



Windlesham Parish Council

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

Held on Tuesday 7th November at 7:00pm at St Annes Church Centre, 43 Church Road, Bagshot

Councillors	
Bakar	A
Du Cann	P
Gordon	P
Hills	A
White	P
Willgoss	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

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

		Action
BVC/23/30	Apologies for Absence Apologies from Cllr Bakar and Cllr Hills were received and accepted.	
BVC/23/31	Declarations of Interest Cllr Gordon declared a non-pecuniary interest in item 12 as he is on the Bagshot Society committee, and some of the events put on by the Windle Valley Fundraisers take place in his pub. Cllr White declared a non-pecuniary interest in item 12 as she is a trustee for Windlesham United charities and also attends the meetings of the Bagshot Society. Cllr Willgoss declared a non-pecuniary interest in item 12 as he is the Parish council representative for Bagshot Society and attends their meetings.	
BVC/23/32	Public question time No public questions.	
BVC/23/33	Exclusion of the press and public	

	There were no exclusions to the press and public.	
BVC/23/34	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Bagshot Village Committee meeting held on the 1st August and 20th September 2023 were approved and signed by Cllr Willgoss.</p>	Cllr Willgoss
BVC/23/35	<p>Payment lists for approval</p> <p>There were no payments for approval.</p>	
BVC/23/36	<p>Committee Finances</p> <p>The Committee noted the report.</p>	
BVC/23/37	<p>To consider privacy screening along the school fence line</p> <p>Members were asked to consider a request for privacy screening along the school fence line at School Lane Field and were asked to decide if they would like to go ahead with any of the presented quotes for hedging.</p> <p>It was discussed and noted that there have been no reports of anti-social behaviour since the outdoor gym equipment had been installed.</p> <p>Members unanimously resolved not go ahead with any of the 3 quotes presented. Members agreed to keep in contact with the headteacher of the neighbouring school to ensure any future concerns are reported to the Council straight away.</p> <p>Members also discussed other planting ideas which could be looked into further if required.</p>	Assistant Clerk
BVC/23/38	<p>Cemetery Memorial Testing- Update</p> <p>Members were informed that 18 memorials have been laid down in Bagshot Cemetery and that a structural survey was completed on three memorials over 6ft tall.</p> <p>Members were reminded that at the August 2023 Committee meeting it was resolved to fix 5 historical memorials with an agreed spend up to £15,000, and an update of these 5 memorials was presented.</p> <p>It was reported that indicative prices indicated that the repairs would cost between £700-£850 per memorial and members were asked to decide if they would like to give delegated authority to the Clerk to appoint a company once three quotes have been received, up to the agreed spend of £15,000.</p>	

	<p>Members were reminded that the resolution at Full Council allowed for the repair only of the memorials.</p> <p>Members unanimously resolved to give delegated authority to the Clerk to appoint a company to fix the memorials once 3 quotes had been received.</p>	<p>Clerk/Assistant Clerk</p>
<p>BVC/23/39</p>	<p>Freemantle Playground Tender</p> <p>Members were informed the playground tender closed on the 29th September and one response had been received.</p> <p>It was also reported the design, quote and accompanying documents had been scored by Cllr Du Cann and Cllr Hills and it received very high scores from both Councillors.</p> <p>Members were asked to decide if they wished to-</p> <p>a) Proceed with a public online consultation with the one design, and if so to decide how they would like to consult</p> <p>Or</p> <p>b) Review the budget for the playground and re tender with an increased budget</p> <p>Members unanimously resolved to proceed with the playground design and quote as presented and due to only one design being received, they decided not to consult with the public.</p> <p>Members were reminded that it was resolved at the August 2023 meeting that the overall spend for the playground would be £26,500, with £13,000 to be funded from the Bagshot CIL, £13,000 to be funded from SHBC match funding and £500 to be funded from Cllr Wilson’s Councillor allowance.</p> <p>Members were advised that subsequently, the application to Cllr Wilson was turned down and were asked to decide how they would like to fund the extra £500.</p> <p>Members unanimously resolved to fund the extra £500 from the Bagshot CIL.</p>	
<p>BVC/23/40</p>	<p>Traffic & Infrastructure</p> <p>a) Update from Working Group</p> <p>Members noted the Working Party minutes from the 6th September 2023.</p> <p>b) Recommendation for consideration from Working Group</p> <p>The Working Group put together a wish list to be forwarded to Surrey County Council Highways in regards what they would like considered in terms of traffic calming in Bagshot and the Committee were asked if they approved the potential traffic calming measures and were happy for them to be forwarded to SCC.</p> <p>Members unanimously resolved to forward the following wish list to be considered by SCC highways-</p>	

	<p>All to be under the umbrella of a 20mph zone with a 7.5t restriction. High St</p> <p>1/ Raised crossings</p> <p>2/ Better signage/awareness of the speed limit</p> <p>3/ Vehicle activated speed signs</p> <p>Guildford Road</p> <p>1/ Puffin Crossing, to replace Manor Way Zebra Crossing</p> <p>2/ Raised crossings, both Freemantle Road and Bagshot Green Zebra crossings</p> <p>3/ Better signage/awareness of the speed limit</p> <p>4/ Vehicle activated speed signs</p> <p>5/PIR activated spotlights on crossings. The Working Group has information on ' lighted zebra crossings.' Bagshot could showcase this new crossing idea</p> <p>6/ Marked parking spaces by the Victorian cottages adjacent to the Catholic Church with daytime restrictions</p> <p>Bridge Road</p> <p>1/ Raised crossing. Perhaps with/ or reduced width to create a pinch point with no priority</p> <p>2/ Better signage/speed awareness signs, possibly again vehicle activated speed signs</p> <p>3/ Elderly residents crossing sign (flashing?)</p>	
<p>BVC/23/41</p>	<p>Grant Applications</p> <p>a) <u>To consider a grant application from Windle Valley Fundraisers</u> The Committee received a grant application from the Windle Valley Fundraisers requesting £480 to help fund the Xmas float which travels around Bagshot raising money. Members unanimously resolved to award the grant for the above purposes.</p> <p>b) <u>To consider a grant application from Windlesham United Charities</u> The Committee received a grant application from Windlesham United Charities requesting £500 to plant commemorative trees for June Green and Jill Ward who have recently passed away. Members unanimously resolved to award the grant for the above purposes.</p> <p>c) <u>To consider a grant application from St Anne's Church</u> The Committee received a grant application from St Anne's Church requesting £450 to help fund a Christmas Tree festival. Members unanimously resolved to award the grant for the above purposes.</p> <p>d) <u>To consider a grant application from The Bagshot Society</u></p>	

	<p>The Committee has received a grant application from the Bagshot Society requesting £1,040.20 to fund the miniature shop front Christmas trees (to include the purchase, delivery and installation) and £75 to fund the winter planting of the WPC planters in The Square and the Charity Horse trough in Church Road.</p> <p>Members unanimously resolved to award the grant for the above purposes.</p> <p>It was noted that it was previously resolved to fund the miniature Christmas trees from the festive lights budget and members were asked if they wished to approve a virement of £1,040.20 from the festive lights budget to the grants budget line.</p> <p>e) <u>To consider a grant application from Curley Park Rangers Football Club</u></p> <p>The Committee received a grant application from CPRFC requesting £700 to help fund a secure cabinet to mount the club's defibrillator outside the clubhouse.</p> <p>Members unanimously resolved to decide if they wish to award the grant for the above purposes.</p> <p>It was suggested that a post is put out on social media to let Bagshot residents know what grants had been awarded by the Committee.</p>	Assistant Clerk
BVC/23/42	<p>Christmas Tree Festival at St Anne's Church</p> <p>Members were informed that St Anne's Church is holding a Christmas Tree festival from the 1st – 3rd December.</p> <p>Cllr White confirmed she will be volunteering at the festival.</p>	
BVC/23/43	<p>Christmas 2023- To discuss the timing of the lamp column lights</p> <p>Members were asked to decide if this year they would like to extend the length of time the lamp column lights are lit, and if so, to decide by how many hours and how they would like to fund it.</p> <p>Members unanimously resolved that they would not like to extend the length of time the lamp column lights are lit.</p>	
BVC/23/44	<p>Sign at College Ride, Bagshot</p> <p>It was reported that of the signs at College Ride had been vandalised and the pole taken out of the ground and that this was not the first time this had happened. A quote of £80 to re fix and re concrete the sign was presented and members were asked if they wished to proceed with the quote.</p> <p>Members unanimously resolved to fix the sign as per the quote presented and to fund it from the Greenspace Contingency fund.</p>	
BVC/23/45	<p>Rosemary Cross at Bagshot Cemetery</p>	

