



**Windlesham Parish Council**

Joanna Whitfield  
Interim Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE**  
**Held on Tuesday 14<sup>th</sup> September 2021 at 7.00pm at the Community Hub, Windlesham Field of Remembrance**

<b>Councillors</b>	
Barnett	P
Galliford	P
Halovsky-Yu	P
Harris	P
Hartshorn	P
Jennings-Evans	P
Malcaus Cooper	P

**In the Chair:** Councillor Harris  
**In attendance:** Sarah Dignan – Locum Clerk

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

---

		<b>Action</b>
<b>LVC/21/13</b>	<b>To elect a Vice Chairman of the Committee for the ensuing year</b>  Cllr Harris nominated and Cllr Malcaus Cooper seconded Cllr Barnett as Vice Chairman of the Committee.  A vote was taken with all in agreement <b>it was therefore resolved to elect Cllr Barnett as Vice Chairman.</b>	
<b>LVC/21/14</b>	<b>Apologies for absence</b> All Members were present.	
<b>LVC/21/15</b>	<b>Declarations of Interest</b> No declarations of interest were made.	
<b>LVC/21/16</b>	<b>Public question time</b> No public questions had been received.	
<b>LVC/21/17</b>	<b>Exclusion of the press and public</b> Agreed that one item be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  LCV/21/30 – Lightwater Cemetery- Fees: Special Circumstance Dispensation Request	

LVC/21/18	<p><b>Committee Minutes</b></p> <p>The open minutes of the meeting held on 13<sup>th</sup> July <b>were agreed</b>. Cllr Harris signed the minutes on behalf of the Committee.</p>	Cllr Harris
LVC/21/19	<p><b>To consider planning applications and planning appeals received prior to this meeting:</b></p>	
21/0880/FFU	<p><b>16 Fox Covert, Lightwater, Surrey, GU18 5TU</b> Demolish existing garage. Erection of ground floor sideextension following demolition of existing garage and addition of conservatory to rear of dwelling.</p> <p><b>No objections.</b></p>	
21/0870/FFU	<p><b>5 Barnett Lane, Lightwater, Surrey, GU18 5LE</b> Demolition of existing conservatory and erection of a single storey rear extension</p> <p><b>No objections.</b></p>	
21/0863/FFU	<p><b>16 Macdonald Road, Lightwater, Surrey, GU18 5TN</b> Erection of a single storey rear extension</p> <p><b>No objections.</b></p>	
21/0868/FFU	<p><b>1 Keswick Drive, Lightwater, Surrey, GU18 5XD</b> Creation of an outbuilding, new boundary fence with two new gates.</p> <p><b>No objections.</b></p>	
21/0708/FFU	<p><b>7 Christie Close, Lightwater, Surrey, GU18 5UG</b> Change of use of land from amenity land to gardenland; retention of wooden boundary fencing; and, erection of a single storey side and rear extension.</p> <p><b>The Committee did not support the application unless there is a condition made that the land currently classed as amenity land is not used for future development.</b></p>	
21/0898/FFU	<p><b>5 Burdock Close, Lightwater, Surrey, GU18 5YP</b> Proposed 1st Floor Front Extension and Front Porch</p> <p><b>No objections.</b></p>	
21/0907/FFU	<p><b>20 Macdonald Road, Lightwater, Surrey, GU18 5TN</b> Demolition of existing lean-to extension and construction of new replacement extension including rear facing bi-fold doors.</p> <p><b>No objections.</b></p>	
21/0957/FFU	<p><b>Sydney Lodge, 109 Macdonald Road, Lightwater, Surrey, GU18 5YA</b> Proposed single storey rear extension following the demolition of existing conservatory, together with other minor internal alterations.</p> <p><b>No objections.</b></p>	
21/0937/CES	<p><b>27 Junction Road, Lightwater, Surrey, GU18 5TQ</b> Certificate of lawfulness for the proposed erection of a detached triple garage</p> <p><b>No objections.</b></p>	
20/0510/FFU	<p><b>The Annexe, 6 Mount Pleasant Close, Lightwater, Surrey, GU18 5TP</b> Demolition of existing single storey annexe and construction of</p>	

