



# Windlesham Parish Council

Windlesham Lightwater Bagshot



# ANNUAL REPORT

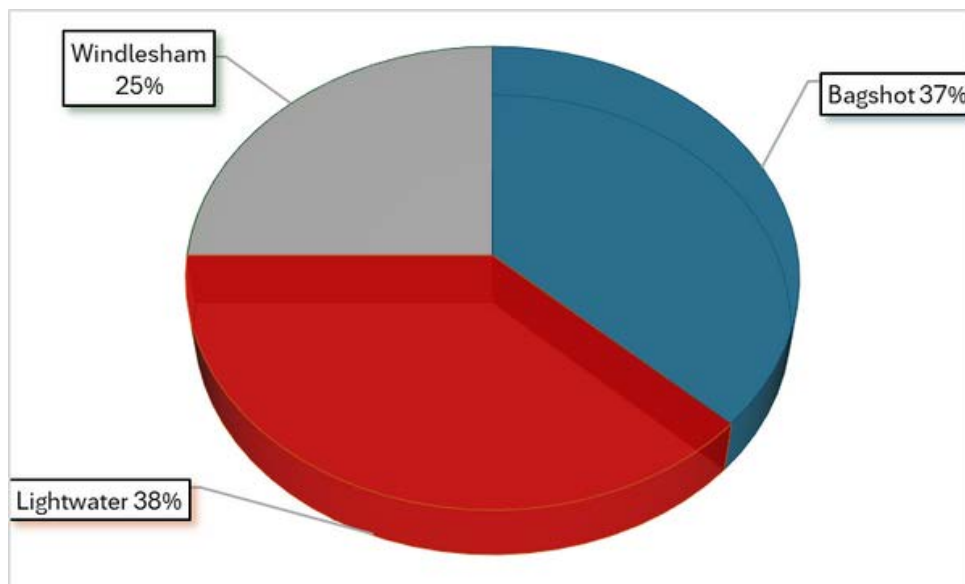
# 2023-2024



# Who is Windlesham Parish Council?

Consisting of 3 villages (Bagshot, Lightwater and Windlesham), Windlesham Parish Council is one of the oldest parish councils in England. Originally the Parish Council was established in 1894 with the passing of the Local Government Act, which took the administration of the Parish out of the hands of the Church. At the time, Lightwater was primarily heathland and Bagshot residents had to travel to the only church in the parish, St John the Baptist; for this reason the parish is called Windlesham.

Following a Boundary Commission review, the Parish Council underwent an internal re-organisation in 2021, which resulted in each village having oversight of a proportion of the precept (council tax) generated. This financial split for 2023-2024 is calculated according to which village the income is generated from, and the allocation is demonstrated by the pie chart below:



During 2023-24 the main areas of the Council's work have been covered by the Full Council and six Committees:

- Bagshot Village Committee
- Lightwater Village Committee
- Windlesham Village Committee
- Personnel Committee
- Planning Committee
- Communications & Engagement Committee

Full Council meets at the end of every month except for August and December, while the Committees meet once a quarter with the exception of the Planning Committee that meets twice a month to review and comment on applications. All meetings are open to the public and we encourage residents to attend.

A full schedule of meetings can be found at:

<https://www.windleshampc.gov.uk>

# Your Parish Councillors 2023-2024

18 councillors represent the three villages in the Parish with elections taking place every four years. Parish elections took place on the 4th May 2023, where six Councillors were elected to the Bagshot Ward, five Councillors were elected to the Lightwater Ward followed shortly by two co-opted Councillors and five Councillors were elected to the Windlesham Wards (North Ward x 2 Councillors and South Ward x 3 Councillors).