	<p>It was reported the Rosemary cross in Bagshot Cemetery had grown so high that the plaque in the middle could no longer be viewed.</p> <p>Members were asked to decide if they would like to either-</p> <ul style="list-style-type: none"> a) Give the plants a hard prune back to a height that the plaque is visible, with the knowledge that the plants may not survive. Or b) Tidy up the plants and investigate the possibility of moving the plaque to a position at the front where it will be visible. Or c) Replace the plants with something which is low growing. <p>Members were asked that if they agreed to any of the above options, to confirm if they wished to delegate authority to the Clerk to seek quotes and instruct a contractor on the basis of best value. Members were also asked to set an upper limit for the work and decide how to fund any agreed work.</p> <p>Members unanimously resolved to proceed with Option b)- tidy up the plants and move the plaque to the front (bottom of the cross) where it will be more visible.</p> <p>Members also agreed to delegate authority to the Clerk and the Chair to seek quotes and instruct a contractor on the basis of best value. Members agreed a budget of up to £250 to be taken from the Cemetery Maintenance fund.</p>	<p>Clerk & Chair</p>
<p>BVC/23/21</p>	<p>Clerks Update</p> <p>The Assistant Clerk reported the following:</p> <p><u>School Lane Field Pond dredging</u></p> <p>It was reported to members that unfortunately, the dredging of School Lane Field has been delayed again due to the pond conditions being too boggy. It was confirmed that it was hoped the dredging would now take place in the New Year when conditions should have improved.</p> <p>It was agreed that an update regarding the pond is put out on social media to make residents aware of the delay.</p>	<p>Assistant Clerk</p>
<p>BVC/23/22</p>	<p>Correspondence</p> <p>No correspondence.</p>	
<p>BVC/23/23</p>	<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>	

	No exclusions to the press and public.	
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There being no further business, the meeting closed at 20:15

Item 7

Item 87- Committee Finances- An Income & Expenditure report prepared by the Council's Responsible Financial Officer

INCOME AND EXPENDITURE REPORT AS AT 11 January 2024 BAGSHOT VILLAGE (Cost centres 300-355)

The schedule below reflects the Income and Expenditure report for Bagshot Village (extracted from the Windlesham Parish Council Income and Expenditure report). Reference should be made to the 'Actual Year to Date' column as this reflects total income/expenditure in the period starting 1 April 23 with the 'Current Annual' reflecting the Annual Budget.

Income

Income for the village is derived from the following sources:

	Actual YTD £	Budget Full Year - £
- Burial fees	610	0
- Precept	128,683	128,682
- Other income	56	0
- Interest received	3,096	1,569
- CIL income (see note below)	152,680	0
- Field of Remembrance	391	2824

Income is budgeted as an annual total but is received periodically over the year, notably the Precept which is paid in two tranches. The second tranche was received on 30 June 23 and is reflected in the figures above.

CIL income is also received periodically but is not budgeted for and is transferred to an EMR as and when received for use within the village. The current balance stands at £308,643 following a receipt of £152,680 on 1 October 23.

Burial fees refer to an ashes internment and accompanying plaque whilst the other income is from a refund of electricity costs for Christmas lights in 2022. Interest received arises from the balances held on deposit by the Council.

Expenditure

The majority of expenditure is contracted for by the Parish Council and the costs are allocated to the individual villages based on a pre-determined split depending on the nature of the expenditure.

Total expenditure for the period 1 April 23 to 11 January 2024 is £182,391 reflecting though this includes expenditure of £66,292 that has been transferred from EMRs. The primary amount was

for £62,223 relating to the playground installation. Net expenditure is therefore £116,019 representing 73.7% of the annual budget spend, broadly in line with expectations based on an even spread of costs.

For the period 1 April 23 to 30 October 23 the following points should be noted:

		Actual YTD		Budget Full
		£		Year - £
-	305/4100	War Memorial	180	500
-	305/4105	Bagshot Clock	0	500
-	310/4160	Greenspace contingency	368	1,000
-	310/4185	Planting	1,777 (1)	1,705
-	310/4190	Christmas trees	320	1,000
-	310/4220	Playground repairs and renewal	63,149 (2)	4,000
-	330/4500	Councillor allowances and training	7,888 (3)	10,000
-	340/4650	Grants	3,670 (4)	8,000

- (1) The Planting cost covers the charge for hanging baskets in the village to cover the full year and paid in April 23 plus a small amount for the Bagshot Society Christmas trees;
- (2) The Playground Repairs and Renewals expenditure covers the total cost for the School Lane gym, paid as two separate payments on account totalling £9,999. The amount has been funded from Bagshot CIL (BVC/22/60). The bulk of the spend however is for the School Lane playground replacement with a total cost of £52,074 funded from EMR320 School Lane field (£16,659.90) and EMR380 Bagshot CIL (£35,414.21) - BVC/22/60
- (3) Councillor Allowances cover the monthly allowances paid to Councillors plus an element of training;
- (4) Grant expenditure comprises the village allocation of a £3,000 grant approved by Full Council to Harper Asprey for a veterinary x-ray machine (FC C/23/42); £50 for the WI planter scheme (BVC/23/18); £1,040.20 for the Bagshot Society Xmas trees (BVC/23/41); £480.00 for the Bagshot Xmas Float (BVC/23/41); £450.00 for the St Anne's Xmas tree festival; £500.00 for Windlesham United Charities commemorative trees (BVC/23/41); and £150 contribution the local Neighbourhood Watch newsletter (C/23/115).

Detailed Income & Expenditure by Budget Heading 02/01/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Bagshot								
<u>300 Bagshot Cemetery</u>								
1000 Burial fees	0	610	0	(610)			0.0%	
Bagshot Cemetery :- Income	0	610	0	(610)				0
4005 Ashes interment	0	560	0	(560)		(560)	0.0%	
4050 Rates	0	204	400	196		196	51.0%	
4060 Maintenance	79	2,517	1,000	(1,517)		(1,517)	251.7%	1,065
Bagshot Cemetery :- Indirect Expenditure	79	3,281	1,400	(1,881)	0	(1,881)	234.4%	1,065
Net Income over Expenditure	(79)	(2,671)	(1,400)	1,271				
6000 plus Transfer from EMR	0	1,065						
Movement to/(from) Gen Reserve	(79)	(1,606)						
<u>305 Bagshot Heritage</u>								
4060 Maintenance	0	121	0	(121)		(121)	0.0%	
4100 War Memorial	0	180	500	321		321	35.9%	
4105 Bagshot Clock	0	0	500	500		500	0.0%	
Bagshot Heritage :- Indirect Expenditure	0	301	1,000	700	0	700	30.0%	0
Net Expenditure	0	(301)	(1,000)	(700)				
<u>310 Bagshot Grounds Maintenance</u>								
4160 Greenspace Contingency	0	368	1,000	632		632	36.8%	(31)
4165 Greenspace Contract	2,928	30,256	36,800	6,544		6,544	82.2%	
4185 Planting	0	1,777	1,705	(72)		(72)	104.2%	
4190 Christmas Trees	0	320	1,000	680		680	32.0%	
4195 Tree Maintenance/Surgery	33	11,197	10,730	(467)		(467)	104.3%	
4220 Playground Repairs & Renewal	0	63,149	4,000	(59,149)		(59,149)	1578.7%	62,223
Bagshot Grounds Maintenance :- Indirect Expenditure	2,961	107,066	55,235	(51,831)	0	(51,831)	193.8%	62,192
Net Expenditure	(2,961)	(107,066)	(55,235)	51,831				
6000 plus Transfer from EMR	0	62,192						
Movement to/(from) Gen Reserve	(2,961)	(44,874)						
<u>315 Bagshot Allotments</u>								
1030 Allotment Fees	0	715	629	(86)			113.6%	
Bagshot Allotments :- Income	0	715	629	(86)			113.6%	0

