



### Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE**  
**Held on Tuesday 21<sup>st</sup> September 2021 at 7.00pm at the Community Hub, Windlesham Field of Remembrance**

Councillors	
Goodman	A
Hansen-Hjul	A
Hardless	P
Stacey	P
Sturt	P

**In the Chair:** Councillor Sturt  
**In attendance:** Sarah Dignan – Locum Clerk  
Cllr Pat Tedder – SHBC Chobham & Windlesham ward  
Cllr Richard Tear- SCC Windlesham, Chobham & Bagshot wards  
Jeremy Russell-Lowe – Windlesham resident  
Paula Harrington – Windlesham resident

P - present      A – apologies      PA – part of meeting      - no information

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		Action
WVC/21/14	<b>Apologies for absence</b> Acceptable apologies were received from Cllrs Goodman and Hansen-Hjul.	
WVC/21/15	<b>Declarations of Interest</b> No declarations were made.	
WVC/21/16	<b>Public question time</b> There were no public questions.	
WVC/21/17	<b>Exclusion of the press and public.</b> There were no items to be dealt with after the exclusion of the press and public.	
WVC/21/18	<b>Committee and Sub-Committee Minutes</b> The minutes from the previous meeting held on 14 <sup>th</sup> July 2021 were agreed. The Chairman signed the minutes.	

WVC/21/19	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	
21/0674/FFU	<p><b>28 Updown Hill, Windlesham, Surrey, GU20 6DX</b> Two storey rear extension, front porch and first floor flankdormer</p> <p><i>Cllr Stacey declared a non-pecuniary interest as this is a neighbouring property and a resident had asked him to look at the application.</i></p> <p><b>The Committee objected to the application due to the size and mass of the proposed extension which will be overbearing to the neighbouring property and result in a loss of light.</b></p>	FPA
21/0840/FFU	<p><b>16 Turpins Rise, Windlesham, Surrey, GU20 6NG</b> Single storey side to rear extension</p> <p><b>No objection.</b></p>	FPA
21/0855/FFU	<p><b>Ming Restaurant, Ming, London Road, Windlesham, Surrey, GU20 6PG</b> Erection of detached two storey with roof accommodation block of flats comprising 4no 2-bed and 2no 1-bed flats and 2no 5-bed detached two storey dwellings with roof accommodation.</p> <p><b>The Committee objected to the application as the size, density and car parking are not in accordance with policies of the Windlesham Neighbourhood Plan. The Committee also raised concerns with highway access onto the busy London Road. Members also requested that Highways provide a report detailing any mitigation required.</b></p>	FPA
21/0918/FFU	<p><b>80 Chertsey Road, Windlesham, Surrey, GU20 6HP</b> First floor rear extension</p> <p><b>No objection.</b></p>	FPA
21/0917/FFU	<p><b>Poplar Cottage, School Road, Windlesham, Surrey, GU20 6PA</b> Formation of new driveway including new vehicular and pedestrian access point following removal of existing accesspoint. Erection of 1m post and rail fence on the front boundary following removal of existing hedge.</p> <p><b>The Committee objected to the application as the removal of hedging contravenes policies in the Windlesham Neighbourhood Plan. The Committee also raised concerns regarding the driveway access onto a busy road and would like to see a full Highways assessment.</b></p>	FPA
21/0932/FFU	<p><b>Elm Lodge, Church Road, Windlesham, Surrey, GU20 6BS</b> Erection of first floor rear balcony with privacy side panels.</p> <p><b>No objection.</b></p>	FPA
21/0923/DTC	<p><b>Hatton Hill Nursery School, Hatton Hill, Windlesham, GU20 6AB</b> Application to seek approval of highway safety measures reserved by Condition 4 of 20/0487/FFU (Construction of single storey infill extensions and associated works following demolition of plant room &amp; outdoor classroom.)</p> <p><b>No objection.</b></p>	DTC
21/0936/FFU	<p><b>Orchard Cottage, Shepherds Lane, Windlesham, Surrey, GU20 6HL</b> Erection of a two-storey, 66 bedroom care home for older people with associated parking and landscaping.</p> <p><i>Cllr Sturt declared a non-pecuniary interest as he knows the owner of the site.</i></p>	FFU

