

DUNSFOLD PARISH COUNCIL

Parish Council Meeting

Minutes of the meeting of the Parish Council of Dunsfold held in the Nugent Room, Winn Hall, Dunsfold on Monday 9th March 2015 at 7:30pm.

Present:

Cllr Alan Ground (Chairman)
 Cllr Barrie Pople (Vice Chairman)
 Cllr Roy Enticknap
 Cllr Martin Gardiner
 Cllr R Brough
 Cllr Stephen Hayward
 Cllr Shepherd

In attendance:

2 parishioners
 Mrs Celeste Lawrence (Clerk and Responsible Financial Officer)

Apologies:

None

Item		Action
14/15: 129	<p><u>DECLARATIONS OF PECUNIARY OR OTHER INTERESTS</u> Cllrs Ground, Pople and Hayward declared a non pecuniary interest on item number 8 as they are trustees of the Dunsfold Village School Trust.</p>	
14/15: 130	<p><u>MINUTES</u> The minutes 14/15:113 to 14/15:128 of the DPC meeting held on 12th January 2015 as circulated to all members were approved and signed by the Chairman.</p>	
14/15: 131	<p><u>CHAIRMAN'S REPORT ON MATTERS ARISING SINCE THE LAST MEETING</u> None arising.</p>	
14/15: 132	<p><u>RATIFY COMMONS COMMITTEE MEETING</u> The Chairman reported on the proceedings of the Commons Committee meeting held earlier this evening and it was RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes.</p>	
14/15: 133	<p><u>UPDATE ON THE WAVERLEY LOCAL PLAN</u> The Chairman reported that Cllrs Ground, Pole and Enticknap and the Clerk had held a meeting earlier today with the WBC Local Plan Team comprising Ian Motuel, Brian Adams and James Williams. The WBC Team reported that the Local Plan would not be published until later this summer and acknowledged that WBC had received the Motion report commissioned by Dunsfold PC and seven other Parish Councils. This was a Critique of perceived deficiencies of the Transport Reports submitted to WBC from Vectos and SCC. The WBC Team expressed their thanks for this Critique which was helpful for the analysis of the consequences of the transport effects of the three Dunsfold Park housing scenarios. WBC were commissioning their own Consultants Transport Report which they hoped would be received by June 2015. Cllr Ground reported that Motion's work was complete and the bill as agreed was to be paid by the eight Councils in proportion to population. The meeting had reviewed the acceptability of Dunsfold sites referred to in the SHLAA (Strategic Housing Land Availability Assessment) of which only site 747 and the Springfield site respectively for market and affordable housing had the support in principle of the Parish Council subject to planning and village consultation.</p>	
14/15:	<p><u>UPDATE ON THE MOTION REPORT</u></p>	

134	Cllr Ground reported that the Critique of the Transport Report submitted to WBC from Vectos (on behalf of Dunsfold Airport Limited) and the SCC Transport Report, on the transport effects of the three scenarios for between 1800 and 3400 dwellings and the related infrastructure of Dunsfold Park, had been produced. As had been agreed, the Council would initially pay for this and then reclaim the monies from, and as agreed by, the Parish Councils of Alfold, Bramley, Busbridge, Chiddingfold, Hascombe, Hambledon and Wonersh.	
14/15: 135	<p><u>UPDATE ON POTENTIAL HOUSING DEVELOPMENT ON SITE 747</u></p> <p>In relation to this site there was laid on the table and read by the Chairman a letter dated 4th March from Mr Ben Crozier of Kitewood (copy attached to these minutes). The letter had previously been circulated to Councillors and concerned a scheme for 42 units consisting of 29 market homes and 13 affordable dwellings units. The letter sought the support in principle of the Parish Council for the Scheme which Kitewood would be submitting to Waverley. A pre-application meeting has already taken place with Waverley and public consultation in the village would take place by the end of March.</p> <p>After discussion IT WAS AGREED that the Council could confirm to Kitewood its support in principle for this proposed scheme at this early stage subject to planning and public consultation with the village..</p>	
14/15: 136	<p><u>NEW AFFORDABLE SITE</u></p> <p>The Chairman reported that in pursuit of a site to provide the affordable housing required by the 2013 HNS Survey further meetings had been held with Louise Williams the Rural Housing Enabler from Surrey Community Action, Nick Hughes of English Rural Housing Association (ERHA), and Cllrs Ground, Pople and Enticknap regarding the site known as Springfield situated on Alfold Road. There was laid on the table a letter to the Parish Council dated 4th March from Mr Nick Hughes Regional Development Manager of ERHA which had been circulated to Councillors. The letter stated that ERHA had agreed terms subject to contract for the acquisition with the site owners. The letter set out ERHA's proposal to build 8 shared ownership houses and 2 market houses on the first acre of the site adjacent to the Alfold Road access had been put to the site owners. ERHA stated that the proposal was in its infancy and much work had to be done before they would have proposals sufficient for the Parish Council and the community to view and comment upon them later in the year. To facilitate the commissioning of the further work ERHA asked for a formal record of the Parish Council's in principle support for the work ahead.</p> <p>After discussion IT WAS AGREED that this support could be confirmed to ERHA.</p>	
14/15: 137	<p><u>2015 ELECTIONS</u></p> <p>Cllr Ground reported that it had been confirmed by WBC that 8 people would be standing for election on May 7th 2015.</p>	
14/15: 138	<p><u>BI-MONTHLY BANK STATEMENT AND RECONCILIATION</u></p> <p>The bi-monthly bank statement and reconciliation was sighted and signed by the Chairman.</p>	
14/15: 139	<p><u>KGV MANAGEMENT COMMITTEE REPORT</u></p> <p>It was AGREED that a quote be obtained from Ben Martin for repairs to the car park be made in Spring.</p> <p>Cllr Pople reported that he and Andrew Wragg would be undertaking a Risk Assessment of the whole building. He further reported that Mark Hearn would be inspecting the Horse Chestnut tree at the Western end of the building.</p>	
14/15: 140	<p><u>CHILDREN'S PLAY AREA</u></p> <p>Cllr Shepherd produced plans for a potential upgrade of the play area. After some discussion it was agreed that further investigation needed to be done in regards to the costs of other newly refurbished local play areas and the WBC would be approached for further direction in order to produce a plan for upgrading the play area.</p>	
	<p><u>The Chairman opened the meeting to the public at 8.35pm</u></p> <p>A parishioner suggested that Loxwood be investigated as their play area has recently been upgraded. Jack Woodward reported that the planning application for the KGV Tennis Court floodlights has had</p>	

