

Windlesham
Parish Council

Windlesham Lightwater Bagshot

WINDLESHAM PARISH COUNCIL
**STRATEGIC
PLAN 2022-2027**

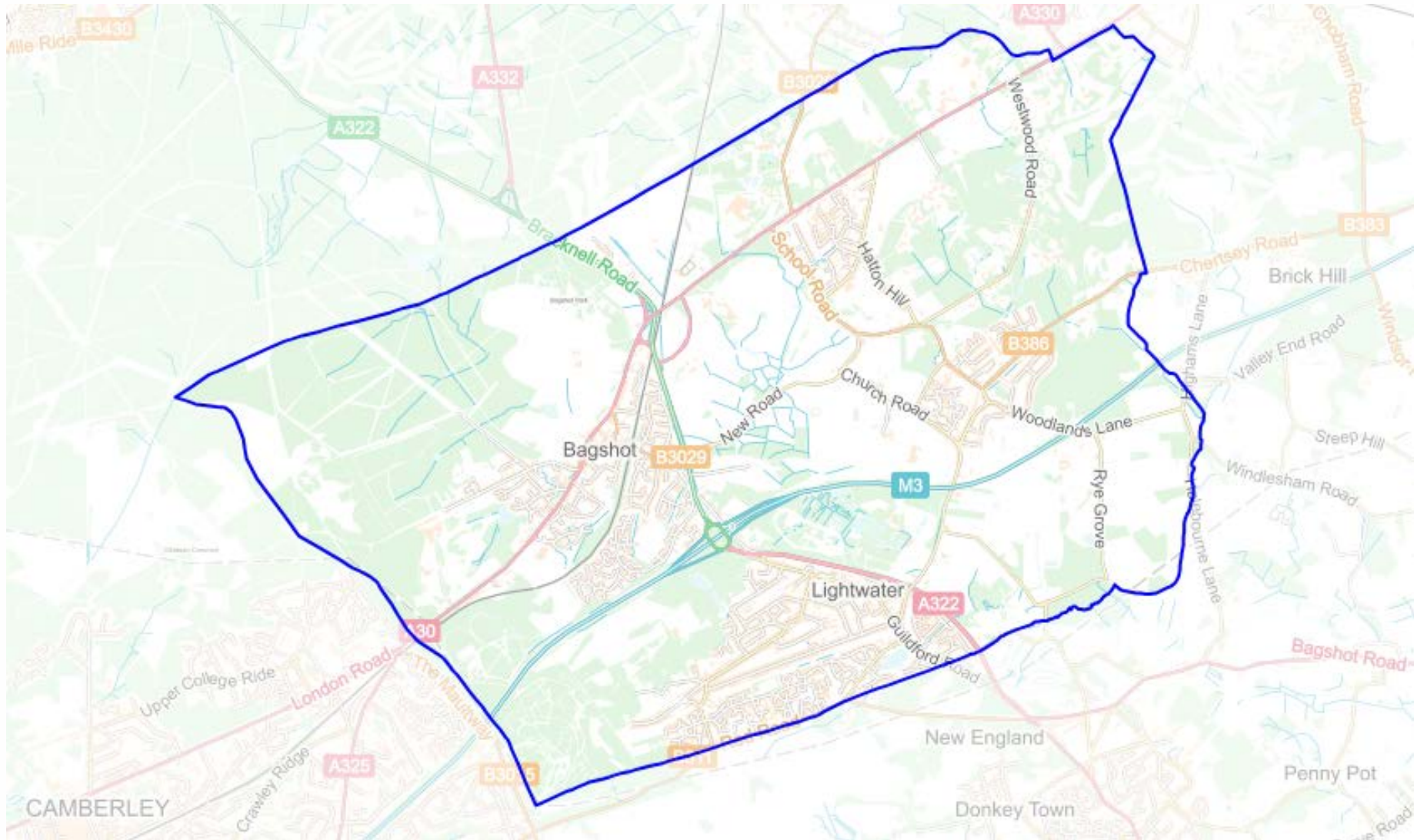
Our Vision for Windlesham Parish



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1. Map of Windlesham Parish



2. Introduction

This is Windlesham Parish Council's Plan for Bagshot, Lightwater & Windlesham for 2022-2027

This Strategic Plan sets the Parish Council's vision for the Parish, its purpose, values, objectives and key priorities until May 2027.