	<p><i>Cllr Stacey declared a non-pecuniary interest as he is a member of the Windlesham Society planning sub-committee, who have already submitted an objection to the application.</i></p> <p><b>The Committee objected to the application on a number of grounds.</b></p> <ol style="list-style-type: none"> <li>1) <b>The site, which is in green belt land, had a previous successful application that was granted as “very special circumstances” were demonstrated. These included a doctors surgery to be located within the development, a sustainable travel plan and a building of high quality architectural design, sympathetic to the local environment. None of these features appear in this new application and therefore it is considered that the application does not meet “very special circumstances” criteria.</b></li> <li>2) <b>Local travel and public transport provision is not adequate enough to support this development. Bus provision is sporadic, with the nearest bus stop being 1 mile from the site. Realistically this will mean staff, residents and visitors will need to use cars which will lead to increased volume of traffic on roads already struggling with traffic volume and highways issues.</b></li> <li>3) <b>Inadequate parking facilities for the site. In light of the poor provision of public transport, it would be expected that staff, visitors and residents would require cars to travel to/from the site. With an expected maximum of 24 staff on site at peak times, the allocation of 33 parking spaces that would have to accommodate visitor and resident vehicles will not be enough to meet parking demand.</b></li> </ol>	
21/0961/FFU	<p><b>2 Lavershot Court, London Road, Windlesham, Surrey, GU20 6LF</b> Entrance canopy, render to front elevation, changes to fenestration and roof lantern to existing flat roof <b>No objection.</b></p>	<i>FFU</i>
WVC/21/20	<p><b>To receive reports from:</b></p> <ol style="list-style-type: none"> <li>a. <b>Surrey County Council;</b></li> <li>b. <b>Surrey Heath Borough Council</b></li> </ol> <p>No reports were received. Cllr Tear confirmed his report would be taken to the Full Council meeting to be held on 28<sup>th</sup> September.</p>	
WVC/21/21	<p><b>Payments for approval</b></p> <p>The Interim Clerk had circulated a list of expenditure transactions for approval (Appendix A) in the sum of £2,911.00.</p> <p><b>It was resolved the payments in the total sum of £ 2,911.00 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
WVC/21/22	<p><b>Committee finances – overview</b></p>	

	<p>The Interim Clerk provided the Committee with an income and expenditure report to date which detailed all budget lines that Windlesham Committee contribute to. Members were asked to note that a large number of these budget lines remain a “top level” responsibility, therefore the decision-making power for those lines remains with the Full Council.</p> <p>The budget lines which the committee has discretion over are broadly:</p> <ul style="list-style-type: none"> <li>• Playground repairs and renewals</li> <li>• Greenspace contingency</li> <li>• Grants – section 137 and open spaces maintenance grants</li> </ul> <p>Ear Marked Reserves</p> <p>As of the end of August, Windlesham Committee ear-marked reserves were as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">EMR Windlesham Cemetery</td> <td style="text-align: right;">£50,000</td> </tr> <tr> <td>EMR Windlesham Village</td> <td style="text-align: right;">£20,045</td> </tr> <tr> <td>EMR Windlesham CIL</td> <td style="text-align: right;">£46,610</td> </tr> <tr> <td><b>TOTAL:</b></td> <td style="text-align: right;"><b>£116,655</b></td> </tr> </table> <p>The Village reserve figure has not yet taken into account the cost of the Councillors IT equipment. This is likely to be in the region of £3,000 which will be funded from this reserve.</p> <p><b>Members reviewed and noted the I&amp;E report.</b></p>	EMR Windlesham Cemetery	£50,000	EMR Windlesham Village	£20,045	EMR Windlesham CIL	£46,610	<b>TOTAL:</b>	<b>£116,655</b>	
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<p><b>WVC/21/23</b></p>	<p><b>Project Updates</b></p> <p>The Interim Clerk had circulated a paper listing current projects for the Windlesham Committee.</p> <p><b>Members noted the update.</b></p>									
<p><b>WVC/21/24</b></p>	<p><b>Windlesham Cemetery</b></p> <p>Members were asked to consider two issues in relation to the cemetery.</p> <ol style="list-style-type: none"> <li>1. Old section of the cemetery</li> </ol> <p>Over the course of the last two years Council has received a number of comments about the long grass in the wildlife area of the cemetery, which have been predominantly positive. Council has received praise from residents who are delighted to see Council actively supporting/protecting the wildlife. However, Council has also received a handful of complaints about the long grass and how unkempt it can appear and have recently received a formal written complaint.</p> <p>The initial decision to create a meadow was taken with the intention of protecting the fawns and when Council announced a climate emergency, released a Climate Change Statement which states they will “support and encourage the planting of trees and wildflowers.”</p> <p>Members discussed the maintenance of the oldest section of the cemetery. Resident Jeremy Russell Lowe was asked to comment, as he had previously held the maintenance contract for the area. He commented that the area could be maintained differently, still allowing for some natural growth of grasses and wildflowers, either be cutting</p>									

