



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER
VILLAGE COMMITTEE**
**Held on Tuesday 14th January 2025 at 7:30pm at St Anne's Church Centre, Church
Road, Bagshot**

Councillors	
Harris	P
Hartshorn	A
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	A
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk
Pam Newman- Lightwater Resident

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/40	Apologies for absence Apologies for absence were received and accepted from Cllrs Malcaus Cooper and Hartshorn.	
LVC/24/41	Declarations of Interest Cllr Turner declared a non-pecuniary interest in items 9 and 10 as he is the Council representative and a member of Lightwater Society. Cllr Harris declared a non-pecuniary interest in items 9 and 10 as he is a member of Lightwater Society.	
LVC/24/42	Public question time	

	No public questions.	
LVC/24/43	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: LVC/24/54- Lightwater Pavilion	
LVC/24/44	Committee and Sub-Committee Minutes: The minutes of the Lightwater Village Committee meeting held on the 8 th October 2024 were approved and signed by Cllr R Jennings-Evans.	Cllr R. Jennings-Evans
LVC/24/45	Payments for approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £7,440.00. It was resolved the payments the total sum of £7,440.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr R. Jennings-Evans
LVC/24/46	Committee finances – Income & Expenditure Members were presented with an income and expenditure report up until the 8 th January 2025. Members noted the report.	
LVC/24/47	Lightwater Cemetery a) To review cemetery fees and charges The Committee were asked to review the fees and charges for Lightwater Cemetery and to make a recommendation to Full Council for ratification. Members unanimously agreed to increase all fees and charges by 2.5%, aligned with the Retail Price Index (RPI) as of December 2024, since the January 2025 figure was unavailable at the time of calculation. b) To review a Topographical Survey and fencing <u>Fencing</u> Members were reminded of the fencing quotes which had already been reviewed at the last committee meeting. Members were asked to review the quotes again and decide which quote they would like to proceed with. Cllr R Jennings Evans proposed, Cllr Harris seconded, and it was unanimously agreed to proceed with quote 2, provided it included the use of a minimum of 3 support wires. If quote 2 cannot meet this requirement, members agreed to proceed with quote 1.b. <u>Topographical Survey</u>	

	Members were reminded that the topographical survey of the cemetery was completed in December 2024. Members were asked to confirm if they would like to proceed with the following next steps once the deed title had returned from Land registry- A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies. B. Have the surveyor mark out the boundary. C. Proceed with fencing once the boundary is marked. D. Expedite the registration process without waiting for the fencing to be completed. Members unanimously agreed to proceed with the next steps (A, B, C, and D) as outlined above. It was also agreed to request a quote from the surveyor who conducted the topographical survey for the completion of these steps. Delegated authority was given to the Clerk, in conjunction with the Chair and Vice Chair, to review the surveyor's quote to ensure it aligns with the brief. Additionally, members approved a budget of up to £1,000 for the work, to be funded from the Cemetery Earmarked Reserve (EMR).	Clerk, Chair & Vice-chair
LVC/24/48	Lightwater Recreation ground- to discuss two requests for the use of the Recreation Ground. Members reviewed two requests to use the Lightwater Recreation ground in 2025: Lightwater Society requested to use the Recreation Ground for a VE Day event on Saturday 10th May 2025. The Lightwater Fete Committee requested the use of the Recreation Ground to host the Lightwater Village Fete on either Saturdays 21st or 28th June 2025. Members unanimously resolved to approve the use of the field for the purposes outlined above, subject to all the necessary event paperwork being completed to the Council's satisfaction.	
LVC/24/49	War memorial planting- to discuss planting options at the war memorial and the war memorial gardens Members were asked to consider the options outlined in the meeting papers for maintenance and planting of the bedding around the war memorial and maintenance within the war memorial gardens: Members unanimously resolved to proceed with Quotation A from the alternative contractor for a one-off planting and maintenance project around the war memorial and within the war memorial gardens. It was agreed that the contractor, in conjunction with the Clerk, would select the plants at their discretion. Members agreed a spend up to £1000 to be funded from the Lightwater Village Reserve. Members also requested that the ongoing maintenance of both areas be handled by L-Vis, with the Clerk initiating discussions with the volunteer group to determine how this can be implemented. In the meantime,	Clerk Clerk

	members agreed that Glendale would continue with the ongoing maintenance of the areas.	
LVC/24/50	Grant Applications- Members were asked to consider a grant application from the Lightwater Fete Committee (part of Lightwater Connected), requesting £500 to cover arena events for the annual Lightwater Fete. Members were asked to consider the grant application and decide if they would like to award a grant for the above purposes. Members unanimously resolved to award the Lightwater Fete Committee (part of Lightwater Connected) £500 for the above purposes.	
LVC/24/51	Clerks Update- The Assistant Clerk provided the following update: 1) <u>Proposed Parking Charges at Lightwater Country Park</u> As resolved at the last committee meeting, a letter was sent to the leader of SHBC to express concerns about the proposed introduction of car parking charges at Lightwater Country Park. A response to the letter was received and forwarded to members of the committee. 2) <u>Hook Mill Lane</u> As resolved at the last committee meeting, a planning consultant has been appointed to assess the planning limitations and potential of the site. The consultant is scheduled to visit the site next week and their appraisal will be shared with members upon receipt.	
LVC/24/52	Correspondence- Members discussed correspondence from a Lightwater resident expressing concerns about the Blue Cedar trees in Lightwater Cemetery. Members confirmed that they would like to reassure the resident that any proposed works in the cemetery will be carefully considered, and there is no intention to remove any specimen trees.	
LVC/24/53	Exclusion to 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 Meeting) Act 1960.	
LVC/24/54	Lightwater Pavilion Project- Members were reminded of a call held in December, attended by the Clerk, agreed members, and the appointed solicitor, to address queries regarding the management of the trust. Following the call, the Clerk circulated a recording to all members for reference. It was confirmed in the meeting that the Council's Auditor had provided the Clerk with an effective approach for the future management of the trust. The	

	Clerk is currently awaiting a response from the solicitor to confirm her agreement with the proposed approach. Members agreed that establishing a Lightwater Pavilion working party would be beneficial to discuss next steps once the trust's management approach has been finalised.	
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There being no further business, the meeting closed at 20:27

Lightwater PL for Month No 10				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
14/01/2025	LVC/24/50	62	GRANTS WPC	GRANTS	500.00	0.00	500.00	4650	440	500.00	Grant - Lightwater Fete Comm
TOTAL INVOICES					500.00	0.00	500.00			500.00	
VAT ANALYSISCODE OTS @ 0.00%					500.00	0.00	500.00				
TOTALS					500.00	0.00	500.00				

Lightwater PL for Month No 11				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
11/02/2025	0871	63	MULBERRY CO	MULBE	30.00	6.00	36.00	4500	430	30.00	2 x Code of Conduct course
TOTAL INVOICES					30.00	6.00	36.00			30.00	
VAT ANALYSISCODE S @ 20.00%					30.00	6.00	36.00				
TOTALS					30.00	6.00	36.00				

Lightwater PL for Month No 11

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
14/02/2025	5068	64	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Ashes Int - Wright (LW) 10 Feb
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

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
07/03/2025	5177	65	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Intern - Jackson
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

**Item 7 - Committee Finances- An Income & Expenditure report prepared by the
Council's Responsible Financial Officer**

**INCOME AND EXPENDITURE REPORT AS AT 24 March 2025
LIGHTWATER VILLAGE (Cost centres 400-450)**

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period from 1 April 24 to 24 March 2025.