Detailed Income & Expenditure by Budget Heading 02/01/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4060 Maintenance	0	292	1,850	1,558		1,558	15.8%	
4070 Allotment Refunds	0	4	37	33		33	10.0%	
Bagshot Allotments :- Indirect Expenditure	0	296	1,887	1,591	0	1,591	15.7%	0
Net Income over Expenditure	0	419	(1,258)	(1,677)				
<u>320 Bagshot Staffing</u>								
4300 Salaries	0	25,822	28,156	2,334		2,334	91.7%	
4340 Local Government Pension	0	6,774	9,683	2,909		2,909	70.0%	
4345 HMRC Payroll	0	6,943	9,049	2,106		2,106	76.7%	
4350 Training	0	42	720	678		678	5.8%	
Bagshot Staffing :- Indirect Expenditure	0	39,582	47,608	8,026	0	8,026	83.1%	0
Net Expenditure	0	(39,582)	(47,608)	(8,026)				
<u>325 Bagshot Administration</u>								
1076 Precept	0	128,683	128,682	(1)			100.0%	
1800 Other Income	0	56	0	(56)			0.0%	
1900 Interest Received	0	3,096	1,569	(1,527)			197.3%	
1950 CIL Income	0	152,680	0	(152,680)			0.0%	152,680
Bagshot Administration :- Income	0	284,515	130,251	(154,264)			218.4%	152,680
4350 Training	0	11	0	(11)		(11)	0.0%	
4380 Elections	0	1,882	1,480	(402)		(402)	127.2%	1,882
4400 Legal/HR/Recruitment Costs	0	1,818	2,590	772		772	70.2%	
4410 Cleaner	0	0	277	277		277	0.0%	
4415 Insurance	0	1,714	1,575	(139)		(139)	108.9%	
4420 Finance System	0	479	814	335		335	58.8%	
4425 External Finance Support	0	157	1,110	953		953	14.1%	
4430 Licences & Subscription	75	1,478	2,409	931		931	61.3%	
4435 Office Expenses	7	529	740	211		211	71.5%	
4440 ICT Costs	548	2,997	1,850	(1,147)		(1,147)	162.0%	1,153
4445 Audit	0	(24)	777	801		801	(3.1%)	
4455 Telecoms & Security	4	516	680	164		164	75.9%	
4550 Office Building Costs	0	141	0	(141)		(141)	0.0%	
4600 Annual Meeting & Civic Costs	0	647	740	93		93	87.5%	
4950 Hall Hire	57	445	777	332		332	57.2%	
Bagshot Administration :- Indirect Expenditure	691	12,791	15,819	3,028	0	3,028	80.9%	3,035
Net Income over Expenditure	(691)	271,724	114,432	(157,292)				
6000 plus Transfer from EMR	452	3,035						
6001 less Transfer to EMR	0	152,680						
Movement to/(from) Gen Reserve	(239)	122,079						

Detailed Income & Expenditure by Budget Heading 02/01/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330 Bagshot Councillors</u>								
4500 Cllr Allowances, Training & Ex	0	7,888	10,000	2,112		2,112	78.9%	
Bagshot Councillors :- Indirect Expenditure	<u>0</u>	<u>7,888</u>	<u>10,000</u>	<u>2,112</u>	<u>0</u>	<u>2,112</u>	<u>78.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(7,888)</u>	<u>(10,000)</u>	<u>(2,112)</u>				
<u>335 Bagshot Council Buildings</u>								
4060 Maintenance	0	2,712	3,700	988		988	73.3%	
4525 Bagshot Chapel Building Costs	0	141	2,960	2,819		2,819	4.8%	
4550 Office Building Costs	162	2,197	2,220	23		23	99.0%	
4555 HMLD Building Costs	224	2,450	2,960	510		510	82.8%	
Bagshot Council Buildings :- Indirect Expenditure	<u>387</u>	<u>7,501</u>	<u>11,840</u>	<u>4,339</u>	<u>0</u>	<u>4,339</u>	<u>63.4%</u>	<u>0</u>
Net Expenditure	<u>(387)</u>	<u>(7,501)</u>	<u>(11,840)</u>	<u>(4,339)</u>				
<u>340 Bagshot Grants</u>								
4650 Grants	0	3,670	8,000	4,330		4,330	45.9%	
Bagshot Grants :- Indirect Expenditure	<u>0</u>	<u>3,670</u>	<u>8,000</u>	<u>4,330</u>	<u>0</u>	<u>4,330</u>	<u>45.9%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,670)</u>	<u>(8,000)</u>	<u>(4,330)</u>				
<u>350 Bagshot Capital Projects</u>								
4915 Festive Lights	0	15	4,725	4,710		4,710	0.3%	
Bagshot Capital Projects :- Indirect Expenditure	<u>0</u>	<u>15</u>	<u>4,725</u>	<u>4,710</u>	<u>0</u>	<u>4,710</u>	<u>0.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(15)</u>	<u>(4,725)</u>	<u>(4,710)</u>				
<u>355 Windlesham Field of Remembranc</u>								
1040 Field of Remembrance Income	0	391	2,824	2,433			13.9%	
Windlesham Field of Remembranc :- Income	<u>0</u>	<u>391</u>	<u>2,824</u>	<u>2,433</u>			<u>13.9%</u>	<u>0</u>
Net Income	<u>0</u>	<u>391</u>	<u>2,824</u>	<u>2,433</u>				
Bagshot :- Income	0	286,230	133,704	(152,526)			214.1%	
Expenditure	4,118	182,391	157,514	(24,877)	0	(24,877)	115.8%	
Net Income over Expenditure	<u>(4,118)</u>	<u>103,839</u>	<u>(23,810)</u>	<u>(127,649)</u>				
plus Transfer from EMR	452	66,292						
less Transfer to EMR	0	152,680						
Movement to/(from) Gen Reserve	<u>(3,666)</u>	<u>17,452</u>						

Detailed Income & Expenditure by Budget Heading 02/01/2024

Month No: 10

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	286,230	133,704	(152,526)			214.1%	
Expenditure	4,118	182,391	157,514	(24,877)	0	(24,877)	115.8%	
Net Income over Expenditure	(4,118)	103,839	(23,810)	(127,649)				
plus Transfer from EMR	452	66,292						
less Transfer to EMR	0	152,680						
Movement to/(from) Gen Reserve	(3,666)	17,452						

Item 8- Traffic and Infrastructure

Members unanimously agreed at a committee meeting on 1st August 2023 to commit £50,000 from Bagshot CIL towards a village wide traffic calming scheme which incorporates the 3 main village roads- Bridge Road, the High Street and Guildford Road.

On 2nd November 2023, the Clerk received the following e-mail from Cllr Tear to confirm funding has been awarded for a traffic scheme on Guildford Road, Bagshot-

I'm delighted to be able to tell you that my request for funding for a scheme for this road in Bagshot was successful and that the funding was awarded owing to the scheme attaining the highest score in those schemes submitted for Parishes not least because of the generous contribution offered from the Bagshot Village Councillors.

The scheme will include both Traffic Calming, hopefully a 20mph limit and also a 7.5 ton limit diverting HGVs back onto the A322 and out of the village centre.

I would be very grateful if you would copy this email to your councillors.

To manage expectation, no design work has been done as yet and although the funding is in next years budget it may be, owing to pressure of work that the actual changes will not happen until after next year.

That being said I will be pressing for the work to be carried out as soon as possible.

Subsequently, at a committee meeting on 7th November 2023, Members unanimously resolved to approve the following 'wish list' of traffic calming measures which were forwarded onto SCC Highways-

All to be under the umbrella of a 20mph zone with a 7.5t restriction.

