

DUNSFOLD PARISH COUNCIL

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Unit 3, The Orchard
Chiddingfold Road
Dunsfold
GU8 4PB

MINUTES

Minutes of the Parish Council Meeting held on Thursday 21st September 2017
at 7.30 pm in the Winn Hall , Dunsfold.

Cllrs Present:

Cllr Steven Haines, Chairman

Cllr Stephen Hayward, Vice Chairman

Cllr John Gray

Cllr Jean Martin

Cllr Rupert Jones

Cllr Roy Enticknap

Clerk to the meeting:

Mrs Celeste Lawrence, Clerk & RFO

Public: 1

1. VANDERBILT HOMES PRESENTATION

Cllr Gray declared an interest.

Nathan Craker and Steve Brownlie from Vanderbilt Homes introduced themselves as the builder that would be producing site 747. They presented some proposed changes to the existing approved planning application. The Council agreed that the proposed changes needed further thought and a meeting would be arranged to discuss any changes in detail.

2. APOLOGIES FOR ABSENCE

Cllr Nick Shepherd

3. DECLARATION OF INTERESTS

Cllr Gray had declared an interest on item 1.

4. SUSPEND THE MEETING FOR THE COMMONS MEETING TO TAKE PLACE

The Chairman reported on the proceedings of the Commons Committee meeting held and it was RESOLVED to adopt the recommendations as recorded in the Commons Committee minutes.

5. MINUTES OF THE JULY MEETING

The draft minutes of the meetings held on the 20th July and the Extraordinary meeting held on 23rd August as circulated, were proposed by Cllr Gray; seconded by Cllr Enticknap and unanimously agreed as a true record for the Chairman to sign.

6. REVIEW OF ACTIONS FROM THE JULY PARISH COUNCIL MEETINGS

Item 12 - The Clerk to get an update from the shop committee regarding the upkeep and monitoring of the defibrillator.

7. CHAIRMAN'S REPORT

The Chairman's report was noted and is attached. The Clerk reported that Cllr Goodman recommended to Cabinet that the Community Recycling Centres are all to remain open but with closures on quieter days.

8. SATURDAY SURGERY

Cllr Haines reported that there were very few people that attended the surgery. The poor state of the path in

front of the shop was raised and this would be addressed when the building work at Cosmos Cottage had been finished.

9. DUNSFOLD FIRE STATION

It was noted that the fire station is to recruit more fire fighters. The Clerk has put a notice up in the community noticeboard and will advertise on the new website when it goes live. Cllr Gray suggested that a letter of support be written to the fire station.

10. NEIGHBOURHOOD PLAN

Cllr Haines reported that the NP team were sourcing grants to assist with funds. The Housing Needs Survey that needs to be done will cost but not clear how much at this stage.

Cllr Gray reported that Waverley has confirmed that the housing figure was up to 51 out of our total target. This is an addition of 9 on top of the original figure.

11. REQUEST FOR PARKING ON THE COMMON

A request had been received regarding parking for a wedding on the common. It was proposed by Cllr Enticknap and seconded by Cllr Martin and AGREED by all that subject to clarifying who and how the common will be cut and confirmation that any damaged caused will be rectified.

It was further RESOLVED that any requests for access to the common be made by Cllr Enticknap without having to come to the Council. This was proposed by Cllr Gray; seconded by Cllr Haines and unanimously AGREED.

12. USE OF COMMON POLICY

A draft policy had been circulated prior to the meeting. It was AGREED that Cllr Enticknap and Martin would look at the bye-laws and adjust the wording accordingly. Draft to be circulated prior to the November meeting.

13. PROPOSED TELECOMMS MAST AT KGV

The papers summarising the proposed Heads of Terms had been circulated prior to the meeting. The HoTs had been negotiated by Carter Jonas, surveyors, engaged by the Parish Council on behalf of the Charity **King George V Field Dunsfold** (known as KGV). After a brief discussion, Councillor Jones advised that the HoTs should be agreed by The Parish Council meeting as Trustees of KGV.

The Chairman put the motion to suspend the meeting and to reconvene as Trustees, which was agreed unanimously.

After the Trustee Meeting, the Parish Council resumed the agenda and agreed the issues / confirmation to take up on behalf of the Trustees.