	<p>the area sooner than September (Mr Russell Lowe stated it could be cut in June without any detriment to seeding for the following year) or by only allowing the perimeter of the area to grow wild, thereby maintaining easy access to all the graves in that section.</p> <p><b>Members agreed that they needed to carry out a site visit to the cemetery in order to determine the right course of action but that in the meantime, the Interim Clerk should obtain an indicative cost from the cemetery contractor as to what the additional cost would be if the oldest section is fully maintained in the same manner as the rest of the cemetery (ie regularly cut). It may be that costs are prohibitive and this would need to be considered when a course of action is determined.</b></p> <p>2. Land to the side of the Memorial Wall</p> <p>Recently the land to the side of the memorial wall in the new cemetery was cleared. The skip is now sited on the cleared area and all spoil will be deposited in the skip.</p> <p>Members were asked to consider how this piece of land should be maintained moving forward, with the following options put forward for consideration:</p> <ol style="list-style-type: none"> <li>a. Grass and maintained the area with the skip being re-positioned on the turning area</li> <li>b. Create a hardstanding for the skip behind the hedges and gate the area, thereby screening it from public view. This will mean that the public will not be able to access the skip.</li> <li>c. Remove the skip altogether and pay for the burial spoil to be removed.</li> </ol> <p>Members discussed that the skip had long been an eyesore and it would be better to remove it completely. The model used at Chobham Cemetery, where all rubbish is disposed of in bins on site, emptied weekly and all burial spoil is removed would be the preferred option.</p> <p><b>Cllr Stacey proposed, seconded by Cllr Hardless, that the model used at Chobham Cemetery be adopted with respect to waste disposal and spoil.</b></p> <p><b>Members agreed that any further decisions regarding the cleared area could only be made once they had conducted a site visit.</b></p>	<p>Windlesham Cllrs</p> <p>Interim Clerk</p>
<p><b>WVC/21/25</b></p>	<p><b>Grant Policy</b></p> <p>At the July Village Committee meeting it was resolved that the Committee wanted to consider offering a grant scheme for this financial year.</p> <p>The Interim Clerk had prepared and circulated a draft grant policy with various options to be decided by Members.</p> <p>The overall budget for grants for the year 2021-22 is £10,400.</p> <p>Members discussed the principle of giving grants and agreed it was important to be able to offer financial assistance as there were a good number of groups in Windlesham who had benefitted from grant funding in recent years.</p>	

	<p>Cllr Hardless proposed that a cap of £2k be put on any single grant application, with the ability to adopt any special project which may require support in excess of this amount. Members discussed the timescales for applications and decided to have a single grant window, with no specific grant types available, just a single grant pot and all applications would be considered simultaneously. Therefore, a simplified grant policy would be needed.</p> <p><b>Following discussions it was resolved:</b></p> <ol style="list-style-type: none"> <li><b>1) The Committee agreed to give grants for the year 2021-22</b></li> <li><b>2) There would be a single grant pot, with no specific breakdown for different types of grants</b></li> <li><b>3) The application window will run from 1<sup>st</sup> November 2021 – 31<sup>st</sup> January 2022. Grants to be assessed at the February 2022 committee meeting, with awards made before 31<sup>st</sup> March 2022.</b></li> <li><b>4) The grant cap will be £2k per group, with the ability for the Committee to adopt any special project which may require support in excess of this amount.</b></li> </ol>	
<p><b>WVC/21/26</b></p>	<p><b>Site Security</b></p> <p>As per minute ref CAR/20/31 from the January Civic Amenities Committee meeting, it was resolved that quiet consultations in relation to the installation of security measures to prevent vehicular access for both Windmill Field and Mill Pond should go ahead.</p> <p>A quiet consultation has been carried out with 150 neighbouring residents at Windmill Field and 98 neighbouring residents at Mill Pond being sent leaflets, inviting them to comment on additional site security and give their opinion on their preferred method.</p> <p>Members were provided with the consultation results which stated that for each site, residents were in favour of security measures and that at both sites, bollards were the favoured option.</p> <p>Members were reminded that any site security measures agreed will need to be funded from the Windlesham Village Committee village reserve.</p> <p>Indicative costs were provided to Members as follows:</p> <p>Windmill Field</p> <p>Bollards - £5,500      Earth Bunds - £7,500</p> <p>Mill Pond</p> <p>Bollards - £9,075      Earth Bunds - £12,375</p> <p>Potential overall cost of bollards at both sites could be circa £14,575.</p> <p><b>In light of the high costs quoted, Members agreed to defer the item to the next meeting, pending further investigation.</b></p>	
<p><b>WVC/21/27</b></p>	<p><b>Windlesham Rejuvenation Project</b></p> <p>Members were provided with a timeline of the traffic issues looked at as part of the Windlesham Rejuvenation Project from 2017 to present day, as per below:</p> <p>2017</p>	