## Bagshot Village Committee:



Cllr White



Cllr Willgoss



Cllr Hills



Cllr Bakar



Cllr Gordon



Cllr Du Cann

## Windlesham Village Committee:



Cllr Richardson



Cllr Lewis



Cllr Marr



Cllr McGrath



Cllr Hardless

## Lightwater Village Committee:



Cllr Turner  
Chair of Council



Cllr Stevens



Cllr Hartshorn



Cllr Harris



Cllr R Jennings-Evans  
Vice Chair of Council



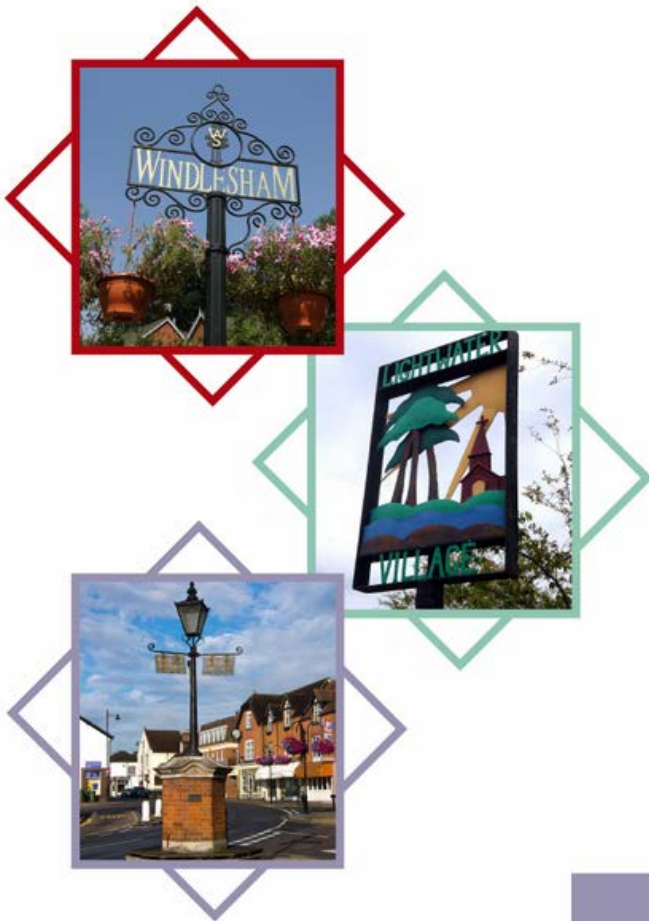
Cllr Malcaus Cooper



Cllr D Jennings-Evans

If you wish to contact one of your Councillors please email them using the following email protocol: [cldr.\[insert surname here\]@windleshampc.gov.uk](mailto:cldr.[insert surname here]@windleshampc.gov.uk), alternatively call the council offices on 01276 471675.

# Governance



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

Our Vision for Windlesham Parish

This year, Councillors and Officers have been working towards the 2022-2027 Strategic Plan which sets the Parish Council's vision for the Parish, its purpose, values, objectives and key priorities until May 2027.

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

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

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

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

If you wish to obtain a copy of the full plan please [visit our website](#) or email the Clerk at [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)

# Summary of 2023-2024 Achievements

- **Consultations** - The Parish Council plays an important role in working in partnership with other local authorities and this year made representation on the Surrey County Council Rights of Way Improvement Plan 2024.
- **Planning** - As a planning consultee the Parish Council reviewed and commented on 244 planning applications within the Parish, over the course of a twelve-month period between 1st March 2023 and the 29th February 2024. The breakdown of applications per village was as follows: Bagshot 73 applications, Lightwater 79 applications and Windlesham 92 applications.
- **Community Grants** - Once again all three village committees supported their communities through grant funding, giving a total £22,333 across the Parish.
- **Play Provision** - This year, Council has refurbished/replaced the play areas at School Lane Field, in Bagshot, and Lightwater Recreation Ground. In addition, the play area at Freemantle Road, Bagshot will be replaced imminently.
- **Outdoor Gyms** - Bagshot Committee were pleased to install a new outdoor gym at School Lane Field, in Bagshot.
- **Greenspace Maintenance & Tree Management** - This year, Council continued to manage greenspaces across the Parish as well as complete works pertaining to a Parish-wide tree survey to maintain safe and healthy trees.
- **Provision of Allotments** - The Council provides allotments at Hook Mill Lane for more than 50 residents of the parish.
- **Acting as a Burial Authority** - Windlesham Parish Council is the Burial Authority for Bagshot, Lightwater and Windlesham cemeteries providing a service across the Parish and beyond. This year memorial inspection testing was carried out in all Cemeteries to ensure public safety.
- **Heritage Open Days & Carol Concert** - The Parish Council is lucky to be a steward of a number of heritage assets, including Bagshot Chapel. In September, the Parish opened the Chapel as part of the National Heritage Open Days programme, whilst during December the Chapel hosted an intimate carol service for residents of the Parish.
- **Remembrance Day Parades** - Council representatives from each village laid wreaths on behalf of Windlesham Parish Council at the Remembrance services held in the villages.
- **Summer Planting** - Once again Council was pleased to provide all three villages with hanging baskets to brighten the village centres.
- **Community Awards** - Windlesham Parish Council was delighted to host an annual Community Award ceremony, celebrating volunteers and the contributions they make to their communities.
- **Provision of Christmas Trees & Festive Lamp Column Lighting** - The Parish Council continued to bring festive cheer to the residents of all three villages, by providing a Christmas tree and festive lighting in the center of each village.
- **Traffic & Infrastructure Groups** - Both Bagshot & Windlesham Committees have formed working parties comprising of both Councillors and community stakeholders to work alongside SCC to deliver traffic calming schemes within the villages. In addition, the Windlesham Committee has committed £7,500 towards the installation of new lighting under Broadway Road bridge and is working with SCC to conduct speed surveys within the village.
- **Neighbourhood Plan Review**- WPC has committed to reviewing the Windlesham Neighbourhood Plan and formed a working party comprising of Councillors and community stakeholders to work on this project during 2024-25.
- **The Kings Coronation** - On the 6th May 2023 the nation celebrated the coronation of King Charles III. In preparation for the event the villages were decked out with flags flying the Union Jack.

