



**Windlesham Parish Council**

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**MINUTES OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE**  
**Held on Monday 19<sup>th</sup> January 2026 at 7:00pm at The Hub, Windlesham Field of**  
**Remembrance, Kennel Lane, Windlesham**

<b>Councillors</b>	
Hardless	A
Lewis	P
Marr	P
Richardson	P
Wheeler	P

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

Clr Richard Tear- Surrey County Council Councillor  
 Tony Murphy- Windlesham Resident  
 Terry Baker- Windlesham Resident  
 Anita Gibbs- Windlesham Resident

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

Clr Wheeler took the Chair

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		<b>Action</b>
<b>WVC/25/38</b>	<b>Apologies for absence</b>  Apologies were received from Clr Hardless.	
<b>WVC/25/39</b>	<b>Declarations of Interest</b>  All members disclosed a non-pecuniary interest in item WVC/25/49, and it was also confirmed that all members had completed a dispensation request in relation to the item.	
<b>WVC/25/40</b>	<b>Public question time</b>  Tony Murphy- Windlesham Resident read out a question regarding the Strategic Plan Review.	

	<p>Mr Murphy stated regarding the Strategic Plan review (Item 11) that the plan, from 2022, still omits Windlesham from the parish map and contains no reference to democracy, despite this being a core purpose of parish councils. He also highlighted that the plan includes major projects, such as the Lightwater Pavilion, which received only 2.06% support in consultation, raising concerns about whether the Plan reflects genuine community priorities.</p> <p>He also noted that the document uses many corporate-style terms (“strategic,” “vision,” “mission statement,” “key priorities”) but does not acknowledge that the fundamental role of Parish Councils is democratic representation, particularly for rural or semi-rural communities like Windlesham. He stated that objectives should arise from public engagement and be measurable and time-bound; however, the Plan appears to lack meaningful consultation and relies only on internal monitoring and review. So, is this just about WPC marking its own homework?</p> <p>Cllr Wheeler thanked Mr Murphy for his question and requested a copy so the committee had time to consider it and respond to it in full.</p> <p>Cllr Richard Tear read out a statement from a Windlesham resident, Mr Bullen who noted that there had been changes within the Government Planning and Infrastructure Group, which he wished to have highlighted.</p> <p>It is to be noted that this question pertains to the recent amended Government Planning &amp; Infrastructure Act 2025, which into force on 18<sup>th</sup> December 2025.</p> <p>A Public Question was received from a WPC Councillor questioning the accuracy of comments made on social media regarding the Windlesham Neighbourhood Plan (WNP) Review.</p> <p>Cllr Wheeler noted the contents of the letter and also noted that the current Neighbourhood Plan remains in force until 2028 and is presently undergoing an update through the WNP Review process. She also confirmed that the WNP Review Working Group includes members from outside Windlesham village, and that any concerns or complaints about another Councillor should be raised at Full Council or referred to the Monitoring Officer at SHBC.</p>	
<p><b>WVC/25/41</b></p>	<p><b>Exclusion of the press and public.</b></p> <p>To agree any 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><b>No Exclusions to the Press and Public.</b></p>	

<p><b>WVC/25/42</b></p>	<p><b>Committee and Sub-Committee Minutes:</b></p> <p>The minutes of the previous Village Committee meeting held on the 17<sup>th</sup> September 2025 were <b>approved</b> and <b>signed by Cllr Wheeler</b>.</p>	<p><b>Cllr Wheeler</b></p>
<p><b>WVC/25/43</b></p>	<p><b>Payments for Approval</b></p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £8,277.00.</p> <p><b>It was resolved the payments the total sum of £8,277.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.</b></p>	<p><b>Cllr Wheeler</b></p>

<p><b>WVC/25/44</b></p>	<p><b>Committee Finances- Income &amp; Expenditure Report</b></p> <p>Cllr Richardson noted that the burial income was at 59.4% of budget received and questioned if this was normal for this point in the year. It was confirmed the figures were a bit down, but historically burial income does pick up in the first few months of the year.</p> <p><b>Members noted the rest of the report.</b></p>	
<p><b>WVC/25/45</b></p>	<p><b>Windlesham Cemetery-</b></p> <p>a) Cemetery Regulations Review</p> <p>Members reviewed three clauses for discussion on the Windlesham Cemetery Regulations.</p> <p><u>Resident rate for former parish residents who have moved into care or nursing homes for no more than 24 months-</u></p> <p>It was noted that at the September 2025 Committee meeting, Members unanimously agreed that the resident rate would apply to former parish residents who have moved into care or nursing homes, provided they have lived outside the Parish for no more than 24 months.</p> <p><b>Members unanimously resolved that the Windlesham Cemetery Regulations will be updated accordingly, and the April 2026 Cemetery price list will be amended to reflect this change.</b></p> <p><u>Requests for resident fees for former Parish residents who have lived outside the Parish for more than 24 months at the time of death to be considered on a case-by-case basis-</u></p>	

