



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE**  
Held on Tuesday 16<sup>th</sup> April 2024 at 6:15pm at St Anne's Church Centre, Church Road, Bagshot

<b>Councillors</b>	
Harris	P
Hartshorn	A
R Jennings-Evans	P
D Jennings-Evans	A
Malcaus Cooper	P
Stevens	P
Turner	P

**In attendance:** Sarah Wakefield- Assistant Clerk

Cllr Harris took the Chair

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

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		<b>Action</b>
<b>LVC/23/47</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr D Jenning-Evans and Cllr Hartshorn.	
<b>LVC/23/48</b>	<b>Declarations of Interest</b>  There were no declarations of interest.  Cllr Malcaus Cooper and Cllr Harris declared a pecuniary interest in item 9. Cllr Malcaus Cooper is the Chair of the Lightwater Society, the group who will be providing the insurance and Cllr Harris is also involved with the Lightwater Society.	
<b>LVC/23/49</b>	<b>Public question time</b>	

	<p>Members received the following question via e-mail from Lightwater resident, Mr Herren:</p> <p>Q.Would the council please state what activities are going to take place on the Lightwater Recreation Ground that justify the huge, proposed expenditure on a new pavilion.</p> <p>A. Members thanked Mr Herren for his question and noted his comments. Members commented that the current building is not fit for purpose, and that the Parish Council has a duty of care to maintain it. They also confirmed that Council has had a long-term plan to replace rather than refurbish the existing property, with a recent building condition report estimating £147K of work needs to be spent to bring the existing building up to a reasonable standard. Members also wanted to stress that the project is still in its early stages with no budget yet agreed for the project.</p>	
<b>LVC/23/50</b>	<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>LVC/23/59- Lightwater Recreation Ground- to discuss legal advice</p> <p>LVC/23/60- Public Questions- to discuss a request from a Lightwater resident with regards a hedge.</p>	
<b>LVC/23/51</b>	<p><b>Committee and Sub-Committee Minutes:</b></p> <p>The minutes of the Lightwater Village Committee meeting held on the 9<sup>th</sup> January 2024 <b>were approved and signed by Cllr Harris.</b></p>	<b>Cllr Harris</b>
<b>LVC/23/52</b>	<p><b>Payments for approval</b></p> <p>There were no payments for approval.</p>	
<b>LVC/23/53</b>	<p><b>Committee finances – Income &amp; Expenditure</b></p> <p>Members were presented with an income and expenditure report up until the 31<sup>st</sup> March 2024.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr R Jenning-Evans seconded, and it was agreed with 4 in favour and 1 against to put a recommendation to Full Council, to move any underspend (to be confirmed by the RFO) from the Lightwater budget lines to the Pavilion EMR.</b></p> <p><b>Members noted the rest of the report.</b></p>	
<b>LVC/23/54</b>	<b>Lightwater Cemetery</b>	