As a result of partnership working between WPC, the then County Councillor, residents, SCC Highways and the Local Area committee HGVs over 7.5 tons were banned from going through Windlesham village centre.

2017-2018

As part of the Neighbourhood planning process traffic was again identified as an issue and whilst it could not form part of the Neighbourhood Plan, it was agreed to make a separate appendix that identified the improvements residents would like to see regarding traffic.

2018

A petition was taken to Local Area Committee to make Heathpark Drive 20 MPH. This was agreed by the committee however was not implemented because it was not supported by SCC Highways policy. Unfortunately, the cost of the mitigation required to reduce the speed of vehicles, was in the region of £40K. Therefore, this was not implemented.

2018/19

The Parish agreed to undertake work to investigate how the traffic situation in Windlesham could be improved. Following information gathering Parish members met with Richard Tear, the Chairman of the Neighbourhood Plan along with the consultants PJA to discuss what could form the bases of the work.

The outcome of these meetings was a consultation evening which approximately fifty residents attended to discuss their plans. Unfortunately, the cost of these plans and projected outcomes were not appropriate and were not well received.

2019

Parish subsequently decided to engage SCC and an onsite meeting in Windlesham, between the newly elected Parish members and SCC took place. It was at this meeting that SCC explained that a pedestrian crossing was not a suitable solution, however a number of other options were discussed, including identified crossing points. Following this meeting the Parish Council canvassed residents' views.

The Parish Council then commissioned SCC to start work on designs based on the following information.

1. The information from the Neighbourhood Plan
2. Comments from PJA consultants
3. Views of the Parish members who attended the onsite meeting.
4. Views from residents including the Parish survey results and those collected by Neighbourhood Plan group members, plus e-mails from residents.
5. Views of SCC design team
6. Views of SCC audit and safety team.

2020

Unfortunately, due to Covid work was delayed by more than a year.

	<p>2021</p> <p>Initial designs were made available; however, at this time they were still to be checked by the safety audit team. These designs were presented to Members at a zoom meeting.</p> <p>The designs presented included:</p> <p>Two roundabouts at or close to the village and a potential for 20 MPH through the village.</p> <p>The intention was, that by reducing the traffic to 20 MPH and having informal crossing points the traffic will be slowed down sufficiently to reduce the risk to pedestrians, thereby achieving the initial aim of improving pedestrian safety.</p> <p>The designs presented did not include:</p> <p>A 20 MPH limit for Heathpark Drive which may still need to be addressed.</p> <p>A pedestrian crossing</p> <p>Members were reminded that to date the Parish Council has contributed £10,000 to this project. Currently there is no budget for any further contributions</p> <p>It is anticipated that if Members do not wish to proceed with the SCC proposals, this project could be removed from SCC's workstream and it could take some considerable time (possibly years) before any new proposals are considered by SCC, therefore this project could be put back significantly.</p> <p>Cllr Stacey proposed, seconded by Cllr Hardless and <b>unanimously agreed that a working party of Windlesham stakeholders should be formed to review all the proposals and decide what should be taken to consultation.</b></p>	<p><b>Cllrs Stacey, Hardless and Sturt</b></p>
<p><b>WVC/21/28</b></p>	<p><b>Health and Wellbeing Initiative</b></p> <p>The Interim Clerk had circulated a paper regarding a national initiative to improve health and wellbeing where Councils across the country are installing new signage on public benches to help break down the barriers of social isolation and get people talking.</p> <p>The 'Happy to Chat' benches feature a simple sign which reads 'Sit here if you don't mind someone stopping to say hello' and are designed to help combat loneliness and encourage community interaction, seeking to break down social barriers and allow us to all say 'hello'.</p> <p>By sitting on the bench, people will know that you're open to a friendly talk. If someone is seen sitting on one, other people may consider approaching them and have a chat. Residents might learn something new, make a new friend, or simply brighten someone's day.</p> <p>The benefits of Happy to Chat benches have been demonstrated across the country and a study published by the University of Sheffield in 2015 found that sitting on benches allows people to spend longer outside, which is beneficial for mental health and helps connects people within communities. This connection is particularly important</p>	



