



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S BAGSHOT VILLAGE COMMITTEE

Held on Tuesday 3rd February 2026 at 7:00pm at St Anne’s Church Centre, Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
White	P
Willgoss	P
Wilson	A

In attendance: Sarah Wakefield– Assistant Clerk
 John Batters- Resident

Cllr Willgoss took the Chair

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

		Action
BVC/25/32	Apologies for Absence Apologies for absence were received from Cllr Wilson.	
BVC/25/33	Declarations of Interest No declarations of interest.	
BVC/25/34	Public question time The following question was received from Clare Davies, Bagshot Resident and was read out at the meeting: “Some time ago now a small road sweeper got stuck on the footpath along Chapel Lane causing damage to the flexible surface. This must have been frustrating for the private owners of this footpath and it was hoped that the contractors would have repaired the path to the same standard. The holes were filled with tarmac to allow safe access but the path has since been blocked off and pedestrians are having to walk in the road including children, the elderly and anyone with mobility	

	<p>aids.</p> <p>As this path is managed by the management company for the new Woodside development I don't imagine SCC can provide any further information.</p> <p>Would WPC be able to provide any intervention, either to the Local Authority or to the Management company directly to seek clarity on plans for reopening the path, if at all?</p> <p>Is there a dialogue to be had around adopting this footpath for local residents that will make sure the root protection materials for the path are respected and it's maintained well into the future?"</p> <p>Cllr White confirmed that she has investigated this matter, and both SCC and SHBC have confirmed that the footpath is not their responsibility, and therefore responsibility lies with the management company.</p> <p>Members requested that the committee issue a letter to the management company, with a copy sent to SHBC, stating that the management company is responsible for the maintenance of the footpath and requesting that they take the necessary action.</p>	Assistant Clerk
BVC/25/35	<p>Exclusion of the press and public</p> <p>There were no exclusions to the press and public.</p>	
BVC/25/36	<p>Committee and Sub-Committee Minutes</p> <p>The minutes of the Bagshot Village Committee meetings held on the 11th November 2025 were approved and signed by Cllr Willgoss.</p>	Cllr Willgoss
BVC/25/37	<p>Payment lists for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £115.50.</p> <p>It was resolved payments to the total sum of £115.50 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Willgoss
BVC/25/38	<p>Committee finances – Income & Expenditure Report</p> <p>Members were presented with an income and expenditure report up until the 27th January 2026.</p> <p>Members noted the report.</p>	

<p>BVC/25/39</p>	<p>Bagshot Cemetery</p> <p>a) Cemetery Fees and Charges Review</p> <p>Members were presented with the number of burials and a price comparison with other cemeteries and were asked to decide if they wish to increase/amend any of the charges.</p> <p>Members reviewed the presented documents and decided not to implement a fee increase for the financial year 2026/27.</p> <p>b) Cemetery drainage and pathways</p> <p>An update on the project was presented to the committee. It was noted that two quotations had been received with a third being sought in line with financial regulations.</p> <p>Members unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and vice chair to seek a third quote and appoint a contractor based on value and/or suitability. Members also unanimously resolved to increase the budget for the project (to include the services of a grave digger, if required) from £20,000 to £25,000.</p> <p>Members noted that they had previously decided to fund the works from the Bagshot Cemetery Earmarked Reserve (EMR), and should additional funds be required, these are to be drawn from the £20,000 already committed from the Bagshot CIL.</p>	<p>Clerk, Chair & vice-chair</p>
<p>BVC/25/40</p>	<p>School Lane Field- To discuss the maintenance of School Lane field Pond</p> <p>Members were informed that three quotes were received following the revised specification. The Clerk, Chair and Vice Chair reviewed all submissions and shortlisted two that were considered the most suitable. One quote proposed approximately five days of work, while the second, although more expensive, set out a more thorough two-week maintenance programme. Members agreed that the pond does require comprehensive maintenance but were also keen to avoid unnecessary ecological disturbance.</p> <p>It was therefore decided to re-engage with a nature-based organisation (as per minute ref: BVC/23/77), who will visit the site and provide independent management recommendations. Members were informed that a site visit will take place next week, after which the Clerk, Chair and Vice Chair will revisit the quotes in light of the ecological advice received.</p> <p>In the meantime, due to the number of trees surrounding the pond, a tree surgeon has been asked to provide a quote to address any trees that are dead, diseased or dying within the main pond area. A quote for this work has been received, and it has been deemed sensible to also discuss this work with the nature-based organisation.</p>	