The aim of the Plan is to give residents a clear understanding of what the Parish Council does and what it is trying to achieve, either directly or indirectly by trying to increase its influence on the relevant delivery body, such as the Borough or County Council.

The Plan is a live document that will be reviewed annually, used to drive the budget process, plan activities for the coming year and enable the Parish Council to monitor its progress against key priorities.

With Parish elections due to be held in May 2023 the composition of the Council may change, prompting a review of strategic direction.

Mission Statement

The Parish Council aims to be forward thinking and outward looking, working with the residents of Bagshot, Lightwater, and Windlesham to bring about a thriving community and sustainable environment.

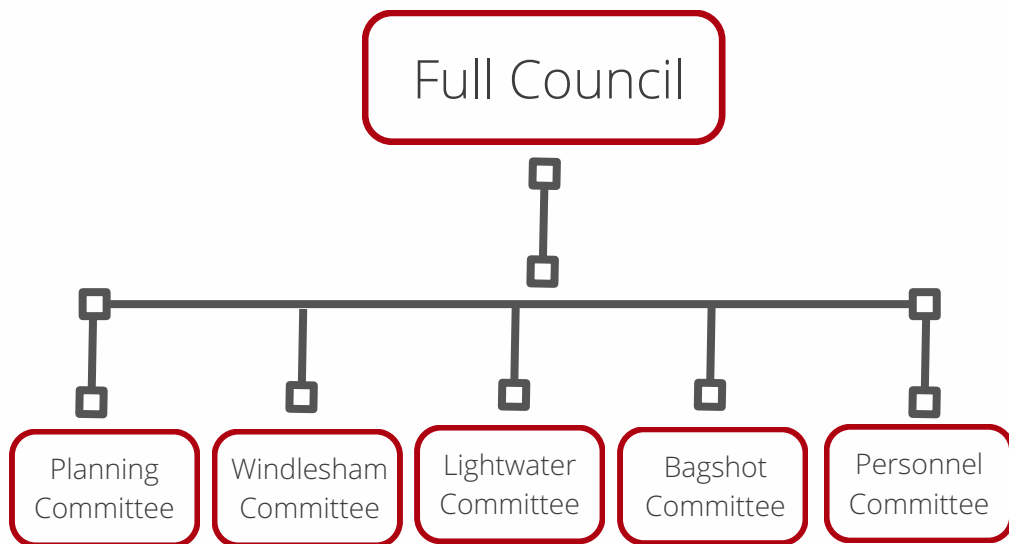
The Council will work collectively to:

- Improve the quality of life for the residents of Windlesham Parish by ensuring that the villages are a desirable, thriving and sustainable place in which to live.
- Maintain high standards of governance, integrity, and transparency
- Adopt high standards of financial management
- Operate efficiently and effectively
- Be a good employer
- Work in partnership with others
- Communicate clearly
- Be a learning organisation
- Fulfil statutory and regulatory requirements

3.1 About Us

Windlesham Parish Council consists of the 3 villages of Bagshot, Lightwater and Windlesham and is made up of 18 elected Councillors. Recognising the individuality of all three villages the Council conducts its business through a committee system focused on serving each individual community.

Currently the Council qualifies for the 'General Power of Competence (GPC)', which gives Parish Councils more 'power to act' – this enables the smooth running of the Council and can bring new opportunities for the Parish area in terms of providing cost-effective services and facilities to meet the needs of local people.



The Council works to its Standing Orders and Financial Regulations, these lay down the rules by which we operate and conduct our business. We also expect Parish Councillors to adhere to the Council's Code of Conduct. Committees and working groups work to terms of reference agreed at committees.

Where Do We Fit?