	<p>for people who might find social venues like cafes too expensive or too busy.</p> <p>The Happy to Chat benches could be a small but valuable way to support and enable as many people as possible to improve their own mental health.</p> <p>Members were given indicative pricing for artwork and signage and asked to consider if they wished to designate one (or more) benches in Windlesham as “Happy to Chat” benches.</p> <p>After some discussion, <b>Members decided not to take part directly in the initiative but all agreed that should any other group come forward, for example the Field of Remembrance, and want support to designate benches, then support could be given via grant giving.</b></p>	
<b>WVC/21/29</b>	<p><b>Windlesham Neighbourhood Plan</b></p> <p>Following a request from a group of Windlesham residents Members discussed the formation of a working party in order to review and update the Windlesham Neighbourhood Plan. It was commented that Locality is encouraging this type of review, designed to tweak the plan, but not to the extent it would require a further referendum.</p> <p><b>It was agreed to form a working party, comprised of Cllrs Sturt, Stacey and Hardless and as yet to be agreed residents (being organised by Christopher Clark) to review the Windlesham Neighbourhood Plan.</b></p>	<b>Cllrs Sturt, Stacey and Hardless</b>
<b>WVC/21/30</b>	<p><b>Memorials and Inscriptions</b></p> <p>Council has received an application to erect a memorial tree in the newest section of Windlesham Cemetery.</p> <p>The request is to plant a Tilia Codata Winter Orange. The tree could reach approximately 20 metres after 20-50 years, which is larger than the usual ornamental trees permitted.</p> <p>The family are very keen on their choice of tree and have indicated that they would be happy to ensure the tree, once in situ, is regularly pruned and maintained.</p> <p>Members discussed the application and <b>agreed that subject to confirmation of the location of the tree in the cemetery, they would approve the application.</b></p>	
<b>WVC/21/31</b>	<p><b>Correspondence</b></p> <p>The Committee were presented with correspondence from Surrey Heath Borough Council enclosing a copy of the Order for Reorganisation of Community Governance which will become effective in April 2023.</p> <p><b>The Committee noted the correspondence.</b></p>	

**There being no further business, the meeting closed at 20.12.**



## Windlesham PL for Month No 5

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/07/2021	INV-0982	15	NEIL CURTIS	NEIL	300.00	0.00	300.00	1000	500	300.00	Ashes Interments - plot prep
31/07/2021	159454	16	SHORTS	SHORT	15.50	3.10	18.60	4405	525	15.50	Windlesham Cem Skip Hire
10/08/2021	1267	17	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Win Cem Maintenance July 2021
<b>TOTAL INVOICES</b>					<u>2,445.50</u>	<u>429.10</u>	<u>2,874.60</u>			<u>2,445.50</u>	
VAT ANALYSISCODE S @ 20.00%					2,145.50	429.10	2,574.60				
VAT ANALYSISCODE Z @ 0.00%					300.00	0.00	300.00				
<b>TOTALS</b>					<u>2,445.50</u>	<u>429.10</u>	<u>2,874.60</u>				

Windlesham PL for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/08/2021	161784	18	SHORTS	SHORT	15.50	3.10	18.60	4060	500	15.50	W Cem skip rental
31/08/2021	INV-1010	20	NEIL CURTIS	NEIL	450.00	0.00	450.00	4005	500	450.00	Ashes Interments
TOTAL INVOICES					465.50	3.10	468.60			465.50	
VAT ANALYSISCODE E @ 0.00%					450.00	0.00	450.00				
VAT ANALYSISCODE S @ 20.00%					15.50	3.10	18.60				
TOTALS					465.50	3.10	468.60				