



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE

Held on Tuesday 12th April 2022 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Barnett	-
Galliford	P
Halovsky-Yu	A
Harris	P
Hartshorn	PA
Jennings-Evans	P
Malcaus Cooper	P

In the Chair: Councillor Harris
In attendance: Jo Whitfield – Interim Clerk to the Council

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

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		Action
LVC/21/87	<p>Apologies for absence</p> <p>Apologies for absence were received from Cllr Halovsky-Yu.</p> <p><i>Cllr Hartshorn joined the meeting 19:10</i></p>	
LVC/21/88	<p>Declarations of Interest</p> <p>Cllr Malcaus Cooper declared a pecuniary interest in item 2 on the agenda, stating that she had founded Lightwater Resilience Plan and now is responsible for running the Lightwater Resilience Plan. Cllr Malcaus Cooper is also on the committee of Lightwater Connected. Cllr Malcaus Cooper did not vote on this matter</p> <p>Cllr Harris declared a non-pecuniary interest in item 12 on the agenda stating his relationship to Cllr Malcaus Cooper and his volunteer status for both the Lightwater Resilience Plan and Lightwater Connected. Cllr Harris did not vote on this matter</p> <p>Cllrs Jennings-Evans and Galliford declared a non-pecuniary interest in item 12 on the agenda stating that as Borough Councillors both had donated Members Allowances to these groups.</p>	

LVC/21/89	Public question time No public were present	
LVC/21/90	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: It was resolved to move items 12 and 13 to the confidential part of the meeting due to information pertaining to personal information and legal advice which may be of a sensitive nature respectively.	
LVC/21/91	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on the 8 th March 2022 were approved and signed by Cllr Harris.	Cllr Harris
LVC/21/92	Planning Applications – a) To consider how planning responses will be dealt with in the absence of scheduled Committee meetings Following resolution at the Personnel Committee meeting held on the 22 nd March 22, (ref:PER/21/33) which resolved ‘that all committee meetings scheduled for May 22 would be cancelled, unless there were urgent matters arising’, Members were asked to consider how they wished to deal with planning applications that required a response between meetings. Members discussed the limited options available to them and Cllr Jennings-Evans proposed, Cllr Hartshorn seconded and it was resolved to delegate authority to the Clerk/Assistant Clerk in conjunction with the Committee who will review all applications. b) to consider and make appropriate representations in relation to the planning applications in Lightwater listed below:	

22/0125/FFU	17 Barnett Lane, Lightwater, Surrey, GU18 5LE Proposed demolition of conservatory; construction of a single storey rear extension; change of use of garage to utility room and store; alteration of patio doors to window Full Planning Application No Objection	FPA	31 st March 2022
22/0176/FFU	2 Birch Tree View, Lightwater, Surrey, GU18 5TZ Single storey front infill extension and new porch; single storey side extension; single storey rear extension; changes to fenestration.	FPA	13 th April 2022

	Full Planning Application No Objection		
22/0202/FFU	13 Clearsprings, Lightwater, Surrey, GU18 5YJ Single storey rear extension. Full Planning Application No Objection	FPA	19 th April 2022
22/0201/FFU	86 Broom Field, Lightwater, Surrey, GU18 5QW Proposed double storey side extension. Proposed single storey rear extension. Proposed side extension to Garage and conversion of existing Garage to habitable space. Full Planning Application No Objection	FPA	20 th April 2022
22/0215/FFU	49 Macdonald Road, Lightwater, Surrey, GU18 5XY Single storey rear extensions, front porch, new roof providing accommodation, internal alterations and fenestration changes. Full Planning Application No Objection	FPA	20 th April 2022
22/0180/FFU	9 Burdock Close, Lightwater, Surrey, GU18 5YP Erection of single storey front and side extensions. Full Planning Application No Objection	FPA	20 th April 2022
22/0170/FFU	17 High View Road, Lightwater, Surrey, GU18 5YE Erection of a single storey front/side extension, a two storey front extension (basement and ground level) including enclosed balcony, a single storey rear/side extension, a replacement roof, alterations to the fenestration. Full Planning Application No Objection	FPA	27 th April 2022
22/0236/FFU	192 Macdonald Road, Lightwater, Surrey, GU18 5UR Proposed single storey rear extension forming garage, two storey side/front extension; two storey side extension with front and rear dormers following demolition of existing attached garage. Full Planning Application No Objection	FPA	21 st April 2022
22/0134/FFU	53 Curley Hill Road, Lightwater, Surrey, GU18 5YH Installation of a dormer window to the rear, loft conversion, replacement roof to the existing front dormer, erection of a single storey rear/side extension, erection of a first floor rear/side extension including a balcony, replacement pitched roof over existing single storey side projection, and other alterations Full Planning Application No Objection	FPA	29 th April 2022
22/0302/FFU	61 Keswick Drive, Lightwater, Surrey, GU18 5XE Garage conversion and front dormer extension Full Planning Application No Objection	FPA	3 rd May 2022
RU.22/0393	Longcross South, Longcross Road and Kitsmead Lane, Longcross, KT16 0EE		21 st April 2022