# How your money is spent

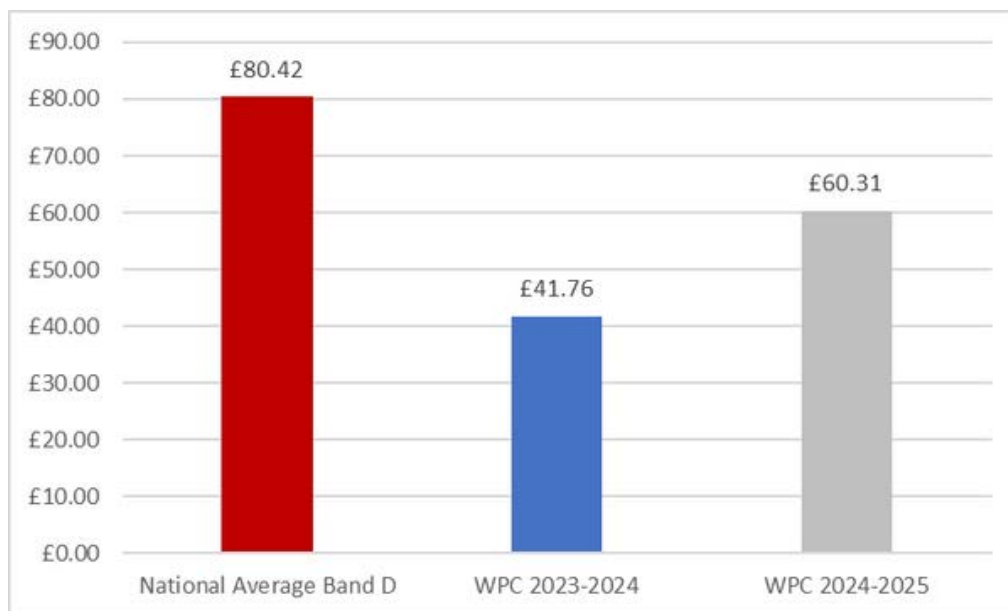
## Council Tax

Each year, usually in January, the Parish Council sets a budget for the next financial year which includes the amount to be raised via Council Tax (precept).

The net budget for 2024-2025 is £594,014 of which £505,201 will be collected through the precept as part of the overall Council Tax demand. This equates to a 44.42% increase, resulting in an annual charge of £60.31 on a Band D property.

In 2023-24 there were 8,866 precepting parishes in England, of which Windlesham Parish Council is one of the larger councils (i.e. with a precept over £250,000). The average Band D council tax for all local councils for 2023-24 was £80.42. See how we compare below:

\*NB: At the time of printing 2024-25 data had not been published.