Lightwater Village Committee - Income & Expenditure					
		24 Mar 25	Ann. Budget	Variance	
1000	Burial fees	22,105	22,351	(246)	
1030	Allotment fees	0	729	(729)	
1076	Precept	97,290	97,290	0	
1900	Interest received	5,450	3,512	1,938	
1950	CIL income	0	0	0	
		124,845	123,882	963	
	Total Expenditure	64,607	133,071	68,464	
	Net income/(expenditure)	60,238	(9,189)	69,427	
	Plus: Tfr from EMR	6,950	0	6,950	
	Less: Tfr to EMR		0	0	
	Movement to/(from) General R	67,188	(9,189)	76,377	

The table shows the income and expenditure to 24 March 25 leaving 7 days outstanding before the year end. It is not anticipated that there will be any significant expenditure in this period so the figures shown will broadly reflect the expected year end position.

Income

Income shows a small positive variance vs budget primarily due to the level of interest received, a function of the cash balances held by the Council. Allotment fees have been accounted for as Top Level income whilst there has been no CIL received in the period.

Expenditure

Total expenditure for the period 1 April 24 to 24 March 25 is £64,607 against a total budget of £133,071. This represents a significant underspend the primary elements of which are reflected in the table below.

LVC Income & Expenditure					
		24 Mar 25	Budget	Variance	EMR tfr
4062/400	Cemetery maintenance - general	0	25,000	25,000	25,000
4060/400	Maintenance (LW Cem)	7,608	16,300	8,692	15,500
4165/410	Greenspace Contract	32,635	46,800	14,165	14,165
4220/410	Playground rep & renewals	848	2,200	1,352	1,000
4905/455	Pavilion Capital Project	692	15,000	14,308	14,300
4650/440	Grants	1,080	3,000	1,920	1,920
4190/410	Christmas trees	1839	1839	0	
4500/430	Councillor allowances and training	12,258	12,688	430	
4915/450	Festive lights	2,392	2,392	0	
		59,352	125,219	65,867	71,885
	Other expenditure	5,255	7,852	2,597	
		64,607	133,071	68,464	

Notes:

1. The EMR transfer column reflects amounts that have been recommended for transfer as part of the FC meeting on 25 Mar 25 or, in the case of the Cemetery maintenance – general amount of £25,000, which were transferred previously;
2. The Lightwater Cemetery transfer reflects the underspend plus the EMR transfer made re: the topographical survey (£6,950) which offsets an element of the year-to-date cost. Work on a cemetery survey, rear fencing and the hedge at the front of the cemetery remains outstanding;
3. The Greenspace contract EMR is made to cover the future costs of the appointed consultant, the variance arising in part from the recalculation of the cost split earlier in the year after the budget was finalized. The Lightwater share was reduced from 39% to to 33% of the total;
4. The Pavilion Capital Project budget covers the next steps in the development of a plan and preliminary works for the Lightwater Pavilion. Expenditure in the year relates to the legal advice on the status of the Charitable Trust under which the Pavilion is held. Until this issue is resolved there is little the LVC can do to move the project forward;
5. The grants budget stands at £3,000. Details of the grants made are shown in the table below and show an unspent amount of £1,920 for the year to date.

		Lightwater
Budget for the year		£3,000
Reversal of year end accruals:		
- Lightwater Community Cinema	LVC23/43	(£1,000)
- Lightwater Connected grant for fete	LVC23/43	(£250)
Grants awarded in 2024-25:		
- Lightwater Library Assoc. re: induction loop installation	LVC/24/27	£930
- Lightwater Community Cinema	LVC/24/16	£750
- Surrey Heath Neighbourhood Watch	C/24/67	£150
- Lightwater Fete Committee	LVC/24/50	£500
Grant expenditure per I&E		£1,080
Available budget		£1,920

Detailed Income & Expenditure by Budget Heading 24/03/2025

Month No: 12

Committee Report

Lightwater**400 Lightwater Cemetery**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Burial fees	446	22,105	22,351	246			98.9%	
Lightwater Cemetery :- Income	446	22,105	22,351	246			98.9%	0
4005 Ashes interment	190	1,735	1,527	(208)		(208)	113.6%	
4050 Rates	0	761	830	69		69	91.7%	
4060 Maintenance	0	7,608	16,300	8,692		8,692	46.7%	6,950
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%	
Lightwater Cemetery :- Indirect Expenditure	190	10,104	43,657	33,553	0	33,553	23.1%	6,950
Net Income over Expenditure	256	12,001	(21,306)	(33,307)				
6000 plus Transfer from EMR	0	6,950	0	(6,950)				
Movement to/(from) Gen Reserve	256	18,951	(21,306)	(40,257)				

405 Lightwater Heritage

4100 War Memorial	0	50	610	560		560	8.2%	
Lightwater Heritage :- Indirect Expenditure	0	50	610	560	0	560	8.2%	0
Net Expenditure	0	(50)	(610)	(560)				

410 Lightwater Grounds Maintenance

4160 Greenspace Contingency	0	117	1,000	883		883	11.7%	
4165 Greenspace Contract	(11,384)	32,635	46,800	14,165		14,165	69.7%	
4185 Planting	0	2,049	2,117	68		68	96.8%	
4190 Christmas Trees	0	1,839	1,839	0		0	100.0%	
4220 Playground Repairs & Renewal	75	848	2,200	1,352		1,352	38.5%	
Lightwater Grounds Maintenance :- Indirect Expenditure	(11,310)	37,488	53,956	16,469	0	16,469	69.5%	0
Net Expenditure	11,310	(37,488)	(53,956)	(16,469)				