High St

- 1/ Raised crossings
- 2/ Better signage/awareness of the speed limit
- 3/ Vehicle activated speed signs

Guildford Road

- 1/ Puffin Crossing, to replace Manor Way Zebra Crossing
- 2/ Raised crossings, both Freemantle Road and Bagshot Green Zebra crossings
- 3/ Better signage/awareness of the speed limit
- 4/ Vehicle activated speed signs
- 5/PIR activated spotlights on crossings. The Working Group has information on 'lighted zebra crossings.' Bagshot could showcase this new crossing idea
- 6/ Marked parking spaces by the Victorian cottages adjacent to the Catholic Church with daytime restrictions

Bridge Road

- 1/ Raised crossing. Perhaps with/ or reduced width to create a pinch point with no priority
- 2/ Better signage/speed awareness signs, possibly again vehicle activated speed signs
- 3/ Elderly residents crossing sign (flashing?)

On the 5th December 2023, the following e-mail was received from Jason Gosden at SCC Highways-

Firstly, apologies for the delay in providing comments in response to the attached wish list of items that the Parish Council would like to be considered for inclusion as part of the prioritised 2024/25 ITS scheme for Guildford Road and Bridge Road in Bagshot. I note from previous correspondence on the matter that the Parish Council can potentially contribute up to an additional £180,000 (over and above the £50,000 contribution already committed).

I have listed the various suggested items below with comments against them:

Bagshot High Street

1. ***Raised crossings*** – The existing Zebra crossing in Bagshot High Street could potentially be placed on a raised table, subject to further assessment. There are some site specific considerations that mean it would not necessarily be straight forward. An approximate indication of cost would be £50,000.
2. ***Better signage/awareness of speed limit*** – When the new lengths of 20mph speed limit are introduced (subject to the outcome of the consultation) we would propose to install features such as upgraded signs on high visibility yellow backing boards and markings on the carriageway surface to emphasise the start of the 20mph speed limit. The need for repeater signs/road markings would also be assessed. We will review the existing lengths of 20mph speed limit at the same time and ensure these are signed to a similar standard.
3. ***Vehicle Activated Signs*** – Our policy is to only consider installing vehicle activated signs at locations with a 20mph speed limit where the 85 percentile speed (the speed above which the fastest 15% of drivers are travelling) is above 24mph. The last survey undertaken in the High Street recorded an 85th percentile speed of 19mph. As such, we would not consider installing vehicle activated signs in the High Street. Raising the existing Zebra crossing on a road table may help reduce speeds further (although the reduction may not be significant given that speeds are already relatively low).

Guildford Road

1. ***Puffin to replace Manor Way Zebra crossing*** – This could be considered but the costs would be significant (it is likely to require the full £180,000 additional contribution potentially available from the Parish Council). The existing scheme proposes the introduction of a 20mph speed limit, traffic calming measures and a weight restriction along Guildford Road and Bridge Road. The traffic calming would include raised tables at each of the existing Zebra crossings. The combined impact of these measures will remove all vehicles over 7.5t except those requiring access, reduce vehicle flows more generally (since the route will become a less attractive “rat-run”) and significantly reduce vehicle speeds. Raising the Zebra crossings on tables will also help specifically reduce speeds at these locations. The measures should therefore make it safer and easier to using the existing Zebra crossings and also create a generally more pleasant and safe environment for pedestrians.

2. ***Raised crossings both Freemantle Road and Bagshot Green Zebras*** – See above comments. It is proposed that both existing Zebra crossings in Guildford Road and the existing Zebra crossing in Bridge Road are placed on raised tables. (NB. The Bagshot Green crossing is referred to the Manor Way Zebra crossing in item 1 – these crossings are one and the same).
3. ***Better Signage/Awareness of speed limit*** – As above, features such as upgraded signs on high visibility yellow backing boards and markings on the carriageway surface to emphasise the start of the 20mph speed limit would be included as part of the scheme. The need for repeater signs/road markings would also be assessed as part of the design.
4. ***Vehicle activated speed signs*** – Evidence indicates that traffic calming measures are far more effective in reducing vehicle speeds than vehicle activated signs. As such, we would not install vehicle activated signs where we are installing traffic calming.
5. ***PIR activated spotlights on crossings*** - Further advice will be sought from our streetlighting contractor and safety audit team to determine whether this is an option that could be considered further.
6. ***Marked parking bays near the Victorian Cottages adjacent to Catholic Church with Daytime restrictions*** – this would need to be considered as part of the parking review process as normal. The request will be passed to the parking team so they can assess whether it would be appropriate to include a proposal as part of the next Surrey Heath Parking review.

Bridge Road

1. ***Raised crossing. Perhaps with/or reduced width to create a pinch point with no priority.*** The existing Zebra crossing is to be placed on raised table. Reducing the carriageway width to enable pedestrians to cross in one movement is to be considered as part of the scheme. However, this could be costly due to the required adjustment of kerb lines over a significant length. We would not support a reduced width that would create a pinch point with no priority as this would create confusion and uncertainty between pedestrians and drivers regarding who has right of way at this pedestrian crossing.
2. ***Better signage/speed awareness signs, possible again vehicle activated speed signs*** – See previous comments regarding these suggestions.
3. ***Elderly residents crossing signs (flashing?)*** - The use of the sign to warn of the likely presence of frail or disabled people is restricted to locations where relatively high numbers of slow-moving pedestrians are likely to cross a road other than at a Zebra or signalled crossing. We are not proposing to install such signs in Bridge Road because the frail and disabled can cross using the Zebra crossing. The measures being introduced as part of the scheme will also have far more impact in making it safer and easier for frail or disabled people to cross than the installation of warning signs.

In conclusion, the two main additional items identified by the Parish that they could consider supporting with the extra funding they have available are (a) introducing a raised table at the existing Zebra crossing in Bagshot High Street, or (b) Installing a signal-controlled pedestrian crossing in place of the Zebra crossing in Guildford Road near its junction with Manor Way.

If the Parish have an additional £180,000 available, this would not be sufficient to progress both options. If they wanted either option included as part of the existing scheme we would need to know as soon as possible since we are about to issue the design brief for the scheme so the design work can commence. I would also highlight that the contribution would have to be transferred in advance (unfortunately, there have been incidents where schemes have been designed in expectation of a contribution being received and it has then not been forthcoming – resulting in significant abortive design costs and design resources being diverted from other high priority schemes).

On 25th January 2024, the Committee was forwarded the following correspondence from Zena Curry (SCC Highways) which indicated the Puffin Crossing could cost up to £300,000-

Thank you for taking the time to make a request for the zebra crossing on Guildford Road to be upgraded to a Puffin Crossing and for information on approximate costs. Firstly, I would like to apologise that it has taken very much longer than is usual to reply to you.

However, colleagues have been in contact with your County Councillor Richard Tear about the various projects that the Bagshot Traffic & Infrastructure Project Working Group have raised (part of the Bagshot Village Committee within Windlesham Parish Council). I understand that you are a valued volunteer on the Bagshot Traffic & Infrastructure Project Working Group, which is looking to help shape solutions to traffic problems in the village.

Cllr Tear's nominated scheme, for a weight restriction and traffic calming through Bagshot, was successfully prioritised on to the Countywide ITS programme of works for funding in 2024/25 financial year. The Bagshot Village Committee had subsequently contacted us about what the scheme is going to consist of and what extra infrastructure could be funded by the Parish Council as part of this scheme, including the conversion of the existing Zebra to a Pelican on Guildford Road.

The information that has been shared with the Bagshot Village Committee is that the conversion of the Zebra crossing to a Puffin crossing could be considered but the costs would be significant (it is likely to require the full £180,000 additional contribution potentially available from the Parish Council and possibly considerably more). There are some technical challenges with this particular request that would need to be considered at any feasibility study stage should the request progress. This is likely to mean that the requested crossing upgrade could require a funding commitment of approximately £300,000.