	<p><b>Members unanimously resolved not to add a clause into the cemetery regulations allowing former Parish residents who have lived outside the Parish for more than 24 months at the time of death to be considered on a case-by-case basis.</b></p> <p>Members requested that the clause is revisited by the committee in 12 months' time.</p> <p><u>Planting and plot maintenance-</u></p> <p>It was noted that at the September 2025 committee meeting, it was resolved to:</p> <ul style="list-style-type: none"> <li>• Retain maximum planting height at 3ft, aligning with permitted headstone height.</li> <li>• Restrict planting to small shrubs, flowers and bulbs (no trees permitted).</li> <li>• Include provision for removal of brambles, grasses, and weeds, following procedures under the Local Authorities' Cemeteries Order 1977 (LACO).</li> <li>• Approve all suggested wording and grammar corrections.</li> </ul> <p>b) To consider a Grave Buy-Back scheme</p> <p>Members were asked to decide whether they wished to:</p> <ul style="list-style-type: none"> <li>• Adopt the Buy-Back Policy as drafted or propose amendments.</li> </ul> <p><b>Members reviewed the draft Buy-Back Policy and unanimously approved it, subject to additional wording to include a brief justification highlighting the need to preserve grave plots in Windlesham Cemetery due to limited remaining space.</b></p> <ul style="list-style-type: none"> <li>• Approve initial promotion of the scheme through parish noticeboards, social media, and printed materials (e.g., newsletters, village magazines).</li> </ul> <p><b>Members unanimously resolved that once the additional wording had been added to the policy, an initial promotion of the scheme through parish noticeboards, social media and the local village magazine could be progressed.</b></p> <ul style="list-style-type: none"> <li>• Implement a phased approach to the scheme, beginning with the extension section, noting that the Clerk will need to plan how this work fits into the 2026 workstream.</li> </ul> <p><b>Members unanimously resolved that the 180 listed reserved grave plots should first be reviewed to confirm that each plot remains suitable. It was proposed that this review be carried out by Members during the spring.</b></p> <p><b>It was also agreed that the next stages, verifying ownership and contacting grave owners, would be time-consuming, and the</b></p>	<p>Assistant Clerk</p> <p>Communications Officer</p> <p>All Members of Committee</p>
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**Clerk would therefore need to assess whether this work could be incorporated into the 2026 workstream.**

- Determine the funding arrangements for the repurchase of unused plots.

Funding arrangements for the repurchase of unused plots were not discussed at the meeting and therefore will need to be considered at a future meeting.

**c) Cemetery Fees**

Members reviewed information pertaining to the cemetery fees and asked whether they wished to revisit the Windlesham Cemetery fees and charges.

**Members resolved with 3 in favour and 1 abstention to not increase the fees at Windlesham Cemetery for the council financial year 2026/27.**

It is to be noted that following a resolution made at the Windlesham Committee meeting in September 2025, the criteria for resident fees will also include former residents of the Parish who have been accommodated in a care or nursing home outside the Parish within 24 months prior to the date of death.

**d) Cemetery Drainage**

Members reviewed a report for the Groundwater Risk Assessment which was carried out in December 2025 and were asked to decide on the next steps:

- Whether to commence with a 12-month groundwater monitoring programme to confirm seasonal fluctuations. The engineer suggested this may be prudent to complete some longer-term seasonal monitoring of groundwater-

**Members unanimously agreed not to proceed with a 12-month programme of groundwater monitoring. They did, however, question how a future decision to implement such monitoring would be made, including whether it could be incorporated into the Cemetery Co-ordinator's workstream and whether this would require consideration by the Clerk or Personnel Committee.**

- Whether to obtain quotes for a detailed topographical survey, required to progress any detailed drainage design for the cemetery and/or obtain quotes for drainage improvement works-

**Members unanimously agreed to seek quotes to remove the pathway in the old section of the cemetery and replace it with grass, to be brought back to a future committee meeting.**

**Members also agreed that quotes for a detailed topographical survey were obtained and brought back to a future meeting as suggested in the report.**

Assistant Clerk

Assistant Clerk

Members also asked the Assistant Clerk to seek clarification from the drainage engineer who carried out the assessment on whether this option would effectively alleviate the surface-water flooding issue in the area. They further requested confirmation on whether a topographical survey would be required before removing the pathway, and whether this option carries a risk of displacing the surface-water problem from one location to another.