## Partnership Working

The Parish Council plays an important role working in partnership with other local authorities and organisations and during the last year we have:

- Collaborated with SHBC on Christmas tree recycling for the 8th consecutive year.
- Liaised with Surrey Heath Police on burglaries, fly-tipping and anti-social behaviour.
- Made representation on the Surrey County Council Rights of Way Improvement Plan.
- Begun working in partnership with SCC to deliver traffic calming schemes in both Bagshot and Windlesham. Additionally, in Windlesham the Village Committee is funding speed surveys within the village, which will feed relevant data into the traffic calming scheme.
- Begun working in partnership with SCC to ensure new lamp columns are installed under Broadway Road bridge in Windlesham.
- Surrey County Council is responsible for highways matters and Surrey Heath Borough Council for planning matters. The Parish Council continues to advise both authorities on matters of local interest.



# Planning



The Parish Council has the power to be notified of all planning applications in its wards. As such, it is responsible for commenting upon all these applications and raising concerns. These comments are passed to Surrey Heath Borough Council who take them into account when reaching planning decisions. In the last 12 months we have reviewed 244 planning applications.

## Community Infrastructure Levy

When housing development takes place in the Parish area, the Parish Council receives Community Infrastructure Levy (CIL). CIL is paid by the developer to the Borough Council. The Parish Council receives 15% of this for developments in Bagshot and Lightwater and 25% for developments in Windlesham; as Windlesham has an adopted Neighbourhood Plan. The money must be used 'to support the development of the local area by funding':

1. the provision, improvement, replacement, operation or maintenance of infrastructure;  
or
2. anything else that is concerned with addressing the demands that development places on an area

CIL receipts represent a great opportunity to enhance and enrich the parish area to provide a greater selection of amenities for all ages and tastes. The Parish Council has agreed that the CIL generated by a village is to be retained in an ear marked reserve for projects within that village. During the 11 months 1st April 2023 – 29th February 2024, the Parish Council received £174,308 of CIL, of which £152,680 was attributable to development in Bagshot and £21,628 to development in Windlesham.

This year CIL monies have funded both the outdoor gym and the refurbished playground at School Lane Field, Bagshot; as well as the new playground at Lightwater Recreation Ground. In addition to this, Bagshot Committee has committed £100k to traffic calming within the village; £13.5k towards a new playground at Freemantle Road, Bagshot; £20k to maintain the Bagshot Chapel, and a grant to Earlswood Management Group of £2.5k towards Gomer Road playground in Bagshot. Windlesham Committee have also committed £7.5k towards the installation of street lights under the Broadway Road Bridge in Windlesham; £3k towards speed surveys within Windlesham village; up to £50k towards the replacement of Windmill Field playground, Windlesham and 7.5k to replace the Windlesham Cemetery noticeboards.

# Grants

Each year, the Council sets aside a sum of money which can be given as grants to local groups or voluntary organisations requiring financial support. During 2023/24 the Parish Council has awarded £22,333 to support local organisations with a variety of projects or requirements. This included grants from the Community Infrastructure Levy funding generated from development within each village.

## Bagshot Committee - £10,183 total

**Harper Asprey £1,000** - Contribution towards a veterinary x-ray machine.

**Bagshot WI £50** - Purchase of plants for village planters.

**St Anne's Church £450** - Contribution towards the Christmas Tree Festival.

**Surrey Heath Neighbourhood Watch £150** - Contribution towards the newsletter printing costs.

**Windle Valley Fundraisers £480** - Contribution towards a Santa's Christmas float.

**Earlswood Estate Management Group £2,500** - Commitment towards a new play park at Gomer Road, Bagshot (Community Infrastructure funding).

**Bagshot Society £1,115** - Purchase of miniature Christmas trees for shop fronts and to contribute towards winter planting in the village planters.

**Windlesham United Charities £500** - Contribution towards commemorative trees within the village.

**Curley Park Rangers £2,481** - Contribution towards pitch maintenance and line marking.

**Bagshot Good Companions £500** - Contribution towards the cost of outings throughout the year.

**Bagshot Playing Fields Association £957** - Towards facilities and open space maintenance.

## Lightwater Committee - £4,150 total

**Harper Asprey £1,000** - Contribution towards a veterinary x-ray machine.

**Surrey Heath Neighbourhood Watch £150** - Contribution towards the newsletter printing costs.

**Lightwater Village School £500** - Contribution towards a new School Library.

**Lightwater Library Association £500** - Contribution towards legal fees to enable the trustees to vest the building and land in the name of the official custodian for charities.

