



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PAVILION COMMITTEE**

**Held on Wednesday 16<sup>th</sup> September 2020, at 8pm held by remote conferencing on Zoom**

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	PZ	Barnett	PZ	Hansen-Hjul	PZ
Willgoss	PZ	Galliford	PZ		
		Halovsky-Yu	PZ		
		Harris	PZ		
		Hartshorn	A		
		Jennings-Evans	A		
		Malcaus Cooper	PZ		

**In attendance:** Sarah Walker – Clerk

PZ – present by Remote Attendance      A – apologies      PZA – part of the meeting  
 - no information

**In the Chair:** Cllr Harris

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		Action
P/20/01	<p><b>To elect the Chairman and Vice-Chairman of the Committee for the ensuing year</b></p> <p>Cllr Malcaus Cooper nominated, Cllr Halovsky-Yu seconded and <b>all agreed to elect Cllr Harris as Chairman of the Committee.</b> Although Cllr Harris is already Chair of Planning, it was agreed with his professional background and knowledge he can bring to the project, this warranted his appointment as Chair under exceptional circumstances.</p> <p><i>Cllr Harris took the Chair</i></p> <p>Cllr White nominated Cllr Barnett as Vice-Chairman but he declined the nomination.</p> <p>Cllr Malcaus Cooper nominated, Cllr Halovsky-Yu seconded and <b>all agreed to elect Cllr Hansen-Hjul as Vice-Chairman of the Committee.</b></p>	
P/20/02	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received and accepted from Cllrs Hartshorn and Jennings-Evans.</p>	

<p><b>P/20/03</b></p>	<p><b>To review and agree the terms of reference for the Committee</b></p> <p>The draft terms of reference circulated were widely discussed, with amendments made to the name of the committee; membership requirements and spending power. <b>The agreed Terms of Reference are at Appendix A.</b></p>	
<p><b>P/20/04</b></p>	<p><b>Declarations of interest</b></p> <p>Cllr Halovsky-Yu declared a non-pecuniary interest in relation to her position on the Lightwater Business Association, as when the new building is complete and able to be used, the LBA would seek to use the building for networking events, meetings etc.</p> <p>Cllr Malcaus Cooper declared a non-pecuniary interest as she is the funder of the Lightwater Resilience Plan (now Lightwater Connected) and they too would seek use of the new council building.</p>	
<p><b>P/20/05</b></p>	<p><b>Public question time</b></p> <p>No public questions had been received.</p>	
<p><b>P/20/06</b></p>	<p><b>Exclusion of the press and public</b></p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>P/20/11 To consider tender evaluation process</p>	
<p><b>P/20/07</b></p>	<p><b>Pavilion Site Security</b></p> <p>Cllr Malcaus Cooper gave an overview of the issues that have been encountered at the current pavilion site. The building has been subject to 4 separate break ins and there are reports of regular anti-social behaviour. The building has been vandalised beyond repair and at the last incident, Police who attended recommended demolition of the building to discourage anti-social behaviour at the site.</p> <p>The Committee had been provided with the following information by the Clerk:</p> <p>Option 1 – Secure the existing building/storage shed</p> <p>a) Install metal grilles on both entrance and exit doors to prevent further access  Costs: Security grilles £361.00 for 2, delivered. Square padlocks (recommended) £45.82 for 2 + VAT, delivered. Installation cost: £320.00+ VAT</p> <p>Total: £726.82</p> <p>b) Use climb proof paint to prevent shed building being scaled and install signs to make people aware the structure is weak and should not be climbed on. Pricing to be obtained.</p>	

	<p>Option 2 - Demolish the current building ASAP</p> <p>Considerations</p> <p>a) If the building is demolished this will increase the risk of incursions on the field unless robust security measures can be put in place.</p> <ul style="list-style-type: none"> <li>• Cost of additional bollards to secure the field would be approximately £790.00+ VAT PER BOLLARD installed. This cost is based on the costs paid for the 3 bollards already installed on site.</li> <li>• Other security measures to be considered could include earth bunds or concrete barriers – costs would need to be ascertained.</li> </ul> <p>b) Demolition of the Pavilion will require agreement from Fields in Trust, particularly as there is currently no business case for the project, or funding for the rebuild costs in place.</p> <ul style="list-style-type: none"> <li>• Fields in Trust have been contacted and we are awaiting a reply.</li> </ul> <p>c) What happens if planning is refused?</p> <ul style="list-style-type: none"> <li>• Fields in Trust require us to provide a building to service the field. At present if planning was refused Council has the option to refurbish the current pavilion. If the pavilion has been demolished how will we meet our obligation to service the field?</li> </ul> <p>d) Where would the demolition and field security be funded from?</p> <ul style="list-style-type: none"> <li>• the current Lightwater Pavilion reserves?</li> <li>• General reserves?</li> </ul> <p>There was a long discussion about both options, with differing opinions as to which option would be best. After much debate, <b>it was resolved:</b></p> <ul style="list-style-type: none"> <li>i) <b>Costs be ascertained for bollards to secure the site</b></li> <li>ii) <b>Costs for demolition of the building and the shed be obtained (including the cost to isolate services)</b></li> <li>iii) <b>Costs to be sought for buying and siting an “ISO” container to provide a “building” on the site (to be connected to mains, water and sewerage)</b></li> <li>iv) <b>Costs to be sought for the provision of concrete blocks and logs as an alternative to bollards to secure the site</b></li> </ul>	Clerk
P/20/08	<p><b>To consider existing and future funding</b></p> <p>The Clerk provided Members with the following information relating to existing and future funding.</p> <p>The pavilion project currently has an ear marked reserve of £70,000 and an in-year budget line of £7,500, which to date has a spend of £109 against it. It is anticipated that the rest of this budget will be used to part fund the two pieces of work currently out for tender – the topographical survey and production of 3 concept designs. The balance would need to be met from the reserve.</p>	