	<p>Outline planning application with all matters reserved (except for means of site access with Longcross Road and Kitsmead Lane), for a mixed use Garden Village development comprising: residential development (Use Classes C3), care home/extra care accommodation (Use Class C2), land reserved for up to 10 travelling showpeople plots (sui generis), retail, food and drink (Use classes E and F.2), public house (sui generis), community facilities (Use Classes E, F1 and F2), employment use (Use Class E), a primary school including early years provision (Use class F1), public open space including allotments, sports pitches and ancillary facilities (Use Class F2), Suitable Alternative Natural Greenspace (SANG)(Use Class F2), landscaping and associated infrastructure and works including enabling demolition and ground works (Environmental Statement submitted)</p> <p>The committee raised concerns that insufficient consideration had been given to the bigger picture and that whilst outside of the Borough this development is likely to have a significant impact on the more rural communities within the Parish.</p> <p>Members raised further concerns that adequate infrastructure to support the development, including mitigation for improvements at the M3 junction 3, school provision beyond primary years and GP medical provision had not been addressed.</p>		
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LVC/21/93	<p>To receive reports from:</p> <p>a) Surrey Heath Borough Council</p> <p>Cllr Jennings-Evans reported that SHBC's has been supporting Ukrainian refugees in the Borough.</p>	
LVC/21/94	<p>Payments for approval</p> <p>a) Accounts for payment - The Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £2,506.40.</p> <p>It was resolved the payments (Appendix A) in the total sum of £2,506.40 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Harris
LVC/21/95	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 31st March 2022.</p> <p>Members noted the report.</p>	
LVC/21/96	<p>Project Updates</p>	

	<p>Members were presented with a spreadsheet detailing the progression of all projects to ensure that are fully appraised of current project status.</p> <p>The Clerk informed Members that since the papers were issued the new litter bins at Lightwater Recreation ground have been installed.</p> <p>All other projects were noted.</p>	
<p>LVC/21/97</p>	<p>Grant Policy</p> <p>Members were presented with a draft grant policy for 2022-23. Please see Appendix B.</p> <p>Members were asked to review the policy, noting in particular all highlighted areas and decide to:</p> <ul style="list-style-type: none"> a) Adopt the policy as presented <p>Or</p> <ul style="list-style-type: none"> b) Amend and adopt the policy <p>And</p> <ul style="list-style-type: none"> c) Agree to combine the two grant budget lines under one heading. <p>It was resolved to amend and adopt the policy as follows and to vire the open space maintenance grant budget into general grant budget line.</p> <p>Proposal: The Lightwater Committee have resolved to give only Community Pride Grants in the year 2022-2023, which will be determined on a quarterly basis at each meeting of the Committee. Community Pride Grants will enable individual Councillors to grant fund local groups or a worthy cause. Each Councillor will have £1,190 to allocate at their discretion. Councillors reserve the right to pool resources with all Community pride grants being subject to a maximum £4,000 per project.</p> <p>Amendment: The Lightwater Committee have resolved that all Grants for the year 2022-2023, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £4,000 per project.</p> <p>Proposal – application procedure for grants over £1000</p> <p>If the grant is £3000 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a</p>	<p>Interim Clerk</p>

	<p>minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.</p> <p>Amendment:</p> <p>If the grant is £3500 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process.</p>	
LVC/21/98	<p>Grant Application – Lightwater Fete Committee</p> <p>Lightwater submitted the following grant application:</p> <p>Applicant: Lightwater Fete Committee Purpose: To purchase a gazebo for the Lightwater Fete Value: £430.00</p> <p>It was resolved to grant the full amount of £430 requested.</p>	Interim Clerk
LVC/21/99	<p>Clerks Update</p> <p>Nothing to report</p>	
LVC/21/100	<p>Correspondence</p> <p>There was no correspondence.</p>	
LVC/21/101	<p>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>	
LVC/21/102	<p>Lightwater Pavilion Project - Update</p> <p>Members were reminded that at the March meeting it was resolved to seek further legal advice regarding the Council's management trustee status at Lightwater Recreation Ground and how the Pavilion building can be progressed.</p> <p>Members noted the responses from the lawyer and resolved to follow up on all points outlined in the confidential report.</p>	
LVC/21/103	<p>Queens Platinum Jubilee events– To consider a request for funds to host Jubilee events and for permission to use the recreation ground</p> <p>Members were informed that Council have received a request from the Lightwater Resilience Plan group for permission to use the recreation ground for Jubilee events between Thursday 2nd June through to 5th June 2022 (including the Beacon Lighting Event).</p>	