- Highest tier of local government
- Highways
- Education and Libraries
- Health and social services
- Refuse disposal

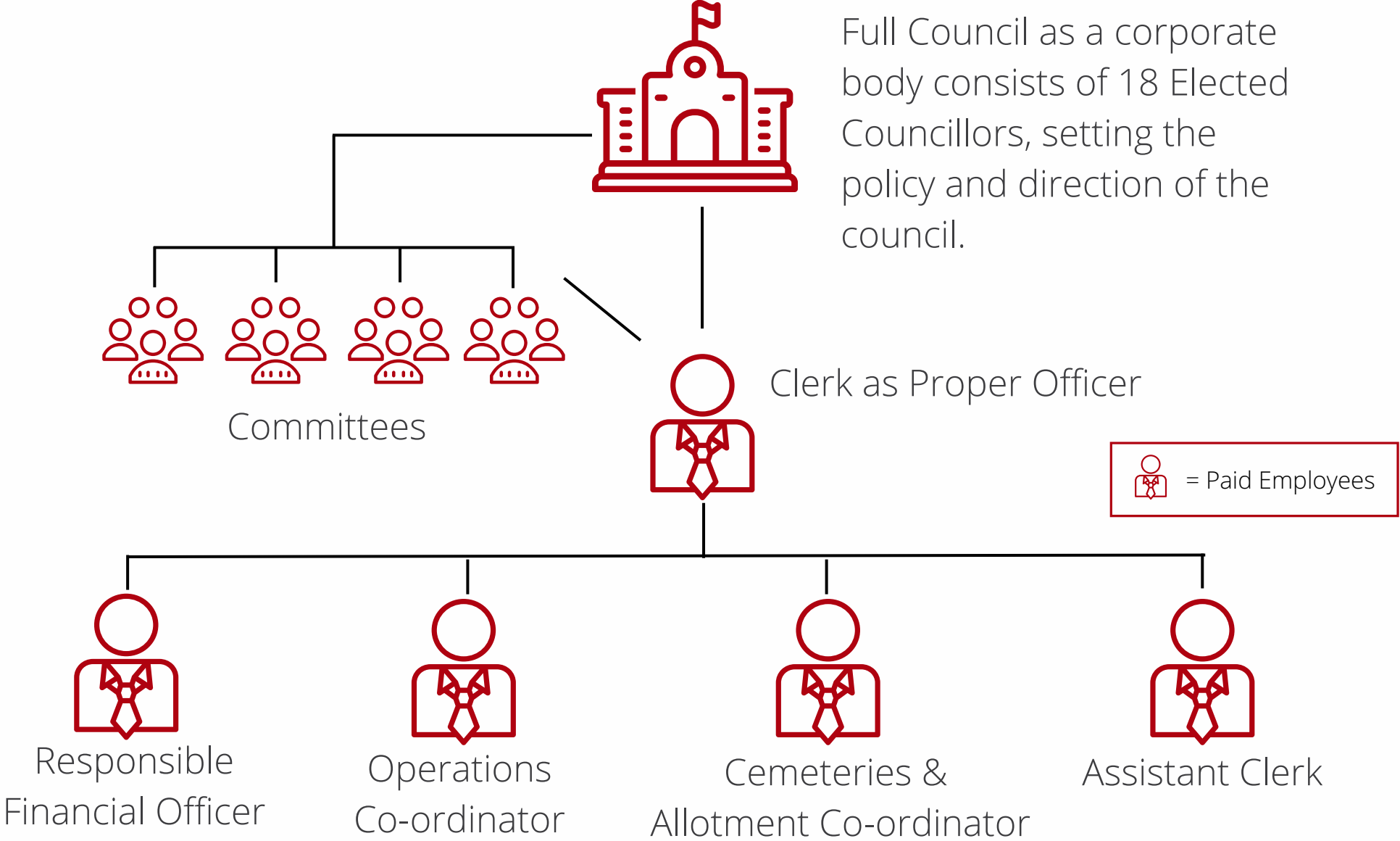


- Second tier of local government
- Housing and planning
- Environmental services
- Refuse collection
- Strategic planning policy via the "Local Plan"



- First, most local tier of local government
- 18 Parish Councillors, 4 year term
- Planning **consultee**
- Manage local assets, greenspace, cemeteries, allotments and work to represent and support the Parish community

3.2 Organisational Structure



4.1 Why Produce a Strategic Plan?

PROVIDE A FRAMEWORK TO WORK WITHIN



Having an agreed strategy provides a framework for the Parish Council to work within, enabling it to operate in a more consistent and co-ordinated way, to be proactive rather than reactive in its decision-making. We have based the Plan and the key priorities therein, on our understanding of the community's needs gathered from our day-to-day involvement with residents.