	<p>one objection made to it. It was asked who was responsible for the state of the foot path between Broadlands and Carolina Cottage – Jane Bowden, WBC, to advise. The Chairman closed the meeting to the public at 8.40pm</p>	
14/15: 141	<p><u>MEETING DATES</u> It was reported that the dates of the Annual Assembly and the AGM would need to be swapped as the AGM could not be held within 5 workings days of the election being held on 7th May. Therefore, the Annual Assembly would be held on 11th May and the AGM on the 18th May. Meeting dates for the years 2015/16 to be agreed by the new Council.</p>	
14/15: 142	<p><u>CLERKS APPRAISAL</u> The Chairman reported that the Clerks appraisal had been held on 3rd March and was attend by Anne Bott SALC and Cllrs Ground and Enticknap. A note of this meeting would be distributed to Councillors.</p>	
14/15: 143	<p><u>UPGRADING OF OFFICE EQUIPMENT</u> It was AGREED that Cllr Hayward and the Clerk would investigate and upgrade the computer, printer and telephone at the Parish Office.</p>	
14/15: 144	<p><u>PLANNING</u> Status of current applications: WA/2014/0813: Dunsfold Airport Limited Application under Section 73 to vary/remove conditions of WA/2012/1857 Everyman Driving experience. Decision: Still pending</p> <p>WA/2014/1079: Duns, Hook House Lane Listed Building Consent for erection of extensions and alterations; erection of a detached garage following demolition of existing garage; erection of garden shed and garage store. Decision: Still pending</p> <p>WA/2014/1277: Bayfield Stud, Mendips, The Common Erection of dwelling, erection of stable building and open bay machine store/parking following demolition of existing stables. Decision: Still pending</p> <p>Appeal for land between Chennels Cottage and Burdons ref WBC/2013/1820 Decision: Refused</p> <p>WA/2014/2218: Sprunks Cottage, Knightons Lane Certificate of lawfulness under section 192 for the erection of a two storey extension and alterations. Decision: Certificate of lawfulness granted</p> <p>WA/2014/2300: Willards Farm, The Common Erection of extensions following demolition of existing extensions. Decision: Full permission</p> <p>WA/2014/2301: Willards Farm, The Common Listed building consent for erection of extensions following demolition of existing extensions. Decision: Listed building consent granted</p> <p>WA/2014/2363: Burningfold Court, The Common Erection of a detached garage following demolition of existing garage. Decision: Full permission</p> <p>WA/2014/2435: Church Close Farm, Church Green Cllr Ground declared an interest at this stage.</p>	