The Countywide ITS scheme that has been prioritised proposes the introduction of a 20mph speed limit, traffic calming measures and a weight restriction along Guildford Road and Bridge Road. The traffic calming would include raised tables at each of the existing Zebra crossings. The combined impact of these measures will remove all vehicles over 7.5t except those requiring access, reduce vehicle flows more generally (since the route will become a less attractive "rat-run") and significantly reduce vehicle speeds. Raising the Zebra crossings on tables will also help specifically reduce speeds at these locations. The measures should therefore make it safer and easier to using the existing Zebra crossings and also create a generally more pleasant and safe environment for pedestrians.

I appreciate that it could be disappointing that there are no current plans to upgrade the existing zebra crossing to a puffin crossing, but this could be considered in the future if there were sufficient additional funding available.

Funding options-

Bagshot CIL- £222,643

Members are asked to decide if they wish to consider additional funding from Bagshot CIL to facilitate the following items-

- a) Introducing a raised table at the existing Zebra crossing in Bagshot High Street (an approximate indication of cost would be £50,000 additional contribution from Parish).**

Or

- b) Installing a signal-controlled pedestrian crossing in place of the Zebra crossing in Guildford Road near its junction with Manor Way (approx. £180,000-£300,000 additional contribution from Parish).**

Item 9- Bagshot Telephone Box

Background

At the April 2017 Full Council, it was resolved to adopt the red phone box located on Church Road, Bagshot. At the time, it was assessed that the kiosk was in good condition but there would need to be the removal of some of the ivy/hedge that is growing around the box. All the glass was intact, and the paint was in reasonable condition, but it was recommended that it was re painted once a decision was made about its future.

At a Civic meeting on 4th July 2017, it was agreed the telephone kiosk would be converted to a book exchange and at a meeting held on 3rd April 2018 Council agreed that the conversion of the telephone box would be a community project. At the time, Cllr White had contacted a group of volunteers that had expressed an interest in refurbishing the kiosk, but this posed issues with regards the volunteers working next to the highway. Subsequently the project was put on hold until the future of Bagshot Library was decided by SCC.

Current situation

It has been suggested that the Committee progress with the restoration of the phone box so it can house a defibrillator.

It has been suggested that a comprehensive restoration would require- the stripping back of all the original paint, assessment of the metal for rust and damage, repair if required, sealing, priming and re painting. There is no broken glass, but the glass does look 'cloudy' and therefore the glass may require replacing.

The ivy and foliage around the kiosk will need to be cut back, as will overhanging branches from a nearby tree.



Possible methods of restoration

- 1) **Community led project**, headed by a Bagshot Committee Councillor.

Paint products could be donated- see below.

Indestructible Paint LTD support the Minutes Matter campaign and are willing to donate coatings to renovate the red phone boxes and provide technical support to the applicators of the coatings in exchange for before and after photographs of the telephone box. They are willing to donate the following paint kit:

IP80-54-5390 – Gloss Red, Topcoat

IP80-54-25773 – Zinc Phosphate Primer

IP80-54-THIN – Thinner

Considerations

The phone box sits on a verge next to Church Road. In order for work to be carried out on the phone box in situ, an application for a temporary road closure or restriction would be required.

Approximate total costs for this application are £2,500. There is also a requirement to use DfT approved personnel or companies for this, and traffic signage would need to be provided. Please see the link below for more information.

[Application for temporary road closures and restrictions - Surrey County Council \(surreycc.gov.uk\)](http://surreycc.gov.uk)

Due to the position of the box which sits on a verge next to hedging and other foliage, it would be difficult to access all areas of the kiosk.


The phone box could be removed and painted off site (Hook Mill Lane?). The approximate cost for a haulage firm to move and replace the box is £850-£1000.

Volunteers may not have the expertise to carry out a long-lasting renovation.

- 2) **Employ a company to complete the project-**

There are a number of companies who restore red phone boxes. Please see example quotes below:

	Specification	Price Ex VAT
Quote 1	Pick up & return phone box. NB: black base of phone box needs to be free of any concrete etc. The black base is 10cm deep so you just have to dig 10cm around the base to help free up the phone box.	£800
	Phone box will be stripped down and sandblasted back to the bare metal and then built back up again (providing cast iron is intact and the wooden door in the phone box can be refurbished). Painted, glazing replaced and 4 x 'TELEPHONE' signs replaced.	£2,650

	<p>If the cast iron needs to be fixed and cast iron replaced there will be an additional cost.</p> <p><u>Optional extras:</u></p> <p>Reproduction interior- accurate reproduction of the classis Jubilee interior complete with bevelled mirror in the middle and a black 2 tier shelf, with chrome trim and crown embellishment. £450</p> <p>Bookcase- to spec. £750</p> <p>Light £75</p> <p>Wooden floor £95</p> <p>Example</p>  <p>Total cost for transport, strip back, treat, repair, re paint, re glaze and replace 'TELEPHONE' signs. £3,450 (approx.)</p> <p>Total cost of above + optional extras £4,945 (approx.)</p>	<p>£125 (approx.)</p>
<p>Quote 2</p>	<p>Museum Spec restoration to include-</p> <p>A standard interior with one piece marine grade black MDF backboard, LED bulkhead lighting with battery backup, 6.4mm laminated safety glass and many other features.</p> <p>Bespoke 'Transon' - four clear glass or polycarbonate panels at the top which are usually state 'TELEPHONE' or can read 'DEFIBRILLATOR, BOOK SWAP, name of Council'.</p>	<p>£6,250</p>

	<p>Pick up and return to site.</p> <p>Total</p> <p>Example-</p> 	<p>£850 (approx.)</p> <p>£7,100 (approx.)</p>
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Funding options

- Bagshot CIL- £222,643
- Bagshot Village Reserve- £16,171.24
- National Lottery Awards for All England: The National Lottery have confirmed we would be eligible to apply for funding to restore the phone box. Decisions can take 16 weeks from submission of an application form.

Members are asked to decide if they would like to renovate the phone box so it can house a defibrillator. And if so, to decide how the restoration should be undertaken.

Members are also asked to decide how much they would like to spend on the project and how it will be funded.

Item 10- Freemantle Road Playground

The installation of the new Freemantle Road playground is due in March 2024. Following on from the completion of the installation, members are asked to consider an opening event.

Members are asked to-

- **Confirm if they would like a 'Grand Opening Event'**

and if so

- **Agree a date**
- **Decide who they would like to 'officially' open the playground**
- **Decide if they would like to include any 'extra's, e.g., face painter, mascot, ice creams**
- **Decide how to fund any expenditure required to host the event**

Item 11- Bagshot Cemetery

a) Bagshot Cemetery wall repair

At a Bagshot Committee meeting on 22nd August 2022 members were informed of a large crack in part of the wall at Bagshot Cemetery and it was resolved to seek quotes for its repair. Subsequently, a recommendation for the repair of the wall to be funded from the Buildings Repair and Maintenance Ear Marked Reserves, up to £8,500, was approved at a Full Council meeting on 27th September 2022.

After receiving a couple of initial quotes in 2022, the following advice was received from SHBC's building surveyor-

I believe the specification for the rebuilding of the wall to be correct from both building contractors (quotes 1 & 2), I would ensure the wall foundations are inspected and repoured as these are likely to be in a state of disrepair - this would remedy the issue for the long term. I don't see any necessity to undertake a survey beforehand.