415 Lightwater Allotments

1030 Allotment Fees	0	0	729	729			0.0%	
Lightwater Allotments :- Income	0	0	729	729			0.0%	0
Net Income	0	0	729	729				

Detailed Income & Expenditure by Budget Heading 24/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>425 Lightwater Administration</u>								
1076 Precept	0	97,290	97,290	0			100.0%	
1900 Interest Received	0	5,450	3,512	(1,938)			155.2%	
Lightwater Administration :- Income	0	102,740	100,802	(1,938)			101.9%	0
4950 Hall Hire	24	438	1,268	830		830	34.5%	
Lightwater Administration :- Indirect Expenditure	24	438	1,268	830	0	830	34.5%	0
Net Income over Expenditure	(24)	102,302	99,534	(2,768)				
<u>430 Lightwater Councillors</u>								
4500 Cllr Allowances, Training & Ex	1,021	12,258	12,688	430		430	96.6%	
Lightwater Councillors :- Indirect Expenditure	1,021	12,258	12,688	430	0	430	96.6%	0
Net Expenditure	(1,021)	(12,258)	(12,688)	(430)				
<u>440 Lightwater Grants</u>								
4650 Grants	0	1,080	3,000	1,920		1,920	36.0%	
Lightwater Grants :- Indirect Expenditure	0	1,080	3,000	1,920	0	1,920	36.0%	0
Net Expenditure	0	(1,080)	(3,000)	(1,920)				
<u>450 Lightwater Capital Projects</u>								
4915 Festive Lights	0	2,392	2,392	0		0	100.0%	
Lightwater Capital Projects :- Indirect Expenditure	0	2,392	2,392	0	0	0	100.0%	0
Net Expenditure	0	(2,392)	(2,392)	(0)				
<u>455 Lightwater Pavilion</u>								
4055 Pavilion Utilites	13	106	500	394		394	21.2%	
4905 Pavilion Capital Project	0	692	15,000	14,308		14,308	4.6%	
Lightwater Pavilion :- Indirect Expenditure	13	798	15,500	14,702	0	14,702	5.1%	0
Net Expenditure	(13)	(798)	(15,500)	(14,702)				
Lightwater :- Income	446	124,845	123,882	(963)			100.8%	
Expenditure	(10,061)	64,607	133,071	68,464	0	68,464	48.6%	
Net Income over Expenditure	10,507	60,238	(9,189)	(69,427)				
plus Transfer from EMR	0	6,950	0	(6,950)				
Movement to/(from) Gen Reserve	10,507	67,188	(9,189)	(76,377)				

Detailed Income & Expenditure by Budget Heading 24/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	446	124,845	123,882	(963)			100.8%	
Expenditure	(10,061)	64,607	133,071	68,464	0	68,464	48.6%	
Net Income over Expenditure	<u>10,507</u>	<u>60,238</u>	<u>(9,189)</u>	<u>(69,427)</u>				
plus Transfer from EMR	0	6,950	0	(6,950)				
Movement to/(from) Gen Reserve	<u>10,507</u>	<u>67,188</u>	<u>(9,189)</u>	<u>(76,377)</u>				

Item 8- Grant Policy

Members are to note that the 2024-25 grant window has now closed and Members are yet to agree a grant policy for 2025-26. The budgets have been set for the year 2025-26, with £5,000 being allocated to Lightwater grants. With this in mind, the draft Lightwater Grant Policy for 2025-26 has been prepared. Please see Appendix A.

It is important that Members note the following conditions.

Grant Under £500	This grant is only open to all community groups and those wishing to apply must complete a short application form.
Grant Between £500 - £1000	Complete an application form and submit a copy of their constitution.
Grant Over £1000	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 £3000 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

Members are asked to review the policy in Appendix A and decide to:

Adopt the policy as presented

Or

Amend and adopt the policy

LIGHTWATER COMMITTEE GRANT AWARDING POLICY 2025-2026

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
- Grants will not be made retrospectively

A Grant is a 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 has resolved that all Grants for the year 2025-2026, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum of £1,000 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.

Item 9: Lightwater Cemetery

a) Update on Topographical Survey and fencing

Topographical Survey

Past decisions:

The Topographical Survey of the cemetery was completed in December and the survey and tree schedule was circulated to members. Following the survey, members resolved to proceed with the following steps once the title deed had returned from Land Registry.

- A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies.
- B. Have the surveyor mark out the boundary.
- C. Proceed with fencing once the boundary is marked.
- D. Expedite the registration process without waiting for the fencing to be completed.

Members also agreed to request a quote from the surveyor who conducted the topographical survey for the completion of these steps. Delegated authority was given to the Clerk, in conjunction with the Chair and Vice Chair, to review the surveyor's quote to ensure it aligns with the brief. Additionally, members approved a budget of up to £1,000 for the work, to be funded from the Cemetery Earmarked Reserve (EMR).

Unfortunately, we are still awaiting the return of the deed title from the Land Registry. After following up with the solicitor, it was confirmed that the Land Registry's review process can take several months. As a result, we will need to remain patient while awaiting their response. Consequently, the agreed steps cannot proceed until these documents are received from the Land Registry.

Decision:

Members are asked to decide if they would like to continue with the steps as outlined above once the land registry is returned.

Fencing

Background and Past decisions:

At the October 2024 committee meeting, members were presented with 3 quotes for the replacement of the chestnut pale fencing in Lightwater Cemetery. At the January 2025 meeting, it was agreed to proceed with quote 2, provided it included the use of a minimum of 3 support wires. It was also agreed that if quote 2 cannot meet this requirement, members agreed to proceed with quote 1.b.

Quotes:

Quote 1-

Take down and take away existing fencing

In regard to tree and bush cutbacks, if it is remedial no additional charge, however any large trees/ bushes would need further discussion.

Chestnut Paling- 3 wire at 1.22 in height at 6ft intervals

To use 63mm diameter stakes/ posts **£14,092.00 EX VAT**

To use 75mm diameter stakes/ posts **£14,686.00 EX VAT**

Public Liability Insurance - £10 million

Quote 2-

Take down and take away existing chestnut paling posts and cut back bushes and trees to clear fence line.

Supply and fix 410m x 1.2m high chestnut paling and posts on 1.8m x 100-125 peeled and pointed half round stakes driven into ground at approx. 3m centres.

£18,390.00 EX VAT

Public Liability Insurance- The coverage has been increased to £10 million. However, the waiting period has now expired, and we are awaiting confirmation from the contractor.

Update & additional information:

The contractor who provided Quote 2 has confirmed that the original quote was for a 2-wire fence. I am currently awaiting an updated quote from him for a 3-wire fence.

The contractor who provided Quote 1 has confirmed that his quote remains valid, provided the measurements from the topographical survey remain unchanged. This contractor would charge extra should any large bushes or trees be required to clear the fence line.

Decision:

Members are asked to confirm whether they wish to delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to proceed with one of the quotes once the updated pricing for the 3-wire fence from Quote 2 has been received. Given the likelihood of an increase in the price of Quote 2, members are asked to consider whether they wish to approve an increased budget to accommodate the revised cost.

Item 9: Lightwater Cemetery

b) Woodland Burials and scattering of ashes

Background

Woodland burials are an increasingly popular alternative to traditional interments, offering an environmentally friendly approach to burials. Unlike conventional graves, woodland burials use biodegradable materials, encourage natural habitat development, and often require minimal long-term maintenance.

Several councils and burial authorities have introduced woodland burial and areas to scatter ashes to provide families with an eco-conscious burial option while enhancing green spaces.

Considerations

a. Site Suitability

- Identification of a suitable section within the existing burial ground.
- Assessment of soil conditions, drainage and environmental impact.
- Compliance with legal and planning regulations.

b. Environmental and Ecological Impact

- Potential to enhance biodiversity and support local wildlife.
- Use of native trees and plants to maintain the natural aesthetic.
- Consideration of any protected species or conservation requirements.
- Assessing potential effects on the landscape, including soil and water considerations.

c. Financial and Resource Implications

- Initial costs for surveys, planning and potential landscaping.
- Long-term maintenance costs versus traditional burial upkeep.
- Potential revenue from offering woodland burial plots.

d. Community Interest and Demand

- Understanding whether there is sufficient demand within the local community.
- Engaging with residents and funeral service providers for feedback.

e. Operational Considerations

- Management of burial records and grave markers (e.g., natural markers such as trees or plaques).
- Access and pathways to ensure inclusivity and ease of visitation.
- Policies around biodegradable coffins, urns, and memorialisation options.