CLARIFY WHAT PARISH COUNCIL DOES AND DOESN'T DO



The Strategic Plan will help the local community to have a better understanding of what the Parish Council does and also clarify what it doesn't do; in other words to explain what issues fall under the responsibility of other delivery bodies such as Surrey Heath Borough Council (SHBC) or Surrey County Council (SCC).

OUTLINE WPC'S COMMITMENT TO THE COMMUNITY



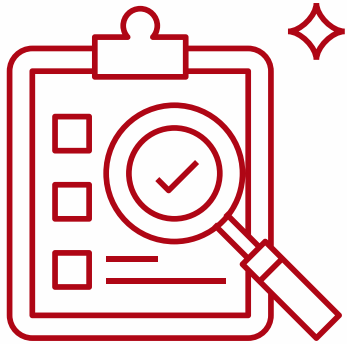
Having a strategic plan outlines Windlesham Parish Council's commitment to the community to both make a difference and provide added value, and serves to break down the different aspects of these commitments. The community can also be involved and considered in the process, focusing on their stated needs and aims

A LIVE, WORKING DOCUMENT THAT CAN BE MONITORED AND UPDATED

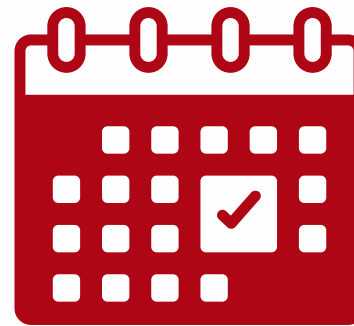


It will be a 'live' document, which the Parish Council will update regularly, enabling it to track, and monitor its progress against the key priorities. Because the Strategic Plan will be publicly available, residents will also be able to monitor progress.

4.2 Monitoring the Strategic Plan



Quarterly checks at full council meetings to evaluate progress made against the "Action Plan", with progress updates to be given at the Annual Parish Meeting.



The Strategic Plan itself will be subject to annual review and updated to keep the document relevant and up-to-date.



The Strategic Plan will be available on the Council website, with hard copies available to view in the Council Office.



Our Strategic Plan will continue to be the main way of telling you what we are doing to meet the needs of the community. It's a two-way conversation. Please tell us what you think about it. We welcome your comments.

5. Windlesham Parish Council Aims To Be:



RESPONSIBLE

Where services are provided directly they are managed to a good quality standard, in an efficient, effective and responsive way, at an affordable cost.

The Parish Council seeks to manage its assets responsibly on behalf of its residents, and ensure fiscal responsibility.



ACTIVE

Where services are provided by others, the Parish Council endeavours to ensure that they are dealt with effectively, and in accordance with the wishes of the community.

The Parish Council will act as a champion for the local community at all levels of local government and seek to facilitate support networks. Progress will be reported annually.



PROGRESSIVE

A progressive council regularly reviews its structures, processes and community engagement to ensure they are effective in taking the Parish towards the future.

The Parish Council understands the impacts of its actions on the environment and shows leadership on these issues.



CARING

The Council works with its residents, local authorities and other service providers, businesses and community organisations with the aim of achieving a safe, healthy, prosperous and sustainable community.

The Council wants to be family friendly, accessible, and make sure all voices are heard.



INCLUSIVE

Seek to maximise community engagement with the Council.

Build and participate in projects that ensure no one and no part of the Parish is left behind.

Maximise accountability and responsiveness to the diverse community it represents.

6.1 Financial Information



Income

The Parish Council is mainly funded by the residents of the parish, through what is known as the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Surrey Heath Borough Council as part of the Council Tax bill. For 2023/24 on average, £41.76 per year (band D property) of Windlesham Parish residents' Council Tax (i.e. £0.80 per week) contributes to the Parish Council precept.