3 Contractors were approached to inspect the wall and quote for its repair.

Quotes:

	Description of work	Price Ex VAT
Quote 1	Take down wall 7.5m long, 1.8m tall, clean off existing bricks where possible.	£4,846.00
	Bricks that cannot be cleaned up, will be replaced with matching complimentary red bricks.	£2,100.00
	We will use steel to bridge over the offending tree roots; this will allow lots of space for the roots to carry on growing without pushing the wall over again. Most importantly preserving and protecting the tree roots to allow non detrimental growth now and for the future.	
	Once the wall is removed, I will inspect and assess existing foundation to ensure it has not been pushed/moved by the tree. Dig and pour new foundation for whole wall rebuild if necessary.	£1,941.00
	Total without foundation	£6,946.00
	Total with foundation	£8,887.00
Quote 2	Take down leaning damaged section of double brick wall approximately 6 metres long at back boundary of cemetery. Clean bricks if reclaimable and replace if necessary and rebuild wall 1.5 metres high with brick on edge capping to match existing wall 6 metres long. Install concrete lintel at footing of wall over any tree roots.	
	Total without foundation	£6,400.00
	Total with foundation	£8,200.00
Quote 3	There is clearly movement below ground where the wall currently sits due to the proximity of the tree behind it, this has therefore ruined the integrity of both the footing and the wall itself under the 8m of wall. Therefore, included in the estimate is to remove the wall and footings completely and replace with new and tying the new wall into each existing end. <ul style="list-style-type: none"> • Commence 8m x 1.8m x 0.225 (9 inch) + 3 pier wall removal • Clean up/salvage approx. 50% of existing bricks • Remove 8 m of existing foundation 	

	<ul style="list-style-type: none"> • Inspect tree root area and neighbours garden prior to wall construction • 2 x new footings • Bridge the 2 footings with 2400mm concrete lintel to protect the tree roots • New face brickwork 35m2 wall, (8m x 1.8m x 0.225/9 inch) wall, using garden wall bond and 2 no soldier courses to match existing • Build 2no piers each end of new wall <p>Total with foundation</p>	£10,846.67
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Funding-

Buildings Repair and Maintenance Ear Marked Reserves- up to £8,500- **Already approved by FC in 2022**

Funding options if additional funds required-

Bagshot CIL- £222,643

Bagshot Village Reserve- £16,171.24

Subsequently, Full Council commissioned a buildings condition report, which will be presented to members at the February 2024 Full Council meeting-

Bagshot Boundary Wall Survey report:

Condition of wall- Poor. Operational but Major Repair required.

Report findings-

To the full perimeter of the graveyard and chapel, there are brickwork boundary walls in various states of repair and disrepair.

The boundary walls are hidden from view to some sections where there is heavy foliage and plant life. To the majority of those sections seen, repointing will be required and colour match rendering to any missing sections of brickwork.

In order to maintain the boundary walls, the cost required would include for repointing sections. It is difficult to provide a budget cost estimate for maintaining the walls as noted above, there is foliage and plant growth covering many of the sections. You should undergo a programme of repointing and repairing any weathered bricks. A suggestion would be to budget cost of £3,000 per year over a five-year period as a cost to maintain the walls and, after that time, the maintenance requirements and therefore cost would reduce. The cost would need to be reviewed every 5 years.

Members are asked to decide if they would like to proceed with one of the quotes presented and decide how to fund any spend over £8,500.

Item 11- Bagshot Cemetery

b) To discuss a plan for the cemetery

Following on from the decision at Full Council to allocate £25,000 to each cemetery, it is suggested that the Committee form a Working Group to review aspects of the cemetery they would like to improve.

Possible areas for discussion-

- Pathways
- Memorial walls
- Boundary walls
- Hedging and foliage

Members are asked to decide if they would like to form a Working Group to review the cemetery and put together an improvement plan for discussion at the next Committee meeting.

Item 12- Bagshot Village Centre Planters

Cllr Willgoss has asked the Committee to consider the replacement of the 4 x stone planters located in the village centre with large cast iron/or other metal versions.



Funding options

Bagshot CIL- £222,643

Bagshot Village Reserve- £16,171.24

Members are asked to decide if they wish to investigate the cost to replace the current stone planters with cast iron/or other metal versions.

Item 13- School Lane Field Bin

Members will be aware that the one of the smaller bins situated at School Lane Field was removed due to fire damage.



A successful insurance claim has been made and the Council have received £400 to replace and install a new bin.

The committee have 2 options-

- 1) Replace with a like for like

bin:

Approx costs-

Bin = £223.00

Installation = £150.00

Total cost = £373.00 Ex VAT

2) Remove the 2 smaller bins and replace with a larger covered bin like the one below-

Heritage Dome



Approx costs-

Bin = £254.95

Labour = £200.00

Total cost = £454.95 Ex VAT

Members are asked to consider both options and decide if they would like to proceed with either option 1 or 2

Members are also asked to decide how they would like to fund any spend over £400.

Item 14- Grants

a) To consider a grant application from Curley Park Rangers Football Club (CPRFC)

At a committee meeting on 7th November 2023 a grant was awarded to CPRFC for £700 to fund the purchase and installation of a secure outdoor cabinet to house the club's defibrillator. To date the grant has not been paid as the club have not confirmed their bank account details.

Subsequently, in December, the club submitted a further grant application for £2,481 to fund pitch maintenance and line marking.

The club would like the committee to consider awarding both grants but have confirmed that if only one application can be considered, they will withdraw the grant for the AED cabinet.

Bagshot Committee Grant Awarding Policy (document 1)- allows only one application from one organisation in any one financial year.

Members are asked to consider the applications and decide if they wish award the grant/s for the above purposes.

b) Bagshot Playing Fields Association

The Committee have received a grant application from Bagshot Playing Fields Association requesting £957 to help assist the cost of maintaining facilities and open areas.

Members are asked to decide if they wish to award the grant for the above purposes.

c) Bagshot Good Companions

The Committee have received a grant application from Bagshot Good Companions requesting £500 to help fund events (Christmas Lunch, coach outings) for members.

Members are asked to decide if they wish to award the grant for the above purposes.

Grant Budget available = £4,330.00

BAGSHOT COMMITTEE GRANT AWARDING POLICY 2023-24

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

The Bagshot Committee have resolved that all Grants for the year 2023-24, will be determined on a quarterly basis at each meeting of the Committee and will be subject to a maximum £3,500 per project.

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

All grants will be determined by Bagshot Parish Council's Bagshot 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.

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 £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	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 Bagshot Parish, specifically it:
 - is based in the Parish of Bagshot and delivers services to the people of Bagshot Parish, or
 - is based outside of the Parish of Bagshot but provides services to the people of Bagshot 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 Bagshot 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.



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	CURLEY PARK RANGERS FOOTBALL CLUB
Registered Charity Number (if applicable)	N/A
Contact Name	SUSAN HALE
Position within the organisation	ASSISTANT CLUB SECRETARY
Telephone number	[REDACTED]
Address of organisation	CPRFC, THE PAVILLION, WHITMOOR RD BAGSHOT GU19 5QE
Postcode	GU19 5QE
Email address	[REDACTED]
Total cost of purpose/project	£ 24813 - 00
Amount of grant requested	£ 24813 2481 - 10% .
Detail grants received (or applied for but not yet determined) from other sources:	NOT YET APPLIED FOR .

<p>What are your organisation's objectives?</p>	<p>TO PROVIDE FOOTBALL TO ALL CHILDREN FROM AGE 6-18. TO EDUCATE COACHES ON HOW TO GET THE BEST POTENTIAL FROM ALL CHILDREN. TO PROVIDE THIS IN A FUN ENVIRONMENT AND TO WORK AS A TEAM.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p> <p>PITCH MAINTENANCE + PITCH LINES MARKING</p>	<p>PITCH MAINTENANCE IS ONE OF THE CLUBS MOST EXPENSIVE EXPENDITURE FROM JUNE 2023 TO 1 DEC 2023 WE HAVE SPENT £19,497.02. WE EXPECT TO SPEND £24,813 FOR THIS SEASON. WE SPENT £18,221.00 LAST YEAR. WE ARE HEAVILY DEPENDENT ON USING CONTRACTORS TO CARRY OUT THIS WORK. WITH WARMER CLIMATES THE WEATHER CAN RUN A PITCH IF IT IS NOT MAINTAINED LINE MARKING IS DONE ON A WEEKLY BASIS</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>FOR EACH SEASON WE ASSESS AT THE END OF THE SEASON HOW WEATHER PLUS USAGE HAS AFFECTED OUR PITCHES. WE THEN GO TO THE CONTRACTOR WE USE: NIGEL JEFFRES. HE DETERMINES THE COST VIA QUOTATIONS. ALL WORK IS APPROVED VIA THE EXECUTIVE COMMITTEE. IT NEEDS SEEDING, VERTIDRAINING, FERTILISING. ALL WORK IS DONE OVER THE SUMMER.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>WE HAVE THE HIGHEST MEMBERSHIP WE HAVE EVER HAD. WITH NEW ESTATES BEING BUILT IN BAGSHOT WE HAVE MORE CHILDREN (CUCA 600) THAT WE HAVE EVER HAD. WE HAVE TO ENSURE WE HAVE ENOUGH PITCHES OF THE CORRECT STANDARDS TO DELIVER FOOTBALL TO OUR COMMUNITY. OUR PITCHES, QUALITY OF GRASS AND HOW SAFE THEY ARE TO PLAY ON IS</p>
<p>AN ESSENTIAL MAINTENANCE FOR OUR INFRASTRUCTURE.</p>	

