



Windlesham Parish Council

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER
VILLAGE COMMITTEE**
**Held on Tuesday 1st April 2025 at 7:00 pm at Lightwater Library, Guildford Road,
Lightwater**

Councillors	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	A
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk
Deborah Schultz- Lightwater Resident

Cllr R. Jennings-Evans in Chair

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

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		Action
LVC/24/55	Apologies for absence Apologies for absence were received and accepted from Cllr Stevens.	
LVC/24/56	Declarations of Interest Cllr Turner declared a non-pecuniary interest in item 12 as he is a member of The Lightwater Society. Cllr Harris declared a non-pecuniary interest in item 12 as he is the interim treasurer of The Lightwater Society and the treasurer of the Briars Community Association. Cllr Malcaus Cooper declared a non-pecuniary interest in item 12 as she is the Chairman of The Lightwater Society and Chairman of the Briars Community Association.	

LVC/24/57	<p>Public question time</p> <p>Deborah Schultz, Lightwater Resident made raised the following concerns regarding road traffic coming through Lightwater Village-</p> <ul style="list-style-type: none"> • Heavy lorries through Guildford Road turning down All Saints Road: Ms Schultz felt that this is an accident waiting to happen and that there should be a lorry ban through Lightwater Village like Bagshot and Windlesham. • Speed of traffic through Lightwater Village and why are there no speed limit signs?: Ms Schultz is concerned that traffic just speeds over the speed bumps. Ambleside Road has numerous speed limit and VAS signs but there is nothing in Lightwater Village centre. She also raised concern regarding elderly people in the village who regularly struggle to cross the village roads due to the speed of the traffic. • Parking on the pavement and on double yellow lines: Concerns were raised regarding parking outside the chemist, the Cook shop, and the charity shop, with vehicles reversing across the pavement, posing a potential hazard to pedestrians. It was also highlighted that cars parking on double yellow lines and the pavement at the square needs enforcement. <p>Cllr R. Jennings-Evans thanked Ms.Schultz for her comments, and in summary members responded with the following comments:</p> <ul style="list-style-type: none"> • Parking & Traffic: Parking enforcement is managed by SHBC, and concerns can be raised with them. Speed surveys have been conducted in the past, with mitigation measures near the school discussed. • HGV Ban: It could be explored whether Lightwater Village meets the criteria for an HGV ban. • Development traffic: HGVs from the Heathpark Woods development will pass through Lightwater as per the traffic plan for the development. • CIL Payments: Lightwater does not receive Community Infrastructure Levy (CIL) payments. Cllr Turner confirmed that the new affordable housing development in Lightwater will also not generate CIL contributions. • Parking Ownership: It was noted some village shop owners own the land outside their premises, allowing for customer parking. • Lightwater Village Sign: Cllr Malcaus Cooper commented that The Lightwater Society are looking into the possibility of a Lightwater Village Sign which they hope will encourage people to slow down as they enter the village. <p>Cllr Malcaus Copper read out the following questions from Lightwater resident, Nicky Upton-</p> <ol style="list-style-type: none"> 1. Why doesn't Lightwater have any signage investment? The other villages seem to have it so why doesn't Lightwater? 2. What efforts are being made to address parking in the village, reduce noise from the A322, and slow down traffic on the bypass, which is often used as a racetrack outside of peak hours? <p>Cllr R Jennings-Evans thanked Mrs Upton for her questions. She stated that traffic issues on the bypass fall under the responsibility of the Police. She also</p>	
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	<p>noted that the bypass does not currently meet the necessary criteria for the installation of an average speed camera.</p> <p>Members requested that a letter be sent to the Police to raise concerns about vehicle speeds through the village, including on Village Road, as well as excessive speeds on the Lightwater bypass outside of peak hours.</p> <p>It was confirmed that The Lightwater Society are working with their SCC Councillor, R Jennings-Evans to approve a suitable design for a Lightwater Village sign.</p>	Assistant Clerk
LVC/24/58	<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>LVC/24/70- Hook Mill Lane</p> <p>LVC/24/71- Cemetery Hedge</p>	
LVC/24/59	<p>Committee and Sub-Committee Minutes:</p> <p>The following amendments were agreed and incorporated into the minutes of the Lightwater Village Committee meeting held on 14 January 2025 and were subsequently approved and signed by Cllr R. Jennings-Evans.</p> <p>LVC/24/49- Members also agreed that the Clerk could initiate discussions with L-Vis regarding the continued maintenance of both areas. It was emphasised that any volunteer group working on parish land must have the appropriate insurance, training and risk assessments in place. In the meantime, members agreed that Glendale would continue with the ongoing maintenance of the areas.</p>	Cllr R. Jennings-Evans
LVC/24/60	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £910.00.</p> <p>It was resolved the payments the total sum of £910.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr R. Jennings-Evans
LVC/24/61	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 24th March 2025.</p> <p>Cllr Harris requested clarification on whether the allotment fees (budget line 1030) should be displayed at the top level. It was noted that this would be clarified with the RFO.</p> <p>Members noted the rest of the report.</p>	RFO
LVC/24/62	Grant Policy	