**Lightwater 1st Scouts £2,000** - Contribution towards events, replacing broken equipment and maintaining existing equipment.

## Windlesham Committee - £8,000 total

**Harper Asprey £1,000** - Contribution towards a veterinary x-ray machine.

**Surrey Heath Neighbourhood Watch £150** - Contribution towards the newsletter printing costs.

**Windlesham Field of Remembrance £3,500** - Contribution towards litter bin collections.

**Windlesham Field of Remembrance £1,209** - To fund the purchase of a loft ladder to improve safety and accessibility at the Hub.

**Windlesham 1st Scouts £484** - Contribution towards camping equipment.

**Windlesham Village Fete £1,207** - To fund the purchase of a BBQ, dishes and hi-vis vests.

**Windlesham Society £450** - To fund the purchase of litter picking equipment.



# Council Facilities

## Play Areas

The Parish Council owns and manages five recreation grounds: School Lane Field and Freemantle Road in Bagshot, Lightwater Recreation Ground, and Windmill Field and Kings Lane in Windlesham.

During 2023-24, the Parish Council refurbished/replaced the play areas at School Lane Field and Lightwater Recreation ground, which we hope has brightened up the play areas as well as providing new and exciting equipment to explore.

Looking forward to the coming twelve months, installation of a new playground at Freemantle Road, Bagshot will take place shortly and the Windlesham Committee are progressing plans to replace the playground at Windmill Field, Windlesham.

## Lightwater Playground





# Bagshot School Lane Field Playground



## NEW - Outdoor Gym at Bagshot School Lane Field

The Bagshot Village Committee were very pleased to announce the opening of the Outdoor Gym at School Lane Field.

The gym was funded from Community Infrastructure Levy money, raised as a result of recent development in the village and it offers residents a mixture of cardio and strength equipment across seven exercise stations.

Cllr Gordon, Cllr White and Cllr Willgoss were the first users of the equipment and we hope many more residents will come along to try the equipment out.





# Open Spaces & Allotments

The Council grants free-of-charge access to Lightwater Recreation ground for community events. This year saw the recreation ground hosting the Lightwater Fete, the Lightwater music festival, and the Lightwater bonfire and fireworks. All these events were very popular and well-attended and the Council is looking forward to supporting future community events in 2024.



The Council also owns the south side of High Curley in Lightwater, which is a heathland area of special scientific interest; Bagshot Chapel, Lightwater Memorial Gardens and numerous small open spaces throughout the Parish.

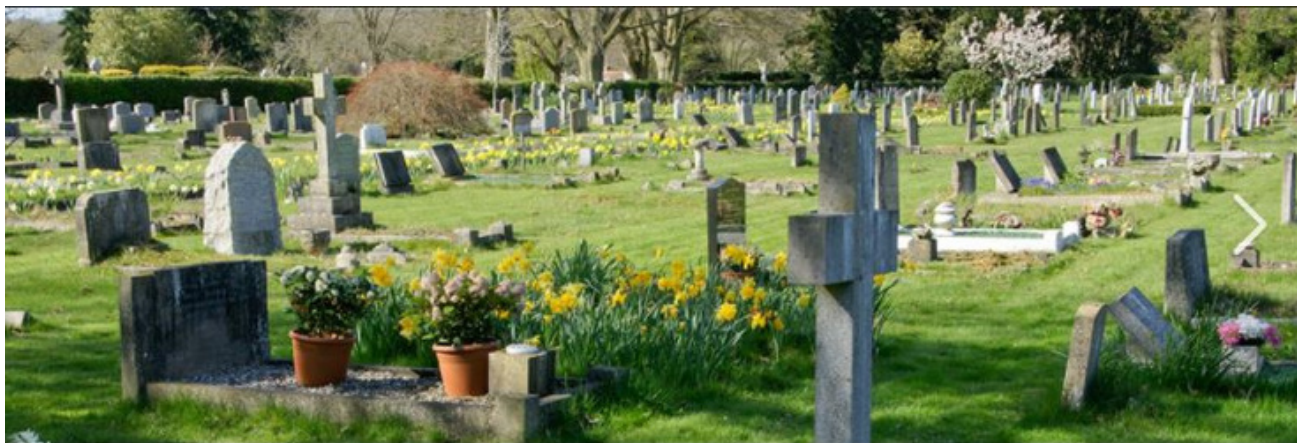


In addition to the above, Council provides allotments at Hook Mill Lane for more than 50 residents of the parish.