1. The Land Registry title has been confirmed by Councillor Jones as SY426870 and a copy of the entries will be circulated to Councillors post the meeting.
2. The Title Warranty to be given by KGV should be a 'limited title warranty' and wording would be agreed in the final lease document. We shall be complying with the Charity Acts requirements and Fields in Trust (FiT) has indicated consent in principle subject to Waverley Borough Council granting planning consent.
3. The Clerk was requested to obtain proof of planning consent from Waverley in time for the next meeting.
4. The Wayleave/easement within the Title should not be a problem because there is a UK Power Network supply to the existing equipment. However, if a new supply crossing the common land beyond KGV was required then it is outside of the control of the Trustees.
5. The completion date of the 16 October 2017 is too tight in view of the need to comply with the Charities Act and obtain consent from FiT (both of which depend on planning consent to be granted). In addition we need to have the valuation report and an agreed form of lease (or at least a final draft) in front of the Trustee when it resolves to execute the lease. (It is preferable that we have the engrossment of the lease so that it can be sealed immediately following the resolution.) The next meeting of the Parish Council is Thursday 19th October which would make a long stop date of 31 October realistic.

6. Because Weil, Gotshal & Manges (London) LLP is doing the legal work pro bono – the payment offered for legal costs should be converted into a grant or added to the completion bonus offered making it £3,500.
7. The incentive offered should be adjusted to reflect the revised long stop date for completion of 31st October 2017.
8. The Clerk was requested to advise Carter Jonas of the issue covered in points 4-7 and ask them to negotiate the changes needed to the HoTs. Once the HoTs are agreed the Lease can be drafted and negotiated on behalf of the Trustee in readiness for the next Parish Council meeting.

14. KGV MANAGEMENT REPORT

Cllr Haines reported that a meeting had been held on 19th Sept where it was reported that it had been a very quiet summer at the KGV. The floor replacement and the boxing in of the water tank would commence on 29th September. It was AGREED that if any Project Justification forms were needed then they would go to the Parish Council prior to being submitted to Waverley. Cllr Haines agreed to find out the current state of the KGV mower and report back at the next meeting.

It was AGREED that the cost of the Caretaker be removed from the Parish Council accounts and moved to the KGV accounts. The Clerk would pay the remaining amount agreed from the 17/18 precept to the KGV and any funds that may be required after that would have to be applied for as a grant from the Council to the KGV. This was proposed by Cllr Gray; seconded by Cllr Martin and unanimously agreed.

15. WAVERLEY BOROUGH COUNCIL

Nothing to report.

16. SURREY COUNTY COUNCIL

Nothing to report apart from the Recycling Centres remaining open as per minute 7 above.

17. PLANNING NOTIFICATIONS

WA/2016/2395 - Dunsfold Park, Stovolds Hill

Hybrid Planning Application;

Decision: Pending - Appealed

WA/2016/1034 - Wetwood Farm, Chiddingfold Road, Dunsfold

Outline application for the erection of agricultural buildings of over 3,000 sq m to house up to 350 boars (male pigs) for use in artificial insemination including associated laboratory and parking following demolition of existing poultry buildings.

Decision: Pending

WA/2016/1976 - Land East of Benbow Lane, Dunsfold Road, Alfold

Change of use from disused aerodrome to Nature Reserve.

Decision: Pending

WA/2016/1954 - Land East of Benbow Lane, Dunsfold Road, Alfold

Erection of a building to accommodate a museum (Use Class D1) with ancillary parking and access.

Decision: Pending

WA/2017/1172 - Willards Garden Cottage, The Common, Dunsfold, GU8 4LB

Certificate of Lawfulness under Section 192 for the erection of an extension.

Decision: Certificate of lawfulness granted

WA/2017/1076 - 4 Blacknest Cottages, Chiddingfold Road, Dunsfold, GU8 4PB

Erection of porch and single-storey side extension and alterations following demolition of existing car port (revision of WA/2017/0615).

Decision: Full permission

WA/2017/1354 - King George Playing Fields, Dunsfold Common Road, Dunsfold

Application under Section 73 to vary Condition 1 of WA/2015/0229 (approved plans) to allow amended

tennis court lighting.

Decision: Full permission

WA/2017/1392 - The Old Store House, the Common, Dunsfold, GU8 4LE

Erection of an oak framed garden room following demolition of existing structure.

