



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE
Held on Tuesday 9th January 2024 at 7:15pm at The Link, St John the Baptist Church, Church Road, Windlesham

Councillors	
Harris	P
Hartshorn	P
Jennings-Evans	P
Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk
Cllr Julie Hoad- SHBC Councillor

Cllr Harris took the Chair

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

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		Action
LVC/23/34	Apologies for absence No apologies for absence were received.	
LVC/23/35	Declarations of Interest There were no declarations of interest.	
LVC/23/36	Public question time There were no public questions.	
LVC/23/37	Exclusion of the press and public.	

	There were no Exclusions to the press & public.	
LVC/23/38	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 10th October 2023 were approved and signed by Cllr Harris.</p>	Cllr Harris
LVC/23/39	<p>Payments for approval</p> <p>There were no payments for approval.</p>	
LVC/23/40	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 3rd January 2024.</p> <p>Members expressed concern regarding the burial income which is down on what had been predicted in the budget.</p> <p>The Assistant Clerk commented that this year there had been a trend towards ashes burials with only 3 full burials taking place in Lightwater Cemetery since April 2023.</p> <p>Members noted the rest of the report.</p>	
LVC/23/41	<p>Lightwater Cemetery- to discuss the repair of Historical memorials.</p> <p>Members were reminded that 45 memorials in Lightwater Cemetery had been laid down and details of these memorials were presented. Members confirmed they were pleased to see that over a third of headstones were in the process of being repaired or families had made contact with the Parish office regarding the repair of their headstones.</p> <p>Members were asked if they wished to complete a walk around of the cemetery to identify any historic memorials which they would like to consider funding the repair of.</p> <p>While Members confirmed that they did not want to fund the repair of all the memorials which had been laid down, they unanimously resolved to complete a walk around of the cemetery to consider if there were any memorials of historic interest that they would like to repair. It was confirmed a list of memorials identified during the walk around would be brought back to the next Committee meeting for discussion. Members also confirmed they would like to use the walk around as an opportunity to discuss future plans for the cemetery and requested that this item was added to the next Committee meeting agenda for discussion.</p>	
LVC/23/42	Tree replanting	

	<p>Members were informed that following a Parish wide tree survey in 2022, it had been necessary to complete essential tree maintenance on a number of trees in Lightwater. Members were presented with information on 4 felled trees (Cherry Plum, Chinese Juniper and 2 x European Limes) which the tree surveyor suggested could be replanted. It was also noted that the replanting of these trees was not mandatory as they were either not covered by a Tree Protection Order or had not been identified by the SHBC tree officer.</p> <p>Members were also informed that since the tree survey, 2 further lime trees at Lightwater Recreation Ground had been felled due to being in a very poor condition. Cllr Harris confirmed that these trees were planted as a memorial to those who lost their lives in WWII and therefore should be considered for replanting.</p> <p>The Assistant Clerk asked members to note that the trees on Lightwater Recreation ground are not covered by a Tree Protection Order.</p> <p>Members were asked to decide if they would like to seek quotes to replant the trees, with a recommendation to Full Council to approve the work, with funding to come from the Tree Works EMR.</p> <p>Members unanimously resolved not to replace the 4 trees (Cherry Plum, Chinese Juniper and 2 x European Limes) which had been identified by the tree surveyor but unanimously agreed for quotes to be sought for the 2 x European Limes which had been subsequently felled at Lightwater Recreation Ground. Members requested quotes for the replanting and maintenance of 6ft, 12ft and 16ft European Lime trees and asked that they be brought back to the next Committee meeting for consideration.</p> <p>Members also discussed the proximity of the trees on the Recreation Ground to the bonfire which is lit each year as part of the 1st Lightwater Scouts bonfire and fireworks event. It was discussed that the Council need to work closely with the Scouts during future events to ensure no trees are damaged by the bonfire.</p>	<p>Assistant Clerk</p>
<p>LVC/23/43</p>	<p>Grant Applications</p> <p>a) <u>To consider a grant application from 1st Lightwater Scout Group</u></p> <p>The Committee considered a grant application from the 1st Lightwater Scout Group requesting £3,321.95 to help fund the following-</p> <ul style="list-style-type: none"> • Fundraising and activities that service the wider community, such as the annual Bonfire Night event • Replacing broken equipment used at section weekly meeting • Enhancing equipment to assist in the delivery of their programmes <p>Cllr Turner declared a non-pecuniary interest in this item.</p>	