Conclusion

A woodland burial area could offer a sustainable, environmentally friendly alternative to traditional burials, meeting the needs of those who seek a more natural and ecological approach to interment. Before any decisions are made, a thorough investigation into feasibility and demand is necessary.

Action

The Committee is asked to consider whether to proceed with exploratory work to assess the feasibility of designating a section of the cemetery extension to woodland burials and the scattering of ashes. This would include conducting relevant site surveys to evaluate site suitability and environmental impact.

Item 9: Lightwater Cemetery

c) Ashes Half Plots

Background

Currently, there are only two half plots remaining for ashes interments. Therefore, members need to decide if they wish to identify an additional area that could be suitable for the creation of more half plots.

Potential area for half plots

The Cemetery Coordinator and Assistant Clerk have identified a potential area, as shown in the photograph below, that may be suitable for the half plots. The presence of a large tree in this area makes it unsuitable for full burials due to the extent of the tree's root system. If members are in agreement, the grave digger will be asked to confirm the area's suitability for half plots.



Action

Members are asked to decide whether to instruct the Assistant Clerk to further investigate the suitability of this area for half plots, or to explore alternative locations for this purpose.

Item 9- Lightwater Cemetery

d) Consideration of measures to mark reserved burial plots

There are 34 reserved grave plots in Lightwater Cemetery. The Lightwater Cemetery fee structure allows the pre purchase of a plot when the adjacent plot is purchased for immediate use.

The purpose of this paper is to gather members' input on the most suitable method for marking reserved burial plots within the cemetery. This will contribute to a broader discussion on implementing a consistent approach across Lightwater and Windlesham cemeteries. Proper identification of reserved plots is essential to prevent misallocation, ensure ease of identification for families and office staff and maintain accurate cemetery records.

Currently, reserved burial plots are recorded within the cemetery records and on the cemetery maps, however, there is no method for physically marking the plots. Implementing a clear marking system will provide clarity and prevent misallocation.

Proposed Methods for Marking Reserved Burial Plots

Plaques

- Discreet plaques embedded in the ground at the plot location.
- Clearly identifies reserved plots without being obtrusive.
- Requires secure fixing to prevent removal or displacement.
- Would not interfere with grass cutting.
- An example will be available to view at the meeting.
- Initial pricing estimate- £30/plaque.

Wooden or Metal Pegs

- Small, numbered pegs placed at the head of each reserved plot.
- Easy to install.
- May require periodic replacement due to weather exposure.
- Could make grass cutting around the peg difficult and increase the risk of it being damaged by a strimmer.

Concrete or Stone Markers

- Engraved markers indicating reservation details.
- More durable than wooden or metal pegs.
- Higher initial cost but lower maintenance over time.
- Could make grass cutting around the peg difficult and increase the risk of it being damaged by a strimmer.

Decision:

Members are asked to:

- 1. Consider the proposed methods for marking reserved burial plots and decide if they would like to make a recommendation to Full Council.**
- 2. Determine how they would fund any potential markers.**

Item 10- Lightwater Recreation Ground- To review a request for the use of the Recreation Ground

1st Lightwater Scouts would like to apply for the use of the field behind All Saints' Church for their annual bonfire and firework event on the 8th November 2025.

Documents:

- Scouts 2025 Risk Assessment (document A)
- Event Application form (document B)

Decision:

Members are asked to decide if they would like to grant the use of the Recreation Ground for the above use.

1st Lightwater Scout Group

**Firework Display Risk Assessment
and Evacuation Plan 2025**

Contents

1. Site Plan
2. Risk Matrix
3. Scout Risk Assessment
4. Scout Evacuation Plan

1. Site Plan

1st Lightwater Scouts Aerial Site Plan



2. Risk Matrix

1st Lightwater Scouts

Bonfire Event Risk Assessment 2025 – Scoring Matrix

This risk assessment has been prepared using a scoring matrix to determine potential risk of activities undertaken at the aforementioned event.

Where risks are identified, works and arrangements are made to mitigate that risk and reduce level of exposure as far as practicable.

If elements of the event carry a high foreseeable level of risk that cannot be avoided 1st Lightwater Scout Group will review the activity and decide whether to undertake it in a different manner or whether to cancel that activity in entirety.

The matrix is as follows:

	5	10	15	20	25
	4	8	12	16	20
Likelihood	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Hazard				

1 - 4	ACCEPTABLE LEVEL OF RISK – No further action but monitor controls
5 - 9	ADEQUATE LEVEL OF RISK - Look to improve at next review
10 - 16	TOLERABLE LEVEL OF RISK – Look to improve within a specified timescale
17 - 25	UNACCEPTABLE LEVEL OF RISK – Stop activity and make immediate changes.

DEFINITION OF HAZARD LEVEL OF RISK

0	No or little risk of injury from activity
1	Individual could require first aid treatment (individual minor injury)
2	Multiple persons could require first aid treatment (multiple minor injury)
3	Individual could require hospitalisation (individual major injury)
4	Multiple persons could require hospitalisation (multiple major injury)
5	Fatality (individual or multiple)

DEFINITION OF LIKELIHOOD LEVEL OF RISK

0	Nil Chance
1	Very Low Chance
2	Unlikely
3	Likely
4	Almost Certain
5	Definitely

The risk assessment on the following pages has been scored taking into account the actions to reduce/mitigate risk as defined within the document. Should any task not have these actions followed risk should be re-assessed taking that into account.