	<p>a two storey attached 3 bed house with associated access and parking. Please use the following link to refer to the Parish Councils previous response <a href="https://bit.ly/2VkpIQ3">https://bit.ly/2VkpIQ3</a></p> <p>The Committee took a recorded vote regarding this application as follows:</p> <p><b>Voted to raise objections</b> in relation to overdevelopment, out of keeping with the street scene and access issues: <b>Cllrs Jennings-Evans and Hartshorn.</b></p> <p><b>Voted to raise no objections:</b> <b>Cllrs Galliford, Malcaus Cooper and Halovsky-Yu</b></p> <p><b>Abstained:</b> <b>Cllrs Harris and Barnett</b></p> <p><b>It was therefore resolved to raise no objections to the application.</b></p>	
21/0907/FFU	<p><b>20 Macdonald Road, Lightwater, Surrey, GU18 5TN</b> Demolition of existing lean-two extension and construction of new replacement extension including rear facing bi-fold doors.</p> <p><b>No objections.</b></p>	
21/0898/FFU	<p><b>5 Burdock Close, Lightwater, Surrey, GU18 5YP</b> Proposed 1st Floor Front Extension and Front Porch</p> <p><b>No objections.</b></p>	
<b>LVC/21/20</b>	<p><b>To receive reports from:</b></p> <ul style="list-style-type: none"> <li>a. <b>Surrey County Council;</b></li> <li>b. <b>Surrey Heath Borough Council</b></li> </ul>	
<b>LVC/21/21</b>	<p><b>Payments for approval</b></p> <p>Payments Made Under Delegated Authority - in line with the resolution made at the Full Council EGM, held on 11th August 2021, a list of payments made under delegated authority over the summer period was presented to the Committee.</p> <p>An expenditure list in the sum of £43.00 was presented.</p> <p><b>It was resolved the payments in the total sum of £43.00 (Appendix A) be signed off and the Chairman signed the Expenditure Transactions Approval List.</b></p>	<b>Cllr Harris</b>
<b>LVC/21/22</b>	<p><b>Committee finances – overview</b></p> <p>The Interim Clerk provided the Committee with an income and expenditure report to date which detailed all budget lines that Lightwater Committee contribute to. Members were asked to note that a large number of these budget lines remain a “top level” responsibility, therefore the decision-making power for those lines remains with the Full Council.</p>	

The budget lines which the committee has discretion over are broadly :

- Playground repairs and renewals
- Greenspace contingency
- Grants – section 137 and open spaces maintenance grants

#### Ear Marked Reserves

As of the end of August, Lightwater Committee ear-marked reserves were as follows:

EMR Lightwater Pavilion	£115,104
EMR Lightwater Village	£33,523
TOTAL:	£148,627

The Village reserve figure has not yet taken into account the cost of the Councillors IT equipment. This is likely to be in the region of £4,000 which will be funded from this reserve.

Members reviewed the I&E report and expressed a number of concerns. Cllr Malcaus Cooper was concerned about the lack of funds available to the Committee and felt the majority of funds were taken up by the current Glendale greenspace contract and staffing costs. She raised issues with the Glendale contract, stating she was not happy that the contract provided good value for money. She was also concerned that the way the percentage split of the contract had been decided was unfair as it had been based on linear metreage costs and there were discrepancies between the type of maintenance carried out eg. High Curley maintenance is far less frequent and of a different type to ornamental grass cutting in the village centre.

**Cllr Jennings-Evans agreed to obtain the contract agreement held by SHBC and pass this to the Interim Clerk to be circulated.** This would allow Members to review bills of quantity etc and make decisions about the contract moving forward.