Expenditure

The main items of expenditure are:

- General grounds maintenance including, playing fields, playgrounds, cemeteries, trees etc
- General Parish Council administration and staff
- Councillors allowances
- Grants
- Village hanging baskets and Christmas trees/lights



Reserves

Windlesham Parish Council adopts a risk-based approach to its levels of reserves which is reviewed annually. In addition to the General Reserve, other reserves are held for specific, earmarked purposes.

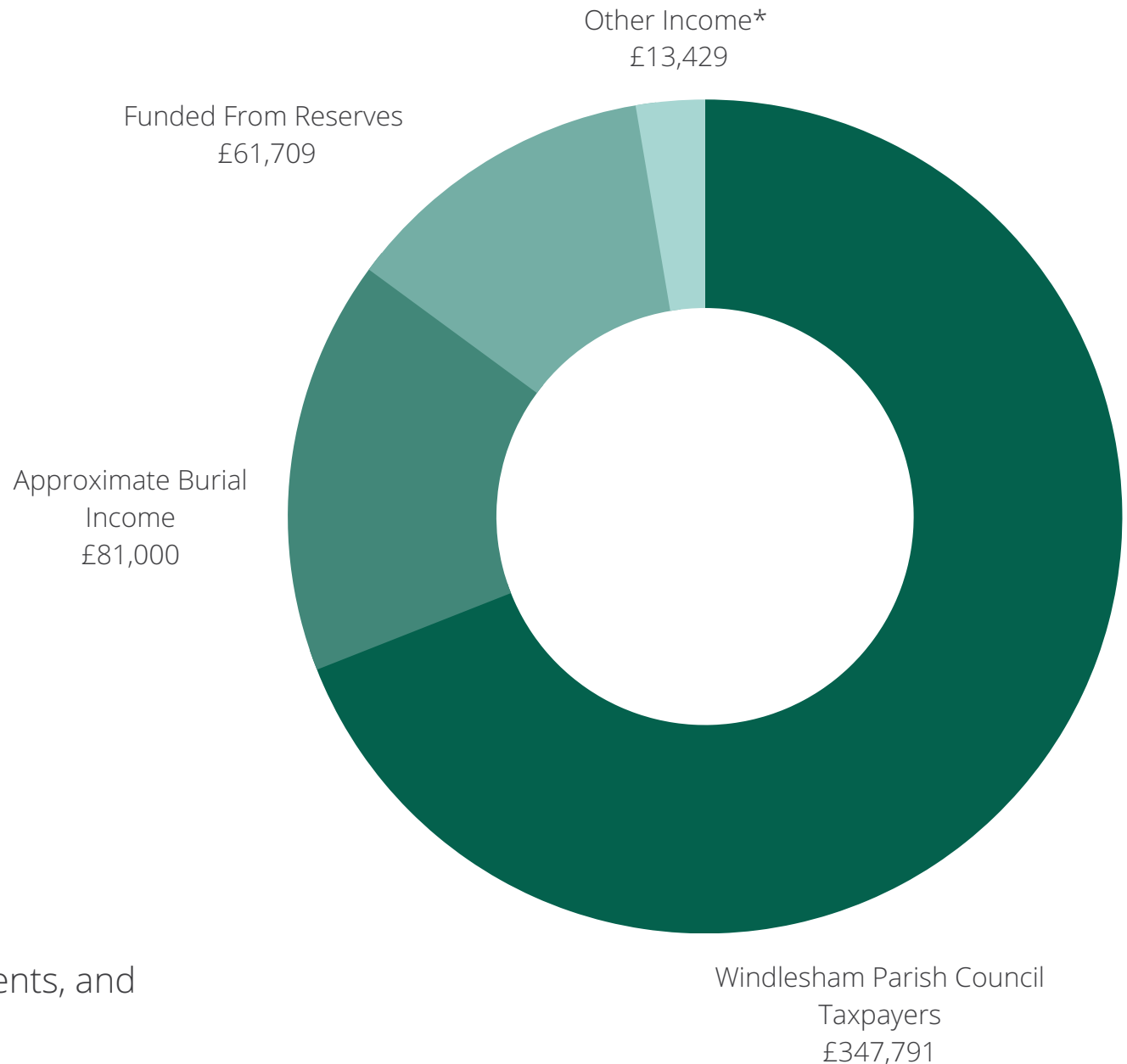


Allowances

Councillors are unpaid elected representatives. However, they receive an allowance for their duties. As of the 8th May 2023 the allowance will be £1,661.34 per annum. This allowance was set by an Independent Remuneration Panel and is reviewed periodically. Councillors may choose whether or not they wish to receive an allowance.