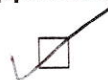
<p>How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:</p>	<p>THE SERVICES PROVIDED ARE FOR ALL CLUB MEMBERS THAT PLAY FOOTBALL, DEVELOP FOOTBALL, HELP EDUCATE COACHES, DEVELOP REFEREEING. WE ARE LIMITED TO NUMBERS BY NUMBER OF FOOTBALL PITCHES AVAILABLE. WE TRY TO NEVER TURN A CHILD AWAY. WE INCREASE THE NUMBER OF PITCHES USAGE BY STAGGERING KICK OFF TIMES. ONLY CLUB MEMBERS CAN USE BUT OUR DOORS ARE OPEN</p>
<p>Has community engagement been undertaken?</p>	<p>WE ENGAGE WITH ALL THE LOCAL SCHOOLS. WE PARTICULARLY SUPPORT CONNAUGHT JUNIOR SCHOOL WE LET THEM USE OUR PITCHES AND GOAL POSTS. WE ALSO SUPPORT LOCAL SCHOOL FETES TO HELP THEM FUND RAISE. WE ALSO TRAIN STUDENTS OF LOCAL SCHOOLS REFEREEING</p>

<p>Total number of users of your organisation</p>	<p>635 PLAYERS ACROSS 50 TEAMS</p>
<p>Number of your users resident in Windlesham Parish who will directly benefit from the grant</p>	<p>70 90 06 them are IN WINDLESTHAM P.C.</p>
<p>Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease</p>	<p>WE CURRENTLY ARE APPLYING FOR TENURE</p>

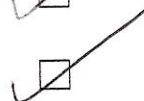
<p>Current bank balance</p>	<p>£26 965 +</p>	<p>£ 85 500</p>	<p>date 19/ 12/ 23</p>
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Supporting documentation to be submitted with the grant application.

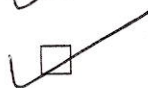
A copy of the written constitution



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

N/A PITCH MAINTENANCE ONLY

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.....


Name..... MRS SUSAN HARE

Position in organisation..... ASSISTANT CLUB SECRETARY

Date.....

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.

For official use

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



Curley Park Rangers Football Club, Connaught Pavilion, Whitmoor Road, Bagshot GU19 5QE

CONSTITUTION

1. **NAME** The club shall be called CURLEY PARK RANGERS F.C. (the Club)
2. **OBJECTS** The objects of the Club shall be to arrange association football matches for boys and girls up to 18 years of age as at 1st September.
3. **STATUS OF RULES** These rules (the Club Rules) form a binding agreement between each member of the Club.
4. **RULES AND REGULATIONS**
 - (a) The Club shall have the status of an Affiliated Member Club of The Football Association by virtue of its affiliation to/membership of The Football Association. The Rules and Regulations of The Football Association Limited and parent County Association and any League or Competition to which the Club is affiliated for the time being shall be deemed to be incorporated into the Club Rules.
 - (b) No alteration to the Club Rules shall be effective without prior written approval by the parent Association.
 - (c) The Club will also abide by The Football Association's Child Protection Policies and Procedures, Codes of Conduct and the Equal Opportunities and Anti-Discrimination Policy.
5. **CLUB MEMBERSHIP**
 - (a) The members of the Club from time to time shall be those persons listed in the register of members (the Membership Register) which shall be maintained by the Club Secretary.
 - (b) Any person who wishes to be a member must apply on the Membership Application Form, which shall be signed by a parent/guardian, and deliver it to the Club. Election to membership shall be at the sole discretion of the Club Committee. Membership shall become effective upon an applicant's name being entered in the Membership Register.
 - (c) In the event of a member's resignation or expulsion, his or her name shall be removed from the Membership Register.
 - (d) The Football Association and parent County Association shall be given access to the Membership Register on demand.
6. **ANNUAL MEMBERSHIP FEE**
 - (a) An annual fee payable by each member shall be determined from time to time by the Club Committee. Any fee shall be payable on a successful application for membership and annually by each member. Fees shall not be repayable except at the discretion of the Club Committee.
 - (b) The Club Committee shall have the authority to levy further subscriptions from the members as are reasonably necessary to fulfil the objects of the Club.
7. **RESIGNATION AND EXPULSION**
 - (a) A member shall cease to be a member of the Club if, and from the date on which, he/she gives notice to the Club Committee of their resignation. A member whose annual membership fee or further subscription is more than 2 months in arrears shall be deemed to have resigned.
 - (b) The Club Committee shall have the power to expel a member when, in their opinion, it would not be in the interests of the Club for them to remain a member. No member shall be expelled without first having the opportunity with his/her parent/guardian to appear before the Committee to answer the complaint made against the member. There shall be no appeal procedures.
 - (c) A member who resigns or is expelled shall not be entitled to claim any, or a share of any, of the Club Property.
 - (d) The Club Committee shall have the power to expel a manager or coach when, in their opinion, it would not be in the interests of the Club for them to remain a manager or coach. No manager or coach shall be expelled without first having the opportunity to appear before the Committee to answer the complaint made against the manager or coach. There shall be no appeal procedures.



Curley Park Rangers Football Club, Connaught Pavilion, Whitmoor Road, Bagshot GU19 5QE

8. CLUB COMMITTEE

- (a) The Club Committee shall consist of the following Club Officers: Chairperson, Vice Chairperson, Treasurer, Secretary, Assistant Secretary, all those holding appointed roles and all year group co-ordinators, their deputies or nominated year group spokesperson throughout the whole club, plus up to 10 other members, elected at an Annual General Meeting.
- (b) Each Club Officer and Club Committee Member shall hold office from the date of appointment until the next Annual General Meeting unless otherwise resolved at an Extraordinary General Meeting. One person may hold no more than two positions of Club Officer at any time. The Club Committee shall be responsible for the management of all the affairs of the Club. Decisions of the Club Committee shall be made by a simple majority of those attending the Club Committee meeting. The Chairperson of the Club Committee meeting shall have a casting vote in the event of a tie. Meetings of the Club Committee shall be chaired by the Chairperson or, in their absence, the Vice Chairperson. The quorum for the transaction of business of the Club Committee shall be 5.
- (c) Decisions of the Club Committee of meetings shall be entered into the Minute Book of the Club to be maintained by the Club Secretary.
- (d) Any member of the Club Committee may call a meeting of the Club Committee by giving not less than 7 days' notice to all members of the Club Committee. The Club Committee shall hold not less than four meetings a year.
- (e) An outgoing member of the Club Committee may be re-elected. Any vacancy on the Club Committee which arises between Annual General Meetings shall be filled by a member proposed by one and seconded by another of the remaining Club Committee members and approved by a simple majority of the remaining Club Committee members.
- (f) Save as provided for in the Rules and Regulations of The Football Association and the County Association to which the Club is affiliated, the Club Committee shall have the power to decide all questions and disputes arising in respect of any issue concerning the Club Rules.