3. Scout Risk Assessment

1st Lightwater Scouts - BONFIRE NIGHT 2025 Risk Assessment

Phase of event	Task	Hazard 0-5	Likelihood 0-5	Risk Rating 0-5	Risk identified	Action to reduce/eliminate risk
Setting up/Construction	Wood storage	1	2	2	Arson Wildlife	Material will be stored in smaller piles no taller than 1.5m at the rear of site to avoid potential arson to the main bonfire and also to ensure that any wildlife is not affected.
	Construct bonfire Period	1	2	2	Movement of materials	Material will be moved to a central storage area via controlled vehicle movements.
		1	3	3	Handling of materials	Materials will be moved in small quantities of less than 25kg. Awkward materials will not be handled single handed.
		1	2	2	Working at heights Injury from equipment	No working will be undertaken above 2m by minors. Cutting and impact tools will be used by competent persons only. Tool use will be for short periods only to avoid hand strain. PPE in the form of gloves and protective goggles will be used. Limited overhead working will take place.
		1	1	1	Overhead working	All constructors will wear protective headgear to limit risk. All materials will be adequately supported during construction. Large items requiring high level construction works will be limited and where possible constructed at a lower level and lifted into position.
	Electrical installation	1	1	1	Electrocution	Electrical equipment will not be connected to a live source until circuit and connected leads are fully installed and tested. Following energising all outlets will be tested to ensure correct connection. Power can only be used by others following tests.
	Setting up tents	1	1	1	Handling of tents and equipment.	Heavy tents and equipment weighing more than 25kg will be handled by adequate staff. Checks will be made following construction to ensure adequate supports and guy ropes are used.
	Field Access	1	1	1	Damage to field Crowd Injury	The grass at the entrance to the field will be protected using purpose made protection mats which will be secured to the soil where needed.
	Field condition	1	1	1	Damage to field	The field will be examined to determine any areas that are waterlogged, this will then be cordoned off to prevent crowd access.
	Site Access	2	2	4	Vehicle damage Volunteer/Crowd Injury	Access to the car park will be restricted to event vehicles only on the day of the event.
Event Period	Fire work display Refer to Star Firework Information	Refer to Star Firework RA	Refer to Star Firework RA	Refer to Star Firework RA	Explosion/Firework failure Crowd Injury	See Risk Assessment from specialist contractors. Area as advised by above specialists cordoned off for safe area. ScoutMed on site to offer first aid response as required. Marshalls in hi-vis jackets throughout site to keep crowd within controlled area.
	Bonfire	2	2	4	Spread of fire	Bonfire positioned a safe distance from the cordoned crowd. Fire extinguishers positioned within cordon area to allow staff to extinguish any small fires that may occur after collapse.

1st Lightwater Scouts - BONFIRE NIGHT 2025 Risk Assessment

Phase of event	Task	Hazard	0-5	Likelihood	0-5	Risk Rating	0-5	Risk identified	Action to reduce/eliminate risk
Event Period (cont)		2		2		4		Fire Collapse	Staff working near the bonfire are positioned adequate distance from the fire to eliminate risk.
	Food preparation & sales	2		1		2		Crowd Safety	Marshall control crowd and ensure that they are kept behind cordons.
		1		1		1		Cooking area	Cooking area is kept away from serving area to reduce risk to the public.
	Hot Drinks preparation & sales	1		1		1		Burns at preparation Customer burns	Each BBQ is controlled by individual cooks. All BBQ's are permanently supervised. Water fire extinguishers are provided in case of fire. Space is well lit and urns mounted on a level surface. Cups are not filled to the top to limit spillage and burns occurring.
	Disco	1		1		1		Electrical Fire Electrocution	CO2 extinguisher provided to assist in the event of fire. Adequate lighting is provided at all times. Power is not energised until all connections are made.
	Entrance	2		2		4		Crowd Safety	The area is well lit with a number of access routes to limit crowd Marshall's direct visitors. Marshall's with loudspeakers and radio communications keep a controlled entrance and exit flow to and from site.
	Exit from site Police support as available	2		2		4		Traffic control on highway	When exiting site additional Marshall's will be allocated to that roadside area and where possible stop traffic for limited periods to allow the crowd to leave site safely.
	Serious Incident	2		2		4		Need to Evacuate	In the event of a serious incident evacuation procedure will be actioned. Marshall's will assist in an orderly evacuation. using evacuation plan.
	Crowd Safety with Police support as available	2		2		4		Crowd control	Marshall's sited throughout site offer crowd control & assistance.
	Electrical Services	1		1		1		Site temporary electrical installation	Temporary services are kept from main crowd routes and areas. All leads are RCD protected at sources reducing risk of shock.

1st Lightwater Scouts - BONFIRE NIGHT 2025 Risk Assessment

Phase of event	Task	Hazard 0-5	Likelihood 0-5	Risk Rating 0-5	Risk identified	Action to reduce/eliminate risk
Event Period (cont)	Bonfire Flammable accelerants	1	2	2	Control & Spread of accelerant	Fuel Oil is to be used for the fire effect. Use will be limited to certain areas of the fire and fire extinguishers and sand will be locally positioned .
	Lost Children	0	3	3	Missing Child	Marshall to obtain details and contact the event coordinator. Event coordinator will make PA announcements. All exits will be monitored to ensure that the child does not leave the site.
		0	3	3	Found Child	At all times, the child will be escorted by 2 marshalls, preferably with one marshall the same sex as the child. The child will be escorted to the first aid tent. Marshall to obtain details from the child and contact the event coordinator. Event coordinator will make PA announcements.
Clear-up period	Bonfire	2	1	2	Burns/Fire	The fire will most likely still be alight after the event. The fire will cordoned off to prevent access until the area is cleared during the following day.
	Electrical Installation	1	1	1	Electrical Safety	Power is de-energised throughout once tent age is removed. Lighting remains in operation until the end at which point it is disconnected at source and then removed. Removal works are undertaken in torch light.
	Clear site	1	1	1		Initial site clearance is undertaken following the event. Following day detailed final clearance is undertaken. Check for metal within area of fire. Make good as required.

4. Scout Evacuation Plan

1st Lightwater Scouts Bonfire 2025 - Event Evacuation Procedure

Throughout the period when the public are present event control and methodology for emergency evacuation are to be actioned as detailed below.

This document must be read alongside the event risk assessments.

Due to potential for differing risks this document is provided to identify required actions for each level of risk.

Key Personnel are to be located at three primary locations and will be in radio contact to allow a coordinated action plan to be implemented throughout the events duration.

The key locations where any major failure or emergency will be identifiable are:

1. Entrance gates
2. Fire area
3. Event Coordinator position

At each location coordinating Marshals will be present with both air horns and megaphones.

Action In the event of a minor incident:

Potential minor events	Power Failure
	Local problem to event facilities (tea tent, etc.)

If either of the above type of failure occurs, there will be no need to evacuate all the public from the field.

In the event of power failure coordinating Marshalls will make announcements on megaphones for all persons to remain in their current locations until power can be restored or a controlled evacuation is implemented.

In the event of a local problem with an event facility, Marshalls will move the public away from the area which will be isolated and fenced off.

Action in the event of a major incident:

Potential major events	Fire
	Public disorder
	Structural failure affecting a large area
	Fire work failures that affect the public areas

If any of the above failures occur the field will require evacuation.

Coordinating Marshals nearest the incident will make three separate clear bursts on an air horn to advise of the need for site evacuation.

1st Lightwater Scouts Bonfire 2025 - Event Evacuation Procedure

All marshals are briefed on hearing this signal to move the public towards the defined escape route.

The coordinating marshals will make megaphone announcements throughout the evacuation period.

Marshals at the gate will go to the roadway and stop traffic in both directions (although this task should be undertaken by Surrey Police if available) to allow crowd evacuation away from the site.

If safe to do so, Marshals shall remain on site to secure entrances until such times as emergency services can attend to the incident and any injuries that may have occurred.

The event coordinator will have responsibility to make the final decision as to the required incident response and will make contact with emergency services if required

Item 11- Traffic and Infrastructure- to consider the formation of a Lightwater Traffic & Infrastructure Working Group

With the recent local developments and ongoing parking challenges in Lightwater, members are asked to consider the benefits of establishing a Lightwater Traffic & Infrastructure Working Group.