	<p><b>a) Historical memorial repair</b></p> <p>It was noted that at the January 2024 committee meeting, members unanimously resolved to complete a walk around of the cemetery to consider if there were any memorials of historical interest that they would like to repair. Cllrs Turner and Stevens conducted a walk around of the cemetery in February and confirmed that they did not identify any memorials for repair and members were asked to confirm that they were in agreement.</p> <p><b>Members unanimously resolved to not undertake repairs on any memorials in Lightwater Cemetery.</b></p> <p><b>Cllr Malcaus Cooper proposed, Cllr Turner seconded, and it was unanimously resolved that a recommendation is put forward to Full Council to transfer the spend of up to £10K, previously agreed for the historical memorial repair work in Lightwater Cemetery, to the Lightwater Cemetery EMR.</b></p> <p><b>b) To discuss a survey of the land at Lightwater Cemetery</b></p> <p>Members were asked to decide if they would like to proceed with a topographical survey of the land at Lightwater Cemetery and if so, to decide if they would like to give delegated authority to the Clerk, in conjunction with the Chair and Vice-Chair to seek quotes based on agreed criteria and award based on best value and or suitability. Members were also asked to decide an upper spend for the survey and how it should be funded.</p> <p>Members discussed the topic in detail, and it was confirmed a survey would help to assist in the definition of the boundaries, the identification of different tree species and the position of trees, bushes and vegetation.</p> <p><b>Cllr Harris proposed, Cllr Malcaus Cooper seconded, and it was unanimously agreed to give delegated authority to the Clerk in conjunction with the Chair and vice chair to seek quotes and appoint a surveyor, based on a criterion drawn up by Cllr Harris. Members also agreed an upper spend limit of £10K, to be funded from the Lightwater Cemetery EMR.</b></p> <p><b>c) To discuss landscaping options in the cemetery</b></p> <p>Members noted that it was recommended that the discussion of landscaping options in the cemetery were deferred until a topographical survey had been completed but were asked to decide if they would like to seek quotes to replace the cemetery boundary fence and if so, to consider funding options.</p> <p><b>Members asked that investigations were undertaken to determine the SHBC boundary on the side of the Country Park.</b></p> <p><b>Members unanimously resolved to proceed with seeking quotes for chestnut paling and rural post and rail fencing with two gateways to be brought back to the next committee meeting.</b></p>	<p>Clerk, Chair &amp; Vice Chair</p> <p>Assistant Clerk</p>
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	<p><b>d) To discuss a section of hedge/fence at the cemetery</b></p> <p>Members noted that in March 2024, a section of hedge which runs along the cemetery boundary was removed.</p> <p>Members were asked to decide what course of action, if any, they would like to take.</p> <p><b>Members unanimously resolved to seek quotes to get costs to replace the hedge and to make a recommendation to Full Council to get approval to seek legal advice and take any actions resulting from that.</b></p> <p><b>Members also confirmed that the boundary around the cemetery should be reinstated once the topographical survey had been completed.</b></p>	
<b>LVC/23/55</b>	<p><b>Grant Applications-</b></p> <p><b>a) To consider a grant application from Lightwater Community Cinema</b></p> <p><b>Members unanimously resolved to grant £750 for the above purposes, provided a copy of the organisation's constitution was submitted.</b></p> <p><b>b) To consider a grant application from Lightwater Society</b></p> <p><b>Members unanimously resolved to grant £250 for the above purposes, providing the purpose of the grant was re worded, and that the application form was re submitted to reflect the correct organisation/group.</b></p>	
<b>LVC/23/56</b>	<p><b>Clerks Update</b></p> <p>No updates.</p>	
<b>LVC/23/57</b>	<p><b>Correspondence</b></p> <p>No correspondence.</p>	
<b>LVC/23/58</b>	<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>LVC/23/59- Lightwater Recreation Ground- to discuss legal advice</p>	

	LVC/23/60- Public Questions- to discuss a request from a Lightwater resident with regards a hedge.	
<b>LVC/23/59</b>	<p><b>Lightwater Recreation Ground</b></p> <p>Members were provided with information regarding negotiations with Fields in Trust and matters associated with the Pavilion and Recreation Ground and were asked to decide if they would like to give delegated authority to the Clerk in conjunction with the Chair and Vice-Chair to seek quotes and appoint a law firm for legal advice regarding these matters. Members were also asked to set an upper spend and decide how to fund the legal advice.</p> <p><b>Members unanimously resolved to give delegated authority to the Clerk in conjunction with the Chair and vice chair to seek quotes and appoint a law firm for legal advice regarding matters associated with the Pavilion and Recreation Ground. An upper limit of £14,999, to be funded from the Lightwater Pavilion Budget line was also agreed.</b></p> <p><b>Members also resolved with 4 in favour and 1 against to defer seeking quotes for the grass crates and lime trees.</b></p>	<b>Clerk, Chair &amp; Vice Chair</b>
<b>LVC/23/60</b>	<p><b>Public Questions: Cemetery hedge:</b></p> <p>Members reviewed an e-mail which had been sent in from a Lightwater resident regarding the hedges in his front garden.</p> <p><b>Members unanimously resolved to advise the resident to cut back the hedging to the edge of his boundary as per the Council's tree policy.</b></p>	<b>Assistant Clerk</b>

**There being no further business, the meeting closed at 19:05**