In addition to this, work to update the full asset register and cross reference with land deeds held would allow the Committee to understand what land is owned by the Council and what is being maintained by the Council on behalf of others. A review of this type of maintenance could identify some cost savings.

Cllr Halovsky-Yu raised concerns with the inability of the Committee to generate income and there was a need to take a commercial view of assets owned. It was suggested that charges could be made for the use of outdoor space and Cllr Jennings-Evans confirmed that SHBC had a charging structure in place for their outdoor spaces. **She agreed to arrange a meeting with SHBC so Committee Members could understand how a potential charging structure could work.**

Cllr Jennings-Evans commented that she had always been concerned about the lack of finances for Lightwater following the re-structure as Lightwater as a village has very limited opportunity for CIL contributions and limited assets that could generate income.

**Members noted the finance report and that further discussion would be required to look at income generation and potential cost savings.**

Cllr  
Jennings-  
Evans

Cllr  
Jennings-  
Evans

<b>LVC/21/23</b>	<p><b>Project Updates</b></p> <p>The Interim Clerk had circulated a paper listing current projects for the Lightwater Committee.</p> <p>Cllr Malcaus Cooper felt that, along with progressing the Pavilion project, work on the asset register/land deeds and review of the Greenspace Contract should be prioritised.</p> <p><b>Members noted the update.</b></p>	
<b>LVC/21/24</b>	<p><b>Lightwater Pavilion</b></p> <p>Members were provided with a recap of the information provided by Fields in Trust in relation to the Pavilion project. As the Council are not the landowners there is a land swap process that needs to be completed before any type of building can commence on the site. There are additional complexities owing to the charitable status of the land at Lightwater Recreation Ground.</p> <p>In order to make any real progress a suitable alternative piece of land needs to be identified to complete a land swap. Members discussed various options within Lightwater and <b>Cllr Jennings-Evans agreed to investigate further and report back to the next Committee meeting.</b></p> <p>In addition <b>the Committee agreed that the Interim Clerk should ascertain costs for appointing an appropriate lawyer, with charity experience, to review the Fields in Trust guidance. It was suggested an initial conversation be held with Ian Davison (via SALC).</b></p>	<p><b>Cllr Jennings-Evans</b></p> <p><b>Interim Clerk</b></p>
<b>LVC/21/25</b>	<p><b>Grant Funding</b></p> <p>At the July Village Committee meeting it was resolved that the Committee wished to offer a grant scheme for this financial year and would consider a grant policy that reflected the funds available.</p> <p>The Interim Clerk had prepared and circulated a draft grant policy with various options to be decided by Members.</p> <p>The overall budget for grants for the year 2021-22 is £15,600. Of that budget £1,133 is already committed to the purchase and installation of a soldier bench in the memorial garden in Lightwater. The remaining budget is therefore £14,467.</p> <p>Members discussed the principle of giving grants and it was recognised that in light of the limited amount of funds available to the Committee and the need to finance the Pavilion project, grants should be limited for this financial year.</p> <p>Cllr Jennings-Evans proposed, seconded by Cllr Malcaus Cooper, that the only type of grant that should be given this financial year is Councillor Community Pride grants. Furthermore, the amount of grant funding should be capped at £500 per Councillor, with the ability to pool funds if needed for a larger project requiring grant funding. This would leave £10,967 of the allocated budget. It was discussed that £10,000 of this budget should be transferred to the Pavilion reserve, with the remaining £967 to be utilised for grant giving if applications for grants exceed the newly agreed budget of £3,500.</p>	