	<p>Certificate of lawfulness under section 192 for the erection of single story extension. Decision: Certificate of lawfulness refused</p> <p>WA/2014/2421: Woodside House, Plaistow Road Erection of boundary fence. Decision: Full permission</p> <p>WA/2015/0001: OLD BLACKNEST COTTAGE, CHIDDINGFOLD ROAD Erection of pool house, construction of swimming pool, loggia and associated works. Decision: Full permission</p> <p>WA/2015/0002: OLD BLACKNEST COTTAGE, CHIDDINGFOLD ROAD Listed building consent for erection of pool house, construction of swimming pool, loggia and associated works. Decision: Listed building consent granted</p> <p>Planning applications to be considered: WA/2015/0229: DUNSFOLD TENNIS CLUB Installation of tennis court lighting (as amended by letter dated 27/01/2015) Decision: No objections</p> <p>WA/2015/0346: Conifers, The Green Erection of a single storey side extension and alterations. Decision: No objections</p> <p>WA/2015/0243: Wetwood Rough, High Street Green Erection of extensions. Decision: No objections</p> <p>WA/2015/0178: Willards Farm, The Common Erection of outbuilding following demolition of existing outbuildings. Decision: No objections</p> <p>WA/2015/0208: FRYS CROSS FARM, Knightons Lane Erection of extension to existing agricultural building. Decision: Withdrawn</p> <p>WA/2015/0279: The Little House, Knightons Lane Certificate of lawfulness under section 192 for erection of an orangery. Decision: No objections</p>																																		
<p>14/15: 145</p>	<p><u>CORRESPONDENCE</u> Email of 7th March regarding the bike racers behaviour – noted and refer to the Winn Hall Management Committee.</p>																																		
<p>14/15: 146</p>	<table border="1"> <thead> <tr> <th colspan="3"><u>PAYMENTS</u></th> </tr> <tr> <th>Expenditure</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>Post Office Ltd</td> <td>BT telephone</td> <td>178.99</td> </tr> <tr> <td>Mark Hearn</td> <td>Tree surgery - Nugent Pond</td> <td>3300.00</td> </tr> <tr> <td>Get Mapping PLC</td> <td>Annual subscription</td> <td>33.60</td> </tr> <tr> <td>Post Office Ltd</td> <td>BT broadband</td> <td>52.80</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for December</td> <td>811.97</td> </tr> <tr> <td>Post Office Ltd</td> <td>Clerks NI & tax for December</td> <td>47.09</td> </tr> <tr> <td>Mr and Mrs Goodall</td> <td>Office rent</td> <td>150.00</td> </tr> <tr> <td>Zoe Wragg</td> <td>Ground maintenance at KGV</td> <td>436.50</td> </tr> <tr> <td>Celeste Lawrence</td> <td>Clerks PAYE for January</td> <td>818.33</td> </tr> </tbody> </table>	<u>PAYMENTS</u>			Expenditure			Post Office Ltd	BT telephone	178.99	Mark Hearn	Tree surgery - Nugent Pond	3300.00	Get Mapping PLC	Annual subscription	33.60	Post Office Ltd	BT broadband	52.80	Celeste Lawrence	Clerks PAYE for December	811.97	Post Office Ltd	Clerks NI & tax for December	47.09	Mr and Mrs Goodall	Office rent	150.00	Zoe Wragg	Ground maintenance at KGV	436.50	Celeste Lawrence	Clerks PAYE for January	818.33	
<u>PAYMENTS</u>																																			
Expenditure																																			
Post Office Ltd	BT telephone	178.99																																	
Mark Hearn	Tree surgery - Nugent Pond	3300.00																																	
Get Mapping PLC	Annual subscription	33.60																																	
Post Office Ltd	BT broadband	52.80																																	
Celeste Lawrence	Clerks PAYE for December	811.97																																	
Post Office Ltd	Clerks NI & tax for December	47.09																																	
Mr and Mrs Goodall	Office rent	150.00																																	
Zoe Wragg	Ground maintenance at KGV	436.50																																	
Celeste Lawrence	Clerks PAYE for January	818.33																																	

	Post Office Ltd	Clerks NI & tax for January	47.29	
	Mr and Mrs Goodall	Office rent	150.00	
	Zoe Wragg	Ground maintenance at KGV	500.00	
	RJ Walker	Clearance of ditches	120.00	
	RJ Walker	Clearance of willow at Grattons Corner & Localism	690.00	
	Celeste Lawrence	Clerks PAYE for February	811.97	
	Post Office Ltd	Clerks tax & NI for February	47.29	
	Mr and Mrs Goodall	Office rent	150.00	
	Zoe Wragg	Ground maintenance at KGV	405.47	
			8751.30	
	Income			
	HMT	Interest	1.55	
	Smiths Charity	Reimbursement for stamps	22.26	
			23.81	
14/15: 128	<u>ANY OTHER BUSINESS</u> None.			

There being no further business the Chairman closed the meeting at 9.20pm.

DATE..... CHAIRMAN.....

