



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE

Held on Wednesday 6th March 2024 at The Link, St John the Baptist Church, Church Road, Windlesham

Councillors	
Hardless	A
Lewis	P
Marr	P
McGrath	P
Richardson	P

In attendance: Sarah Wakefield – Assistant Clerk

CLlr Alan Stevens- Lightwater Village Committee Councillor- acting as a substitute for CLlr Hardless

DRAFT

Tony Murphy- Windlesham Resident
Bob and Jenny Hodgkinson- Windlesham Residents
David & Melanie Chetley- Windlesham Residents
Roy Fairhead MBE- Windlesham Resident
Terry Baker- Windlesham Resident
Tom Appleby- Windlesham Resident

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

CLlr Richardson in the Chair

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		Action
WVC/23/60	Apologies for absence Apologies for absence were received and accepted from CLlr Hardless.	
WVC/23/61	Declarations of Interest CLlr Lewis declared a non-pecuniary interest in relation to Item 13 Grants, due to her association with The Windlesham Society, The Windlesham Village Fete Committee, and the Windlesham Field of Remembrance.	

	Cllr Richardson declared a non-pecuniary interest in relation to Item 13 Grants, due to her association with the Windlesham Field of Remembrance.	
WVC/23/62	<p>Public question time</p> <p>Cllr Wilson and Cllr Wheeler sent their apologies for absence due to a Borough Council meeting.</p> <p><u>Tony Murphy, Windlesham Resident-</u> Mr Murphy commented that The Windlesham Society AGM was very well attended with approximately 60 residents attending and that it was disappointing that the Windlesham Village Committee meetings are so poorly attended and asked members if they had an explanation for this.</p> <p>Cllr Richardson commented that The Windlesham Society AGM is held just once a year which may have an impact on numbers and also suggested that the Society have direct access to their membership and therefore are able to e-mail out communications regarding upcoming meetings. Cllr Richardson also confirmed that the WVC Councillors hold Community meetings throughout the year, usually held on a Saturday morning.</p> <p>Mr Murphy also commented that the existing SHBC Local Plan is very much out of date and that in his opinion, in the absence of an up-to-date Local Plan, advantage of this is being taken by developers who can cherry pick bits from the draft local plan, latest housing needs, and the Windlesham Neighbourhood Plan. He also noted that the SHBC website currently states that there is no date for its adoption.</p> <p>Cllr Marr commented that the local plan is held by SHBC and the delay with adopting the Local Plan will also have an impact on the progression of the WNP Review.</p>	
WVC/23/63	<p>Exclusion of the press and public.</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>WVC/23/75 Windlesham Cemetery Exhumation Request</p>	

WVC/23/64	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Windlesham Village Committee meeting held on the 29th November 2023 were approved and signed by Cllr Richardson.</p>	Cllr Richardson
WVC/23/65	Payments for Approval	

	There were no payments for approval.	
WVC/23/66	<p>Committee finances - Income & Expenditure Report</p> <p>Members were presented with an Income & Expenditure report prepared by the RFO.</p> <p>Cllr Richardson queried an amount of £11,318 which had been transferred from EMRs. The Assistant Clerk explained that this figure was made up of transfers from EMRs relating to the Cemetery Memorial testing & Repairs, Coronation Flags, tree maintenance and office IT equipment.</p> <p>The Assistant Clerk was also asked to confirm the amount of Windlesham CIL available and the amount of which was allocated to projects:</p> <p>Windlesham CIL = £70,530</p> <p>Allocated CIL:</p> <p>Broadway Bridge Lighting project £7,500</p> <p>Windlesham Village Speed Surveys £3,000</p> <p>Windlesham Hedge planting up to £1,000</p> <p>Members noted the rest of the report.</p>	
WVC/23/67	<p>It was unanimously resolved to move Item 13 Grants up the agenda to allow Cllr Stevens to leave the meeting after this item if he wished to.</p> <p>Grants</p> <p>a) <u>The Windlesham Society</u> The Committee received a grant application from The Windlesham Society requesting £450 to fund litter picking equipment.</p> <p>Cllr Lewis declared a non-pecuniary interest due to her association with The Windlesham Society and did not vote.</p> <p>Cllr McGrath proposed, and Cllr Richardson seconded, and it was unanimously resolved to grant The Windlesham Society £450 for the above purposes.</p> <p>b) <u>Windlesham Village Fete Committee</u> The Committee received a grant application from Windlesham Village Fete Committee requesting £1,207 to fund a BBQ and dishes and Hi-Viz vests to be worn by organisers of the event.</p>	