This working party could address a range of issues, including but not limited to:

- 1. Traffic Management and Road Safety**
 - Address concerns about speeding, congestion and road safety.
 - Work with SCC to explore traffic calming measures such as speed limits, pedestrian crossings, and signage.
 - Work with local authorities to improve enforcement of traffic regulations.
- 2. Development Impact Assessment**
 - Review the impact of new housing or commercial developments on local traffic and infrastructure.
 - Engage with planning authorities to ensure adequate provisions for roads, parking and public transport.
 - Mitigate potential disruptions caused by construction projects.
- 3. Community Engagement and Representation**
 - Provide a platform for residents to raise concerns and contribute ideas.
 - Ensure community interests are represented in discussions with county councils and other agencies.
 - Conduct surveys or public consultations to gauge local priorities.
- 4. Parking Issues**
 - Assess parking availability and identify problem areas.

Members will be aware the Bagshot and Windlesham Village Committees have formed a similar working group, and for your information and consideration, please find attached their terms of reference. Members are advised that if they were to go ahead to form a Traffic and Infrastructure working party group, they will need to establish terms of reference for this group, clearly defining the groups remit, including start and finish dates. Additionally, Members must agree which Councillors and stakeholders will be members of the working party.

Documents:

- Bagshot Traffic and Infrastructure Working Group Terms of Reference
- Windlesham Traffic and Infrastructure Working Group Terms of Reference

Decision:

Members are asked to decide if there is any merit in forming a Lightwater Traffic and Infrastructure working party to involve community engagement.

Windlesham Traffic & Infrastructure Project Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk and reporting to the Windlesham Village Committee.
Purpose	To review previously proposed solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Windlesham village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham residents.
Membership	Community groups – 2 representatives from any of the below • 2 members of business community - No businesses came forward • All Windlesham village councillors, with 1 nominated Windlesham village councillor to act as chair of the working group. • Community groups - Windlesham Society Representative Graham Bullen • 1 representative from the WNP Working Party - As yet not established • Community Representative - Tony May.
Terms of Reference	The remit of the working party will be: 1. To familiarise themselves with the following documents and work alongside SCC Highways to consult with residents on viable proposals: Documents • SCC Highway's proposals from November 2019, and the review of it in Feb 2021 • Questionnaire and consultation prepared by WPC in 2020 • External consultants (PGA) report of proposed traffic flow management for Windlesham village • External consultants traffic report for the Windlesham neighbourhood plan (NB. The consultation process will be led by SCC Highways and should consist of both an in -person meeting and online survey, The resulting documents will be made available to all via the Parish Council website and social media) 2. To review and report feedback from the consultation to Windlesham village committee 3. If the consultation fails to garner enough support for any of the proposals, the working party will: 4. If the consultation fails to garner enough support for any of the proposals, the working party will: • Gather up to date information and evidence which demonstrates support for alternative solutions, reflecting the needs of all road users not just vehicular.

	Consideration must be given to the safety of pedestrians, cyclists, horse riders etc. • If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC • Share feedback from resident survey with SCC representative for Windlesham and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic
Delegated Powers	The councillor representative selected as chair of this working party, or their nominated substitute will report back to the Windlesham committee at key stages of this project. The Working group will have no decision-making powers or powers to spend
Quorum	Two group members plus one Windlesham Village Committee councillor acting as Chair
Budget	There is no budget associated with this project, any recommendations that have associated costs must be referred to the Windlesham Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	7th September 2022
Agreed End Date	

APPENDIX 1

Background Data, Decisions, Research

1. **SCC Highways Report and proposals** from meetings held November 2019 and Feb 2021 generated from a walk about of Windlesham village with Parish councillors (Sam Kaye, Helen Hansen-Hjul, Katia Malcaus-Cooper, James Harris, Mike Goodman)
2. **Questionnaire and consultation prepared by WPC**
3. **Report on proposed traffic flow management** by External Consultant (PGA) hired by WPC , shared with residents at a meeting in the St John's Link venue
4. **Traffic report** prepared by External consultant for WPC as part of the Windlesham Neighbourhood Plan (WNP) adopted May 2019
5. **Zebra Crossing Petition for Windlesham Village – October 2019**

1 SCC Highways Proposals for Road layout changes – Awaiting Public consultation

From: Jason Gosden

Sent: 28 May 2021 15:29

To: Clerk @ WPC <clerk@windleshampc.gov.uk>

Cc: Richard Tear **Subject:** Windlesham Project - Update on options for highway improvement measures

Hi Sarah,

Further to previous discussions with Parish Councillors, a number of alternative highway improvement measures along the B386 through Windlesham village centre were identified for further consideration. I am writing to update the Parish Council on progress that has been made in developing and accessing designs for these options, and I would be grateful if you could share the information in this message with the Parish Councillors.

Outline designs have now been produced for the measures listed below, and I attach a plan showing each of the proposals.

- A new mini-roundabout at the junction of Pound Lane/Updown Hill/Kennel Lane.
- A new mini-roundabout at the junction of Chertsey Road/Heathpark Drive.



- Improvements to the existing pedestrian island in Chertsey Road near its junction with Kings Lane.
- 3 alternative options for improving pedestrian crossing facilities at the junction of Chertsey Road/Updown Hill.

A safety audit has been carried out on each of the designs. The only significant concerns identified were as follows:

- Approach speeds on the southwest bound approach to the proposed mini-roundabout at the junction of Chertsey Road/Heathpark Drive. (A speed survey will need to be undertaken to further investigate the speeds. If they are found to be above the recommended level then we will need to assess possible mitigation measures).
- Visibility to the left for drivers joining the proposed mini-roundabout at the Pound Lane/Updown Hill/Kennel Lane from the Pound Lane arm. (This will be assessed further on site together with the scope for increasing visibility by cutting back vegetation).

Before progressing any further with the designs it would be helpful to meet again with Parish Councillors so we can seek their views on the various proposals and agree next steps. If you were able to assist with determining members' availability to attend a virtual meeting during the weeks commencing 7 June, 21 June or 12 July that would be much appreciated.

Regards,

Jason

Jason Gosden
Senior Engineer
Area Team 1 NW
Local Highway Services
Surrey Highways

5 Zebra Crossing Petition for Windlesham Village – October 2019

Decision Notice

Committee: Surrey Heath Local Committee

Date of meeting: Thursday, 3 October 2019

Note: Decisions in bold type indicate a decision differing from the recommendation in the report.

The following decisions were approved by the Surrey Heath Local Committee on Thursday, 3 October 2019 and will take effect on 11th October 2019 unless the call-in procedure has been triggered. The call in procedure applies to executive functions of the local committee only. CALL- IN DEADLINE: 10th October 2019.

The following represents a summary of the decisions taken by the Committee. It is not intended to represent the formal record of the meeting but to facilitate the call-in process.

[The alternative options considered and rejected by the Committee in taking the following decisions are set out in the reports circulated with the agenda for the meeting.]

To request a call-in on any of these matters, please contact Nikkie Thornton-Bryar on 01483 404788.