# Burial Grounds



Windlesham Parish Council owns and manages three burial grounds. Bagshot is a closed burial ground but ashes are accepted for interment at the memorial wall. Lightwater and Windlesham are popular choices for the final resting place of many residents, ex-residents and non-residents. Between March 2023 and February 2024, we have managed 15 burials and 36 ashes interments. This comprised of 11 burials and 25 ashes interments in Windlesham Cemetery, four burials and nine ashes interments in Lightwater Cemetery and two ashes interments in Bagshot Cemetery.

This year memorial inspection and testing was carried out at all three Cemeteries ensuring that memorials do not pose a risk to public safety.



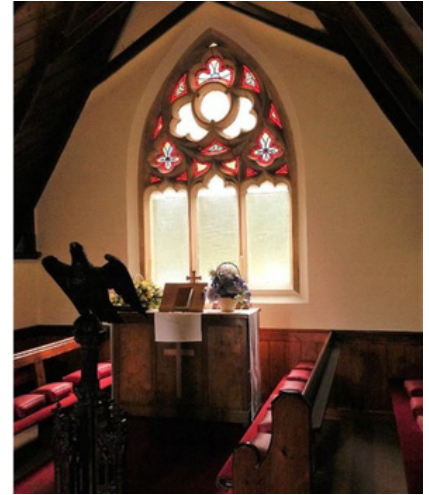


# Heritage Assets

## Bagshot Chapel

Bagshot Chapel and Cemetery have been in the care of Windlesham Parish Council since 1962 and whilst the Chapel building is not listed, it is a structure of some significant architectural interest and for that reason is listed by Surrey Heath Borough Council on their list of historical buildings with local significance.

In September 2023, Windlesham Parish Council was once again pleased to open Bagshot Chapel to the public for the nationwide Heritage Open Days.



## War Memorials & Remembrance

All three of the war memorials in our villages are Grade II listed and each year the Parish Council marks Remembrance Sunday by displaying silent soldiers and large poppies on the lamp-posts.

In November 2023, Councillors Marr, Lewis, Turner and Willgoss were very honoured to lay wreaths on behalf of Windlesham Parish Council at the Remembrance services held in the villages.





# Hanging Baskets

Hanging baskets were again supplied to the three villages and provided beautiful displays of dazzling colour throughout the summer months.

The Council is always delighted to hear the lovely comments from residents about the displays.





# Chairman's Community Award Ceremony

In April 2023, Windlesham Parish Council was delighted to host the annual Community Reception at the Bagshot Playing Fields Association, where we celebrated the many volunteers of Bagshot, Lightwater and Windlesham and the valuable contributions they have made to their communities.



# King Charles III Coronation

On the 6th May 2023, the nation celebrated the coronation of King Charles III. In preparation for the event the villages were decorated with flags flying the Union Jack and coronation roundels on the lamp columns.





# Christmas 2023

This year, the Council once again organised lovely Christmas trees and festive lighting in all three villages. All were beautifully lit and gave each village a real focal point for Christmas celebrations.

## Lightwater





# Christmas 2023

Bagshot





# Christmas 2023

Windlesham





The Council welcomes views from residents and people working within the parish on any aspect of life in the three villages.

Please contact your local Councillor if you have any issues you wish to discuss.

The Parish Council Offices & Chamber  
The Avenue, Lightwater, GU18 5RG.

Tel: 01276 471675



Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)



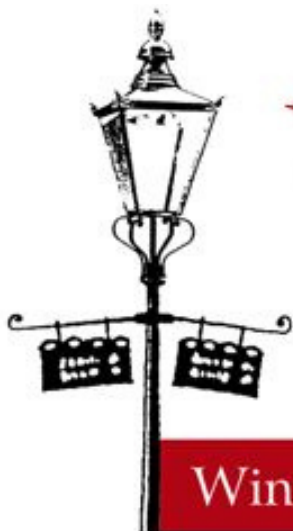
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