	<p>Cllr Lewis declared a non-pecuniary interest due to her association with the Windlesham Village Fete Committee and did not vote.</p> <p>Cllr McGrath proposed, and Cllr Richardson seconded, and it was unanimously resolved to grant the Windlesham Village Fete Committee £1,207 for the above purposes.</p> <p>c) <u>Windlesham Field of Remembrance</u> The Committee received a grant application from Windlesham Field of Remembrance requesting £1,360 to fund the purchase and installation of a loft ladder to improve the safety and accessibility to the loft space at The Hub.</p> <p>Cllr Richardson and Cllr Lewis declared a non-pecuniary interest due to their associations with the Windlesham Field of Remembrance and did not vote.</p> <p>Cllr Marr proposed, Cllr McGrath seconded, and it was unanimously resolved to grant the Windlesham Field of Remembrance £1,209 for the above purposes.</p>	
<p>WVC/23/68</p>	<p>Windlesham Cemetery</p> <p>a) Historical Memorial Repair</p> <p>Members were reminded that at the November 2023 Committee meeting, it was agreed to defer the restoration of the memorials on graves B33, K14, Vault 1 (Baillieu) and R17 until the stonemason had completed the essential repair work on the other memorials. It was also noted that the memorial on grave A1 was not repaired and will be included in this phase.</p> <p>Members were asked to decide if they would like to proceed with the repairs of the memorials on graves B33, K14, Vault 1 (Baillieu), R17 and A1 as per the quotes detailed below.</p> <p>Members unanimously resolved to defer making a decision on the Vault 1 (Baillieu), R17 (Clark) and B33 (Cornelius) until further advise had been received from the Lutyens trust regarding their restoration.</p> <p>Members unanimously resolved to clean and restore the memorials K14 (Cawthorne) and A1 (Delavoye).</p> <p>It was reported that on the 29th January, Cllr Richardson, Cllr Marr and Cllr McGrath met with local historian Moira Nairn and identified 24 additional memorials which they wished to seek quotes for repair. The Assistant Clerk advised members that 3 stonemasons were contacted to quote for the repair of the identified memorials but just one mason responded with a quote.</p>	

	<p>been received and a decision on funding and appointing a surveyor would be taken to the March Full Council meeting.</p> <p>The Assistant Clerk also reported that an initial quote for the re lettering work on the war memorial had been received and that the office are in the process of seeking further quotes which will be presented to members at their next Committee meeting.</p> <p>d) Cemetery Maintenance</p> <p>An update from the Cemetery Greenspace Contractor was included in the papers and noted by members.</p> <p>Members noted that the cemetery was not included in No Mow May last year and that it was suggested the grass in the cemetery also continues to be cut throughout May this year, although members were told they could consider designating a small area away from headstones away to No Mow May.</p> <p>Members unanimously resolved to work in conjunction with Pure Gardens to identify and proceed with a suitable area for No Mow May and/or wildflowers.</p> <p>The Assistant Clerk was tasked to arrange a date and time for available members to meet with Pure Gardens</p> <p>Members also noted that the pathways in the old section of the cemetery have been under water for a couple of weeks and requested that drainage in this section of the cemetery was added to a future Committee agenda.</p> <p>e) Tree and hedge re planting- update</p> <p>It was noted by members that the tree replating and whip hedge planting will commence by the chosen contractor in March and that 4 of the trees in the cemetery had already been planted.</p> <p>Members noted the update regarding the re planting of the trees and the hedging in the cemetery.</p>	<p>All Committee members</p> <p>Assistant Clerk</p>
<p>WVC/23/69</p>	<p>Traffic & Infrastructure</p> <p>a) Broadway Road Lighting project- Update</p> <p>Cllr Lewis confirmed that SCC Highways had experienced issues installing the poles which will house the lighting and ANPR cameras, but it is hoped the lighting, and cameras will be installed in the next 4-6 weeks.</p> <p>b) Speed Survey Project- Update</p> <p>Cllr Lewis confirmed she had been in contact with SCC Highways, and she will be meeting with them to identify which type of survey is required over the 8 identified areas.</p>	

	<p>Cllr Lewis also confirmed that the data from these surveys will be consulted with residents when available.</p>	
<p>WVC/23/70</p>	<p>Windlesham Neighbourhood Plan Review</p> <p>a) Update from WNP Review Working Group</p> <p>Cllr Marr provided a brief update regarding the first WNP Review Working Group meeting which was held on 15th February 2024 and the minutes from the last Working Group were noted by members.</p> <p>Members were asked to consider the addition of another resident, David Davis onto the Working Group.</p> <p>Cllr Richardson proposed, Cllr Lewis seconded, and it was unanimously resolved to appoint David Davis onto the WNP Review Working Group.</p> <p>b) Planning consultant- to review quotes</p> <p>Members were reminded that at the November 2023 Windlesham Committee meeting, the Assistant Clerk confirmed that 5 Planning consultancies had been approached for quotes, with just one responding with a proposal, and members resolved to obtain more quotes.</p> <p>Quotes/proposals from 3 consultants were presented and members were asked to decide:</p> <ul style="list-style-type: none"> a) if they would like to proceed with one of the consultants or b) if they would not like to proceed with a consultant at this time <p>Members unanimously resolved to proceed in principle with quote 3, subject to the Clerk, Cllr Marr and Cllr Richardson conducting a Teams call with the chosen consultant and being content he can meet the committee’s requirements for the review.</p> <p>c) Locality Grant</p> <p>It was noted by members that all groups undertaking a neighbourhood plan or review are eligible to apply for up to a grant up to £10,000 from Locality, but any support received since April 2015 will be taken into account when assessing how much grant can be applied for. It was reported that in December 2015, Windlesham Parish Council received a grant from Locality for £7,960 and therefore can only apply for a further £2,040. Grant applications for this financial year (2023/2024) are now closed and Locality have confirmed they are waiting on confirmation that another grant window will open for 2024/2025, and have suggested checking the website in April for further information.</p>	<p>Clerk, Cllr Marr & Cllr Richardson</p>