PETITION FOR SPEED BUMPS ON BENNER LANE	Declarations of Interest: None Officers attending: Andrew Milne, Area Highways Manager, SCC Petitions, Public Questions, Statements: Petition response The Local Committee (Surrey Heath) noted that: (i) Benner Lane is included on the Surrey Heath speed management plan and a number of measures have been implemented to help encourage better compliance with the speed limit. (ii) Benner Lane has a good safety record and there are currently no proposals to introduce any traffic calming measures. (iii) Vehicle speeds and road safety will continue to be monitored in Benner Lane as they are for all sites on the Surrey Heath speed management plan. Reasons for Decision: Benner Lane has a good safety record with no personal injury collisions having occurred in the any part of the road in the last 5 years.
PETITION FOR ZEBRA CROSSINGS IN WINDLESHAM	Declarations of Interest: None Officers attending: Andrew Milne, Area Highways Manager, SCC Petitions, Public Questions, Statements: none Recommendations: The Local Committee noted that: (i) There is no action to be taken until the current work on reducing speed in Windlesham is completed.

	Reasons for Decision: As part of work associated with developing proposals for the Windlesham Neighbourhood Plan, transport consultants are seeking views from residents about other potential options for enhancing the village centre environment.
HIGHWAYS UPDATE REPORT	Declarations of Interest: None Officers attending: Andrew Milne, Area Highways Manager, SCC Petitions, Public Questions, Statements: none Recommendations: The Local Committee (Surrey Heath) is asked to note: i) the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2019/20 financial year. ii) the budgetary position. iii) that a further Highways Update will be brought to the next meeting of this Committee.
ENVIRONMENTAL COMMITMENT	Declarations of Interest: None Officers attending: None Petitions, Public Questions, Statements: none Recommendations: The Local Committee (Surrey Heath) noted and endorsed the report
NOMINATION TO OUTSIDE BODY - FAIROAKS AIRPORT	Officers attending: None Petitions, Public Questions, Statements: None Recommendations: Cllr Mike Goodman was nominated as the SCC representative for the Fair Oaks Airport Consultative Committee. Reason for Decision: The Fair Oaks Airport Consultative Committee have a vacancy for one Surrey County Council representative until the end of the election cycle of May 2021. This organisation is located within Chobham.

Bagshot Traffic & Infrastructure Project Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk and reporting to the Bagshot Village Committee.
Purpose	To review solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Bagshot village whilst enhancing and sustaining the shops and businesses for the benefit of the Bagshot residents.
Membership	Community groups – 2 representatives from any of the below • 2 members of business community • All Bagshot village councillors, with 1 nominated Bagshot village councillor to act as chair of the working group. • Up to 2 community groups • 2 members of community.
Terms of Reference	The remit of the working party will be: 1. To work alongside SCC Highways to- • Gather up to date information and evidence which demonstrates support for traffic calming measures and the 7.5 tonne limit, reflecting the needs of all road users not just vehicular. Consideration must be given to the safety of pedestrians, cyclists, etc. • If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC • Share feedback from resident survey with SCC representative for Bagshot and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic 2. To review and report feedback from the consultation to Bagshot village committee.
Delegated Powers	The councillor representative selected as chair of this working party, or their nominated substitute will report back to the Bagshot committee at key stages of this project. The Working group will have no decision-making powers or powers to spend.
Quorum	Three group members plus one Bagshot Village Committee councillor acting as Chair.

Budget	There is no budget associated with this project, any recommendations that have associated costs must be referred to the Bagshot Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	
Agreed End Date	

Item 12- Grant Applications

To consider a grant application from The Lightwater Society

The Committee has received a grant application from The Lightwater Society requesting £500 to contribute towards the society's expanding programme of events, including the Fayre in the Square.

Members are asked to decide if they wish to grant £500 to The Lightwater Society for the above purposes and decide how they would like to fund it.

To consider a grant application from The Briars Community Association

The Committee has received a grant application from The Briars Community Association requesting £2,000 to contribute towards the installation of a hearing loop system at the Briars Community Centre.

Members are asked to decide if they wish to grant £2,000 to The Briars Community Association for the above purposes and decide how they would like to fund it.

To consider a grant application from The Lightwater Society for a VE Day Event

The Committee has received a grant application from The Lightwater Society requesting £5,985 to help fund a VE Day community event in Lightwater Village.

Members are asked to decide if they wish to grant £5,985 to The Lightwater Society for the above purposes and decide how they would like to fund it.

Funding:

Lightwater Grant budget EMR = £1,920

Lightwater Grant Budget 2025/26 = £5,000

VE Day celebrations budget line 2025/26 = £6,500



WINDLESHAM PARISH COUNCIL

APPLICATION FORM

GRANT UNDER £500

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation/Group	LIGHTWATER SOCIETY
Contact Name	KATIA MALCAUS COOPER
Position within the organisation/group	CHAIRMAN
Telephone number	
Address of organisation/group	C/O THE BRIARS CENTRE BRIAR AVENUE
Postcode	GU18 5UN
Email address	TREASURER@THEBRIARSCENTRE.ORG
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	I am writing on behalf of the Lightwater Society to request a grant contribution to support our expanding programme of community events, including our popular Fayre in the Square, which we are delighted to be running four times this year. We are seeking assistance to cover the cost of: • A branded gazebo (circa £650), which will serve as a central, recognisable hub for our activities at each event. This will not only enhance the visibility and professionalism of our events, but we also warmly invite local councillors to use the gazebo as a base for community engagement, drop-ins, or ward surgeries during any of our events. • The licence fee for each of the four Fayres, at £102.50 per event, totalling £410. All of our events are free of charge to attend, ensuring they are accessible to all. They are carefully designed to enrich the lives of residents in the parish, bringing people together, supporting local makers and small businesses, and offering activities for all ages.

	With your support, we can continue to build community connections, increase civic participation, and deliver joyful, inclusive experiences for Lightwater residents. We would be delighted to publicly acknowledge your support through our signage, social media, and printed materials. Thank you very much for considering our request. I would be pleased to provide any further details you may need.
Total cost of purpose/project	£1060
Amount of grant requested:	£500

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our application is successful, we agree to abide by the conditions:

Signed.....KATIA MALCAUS COOPER.....

Name.....KATIA MALCAUS COOPER.....

Position in organisation.....CHAIRMAN.....

Date.....26/3/25.....