	<p>Members reviewed the draft Grant Policy for 2025/26 and resolved to adopt after the following amendments had been made:</p> <p>How to apply for a grant: Grants between £500-£1000- as well as an application form and a copy of their constitution, applicants will now be required to submit copies of their last financial year end accounts.</p> <p>Conditions of Receipt: All grants must be publicly acknowledged through appropriate publicity, marketing materials, or a formal public statement recognising Windlesham Parish Council's support. Organisations receiving a grant are expected to work in partnership with the Council to develop and deliver a joint press release following the award of the grant. We also request that the WPC logo be included on all publicity materials or documentation issued by the grant recipient.</p> <p>It was emphasised that the monitoring process should be applied to all grants over £1,000. To ensure consistent oversight, the monitoring of grants will be added to the LVC meeting agenda under Grants, allowing for quarterly reviews.</p> <p>Members resolved that plaques or stickers reading "Planters sponsored and maintained by Windlesham Parish Council" will be placed on all planters maintained by WPC in the village.</p>	Assistant Clerk
LVC/24/63	<p>Lightwater Cemetery</p> <p>a) Update on Topographical Survey and fencing</p> <p>Members were informed that the deed title from the Land Registry is still pending, preventing progress on the next steps agreed upon at the last committee meeting-</p> <p>A. Request the surveyor to superimpose the title deed boundary onto the survey to identify any discrepancies.</p> <p>B. Have the surveyor mark out the boundary.</p> <p>C. Proceed with fencing once the boundary is marked.</p> <p>D. Expedite the registration process without waiting for the fencing to be completed.</p> <p>Members unanimously resolved to wait until the Land Registry had been received before proceeding with the next steps. They also agreed to delegate authority to the Clerk in conjunction with the Chair and vice-chair to proceed with one of the fencing quotes if these steps are completed before the next meeting.</p> <p>b) Woodland Burials and scattering of ashes</p> <p>Members reviewed information provided regarding the potential to offer woodland burials and scattering of ashes in the proposed extension section of Lightwater Cemetery.</p>	Clerk, Chair & vice chair

	<p>Members were asked to consider whether to proceed with exploratory work to assess the feasibility of designating a section of the cemetery extension to woodland burials and the scattering of ashes. This would include conducting relevant site surveys to evaluate site suitability and environmental impact.</p> <p>Members unanimously agreed to explore the feasibility of designating a section of the cemetery extension for woodland burials and the scattering of ashes. This includes obtaining quotes where necessary for site surveys, assessing suitability and evaluating the environmental impact.</p> <p>c) Ashes Half Plots</p> <p>The Assistant Clerk informed members that with only two half ashes plots available, members may wish to consider a location for further half plots.</p> <p>Members were asked to decide whether to instruct the Assistant Clerk to further investigate the suitability of this area for half plots, or to explore alternative locations for this purpose.</p> <p>Members unanimously resolved to instruct the Assistant Clerk to further assess the suitability of the area for half plots. If deemed suitable, the area will be designated for this purpose.</p> <p>d) Consideration of measures to mark reserved burial plots</p> <p>Members were presented with a number of different options for marking reserved burial plots to gather their input on the most suitable method within the cemetery.</p> <p>An example of an engraved plaque was viewed at the meeting.</p> <p>Cllr Harris suggested that to prevent any markers from being moved, concrete markers could be used, anchored at a depth into the ground.</p> <p>Members unanimously resolved to recommend to Full Council the implementation of a Parish-wide system for marking reserved burial plots, allowing each committee to determine the style of markers used in their respective cemeteries.</p> <p>Members unanimously resolved to defer making a decision on the style of plot markers, requesting that quotes for plaques and concrete markers be brought back to the next committee meeting for consideration.</p>	<p>Assistant Clerk & Cemetery Co-ordinator</p> <p>Assistant Clerk & Cemetery Co-ordinator</p> <p>Assistant Clerk</p>
LVC/24/64	<p>Lightwater Recreation Ground-</p> <p>Members were asked to review a request from 1st Lightwater Scouts for the use of Lightwater Recreation Ground for the annual bonfire and fireworks display.</p>	