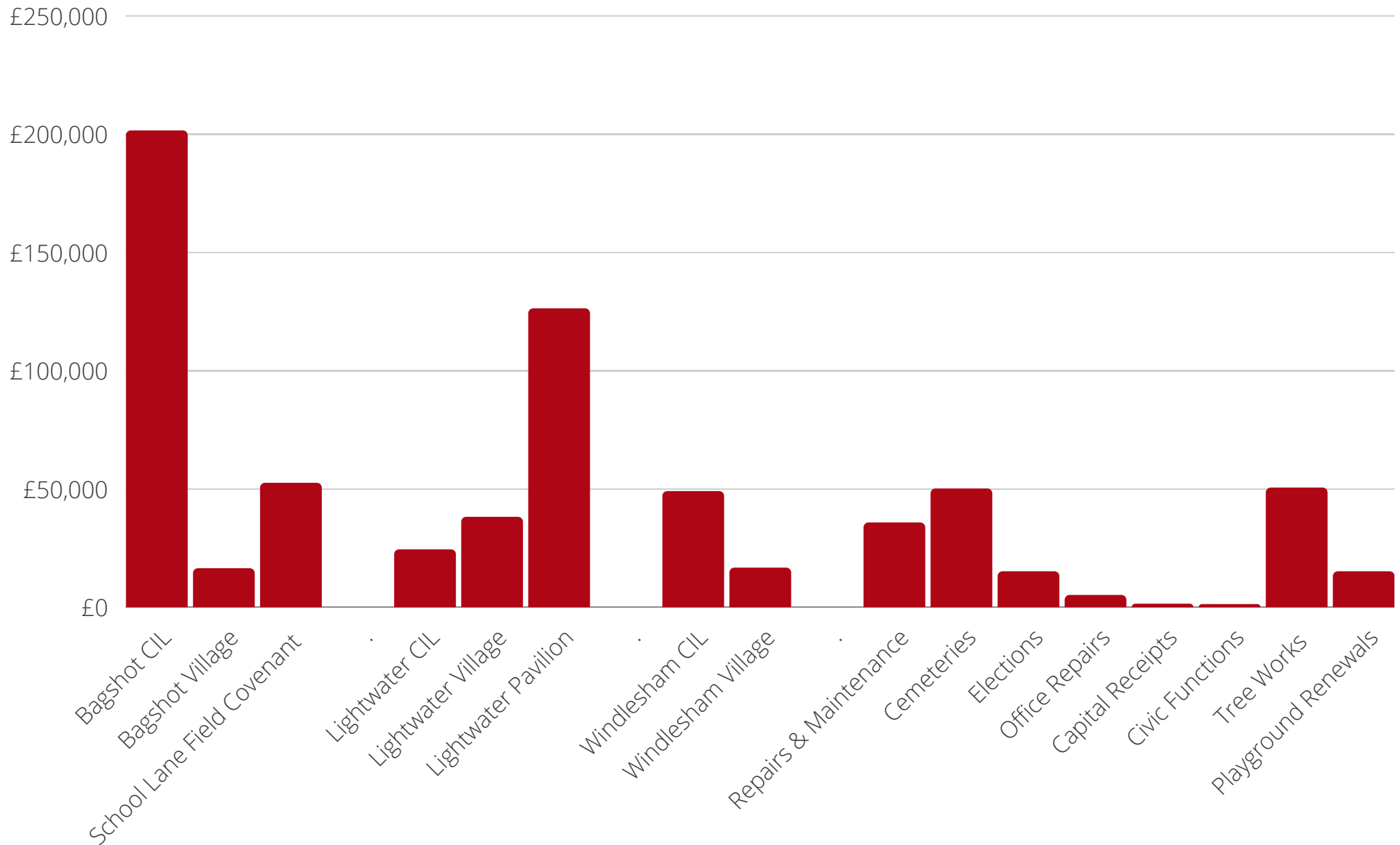
6.2 Budgeted Expenditure 2023/2024

For reference the chart depicts a breakdown of our budgeted expenditure for 2023/2024. It's important to remember that funding availability can change. External funding streams such as grants from other tiers of local government can change quickly and can result in delays to budgets.