	<p>Members were asked to note the proposed course of action and to decide whether they wished to increase the budget from £10,000 to £20,000 to reflect the additional maintenance likely to be required around the pond, and to determine how the extra £10,000 should be funded.</p> <p>Members noted and agreed with the proposed course of action. Cllr Willgoss proposed, Cllr Du Cann seconded and it was unanimously resolved to increase the budget for the maintenance work to the pond to £20,000, with the additional funds to be taken from the Bagshot Village Reserve.</p>	
BVC/25/41	<p>Christmas 2026</p> <p>Members were asked to consider whether the Parish Council wishes to seek quotes for the provision and installation of shop-front Christmas trees along Bagshot High Street for Christmas 2026.</p> <p>Members unanimously resolved to seek quotes for the provision and installation of 67 x shop-front Christmas trees with lights along Bagshot High Street for Christmas 2026.</p>	
BVC/25/42	<p>Strategic Plan Review</p> <p>At the September 2025 Full Council meeting, it was resolved that each village committee should review the Strategic Plan at their next committee meeting and provide comments or proposed amendments.</p> <p>Members were asked to review the attached draft and provide comments or amendments.</p> <p>Members commented that they felt the document was very thorough, well thought out and well produced, and they did not identify any amendments they wished to make. However, they did acknowledge that the document may need to be updated depending on the outcome of the CGR.</p>	
BVC/25/42	<p>Grants</p> <p>Members reviewed a Grant Application from the Bagshot Good Companions, requesting funds to help fund monthly meetings and outings run by the organisation.</p> <p>Members unanimously resolved to grant the Bagshot Good Companions £500 to help fund monthly meetings and outings run by the organisation.</p>	

	<p>Members reviewed a Grant Application from Curley Park Rangers Football Club, requesting funds to help with the cost of pitch maintenance.</p> <p>Members unanimously resolved to grant Curley Park Rangers Football Club £3,000 to fund pitch maintenance.</p>	
BVC/25/43	<p>Clerks Update</p> <p>The Assistant Clerk gave the following updates:</p> <p><u>Bagshot Traffic Scheme</u></p> <p>The designs for the proposed traffic scheme in Bagshot Village have now been drafted by SCC Highways. Residents will be updated on the next steps once the plans are finalised. It should be noted that the scheme will be part-funded by £50,000 from the Bagshot CIL. A further £50,000 from Bagshot CIL has also been allocated to deliver a raised table on Bagshot High Street, which will form part of later works.</p> <p><u>Cherry Trees in Bagshot Cemetery</u></p> <p>The cherry trees in Bagshot Cemetery have now been planted. A two-year watering programme will begin in late spring to support their establishment.</p> <p><u>School Lane Field Pathway Improvements</u></p> <p>The planning application for the pathway at School Lane Field has been submitted to SHBC, and we expect to receive a decision by early March 2026. Subject to approval, the work has been provisionally scheduled with the contractor for April 2026.</p> <p><u>Lifebuoy at School Lane Field Pond</u></p> <p>One of the lifebuoy's at the School Lane Field pond has been stolen again. A replacement has been ordered and will be installed as soon as possible. The second lifebuoy remains in place.</p> <p>The Police have confirmed that the location will be added to the PCSO's daily patrols.</p>	
BVC/24/44	<p>Correspondence</p> <p>No Correspondence.</p>	
BVC/24/45	<p>Exclusion of 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 Meetings) Act 1960.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 19:57