9. ANNUAL AND EXTRAORDINARY GENERAL MEETING

- (a) An Annual General Meeting (AGM) shall be held not later than June in each year to:
 - (i) receive a report of the activities of the Club over the previous year
 - (ii) receive a report of the Club's finances over the previous year
 - (iii) elect the members of the Club Committee
- (b) Nominations for election of members as Club Officers or as members of the Club Committee shall be made by the proposer and seconder, both of whom must be existing members of the Club, at the AGM. Notice of any resolution to be proposed at the AGM shall be given in writing to the Club Secretary not less than 21 days before the Meeting.
- (c) An Extraordinary General Meeting (EGM) may be called at any time by the Committee and shall be called within 21 days of the receipt by the Club Secretary of a requisition in writing signed by parents/guardians of not less than five members stating the purposes for which the Meeting is required and the resolutions proposed. Business at an SGM may be any business that may be transacted at an AGM.
- (d) The Secretary shall give members notice of the date of a General Meeting together with the resolutions to be proposed at least 14 days before the Meeting.
- (e) The quorum for a General Meeting shall be five.
- (f) The Chairperson or, in their absence, a member selected by the Club Committee, shall take the chair. Each parent/guardian and Club Committee member present shall have one vote and resolutions shall be passed by a simple majority. In the event of an equality of votes the Chairperson of the Meeting shall have a casting vote.
- (g) The Club Secretary, or in their absence a member of the Club Committee, shall enter Minutes of General Meetings into the Minute Book of the Club.

10. CLUB TEAMS

- (a) After the AGM, persons shall be appointed to be responsible for each of the Club's football teams. The appointed members shall be responsible for managing the affairs of that team along with their nominated deputy.
- (b) The club colours will be those approved by the club executive & will be amber & black shirts, black shorts, amber & black socks where possible.



Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 15 December 2023

Business Current Accounts

Community Account Statement	£26,965.74
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[Redacted]

Business Savings Accounts

Business Premium Account	£85,500.00
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[Redacted]

This is the end of your account summary.



**WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM – GRANTS OVER £500
Please complete all details in BLOCK CAPITALS**

Name of Organisation	Bagshot Playing Fields Association
Registered Charity Number (if applicable)	274653
Contact Name	David Norminton
Constitution attached (circle yes to confirm)	Yes
Position within the organisation	Chairman
Telephone number	[REDACTED]
Address of organisation	The Pavilion College Road Ride Bagshot
Postcode	GU19 5ET
Email address	bagshotbpfa@gmail.com
Total cost of purpose/project	£957
Amount of funds applied for in 2016/2017	£957
Date by which funds are required	Early 2024
Total number of users of your organisation	1,600 (nos attending classes / functions) plus general public including leisure walkers, children using the playground, dog walkers
Number of your users resident in Windlesham Parish who will directly benefit from the grant	1,500
Villages which will benefit (circle which)	Mainly Bagshot but residents from the other villages use the sports clubs and the activities provided by commercial lettings
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	16 years with SHBC

<p>What are your organisation's objectives?</p>	<p>The objectives of the Association are to promote sport and leisure activities to the people of the three villages and especially the inhabitants of Bagshot including:- Extend the existing playing and recreational facilities and provide a pleasant and welcoming pavilion To encourage all forms of recreational activities for all ages To manage, maintain, improve and repair the play areas established and the equipment and materials provided and to raise money for this purpose</p>
<p>For what purpose / project is the grant requested, and what is the evidence need for the grant?</p>	<p>The Open Areas Grant is required to assist the cost of maintaining the facilities and to ensure the above objectives are achieved each year. The costs of maintaining the facilities are significantly higher than the income generated from the users of the facilities. The Association is responsible for the maintenance of the trees which amounts to half an acre of the total five acre site, and we carry out significant routine maintenance on the many trees surrounding the property. We are faced with continuing maintenance of trees and hedges and this is a major part of the costs of the Association. Patrick Martin of Ground Care Services has consistently provided the best quotes and we have regularly used him to assess our trees and prepare a plan for the future.</p> <p>We have the conifer hedge trimmed annually. We have left it in the past for reasons of economy but this is a false economy as cutting thick branches on this very wide hedge is an enormous task We plan to have the hedge cut again this spring and the cost is £800-£900</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>The BPFA committee meets monthly to review all matters including the ongoing maintenance and refurbishment programme.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>The grant will be applied to maintenance of the Open Areas of the property as required by the criteria set by Windlesham Parish Council</p>

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:

- a. All residents in the borough who attend the various classes / sports teams (football and tennis) and use the facilities for leisure, dog walking and play will benefit
- b. During our negotiations with SHBC for the lease renewal we were complimented on the exceptional quality and effectiveness of our management of the facilities
- c. The Charity differs from local sports clubs in that it does not attract sponsorship from commercial organisations - it does not fit the commercial criteria of these organisations.
However we continue to attract local organisations both commercial (dance groups, keep fit etc) and non commercial groups such as guides, who pay to use the facilities and are the Charity's principal source of income.
The Charity continues to support tennis and football and Curley Park Rangers now play here and we provide them with some storage facilities
- d. The Charity is run by a Committee of volunteers representing the local community, users and Windlesham Parish Council. Meetings are run monthly to set and review progress of the various projects including maintenance, refurbishment, usage of the facilities and financial reporting. Risk assessments regarding fire safety and outdoor play equipment are carried out annually. Minutes are kept following each meeting.

The Charity has been catering for the needs of the community since its inception in 1978. Its facilities continued to be enjoyed by the whole community, not just members of the sports clubs

Has community engagement been undertaken?	We have a web site and Facebook page. We had a leaflet printed and distributed locally and at all the village events to promote the BPFA and our children's playground. We shall be doing the same for our new venture. The Charity has always welcomed any feedback from the users of the facilities and where appropriate e.g. improved outdoor lighting, waste bin maintenance, play equipment repair and improvements we have followed through and made changes
Confirmation that your organisation conforms with our Equal Opportunities Policy (circle yes to confirm)	Yes

Detail grants received (or applied for but not yet determined) from other sources:	We received numerous grants from local people and organisations as well as from Windlesham Parish Council and Surrey Heath Borough Council totalling £33,900 which has enabled us to purchase the children's playground and provide us with a reserve of £2402 for playground maintenance
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Accounts attached (tick to confirm)	Yes
Current bank balance	£48449. Dec 2023
Tendering process previously submitted (for grants > £2999)	Yes

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

Signed.....
 Name **David Norminton**.....
 Position in organisation **Chairman**.....
 Date **7 January 2024**.....

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 sarah.walker@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.

For official use

Date Received	
Date of Council meeting	
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Date of notification of decision	
Minute number	

[REDACTED]

Clerk of the Council
Windleham Parish Council

7th January 2024

Dear [REDACTED],

I enclose application form for a grant
towards maintaining the trees and especially the long
Conifer hedge between the field and Haywood Drive.

I enclose application form and our latest
accounts.

Yours sincerely

[REDACTED]

DAVID NORMAN



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	BAGSHOT GOOD COMPANIONS
Contact Name	MRS ANGELA NUTBROWN
Position within the organisation/group	CHAIR PERSON
Telephone number	
Address of organisation/group	
Postcode	
Email address	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	We meet in the Parish Hall, Bagshot on the last Friday of the month. We give our members a tea, Bingo and raffle all for £5. We charge an annual subscription of £6. At the Christmas Party each member receives a gift of approximately £5. During the summer months we organise coach outings. We ask our members to contribute to the outings.
Total cost of purpose/project	£ N/A
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 

Name... Mrs. Angela Nutbrown

Position in organisation... Chair Person

Date *11th January 2024*

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

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Amount to be funded	£
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Item 15- Clerks Update

- 1) School Lane Field drainage- we are seeking quotes for drainage solutions at School Lane Field. So far, 4 companies have been contacted and we are awaiting their replies.
- 2) School Lane Field pond- Glendale have not yet given us a date for the dredging of the pond as it is still very boggy, but they are hoping to have it completed during mid to end of February due to bird nesting season which starts on 1st March.

There has unfortunately been a shopping trolley, and more rubbish dumped in the pond. This has been reported to Glendale and they have confirmed it will be removed.

- 3) College Ride fly tipping- the Operations Co Ordinator continues to monitor the fly tipping at College Ride at least bimonthly. There has been no new fly tipped green waste since June 2023 and Glendale have been called out once in the last 6 months to remove a dumped metal gate.