*Drawn from bank interest, CIL payments, and allotment rents

6.3 Ear Marked Reserves 2023/2024



*Earmarked reserves as at 31st March 2023

7. Core Objectives

7.1 Good Governance and Fiscal Responsibility



Core Objectives

7.2 The Parish Environment



Core Objectives

7.3 Leisure, Community, and Health

Allotments

- To provide allotments at a fair rent
- To monitor usage of allotments and non-compliance with allotment regulations
- Ensure timely production of annual invoices
- Maintain a waiting list

Open Spaces

- Maintain playing fields for the whole community keeping the grass maintained for games and recreation
- Play Areas – Continue to provide play areas for children of all ages keeping them well maintained and safe. Our contractors will inspect them regularly.

Cemeteries

- To act as the Burial Authority and provide facilities for burials and ashes interments across the Parish
- Review regularly fee levels set
- Ensure cemeteries are maintained in a neat, dignified fashion
- To work on a vision for all cemeteries within the Parish

Parish Owned Buildings

- To agree and deliver a maintenance schedule for all parish owned buildings.

Community

Council chooses to offer support to volunteer organisations within the parish area through:

- Grant funding
- Involving the community in Parish Council initiatives.

Heritage Assets

To maintain the following heritage assets for the benefit of the community:

- War memorials in all 3 villages
- Bagshot Chapel
- To facilitate use of these public spaces for community events.

8. What Next?

Key Priorities 2022-2027

SHORT TERM

- Agree and adopt a strategic plan
- Deliver a communication strategy
- Recruit in line with agreed staffing structure
- Review and update policies and operational procedures
- Establish a Chairman's group to monitor strategic direction
- Review all Parish owned assets
- Agree a plan to progress the replacement of Lightwater Pavilion
- Install open air gyms at Lightwater Recreation Ground & School Lane Field, Bagshot
- Complete all identified high & medium priority tree maintenance
- Progress CIL projects to replace/refurbish play area at School Lane Field, Bagshot & investigate the installation of ANPR cameras in Windlesham
- Form a working party to work alongside SCC to identify traffic and infrastructure solutions in Windlesham village centre
- Agree an investment policy
- Progress necessary maintenance at Bagshot Chapel

2022-2023

MEDIUM TERM

- Review allotment management and consider an allotment association
- Deliver a project plan for Lightwater Pavilion
- Deliver management and maintenance plans
- Agree a playground improvement plan
- Complete low priority tree maintenance
- Deliver a tree management plan
- Map all assets
- Complete necessary maintenance at Bagshot Chapel
- Progress work alongside SCC to identify traffic and infrastructure solutions in Windlesham village centre
- Complete replacement/refurbishment of play areas at School Lane Field, Bagshot & Freemantle Road, Bagshot.
- Agree a long term plan for Windlesham & Lightwater Cemeteries
- To initiate a Windlesham Neighbourhood Plan Review
- Review of the Greenspace contract

2023-2025

LONG TERM

- Continue to implement playground improvements stage 2
- Start to deliver Lightwater pavilion project
- Traffic mitigation with SCC
- Continue to deliver the objectives highlighted in the long term plans for Windlesham & Lightwater cemeteries
- Deliver the agreed plan to extend the Windlesham and Lightwater cemeteries

2025-2027

9. Glossary

Precept - This is the local tax levied by the Parish Council which is collected on its behalf by Surrey Heath Borough Council as part of the Council Tax bill.

CIL - The Community Infrastructure Levy is a charge which can be levied by local authorities on new development in their area.

Standing Orders - The rules that govern the procedures of the Council

Green Belt - The Green Belt is a statutory instrument designed to control development on open land surrounding cities. It has implications for planning and development.

If you have any questions or would like to comment please contact us on:



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