

# **DUNSFOLD PARISH COUNCIL**

## **KGV Committee Meeting**

### **Meeting Pack**

19th May 2025

# DUNSFOLD PARISH COUNCIL

13<sup>th</sup> May 2025

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## **NOTICE OF A PARISH COUNCIL MEETING**

Councillors are hereby summoned to attend the meeting of the KGV Management Committee of Dunsfold Parish Council to be held in the Nugent Room, Winn Hall, Dunsfold at **8.30 pm on Monday 19<sup>th</sup> May 2025**.

Jennifer Nagy - Clerk to the Council

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## **AGENDA**

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- 1. Election of Vice Chairman** - to elect a Vice Chairman of this Committee.
- 2. 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.
- 3. Apologies** – to receive and approve apologies for absence
- 4. Declarations of Disclosable, Pecuniary and Other Interests** - to receive any declarations of interest or request for dispensation.
- 5. Minutes** - to discuss, amend if necessary and thereafter approve the Minutes of the Committee meeting held on Monday, 20<sup>th</sup> January 2025, the meeting scheduled for Monday, 17<sup>th</sup> March 2025 being inquorate.
- 6. Phone Mast** – to receive an update on the phone mast and related correspondence.
- 7. Installation of Gym Equipment** - - to receive an update on installation
- 8. Tender for the Resurfacing of the Car Park** - to receive an update
- 9. Financial Matters** – to discuss and agree the following
  - To note the payments list to be presented to Council for authorisation on 10th June
  - To consider quotes for the repair of the garage door and soffits
  - To consider applying fertiliser to the pitch at a cost of £378 inc VAT
  - To consider seeking quotes for replacement carpets
  - To consider seeking quotes for internal and external painting
- 10. Items for Information** – to receive items for information
- 11. Items for Future Agendas** – to receive items for future agendas.

**12. Date of the next Meeting – Monday, 21<sup>st</sup> July 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 KGV Committee of the Parish Council Meeting held on Monday 17<sup>th</sup> March 2025 at 8.30pm in the Nugent Room, Winn Hall, Dunsfold.

### **Cllrs Present:**

Cllr Dave Griffiths

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 1

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The meeting was opened and declared inquorate. All items deferred to the May KGV Management Committee agenda.

The next meeting of the KGV Management Committee was noted as 19<sup>th</sup> May 2025

**Meeting closed at 8.35pm**

Chair of the KGV Committee .....

Dated.....

# DUNSFOLD PARISH COUNCIL

## Minutes

Minutes of the KGV Committee of the Parish Council Meeting held on Monday 20<sup>th</sup> January 2025 at 8.30pm in the Nugent Room, Winn Hall, Dunsfold.

### Cllrs Present:

Cllr Dave Griffiths  
Cllr Tigi Singhateh  
Cllr Nigel Waterson

Clerk to meeting: Julie Flenley, Locum Clerk & RFO

Public: 1

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### 1. REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Cllr Singhateh noted that he had contact from a resident about the playpark repairs. He noted that Flights of Fantasy would be in attendance in the coming week to effect the outstanding repairs.

### 2. APOLOGIES FOR ABSENCE

No apologies were received. Locum Clerk noted for the record.

### 3. DECLARATIONS OF INTEREST AND DISPENSATIONS

- 4.1 None declared.
- 4.2 None declared.
- 4.3 None declared.

### 4. KGV MANAGEMENT COMMITTEE MINUTES

The draft Minutes of the KGV Management Committee of the Parish Council meeting held on the 18<sup>th</sup> November 2024 as circulated, were agreed unanimously as a true record for the Chair of the KGV Management Committee to sign.

### 5. REVIEW OF ACTIONS FROM THE PREVIOUS PARISH COUNCIL MEETING MINUTES

Cllr Singhateh noted that he had received an electrics and lighting quote for £599.60 (ex. VAT) to replace the lights around the pavilion. PAT testing of the pavilion electrical equipment needs to take place before June 2025 and is in train; Cllrs Singhateh and Griffiths to liaise on contractors to carry out the works. Cllr Singhateh also noted that quotes for 3x Ring Cameras came to a total of £349.99 (inc. VAT) which will be installed in the pavilion area to enhance security.

Additionally, Cllr Singhateh noted that he had received a number of quotes for car park tarmacadam resurfacing from contractors; the area had significant pothole damage and work was required to rectify this at significant cost. Cllr Singhateh noted that the quote would need to be agreed by full council and the funds requested from the Neighbourhood Community Infrastructure Levy fund.

It was further noted that there had been a squirrel attack at the pavilion which had rendered the soffits and barge boards in need of repair at a cost of £2,850. A defibrillator would also need to be installed at the pavilion to ensure that there was one at the northern end of Dunsfold and a bleed kit could be installed. Cllrs Singhateh and Waterson to move forward and update on progress.

#### 6. PHONE MAST

The Locum Clerk updated the council on the current situation with Carter Jonas, Sinclair Dalby and Cornerstone. Carter Jonas had chased for the outstanding funds and the Locum Clerk had referred to the Heads of Terms which set out the conditions of engagement and that they needed to pursue Cornerstone for the outstanding funds as per the HoT. The matter remains outstanding, Locum Clerk to establish whether Cornerstone were going ahead with the mast, and Locum Clerk to write to Carter Jonas to remind them of their Letter of Engagement. Locum Clerk to update future council meeting.