	<p>As part of the above request the Lightwater Resilience Plan also requested that the committee consider allocating the £3,000 event fund to these events.</p> <p>Members noted that Lightwater Connected will now be overseeing the events and providing the necessary insurance.</p> <p>Due to declared interests Cllrs Malcaus Cooper and Harris recused themselves from the discussion and did not vote on the matter.</p> <p>Members resolved unanimously to pass the responsibility of organising the Beacon lighting event to Lightwater Connected and to give their permission to Lightwater Connected to use the Lightwater Recreation Ground between the 2nd June – 5th June 2022 to hold a Beacon lighting event and Jubilee Fete (subject to sight of satisfactory insurance and risk assessment).</p> <p>Members also resolved unanimously to grant fund the £3,000 set aside for Jubilee Events to Lightwater Connected who will be hosting the Jubilee events (to be funded from the village reserve). Additionally, Members agreed that the Lightwater Resilience Plan would transfer all remaining Parish Council funds that had been granted for the Jubilee, to Lightwater Connected who have now assumed responsibility for the event, (providing any receipts for expenditure incurred to ensure transparency for monitoring purposes),. Lightwater Connected will be required to complete and submit the new grant application form for 2022-23.</p>	
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There being no further business, the meeting closed at 20:59.

Lightwater PL for Month No 12

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
28/03/2022	COMPRIDEMARCH28		LWATER RESILIENCE	LRP	2,500.00	0.00	2,500.00	4650	440	2,500.00	Grant towards Jubilee Event
TOTAL INVOICES					<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>			<u>2,500.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					2,500.00	0.00	2,500.00				
TOTALS					<u>2,500.00</u>	<u>0.00</u>	<u>2,500.00</u>				

Lightwater PL for Month No 12

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
03/03/2022	0006571611	19	CASTLE WATER	CASTL	6.40	0.00	6.40	4055	455	6.40	Pavilion water bill
TOTAL INVOICES					6.40	0.00	6.40			6.40	
VAT ANALYSISCODE OTS @ 0.00%					6.40	0.00	6.40				
TOTALS					6.40	0.00	6.40				

LIGHTWATER COMMITTEE GRANT AWARDING POLICY 2022-2023

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Windlesham Parish Council Lightwater Committee, to enable the organisations to undertake voluntary and community sector activities.

Windlesham Parish Council Lightwater Committee will consider the allocation of grants to qualifying organisations against transparent and consistent criteria.

All grants will be determined by Windlesham Parish Council's Lightwater Committee at each meeting of the Committee.

A grant is an allocation of funds to a qualifying organisation during the current financial year, however:

- On-going commitments to award grants will not be made.
- A fresh application will be required for each grant application made
- Only **one application** will be considered from any one organisation **in any one financial year**.
- Grants will not be made retrospectively

A Grant is payment made by the Parish Council to a qualifying organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council.

The Lightwater Committee have resolved that all Grants for the year 2022-2023, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £4,000 per project.

HOW TO APPLY FOR A GRANT

Type of Grant	Eligibility Requirements	Application Procedure	Grant Application Timetable
Grant Under £500	None See page 4 for Terms and Conditions	This grant is only open to all community groups and those wishing to apply must complete a short application form.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting.
Grant Between £500 - £1000	Meet the qualifying criteria on page 3.	Complete an application form and submit a copy of their constitution.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting
Grant Over £1000	Meet the qualifying criteria on page 3.	Qualifying organisations applying for grants over £1,000 must submit an application form and include: A completed application form A copy of the written constitution Copies of their last financial year-end accounts. A copy of their latest bank statement Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. A copy of the lease where the grant relates to property matters. If the grant is £3500 or more must also include: Confirmation that the organisation has robust tendering regulations, specifically a minimum of three quotes/tenders. The Parish Council reserves the right to request proof of the tendering process. If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting

GRANT TERMS

QUALIFYING CRITERIA

An organisation will qualify if it meets the following criteria:

- It is independent of any other commercial organisation and determines its own aims and objectives
- It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.
- It provides activities that benefit the residents of Windlesham Parish, specifically it:
 - is based in the Parish of Windlesham and delivers services to the people of Windlesham Parish, or
 - is based outside of the Parish of Windlesham but provides services to the people of Windlesham Parish.

GRANT AWARDING CRITERIA

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- Number of residents directly benefiting from the grant
- The quality and effectiveness of services provided by the qualifying organisation
- The financial management of the qualifying organisation
- The ability of the organisation to attract new sources of funding
- Whether the organisation has transparent objectives, performance monitoring¹ and risk assessment² procedures
- The ability of the organisation to meet new community needs
- The amount and frequency of previous awards

¹ Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

² There are various risks associated with funding support and qualifying organisations will be encouraged to

carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

CONDITIONS OF RECEIPT

- A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, within the financial year awarded for the purpose stated, then Windlesham Parish Council reserve the right to require unspent grant monies to be returned to the Parish Council.
- ALL grants must be publicly recognised, through publicity/marketing material or a documented public acknowledgement of event sponsors. Any building or refurbishment projects receiving a grant over £10,000 must also acknowledge the Parish Council grant by way of a wall plaque or the inclusion of the Parish Council name on a sponsors board. Failure to meet this requirement will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

MONITORING PROCESS

- All successful applicants for grants of over £1,000 will be asked to complete a monitoring form which will be provided at the time of grant payment and the return deadline will be advised.
- All successful applicants may be required to provide evidence of a public acknowledgement for the funding received. Failure to provide this will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.