	<p>Future sources of funding will need to be considered at appropriate points in the project. This could include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Grant funding from a variety of sources</li> <li>• Realisation of capital from current assets (office/chamber)</li> <li>• Public Works Loan</li> <li>• Community fundraising (eg. Buy a brick, crowdfunding, sponsorship etc)</li> </ul> <p>After discussion <b>it was agreed to recommend to Full Council</b></p> <ul style="list-style-type: none"> <li><b>i) The Clerk to seek valuations of the current office and chamber a) for potential sale value and b) potential lease value</b></li> <li><b>ii) To obtain a dilapidation schedule for the current office and chamber</b></li> <li><b>iii) To vire the Lightwater CIL reserve of £13,637 to the pavilion reserve</b></li> <li><b>iv) To vire £16,363 from the Lightwater Village reserve to the pavilion reserve, leaving a balance of £6,637</b></li> </ul> <p>The reasoning behind the virements is to bring the pavilion reserve up to £100k, which the committee feel is a better proposition to demonstrate to potential grant funders that the Council can already fund a good proportion of costs.</p>	<p><b>Clerk – for Full Council</b></p>
<p><b>P/20/09</b></p>	<p><b>Consultation Update</b></p> <p>The Clerk provided the Committee with the following update for the community consultation currently underway:</p> <p>To date 392 responses have been received in total – 70% are from Lightwater, 13% Bagshot and 17% Windlesham.</p> <p>All 3 villages overwhelmingly support building a larger, improved facility.</p> <p>The top 4 ranking amenities residents would like to see are currently as follows:</p> <ul style="list-style-type: none"> <li>• Toilet facilities – 82%</li> <li>• Changing facilities / Improved play area – both 64%</li> <li>• Community hall – 60%</li> <li>• Café – 58%</li> </ul> <p>The lowest ranking amenity is the council office and chamber at 28%.</p> <p>The vast majority of responses had come from social media posts, but the consultation has also been made available on the website, via a QR code on posters displayed in our noticeboards and all Councillors have been given a link in order to complete face to face surveys with residents, as the usual process of having paper copies available in various village locations has not been possible due to Covid-19.</p>	

	<p>Cllrs Halovsky-Yu and Malcaus Cooper had written and submitted an article to go in local magazine publications, although the closing deadline of 5<sup>th</sup> October would mean residents finding out about the survey through this medium would not have much time to take part in the survey. The survey deadline could be extended but this was not discussed.</p> <p>Members were encouraged to promote the survey as much as possible, particularly in Bagshot and Windlesham.</p>	
<p><b>P/20/10</b></p>	<p><b>Exclusion of the press and public.</b> Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>P/20/11 To consider tender evaluation process</p> <p><i>21.35 Live streaming to Facebook was stopped at this point.</i></p>	

## **Windlesham Parish Council Pavilion Committee – Terms of Reference**

**The role of the Pavilion Committee is to progress the redevelopment of the Lightwater pavilion situated at the recreation ground in Lightwater and any buildings thereon.**

1. Membership of the committee will consist of at least 2 members from each village to a maximum of 12 members in total. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

### **FUNCTIONS:**

#### **The committee shall:**

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work as directed by Full Council.
- e) The committee shall have spending powers to a maximum of £3,000 per agenda item. The committee shall make recommendations to Full Council on all expenditure in excess of this sum.
- f) Work to deliver a new pavilion/community hub building at Lightwater Recreation Ground.
- g) Work with other authorities to deliver a suitable outcome for the residents of the Parish.
- h) Make recommendations to Full Council regarding progression and development of the redevelopment of the site.
- i) Draft the Lightwater Pavilion budget lines and submit budget requirements and recommendations to the Finance Sub-Committee.

#### **The Chairman shall:**

- j) Agree the minutes of the Lightwater Pavilion Committee at Full Council meetings subject to approval.
- k) The Terms of Reference shall be reviewed annually.