#### 7. PLAYGROUND UPDATE

Cllr Singhateh noted that Flights of Fantasy (FoF) were going to be in attendance in the next week to repair damage to the KGV playpark. A full list of required repairs had been provided to FoF. Cllr Singhateh to update on progress at a future meeting.

#### 8. VAT RECLAIM, TENNIS CLUB

Cllr Singhateh reported that the works to the Tennis Club replacement fences was scheduled for Spring; the VAT reclaim for the works would be submitted shortly after, once the parish council had been invoiced for the replacement nets.

#### 9. CAR PARK QUOTES FOR RESURFACING

Previously discussed and noted at agenda item 5.

#### 10. USER SUBSCRIPTIONS/ANNUAL FEES

It was reported that a KGV Committee member would contact all users of the pitches/pavilion to arrange a meeting in the next fortnight. It was further noted that invoices would be issued in April for 2025/26 subscriptions.

#### 11. PAYMENTS FOR DECEMBER & JANUARY

Peter Allison	Cleaning – KGV (Inv. 68)	£170.00
Biffa	Bin emptying (inv. 227T63277)	£74.46
EDF Energy	Quarterly Bill	£202.55
New Leaf	November Invoice 0401	£480.00
New Leaf	December Invoice 0410	£480.00
Peter Allison	Cleaning – KGV (Inv. 69)	£170.00
Biffa	Bin emptying (Inv. 227T64341)	£70.01

Guardwell Securities	Renewal of Service and Maintenance Contract Inv. 534290	£90.00
Peter Allison	Cleaning – KGV (Inv. 67)	170.00
Biffa	Bin emptying (inv. 227T62211)	59.57
New Leaf Garden Care	Labour (August) – Inv. 0370	480.00

The KGV Committee unanimously agreed the payments. Locum Clerk to request payment be made.

12. TO RECEIVE ITEMS FOR INFORMATION

No items were received. Locum Clerk noted for the record.

13. TO RECEIVE ITEMS FOR FUTURE AGENDAS

- User fees/subscriptions invoices
- Car park updates on works
- Playground
- Tennis club fencing VAT reclaim
- User group meeting update

The next meeting of the KGV Management Committee was noted as 17<sup>th</sup> March 2025

**Meeting closed at 9.28pm**

Chair of the KGV Committee .....

Dated.....

**Clerk's Report**  
**Meeting of the KGV Committee Meeting to be held on**  
**Monday, 19<sup>th</sup> May 2025**

**1 Election of Vice Chairman**

The Chairman will invite nominations for a Vice Chair of this Committee. Voting will be by a show of hands.

**2 Public Participation**

To invite MOPs present to address the Council

**3 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.

**4 Minutes**

To agree the Minutes of the meeting held on Monday, 20<sup>th</sup> January 2025; to note that the meeting scheduled for 18<sup>th</sup> March was inquorate so did not take place.

**5 Chairman's Announcements**

The Chairman may choose to make an announcement.

**6 Phone Mast**

It appears that in March 2023 the Council instructed the Clerk to sign a Terms of Engagement agreement, which she did. Neither the Minutes or the Agenda state with whom the agreement was with.

The Clerk has been unable to find this agreement in computer files. She has gone back to Carter Jonas introducing herself as the new Clerk, and asking for clarification. It may be that given the complexity of the matter, that the Council may need to seek legal advice.

**7 Installation of Outdoor Gym Equipment**

Installation is due to take place on 22<sup>nd</sup> and 23<sup>rd</sup> May.

**8 Tender for the Resurfacing of the Car Park**

The tender has now been advertised with a submission date of 13<sup>th</sup> June for quotes to be received,



with works to be completed by September.

The Clerk suggests that she call an Extraordinary Meeting of the Council at the end of June, to consider these quotes

**9 Financial Matters** – to discuss and agree the following

Payments

The Clerk only has one invoice presented for payment, this being for the caretaker for £102.00

Repair of garage door and soffits

This was raised at the Annual Council Meeting. Councillors are asked to consider instructing the Clerk to seek quotes for these works.

Application of Fertiliser

The grounds maintenance contractor has advised that fertiliser is applied to the pitch at a cost of £378 + VAT  
Councillors are asked to consider authorising the work.

Replacement Carpets

Councillors are asked to consider instructing the Clerk to seek quotes for replacement carpets

Internal and External Painting

Councillors are asked to consider instructing the Clerk to seek quotes for internal and external painting.

Building Maintenance Plan

As Councillors are aware, the Clerk is producing 2025/2026 accounts for the KGV Charity, together with a proposed budget. She suggests that she drafts a building management plan too, as this would assist in identifying works required, and include the costs of these into any budget. This plan would include a check list for the building to try to ensure that issues are identified before they become urgent

**10 Items for Information**

To received items for information.

**11 Items for Future Agendas**

To receive suggestions for a future agenda.

**12 Date of the next Meeting – Monday, 21<sup>st</sup> July 2025 at 8.30pm in the Nugent Room, Winn Hall**