the agent.

Mr Callan Powers from Master Land & Planning, the agent for the developer, was present at the meeting.

It was proposed by Cllr Enticknap, seconded by Cllr Travis and AGREED by all present that Standing Order be raised in order to allow members of the public to speak.

Mr Powers said that he represented the agents for the developer. A public consultation was being held to seek residents' views on the proposed path. Responses from this consultation would be presented to the Secretary of State to consider permitting a path on Common Land.

The developer has indicated it would be willing to tarmac the area around the war memorial, when tarmacking the new path.

Cllr Griffiths had concerns about pedestrians crossing the road at the Dunsfold Common Rd junction and suggested traffic calming measures on this road. It was noted that there is no street lighting in the area.

Mr Bentall (Friends of Dunsfold Common) said that the road outside the development, where residents would cross, is in poor repair which will need addressing. He advised that there is ditch adjacent to the proposed path.

Mr Powers said that they were aware of the ditch; there is a natural swale along side the road. It had been noted that the area was very wet in winter.

The Clerk sought clarification about how the consultation had been advertised. Mr Powers said that they had written to residents with an interest in the Common, such as rights of access. It is running until 6th August. It was agreed that Mr Powers would send a link for the consultation to the Clerk, who would advertise on social media.

Councillors asked if the consultation could be extended; Mr Powers will advise the Clerk if this is possible.

There being no more questions, Mr Powers left the meeting.

Standing Orders were reinstated.

It was agreed that the Clerk would submit the following comments direct to Master Land & Planning:

- Concerns over the crossing at the junction, due to the speed of traffic coming into the 40mph limit. Consideration should be given to traffic calming measures on Dunsfold Common Rd
- Concerns over lack of lighting at this crossing. Consideration should be given to reflective strips or similar
- Concerns over the existing drainage ditch along Alfold Rd being affected. The area is icy in winter due to overflow from this ditch.
- Concerns over residents crossing Alfold Rd from the development due to potential icy roads

18 Dunsfold Common Ponds Regeneration Project

Grants

The Surrey Community Investment Grant for £7,600 for capital expenditure is expected imminently.

Hibernacula are habitats for animals and amphibians which can be created by volunteers rather than a contractor. However, the Clerk has asked if the grant can be used for the purchase of protective equipment such as waders and gloves to enable volunteers to better access and maintain the ponds.

Councillor NOTED this information.

Fish removal

The Clerk has chased again re the fish removal.

Councillors NOTED this information.

Water Quality at the School Pond

Following the death of all seven cygnets, the Clerk and Southwater & Horsham Swan Rescue asked the Environment Agency to check the water quality of the pond. There were no pollutants found.

Southwater & Horsham Swan Rescue examined the cygnets and could not find any obvious cause of death, but apparently they have noted similar cases in other areas.

Councillors NOTED this information

19 Commons Management

Removal of Himalayan Balsam

As raised by Cllr Waterson, speaking as a member of the public, it was agreed that the Clerk would seek quote for the professional removal of the Himalayan Balsam. It was noted that it was too late for this year, but could be scheduled in the future.

Signage for Village Shop

The shop has asked for permission to display advertising signage; previous signs were removed recently due to not having permission.

The signage was funded via a grant for £1000 from Dunsfold PC in June 2024, together with other signs and posts.

Cllr Griffiths said that signage was only usually allowed for specific events, and was removed afterwards. This particular signage was not appropriate for the common, in his opinion.

It was proposed by Cllr Enticknap, seconded by Cllr Griffiths that Standing Orders be raised to enable members of the public to speak; agreed by all present.

The Treasurer of the Village Shop was present and said that many people did not know that the Shop was there and it wants to increase revenue. It was not aware that it needed permission to put up signage Hambledon Shop has a similar sign.

Cllr Travis had concerns about obscuring sight lines at the Dunsfold Common Rd junction, and also queried if the design of the sign was in keeping with the area. Cllr Singhateh thought that the Council should support local businesses.

Cllr Griffiths said that the Council has to protect the nature of the Common, and this sign was not in keeping as permanent signage.

The Clerk suggested that an A board could be put out each day, and brought in after the shop closed. This was thought to be impractical as relied on volunteers to move it.

Cllr Travis suggested a change of design; the Treasurer said that this has been copied from the Hambledon Shop.

Cllr Enticknap suggested that the Shop considers signage on the Shop frontage itself, although this may need planning permission. The Treasure noted that this may be expensive.

Standing Orders were reinstated.

It was agreed that permission was refused for this particular design of sign, as it was out of keeping for the Common area. Signage on the shop frontage was suggested as an alternative.

Grass Cutting

The Clerk advised that she had received queries when the grass on the Common was to be cut.

The Chairman advised that it was usually the last week in August/first week in September to allow for wildflowers. Sight lines had been cut along Dunsfold Common Rd

20 Items for Information

There were no items for information.

21 Date of the next Meeting

Monday, 28th September 2026 at 8.30pm in the Nugent Room, Winn Hall

The meeting closed at 9.30 pm

Chair of the Commons Committee
Dated.....

Clerk's Report
Meeting of the Commons Committee Meeting to be held on
Monday, 28th September 2026

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. However, if members of the public can speak at the meeting, they may also do so, as a member of the public.

4. Minutes

To agree the Minutes of the meeting held on Monday, 20th July 2026

5. Chairman's Announcements

The Chairman may choose to give an announcement, to be noted.

6. Dunsfold Common Ponds Regeneration Project

The Clerk has finally found a contractor willing to quote for works to the ponds. She was unable to arrange a meeting before she went on leave, so is actively pursuing this.

7. Community Asset Transfer

The Clerk is due an update from the Council's solicitor as to progress on the Asset Transfer. She hopes to give a verbal report at the meeting.

8. Commons Management

Frequency of Grass Cutting

There were concerns over the summer months about the fire risk of the long dry grass on the Common. The Clerk said to residents that she would put to this Committee that it considers an additional cut next year.

Unauthorised fishing in School Pond

The Clerk has received reports that persons have been seen fishing in School Pond. She asks the Committee what action they wish her to take, if any.

Flag Protocol

The Clerk received a complaint from a resident about the St George flag flying from the flag pole rather than the Union Flag.

She did respond to the complainant to say that the Council is entitled to fly any suitable flag from its own flagpole.

However, she seeks the Committee's opinion to see if a flag protocol is deemed necessary.

9. Items for Information

To receive items for information

Date of the next Meeting – Monday, 16th November at 8.30pm in the Nugent Room, Winn Hall