	<p>Members were asked to decide if they would like to make an application to Locality for grant funding if a window opens for the 2024/2025 financial year.</p> <p>Members unanimously resolved to defer making a decision regarding making an application to Locality for grant funding until the next meeting.</p>	
<p>WVC/23/71</p>	<p>Windmill Field Playground- to discuss indicative quotes & next steps</p> <p>It was reported that following on from the resolution at the November 2023 Committee meeting to proceed with the replacement of Windmill Field Playground, the Assistant Clerk met on site with 3 Playground companies and asked them to provide indicative pricing for a new playground to include an inclusive roundabout and equipment suitable up to age 14. Members were presented with 5 quotes from 2 playground companies.</p> <p>Members were asked to-</p> <p>Review the quotes presented and decide an upper spend for the playground, noting that any projects over £50K will not be eligible for the SCC Your Fund small project or the SHBC Community Grant fund and review how they might want to fund the project.</p> <p>Members discussed the possibility of splitting the project into playground equipment & safety surfacing to bring the project within the £50K limit for SCC small fund and SHBC community funding grants. The Assistant Clerk advised against this course of action, but members asked that the question was posed to SCC and SHBC.</p> <p>Members unanimously resolved to allocate a budget of between £60,000 and £65,000 for the replacement of Windmill Field Playground.</p> <p>Members also unanimously resolved to investigate the upper funding limits and criteria of SCC Your Fund Surrey small projects and the SHBC Community Grant Fund once the new funding windows open in April 2024. If these funds were not available, members agreed to investigate the Your Fund Surrey Large Project fund.</p> <p>If investigations and/or applications resulted in no outside funding options being available, members unanimously resolved to fund as per below:</p> <ul style="list-style-type: none"> • Up to £50K from Windlesham CIL • £3,154 from Windlesham Playground Repairs & Renewal 2023/24- members resolved to put a recommendation forward to Full Council to earmark this budget line for the Windmill Field Playground project. 	<p>Assistant Clerk</p>

	<ul style="list-style-type: none"> • £15K from Top level Play area Repairs & Renewals EMR– members resolved to put a motion to Full Council to release these funds for allocation to the Windmill Field Playground project. <p>Members expressed a desire to be able to install the new playground this year. The Assistant Clerk commented that when the criteria for the funding options were known, the Committee may require an EGM to agree the grant fund they will apply for, the level of funding and to agree a tender specification.</p>	
WVC/23/72	<p>Bosman Drive Tree replanting</p> <p>Members were informed that the chosen contractor to source, re plant and maintain the trees at Bosman Drive was able to source 2 x Liriodendron Tulip trees in the required size of 12-14cm girth but unfortunately the Western Hemlock was not available, with the Horse Chestnut only available in a smaller size. It was reported that permission had been granted from the SHBC Tree Officer to plant the Horse Chestnut at a smaller size as it was known there are issues currently with sourcing larger trees.</p> <p>Members noted the contractor had been instructed to plant the 2 x Liriodendron Tulip trees and 1 x Horse Chestnut tree and that they are to confirm a planting date.</p> <p>Members were asked to decide if they would like to continue with the planting of the Western Hemlock once it is available or choose an alternative tree from the list provided by SHBC.</p> <p>Members unanimously resolved to plant a Dawn Redwood instead of the Western Hemlock.</p>	
WVC/23/73	<p>Clerks Update</p> <p>The Assistant Clerk gave members the following updates:</p> <p><u>Cemetery Regulations & Policies</u></p> <p>The Cemeteries Co-ordinator in conjunction with the Clerk is in the process of reviewing the Cemetery Regulations of all 3 Cemeteries along with all Cemetery policies and procedures. Cemetery fees along with the Cemetery Regulations will be reviewed at the first meeting of the Council Year in June.</p> <p><u>Windmill Field Wet Pour Urgent patch repair</u></p> <p>The urgent patch repair of the safety surfacing at the Windmill Field Playground will commence on the 5th March.</p> <p>Cllr Richardson requested a Greenspace schedule be provided to members for all areas of Windlesham.</p>	

	<p>In addition, members wanted to publicly thank Moira Nairn and Sally Clarke for their remarkable piece of work on the historical assets register for the village.</p> <p>Members also wanted to thank Moira for all her work on the Historical Memorials.</p>	
WVC/23/74	<p>Exclusion of the press and public. 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>WVC/23/75 Windlesham Cemetery Exhumation Request</p>	
WVC/23/75	<p>Members were presented with information regarding an exhumation request in Windlesham Cemetery and asked to decide if they would allow the exhumation.</p> <p>After considering the information provided, members unanimously agreed not to allow the requested exhumation in Windlesham Cemetery.</p>	

There being no further business, the meeting closed at 21:24.

DRAFT