Decision: Full permission

AG/2017/0010 - Willards Farm, The Common, Dunsfold, GU8 4LB

GPDO 2015 Schedule 2, Part 6: Erection of agricultural building and associated works.

Decision: Withdrawn

AG/2017/0011 - Willards Farm, The Common, Dunsfold, GU8 4LB

GPDO 2015 Schedule 2, Part 6: Erection of agricultural building and associated works.

Decision: Prior approval not required

AG/2017/0012 - Willards Farm, The Common, Dunsfold, GU8 4LB

GPDO 2015 Schedule 2, Part 6: Erection of agricultural building and associated works.

Decision: Prior approval not required

WA/2016/2373 - Land Centred Coordinates 500424 135954 South Of Mill Lane, Dunsfold

Erection of 5 dwellings with associated parking (revision of WA/2016/0693).

Decision: Appeal dismissed

18. PLANNING APPLICATIONS

WA/2017/1565 - Upper Ifold House, Upper Ifold, Dunsfold, GU8 4NX

Alterations to existing stables to provide garaging for cars together with storage for garden and pool equipment.

Decision: No objection.

WA/2017/1616 - Frys Cross Farm, Knightons Lane, Dunsfold, GU8 4NY

Erection of a dwelling following removal of existing mobile home (log cabin).

Cllr Gray abstained from the discussion. Cllr Enticknap declared an interest and did not take part in the discussion.

Decision: Objection to be submitted.

WA/2017/1647 - Burningfold Polo Centre, Burningfold Manor, Plaistow Road, Dunsfold, GU8 4PF

Certificate of Lawfulness under Section 191 for use of the building as a club house by the Polo club and also for use for parties and weddings.

Cllr Gray abstained from the discussion.

Decision: Objection to be submitted.

19. VILLAGE PROJECTS

Website - Cllr Haines reported that the website is ready to go live and showed a hard copy of the home page explaining the layout and the animated pinpoints. The domain name is dunsfoldvillage.uk and he encouraged any feedback from members.

Play Area - The roundabout at the KGV has been deemed not fit for use and has been out of action for over a year. The cost of refurbishing the roundabout would be more than putting in a new compliant roundabout and the refurbished roundabout may not be compliant. Cllr Enticknap reported that the same roundabout had been removed for the same reason from a neighbouring play area however there is approx 2 tonnes of concrete under it. The possibility of having this remain in the play area but as a static seat would be explored. A meeting with Flights of Fantasy was taking place on 29th September and an update would be given at the November meeting.

20. CORRESPONDENCE

SALC AGM invitation - noted. No-one available to attend.

Bonfire committee request to use common and provide PL insurance. Proposed by Cllr Haines; seconded by Cllr Martin and agreed unanimously subject to getting consent from Waverley and Surrey County Council.

21. RECEIPTS AND PAYMENTS

Payments		
Steven Haines	Printing and postage	108.00
Winn Hall MC	Hire of hall	28.00
Celeste Lawrence	PAYE for July	840.57
Post Office Ltd	Tax & NI for July	47.08
Celeste Lawrence	Ink for printer	38.54
RJ Walker	Strimming	350.00
Andrew Wragg	KGV Caretaker July	400.00
Winn Hall MC	Hall hire	33.00
Andrew Wragg	KGV Caretaker August	400.00
Celeste Lawrence	PAYE for August & stamps	847.29
Post Office Ltd	Tax & NI for August	47.08
SSALC	Data Protection training Clerk	57.60
Winn Hall MC	Hire of hall	11.00
Zurich Municipal	Annual insurance	962.68
Post Office Ltd	BT telephone	135.34
		4306.18

22. FINANCIALS

Cllr Gray requested a meeting with the Clerk to forecast budgets.

23. FUTURE AGENDAS

None.

There being no further business, the Chairman closed the meeting at 9.45pm.

Chairman.....

Dated.....

ITEM 7 CHAIRMAN'S REPORT
FOR THE DUNSFOLD PARISH COUNCIL MEETING

To be held on THURSDAY 21st September 2017

On 10th August with the Parish Clerk I attended a meeting called by Cranleigh Parish Council to discuss the proposed closure of the Cranleigh Recycling Centre with the Surrey County Council Cabinet Member Cllr Mike Goodman. Mr Goodman assured us that the consultation was not a 'done deal' and that Surrey would take note of all comments.