	<p><b>It was therefore resolved:</b></p> <ol style="list-style-type: none"> <li>1) <b>The Committee agreed to give only Councillor Community Pride grants for the year 2021-22</b></li> <li>2) <b>Each Councillor will have £500 to use for grant giving, with the ability to pool resources if required</b></li> <li>3) <b>Cllr Malcaus Cooper would amend the policy document to reflect this and circulate to Members</b></li> <li>4) <b>£10,000 to be transferred to the Pavilion reserve, the remaining budget of £967 to be used for grant giving, if needed</b></li> <li>5) <b>Any underspend on the grant budget line at year end to be transferred to the Pavilion reserve</b></li> </ol>	<p><b>Cllr Malcaus Cooper</b></p> <p><b>RFO</b></p>
<p><b>LVC/21/26</b></p>	<p><b>Health and Wellbeing Initiative</b></p> <p>The Interim Clerk had circulated a paper regarding a national initiative to improve health and wellbeing where Councils across the country are installing new signage on public benches to help break down the barriers of social isolation and get people talking.</p> <p>The 'Happy to Chat' benches feature a simple sign which reads 'Sit here if you don't mind someone stopping to say hello' and are designed to help combat loneliness and encourage community interaction, seeking to break down social barriers and allow us to all say 'hello'.</p> <p>By sitting on the bench, people will know that you're open to a friendly talk. If someone is seen sitting on one, other people may consider approaching them and have a chat. Residents might learn something new, make a new friend, or simply brighten someone's day.</p> <p>The benefits of Happy to Chat benches have been demonstrated across the country and a study published by the University of Sheffield in 2015 found that sitting on benches allows people to spend longer outside, which is beneficial for mental health and helps connects people within communities. This connection is particularly important for people who might find social venues like cafes too expensive or too busy.</p> <p>The Happy to Chat benches could be a small but valuable way to support and enable as many people as possible to improve their own mental health.</p> <p>Members were given indicative pricing for artwork and signage and asked to consider if they wished to designate one (or more) benches in Lightwater as "Happy to Chat" benches. After some discussion, which included the need to carry out a risk assessment prior to any benches being designated, a vote was taken, with 4 in favour and 3 against the initiative. <b>It was therefore resolved that Lightwater would take part in the initiative, subject to a risk assessment being completed.</b></p> <p>Benches are still be identified and Members wished to fully understand costs involved (subject to the other villages agreeing to the project or not) before deciding how many benches would have signs installed.</p>	
<p><b>LVC/21/27</b></p>	<p><b>Memorials and Inscriptions</b></p> <p>There were no memorials or inscriptions and the Committee noted that these should now be approved by the Cemeteries Administrator, as per the delegated authority given.</p>	

LVC/21/28	<p><b>Correspondence</b></p> <p>The Committee were presented with correspondence from Surrey Heath Borough Council enclosing a copy of the Order for Reorganisation of Community Governance which will become effective in April 2023.</p> <p><b>The Committee noted the correspondence.</b></p>	
LVC/21/29	<p><b>Exclusion of the press and public</b></p> <p>Agreed that one item 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>LVC/21/30 – Lightwater Cemetery- Fees: Special Circumstance Dispensation Request</p>	
LVC/21/30	<p><b>Lightwater Cemetery- Fees: Special Circumstance Dispensation Request</b></p> <p>Members discussed the request made and <b>agreed to grant the dispensation requested.</b></p> <p>It was further <b>agreed that cemetery regulations and burial fees be brought to the next Committee meeting for discussion.</b></p>	

**There being no further business, the meeting closed at 21.30**

02/09/2021

## Windlesham PC Split

Page 4

13:53

## PRELIMINARY PURCHASE DAYBOOK

User:

Invoice Date	Invoice Number	Ref No	Supplier A/c Name Code	Supplier A/c	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/08/2021	GM092-032A	7	GLENDALE	GLEND	43.00	8.60	51.60	4005	400	43.00 LW	CEM MEM PLAQUE
<b>TOTAL INVOICES</b>					43.00	8.60	51.60			43.00	
VAT ANALYSISCODE S @ 20.00%					43.00	8.60	51.60				
<b>TOTALS</b>					43.00	8.60	51.60				