	<p>Members were asked to decide if they would like to grant the use of the Recreation Ground for the above use.</p> <p>Members unanimously resolved to grant the use of the Recreation Ground to the Scouts for their annual bonfire and firework display.</p> <p>Members also agreed to ask the event organiser to include a more robust fire safety plan in their risk assessment, particularly regarding the fire after the event. Members felt that simply cordoning off the fire to prevent access was insufficient to ensure safety and have asked that the fire is completely out before being left unattended.</p> <p>Members also requested that the Assistant Clerk seeks quotes for hard standing at the site the bonfire sits on, to be brought back to the next committee meeting.</p>	Assistant Clerk
LVC/24/65	<p>Traffic & Infrastructure- to consider the formation of a Lightwater Traffic & Infrastructure Working Group-</p> <p>Members were asked to decide if there is any merit in forming a Lightwater Traffic and Infrastructure working party to involve community engagement.</p> <p>Members unanimously agreed to establish a Traffic & Infrastructure Working Group, with the intention of drafting Terms of Reference for the group. These will be presented at the next committee meeting for approval and to determine the next steps.</p>	
LVC/24/66	<p>Grants-</p> <p>Members were asked to consider a grant application from The Lightwater Society requesting £500 to contribute towards the society's expanding programme of events, including the Fayre in the Square.</p> <p>Members unanimously resolved to grant £500 to The Lightwater Society for the above purposes.</p> <p>Members were asked to consider a grant application from The Briars Community Association requesting £2,000 to contribute towards the installation of a hearing loop system at the Briars Community Centre.</p> <p>Members unanimously resolved to grant £2,000 to The Briars Community Association for the above purposes.</p> <p>Members were asked to consider a grant application from The Lightwater Society requesting £5,985 to help fund a VE Day community event in Lightwater Village.</p> <p>Members unanimously resolved to grant £5,985 to The Lightwater Society for the above purposes. They agreed that it be funded as follows- £4,322 from the VE Day budget line and £1,663 from the Lightwater grant budget.</p>	
LVC/24/67	<p>Clerks Update-</p> <p>The Assistant Clerk provided an update on the following items:</p>	

	<p><u>War memorial planting</u></p> <p>The tidy up of the war memorial and war memorial gardens has been completed to a high standard. Due to the risk of frost, the contractor will begin planting the bedding around the base of the memorial in the coming weeks, ensuring the timing is optimal for the plants.</p> <p>Cllr Malcaus Cooper noted that The Lightwater Society would like to Plant a tree in commemoration of VE80. She confirmed this would be brought forward as a proposal to a future meeting.</p> <p><u>Lightwater Pavilion</u></p> <p>At the March 2025 Full Council meeting, a Memorandum of Agreement, prepared by an appointed solicitor, was approved for signing by the Clerk to the Council. It was also agreed that all Lightwater Committee councillors will act as the committee overseeing the trust. Once the agreement has been finalised and the Trust Committee's Terms of Reference are approved by Full Council, a Trust Committee meeting will be scheduled.</p>	
LVC/24/68	<p>Correspondence-</p> <p>No Correspondence.</p> <p><i>Cllr D Jennings-Evans left the meeting 20:50</i></p> <p><i>Cllr D Jennings Evans rejoined the meeting 20:53</i></p>	
LVC/24/69	<p>Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960.</p> <p>LVC/24/70- Hook Mill Lane</p> <p>LVC/24/71- Cemetery Hedge</p>	
LVC/24/70	<p>Hook Mill Lane- to discuss next steps</p> <p>Members were presented with a report from a planning consultant, along with documents previously submitted to Full Council, including legal advice and asked to consider the next steps.</p> <p>Members were also asked if they would prefer to defer making any further decisions until the impact of devolution, and the potential transfer of assets to the parish council, is clearer.</p> <p>Members unanimously resolved to proceed with the next steps to market the site, while acknowledging that potential changes due to devolution may impact the process. However, members agreed to continue and not delay progress and to proceed with the next steps as outlined in the confidential report.</p>	
LVC/24/71	Cemetery Hedge	

	<p>Members were asked to decide to consider next steps regarding a section of hedge in the cemetery.</p> <p>Members noted the update from the solicitor and agreed to carry out the actions as detailed in the confidential report.</p>	
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There being no further business, the meeting closed at 21:14