On 22nd August I attended a meeting with Daniel Payne and Stuart Copping from Surrey CC in the Parish office with the Parish Clerk and Cllr Roy Enticknap to be told that there would be no Localism grant for this year and in its place Surrey would provide a 'vegetation gang' with strimmers and hand tools for three days to do works normally covered under the Localism Scheme. Cllr Enticknap will identify the work to be done. The gang will be under the direct control of the Surrey maintenance engineer.

On 13th September the Parish Clerk and I met Von at the Sun pub to urge her to provide a copy of their Public Liability insurance (since received) and remind her to obtain Parish Council approval to erect marquees on the Common.

I am continuing to work with Rob Nunn and the Parish Clerk on our new village website and am pleased to report that we are close to going 'live'.

I am acting as temporary Chairman of the Dunsfold Neighbourhood Plan and we have held two meetings over the last month.

Steven Haines, 15th September 2017

Meeting of Parish Council Acting as Trustees for **the King George V Field (Dunsfold)**

Present - Cllr Haines, Cllr Hayward, Cllr Jones, Cllr Gray, Cllr Martin, Cllr Enticknap

The chairman addressed the trustees and explained why the meeting was needed and that there were only two items to be discussed - Agreement to accept the short notice and to agree the draft Heads of Terms negotiated by Independent surveyors Carter Jonas. The HoT document had been circulated to the Trustees as parish councillors. The Parish Council had been in discussions for some time to locate a mobile phone mast on the KGV site and a public meeting had been held and changes secured to address issues raised by local residents. Waverley had also sent out planning letters as required and their confirmation consent is awaited.

1. NOTICE - It was agreed unanimously to accept short notice of this meeting being held because of item 13 on the Parish Council meeting of 21st September 2017
2. HoT were accepted subject to the submission of a final draft of the Lease at a meeting to be held on Thursday 19th October 2017. The Parish Council was asked to address the following points in the final draft of the Phone Mast Lease, on behalf of the Trustees:-
 - a. The Title number needed to be added
 - b. The Title warranty should be limited as the Parish Council is a Trustee. R Jones confirmed we would be complying with the Charities Act requirements and Fields in Trust have given consent in principle subject to Waverley granting planning consent.
 - c. The Trust is obliged to reach an agreement within 28 days with the Statutory Supplier for the supply of power to the mast site. The lease should limit the requirement within the KGV site and contain no obligations to obtain an easement over the common for this power supply.
 - d. Timescale - The incentivised completion date should be delayed to 31st October being the earliest practical completion.
 - e. The Trust is receiving legal advice from Weil pro bono and the offered value should be included in the early completion bonus.

The Chairman closed the meeting so that the Parish Council meeting could be continued.

Item 19 - Play Area

I enclose a copy of an email we received from RoSPA in respect of the roundabout. In view of the cost, non compliance, and the fact that the roundabout could be replaced for less money with a fully DDA compliant item, the decision to retain and refurbish the roundabout from a practical point of view is not a good one!

However, as you say, as long as we can disassociate ourselves with it, I am reasonably happy. I say reasonably, because I believe it is a hazard..

I will not be able to get a design to you until after Christmas - I can ensure it is with you in early January, is this ok?

Yours sincerely

Russell Bowlby

Flights of Fantasy Creative Play Limited
Tel: 01485 544 114

From: info@rospaplaysafety.co.uk
Sent: Friday, December 9, 2016 12:15 PM
To: bernadette.day@flightsoffantasy.co.uk
Subject: Re: Safety enquiry

Dear Russell

Thank you for your enquiry.

The Wicksteed hexagonal merry go round is approximately 50 years old. The T radial support struts are badly corroded and if refurbished will need replacing. The distance between the underside of the roundabout and the surfacing should be between 60 - 110mm. Bolts protrude beneath the platform so this is difficult to achieve. The bearings might be worn and replacing them is difficult and expensive. The castings if intact on this unit will last for another 50 years. All timbers would need replacing. The surfacing should continue for 300 mm beneath the unit and the gap 60-110 mm be constant.

An expensive refurbishment could possibly still leave you with a unit that did not conform to EN1176/7

These comments are taken from photographs only and are not a hands on inspection.

We hope this is of some assistance.

Kind regards

RoSPA Playsafety
Unit 78
Shrivenham Hundred Business Park
Watchfield
Swindon
SN6 8TY