	<p>Members resolved with 6 in favour and 1 against to grant £2000 for the above purposes.</p> <p>b) <u>To consider a grant application from Lightwater Community Cinema supported by All Saints Church</u></p> <p>The Committee considered a grant application from the Lightwater Community Cinema requesting £1000 to help fund the purchase and installation of an AED device on the outside wall of All Saints Church Hall.</p> <p>Cllr Harris and Cllr Turner declared a non-pecuniary interest in this item.</p> <p>The Committee felt that the grant application was incomplete, with further information being required from the landowner and applicant. Members unanimously resolved to defer making a decision on the application until the additional information had been received.</p> <p>c) <u>To consider a grant application from Lightwater Connected (Lightwater Fete Committee)</u></p> <p>The Committee considered a grant application from Lightwater Connected requesting £250 to help fund events at the Lightwater Fete.</p> <p>Cllr Harris, Cllr Malcaus Cooper and Cllr Turner declared a non-pecuniary interest in this item.</p> <p>The Committee unanimously resolved to defer making a decision on the grant until further information had been clarified by the applicant.</p>	
LVC/23/44	<p>Clerks Update</p> <p>No updates.</p>	
LVC/23/45	<p>Correspondence</p> <p>No correspondence.</p>	
LVC/23/46	<p>CONFIDENTIAL</p> <p>Lightwater Recreation Ground</p> <p>Members noted that following a meeting with Fields in Trust (FIT) it was confirmed their trustees were supportive of a proposal to transfer the land at Lightwater Recreation Ground to Windlesham Parish Council and FIT have asked to obtain the Chairity Commission's consent.</p>	

It was confirmed that FIT had given estimated costs of £1500 + VAT to transfer the land and £4000 + VAT for the removal of the dedication.

Members discussed the fee of £4000 + VAT to remove the dedication, which they believed would cover the cost of releasing the dedication from the area of land required to house the new Pavilion. It is to be noted, that this point needs clarification from FIT and independent legal advice.

Members also discussed the following process/timeline that was sent by FIT to WPC:

1. A transfer deed and a deed of dedication will be drafted and sent to the Council together with title documents for the land;
2. Council to approve the draft deeds
3. FIT will seek consent from the Charity Commission for transfer of the land to the Council
4. The Council provide plans and details for the proposed building;
5. PPC to give final approval for the transfer, deed of dedication and building at the next available meeting;
6. Signing and dating the deeds
7. Registering the deeds with the Land Registry

Members were asked to confirm if-

- 1) they wished to pursue the course of action as outlined above in steps 1-7:

Members resolved with 6 in favour and 1 against to proceed with steps 1-7 as outlined above with a caveat that Members would like to understand what liabilities WPC face as a sole trustee as opposed to a managing trustee.

- 2) they had any further questions they would like to pose to FIT.

Members confirmed that after receiving legal advice they would like to pose further questions to FIT.

- 3) they would like to commit funds for further legal advice, up to £2,000, to be funded from the Lightwater Pavilion & Rec EMR.

Members resolved with 6 in favour and 1 against to give delegated authority to the Clerk to seek quotes for legal advice up to a value of £2000 to be funded from the Lightwater Pavilion & Rec EMR. Members also agreed that that they would like to investigate the possibility of using the 20 minutes free legal advice from SALC, which they would like to use prior to accessing any paid advice.

- 4) they wished to prepare a public consultation to help inform the design of the building and help support a Your Fund Surrey application.

It was discussed that although a public consultation had been conducted in 2019 it was confirmed by Cllr R Jennings-Evans that a further consultation would be required for an application to Your Fund Surrey to be considered.

Members resolved with 6 in favour and 1 against to prepare a public consultation to include a proposed design/s for the new Pavilion building.

Members also resolved with 6 in favour and 1 against to give delegated authority to the Clerk to seek 3 quotes from companies to produce the design/s for a new Pavilion building and it was agreed to fund this from the Lightwater Pavilion & Rec EMR, with a spend of up to £5000.

Members agreed that companies should be asked to provide quotes for floorplans to include ground and mezzanine floors with front, side and rear elevations.

It was also agreed that a Task Group would be formed to include Cllr Harris, Cllr Malcaus Cooper, Cllr R Jennings Evans and Cllr Turner. The purpose of the Task Group would be to review the previous tender specification/design brief resulting from the 2019 consultation and put together a design specification which would go out to the companies asked to quote.

It was also confirmed that members would like to have the designs in place by April 2024, so they are in a position to consult with the public in the Spring. They also noted that their aim was to apply to Your Fund Surrey by September 2024.

There being no further business, the meeting closed at 21:05