From: Ben Crozier <b.crozier@kitewood.co.uk>
To: Alan Ground <alan.ground@btinternet.com>
Cc: JackWoodward <jack@youngdriverstrack.co.uk>; Fiona Jury <Fiona.Jury@wfplanning.co.uk>;
Mike Washbourne <Mike.Washbourne@wfplanning.co.uk>
Sent: Wednesday, 4 March 2015, 17:58
Subject: Dunsfold 'site 747' proposal

Dear Alan

Following our telephone conversation of last week, as promised, please find attached our preliminary scheme that has been drawn in response to our pre-application meet with Waverley Planning last month. You will note that the whole site holds 42 units. This is due to the density policy that was pointed out at that meeting. This number may diminish following further consultations, but it will not rise.

As this is now proposed to be a private residential scheme, the affordable housing needs to be provided at a minimum rate of 30%, and so there would be 13 affordable units and 29 private units. It is important to point out that there will be no architectural difference between private and affordable units, they designs we put forward will be used throughout, regardless of tenure.

As you will see, we have followed the Parish Council's guidance and have shown that access across the Common. We are proposing that we use a very 'low impact' material for the road, so as to have a minimal impact on the Common. We are also proposing that the access remains as Common Land (we would apply to do permitted works under section 38 of the Common Land Act 2006), but we would also propose donating the land directly to the West of our development to the Common, and plant it and manage it so as to ensure that the overall impact of the access on the Common Land is positive, both in terms of Common Land and environmental and ecological impact.

We have also, via our landscape architects, done a 'visual impact assessment', and it is fair to say that in visual terms, this scheme has little, if any, visual impact on the village at all, due to its setting and the landscaping that we are proposing.

If we secure a planning permission for a scheme in excess of 35 units we would also be in a position to be able to donate the cost of purchasing the old primary school from the Diocesan to the Dunsfold Education Trust, capped at £150,000, to allow the school to be bought back to use for the village. We would also apply to have our educational contribution payable under the s106/CIL agreement to be directed to this project, which could well deliver a further £128,000 towards its renovation (this is the figure that the Waverley s106 calculator gives for Primary Education on a scheme of 42 units as per our initial sketch – I have attached the calculator for your information).

As I know you are aware, Waverley has a 5 year housing shortage that needs to be addressed. This will either come via smaller, controlled planning applications such as this one, or large infrastructure projects such as that proposed for the old Dunsfold airfield. As I understand it, Dunsfold Parish Council have taken a very proactive approach to ensure that they are doing their bit to deliver this housing shortage, and every consented scheme like this lessens any chance of larger, less welcomed schemes being ‘bulldozed’ through the planning process by a LPA desperate to deliver their housing need.

It is of the utmost importance to us that whatever scheme we submit to the LPA has the support of the Parish Council and the village as a whole. To this end, we are currently working up street scenes and elevations that we would propose, and then hold a public consultation in the village towards the end of March (but before the Easter holidays) to allow anyone to come along, view the proposals and make any comments they wish to. This gives us plenty of time to take relevant comments on board and adjust the scheme accordingly prior to submission. Our planning consultants are currently organising available dates, but I will be in a position to let you know prior to your meeting on 9th March.

Finally, the following is the architects commentary that accompanied his drawing to me;

Further to our recent meeting and Mark’s visual influence & landscaping constraints drawings, please find attached a new sketch scheme for 42 dwellings using the agreed Common access together with a Concept Diagram drawing showing the principles followed.

You will note that the scheme follows the principles of the landscape requirements, maintaining all of the boundary trees and hedgerows, providing an increased area for planting to the south-east edge of the site and creating a large public open space offer that meanders around the northern boundary providing a large natural play-space centrally to the northern boundary. You will note that the Common offer could consist of a large swathe of land to the western boundary which is considerably larger than the land taken by the access driveway.

The housing is designed to be in small semi-detached and detached blocks, allowing for considerable views through the roof-scape to the countryside beyond and establishing a low density character appropriate of a semi-rural edge. Appropriately sized garages/car-ports are shown generally to the sides of dwellings, ensuring that cars do not dominant the street-scene. Visitor parking is provided along the access driveway and throughout the scheme. We have shown this as tenure-blind.

We have provided for the pedestrian/cycle route through from the school site which will also hopefully deal with the drainage and service runs required into the site. This will provide a high level of interaction with the existing development and the school site despite the vehicular route being to the north-west corner.

Hopefully this will provide the Parish Council with confidence that the proposed development has the appropriate character for this setting, and that 42 dwellings can be easily achieved on the site without creating an overly dense development.

If you would like any further information prior to your meeting, please don’t hesitate to get in touch.

Best wishes

Ben


85 Gracechurch Street
London

EC3V 0AA

DD. 0207 621 2865

m. 07825 004 708

e. b.crozier@kitewood.co.uk

w. www.kitewood.co.uk