NB. If your bid is successful you will need a nominated bank account to receive the funds. If you have any queries please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS OVER £1000
 Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation	THE BRIARS CENTRE COMMUNITY ASSOCIATION
Registered Charity Number (if applicable)	1074517
Contact Name	KATIA MALCAUS COOPER
Position within the organisation	CHAIRMAN
Telephone number	██████████
Address of organisation	C/O THE BRIARS CENTRE BRIAR AVENUE
Postcode	GU18 5UN
Email address	██
Total cost of purpose/project	£6339.28
Amount of grant requested	£2000 – to upgrade to 20 microphones
Detail grants received (or applied for but not yet determined) from other sources:	SCC – applied, not yet received

What are your organisation's objectives?	The Briars Centre Community Association (Charity No. 1074517) aims to provide a community centre for activities of local residents, along with a sports field and open space. The main aims include: ☐ Providing a venue for community activities: Offering a space for events, meetings, and programs that benefit local residents. ☐ Promoting social inclusion: Ensuring the centre is accessible and welcoming to all members of the community, fostering a sense of belonging. ☐ Supporting local initiatives: Facilitating projects and services that address the needs and interests of the Lightwater community.
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For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	I am writing on behalf of the Briars Centre Community Association, a registered charity (Charity No. 1074517), to request funding support for the installation of a hearing loop system at the Briars Community Centre in Lightwater. The Briars Centre is a valued local facility, serving as a hub for social, educational, and community-focused activities. As part of our commitment to equality, accessibility, and inclusion, we are seeking to install a hearing loop system that will enable residents with hearing impairments to fully participate in all that the Centre has to offer. This system will also include 20 microphones, making it suitable for formal meetings, including those held by Windlesham Parish Council, who could then consider the Centre as a host venue for Parish Council meetings. This dual-purpose setup significantly increases the flexibility and community value of the Centre. The key objectives of this project are to: • Remove barriers to participation for those with hearing impairments. • Improve inclusivity in line with our charitable aims. • Enable broader use of the Centre by both community groups and civic organisations. • Strengthen the Briars Centre's role as a welcoming, accessible, and inclusive space for all residents of Lightwater. The total cost for the supply and installation of the hearing loop system is £6,339.28. We would be very grateful if the Parish council could contribute £2000 which would pay for the upgrade to 20 microphones. We would, of course, be happy to publicly acknowledge your support and provide updates on the installation and its community impact. Thank you very much for considering our application. Please do not hesitate to get in touch should you require any further information.
How will you monitor and evaluate achievement of your objectives?	Increased community use by being inclusive.
How does the application meet the criteria for this fund?	Inclusivity is at the core of the Briars and the Council's objectives. By offering a hearing loop and microphones, the

	Council will be able to use the hall to fulfil its objectives regarding public participation and inclusivity.
How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	There are no restrictions as the Briars is open to all who want to book it as per the constitution.
Has community engagement been undertaken?	Yes. The caretaker has been asking users if this would be well received and the feedback has been positive.

Total number of users of your organisation	18000+
Number of your users resident in Windlesham Parish who will directly benefit from the grant	18000+
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	17

Current bank balance	£ 18667.85	date 28/03 /25
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Supporting documentation to be submitted with the grant application.

A copy of the written constitution



Copies of the last financial year-end accounts



A copy of your latest bank statement



If the grant relates to property matters, a copy of the lease



Additional documentation required for grant requests over £3,000

Tendering process



Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan ☐

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed...KATIA MALCAUS COOPER

Name...KATIA MALCAUS COOPER.....

Position in organisation...CHAIRMAN.....

Date...28/3/25.....

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

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Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS OVER £1000
 Please complete all details in **BLOCK CAPITALS**

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation	THE LIGHTWATER SOCIETY
Registered Charity Number (if applicable)	-
Contact Name	KATIA MALCAUS COOPER
Position within the organisation	CHAIRMAN
Telephone number	██████████
Address of organisation	C/O THE BRIARS CENTRE BRIAR AVENUE
Postcode	GU18 5UN
Email address	██
Total cost of purpose/project	£5985
Amount of grant requested	£5985
Detail grants received (or applied for but not yet determined) from other sources:	I am writing on behalf of the Lightwater Society to request funding support for a special community event to mark VE80 – the 80th anniversary of Victory in Europe Day. The event will be held at the Lightwater Recreation Ground and will follow a similar format to the Jubilee and Coronation celebrations, which the Parish Council kindly sponsored and supported. This event will continue in the same spirit—bringing residents together for a day of remembrance, celebration, and community connection—but will be scaled back to fit a budget of £6,000, ensuring value for money while still delivering a joyful and meaningful experience for all ages. The VE80 Festival will be free to attend and will include live music, children’s entertainment, theming and decorations, space for reflection, and volunteer-led community engagement. The full budget breakdown is as follows: • Stage hire – £795 • Marquee hire – £500

	• Floor hire – £200 • Tables and chairs – £345 • Bouncy castles/inflatables – £795 • Toilets – £250 • First aid cover – £250 • Live bands – £1,500 • Volunteer welfare – £500 • Decorations and theming – £350 • Advertising and promotion – £500 Total: £5,985 This event is intended to enrich the lives of residents across the parish, offering a positive community experience rooted in shared heritage. We would be delighted to acknowledge the Parish Council's support publicly and would warmly welcome councillors and officers to attend as our guests. Thank you for considering this request. I would be happy to provide any further information needed or discuss ways your support can be recognised.
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What are your organisation's objectives?	The Lightwater Society is dedicated to fostering community spirit and enhancing the quality of life for residents in Lightwater. Their objectives include organizing inclusive events, supporting local businesses and artisans, and providing platforms for community engagement. By hosting free events like the upcoming VE80 Festival, they aim to bring together residents of all ages to celebrate shared heritage and strengthen community bonds. Additionally, the Society collaborates with local authorities and organizations to ensure their initiatives align with the community's needs and interests.
For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	VE80 FESTIVAL
How will you monitor and evaluate achievement of your objectives?	DELIVERY OF THE FESTIVAL AND PUBLIC PARTICIPATION

How does the application meet the criteria for this fund?	This event is free of charge, inclusive and offers a real benefit to residents of the parish and beyond and aligns with the Council's commitment to enrich residents' lives through grant funding.
How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	The event is free of charge and fully inclusive
Has community engagement been undertaken?	Yes. A Facebook page has been created, the event is promoted on the website and on the local Facebook group.

Total number of users of your organisation	18000+
Number of your users resident in Windlesham Parish who will directly benefit from the grant	18000+
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	-

Current bank balance	£ 14547.05	date 26/03 /25
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Supporting documentation to be submitted with the grant application.

A copy of the written constitution ☒

Copies of the last financial year-end accounts ☒

A copy of your latest bank statement ☒

If the grant relates to property matters, a copy of the lease ☐

Additional documentation required for grant requests over £3,000

Tendering process ☐

Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan ☐

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed...KATIA MALCAUS COOPER

Name...KATIA MALCAUS COOPER.....

Position in organisation...CHAIRMAN.....

Date...26/3/25.....

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

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Item 13- Clerks Update

War memorial planting

The tidy up of the war memorial and war memorial gardens has been completed to a high standard. Due to the risk of frost, the contractor will begin planting the bedding around the base of the memorial in the coming weeks, ensuring the timing is optimal for the plants.

Lightwater Pavilion

At the March 2025 Full Council meeting, a Memorandum of Agreement, prepared by an appointed solicitor, was approved for signing by the Clerk to the Council. It was also agreed that all Lightwater Committee councillors will act as the committee overseeing the trust. Once the agreement has been finalised and the Trust Committee's Terms of Reference are approved by Full Council, a Trust Committee meeting will be scheduled.