*The Chair suspended standing orders to allow Cllr Tear to speak.*

**e) Historical Memorials**

Members were asked to consider two quotes provided for the renovation of four historical memorials and a small repair to an additional memorial, noting that in accordance with the Council's Financial Regulations, a third quote was required.

**Members unanimously resolved to proceed with the restoration of the four memorials, including cleaning using a gentle steam process. However, they agreed to take a cautious approach by beginning with the Clark tomb and progressing with the remaining memorials only once they are satisfied that the work has been completed to an acceptable standard.**

**Members also agreed to delegate authority to the Clerk, in consultation with the Chair and Cllr Richardson, to obtain a third quote and to appoint a contractor based on best value and/or overall suitability.**

**It was further agreed that the work will be funded from the Windlesham Cemetery Maintenance budget line.**

**f) War Memorial – Update**

The Assistant Clerk provided an update on the renovation of the Windlesham War Memorial. She confirmed that, in line with a previous Full Council decision, a contractor's quote for the works had been selected. Members reviewed the quote and confirmed that they were satisfied with it.

The Assistant Clerk also advised that, as the memorial is Grade II listed, planning permission is required from SHBC. Officers are currently preparing the necessary submission to obtain the required approvals.

Finally, members requested that the Chair of the British Legion be updated on the pending works.

Clerk, Chair &  
Cllr  
Richardson

	<p><b>g) Memorial Testing</b></p> <p>Members were advised that the memorials which had been classed as Priority 2 in the previous programme of memorial testing were due to be retested. Members were provided with information to support a decision to commence a full programme of testing across the cemetery or to proceed with the Priority 2 memorials only.</p> <p><b>Members unanimously resolved to proceed with the testing of the Priority 2 memorials only and delegated authority to the Clerk to obtain quotations and appoint a contractor based on value and/or suitability.</b></p> <p><b>Members agreed to fund from the Windlesham Cemetery Maintenance Budget line.</b></p> <p><b>h) Hedging which borders Windlesham Cemetery</b></p> <p>Members were asked to decide whether they wished to write formally, on behalf of the Parish Council, to the property owner of the conifer hedge bordering the cemetery to request that the hedge height be reduced.</p> <p><b>Members unanimously resolved to write to the landowner. They also requested that an arboricultural officer from SHBC review the hedge from a safety perspective.</b></p>	<p><b>Cemeteries Co Ordinator</b></p> <p><b>Assistant Clerk</b></p>
<p><b>WVC/25/46</b></p>	<p><b>Windlesham Traffic &amp; Infrastructure-</b></p> <p>Members were reminded that, in December 2025, SCC Highways confirmed that Tranche 2 of the countywide 20mph programme had been approved by the Cabinet Member for Highways, Transport and Economic Growth. The proposals for Windlesham have been prioritised for inclusion in this programme. The scheme is scheduled for design and public engagement ahead of Local Government Reorganisation. It was noted that SCC has not yet advised whether CIL funding will be required as part of the scheme's delivery.</p> <p>Members further noted that the current balance of the Windlesham CIL EMR stands at £13,656.79, with no updates available regarding when CIL monies from ongoing developments will be received.</p> <p>Cllr Lewis also confirmed that SCC Highways had estimated the cost of the scheme to be in the region of £200,000.</p> <p><i>The Chair suspended standing orders to allow Cllr Tear to speak.</i></p>	

	<p><b>Members unanimously agreed to recommend to Full Council that the £13,656.79 currently held in CIL be reserved for Windlesham traffic and infrastructure projects only.</b></p> <p>Members also noted their intention to allocate a further £200,000 in CIL funding to traffic and infrastructure projects once the expected contributions are received.</p> <p>Members also agreed to work with the Communications Officer to prepare information boards about the project for display at the upcoming Annual Parish Meeting in March.</p>	
<p><b>WVC/25/47</b></p>	<p><b>Windlesham Neighbourhood Plan Review-</b></p> <p>Cllr Marr provided an update on the Windlesham Neighbourhood Plan Review. She confirmed that the Planning Consultant has recommended a detailed review of all existing policies within the original WNP before undertaking public consultation. She also noted a further recommendation to consider commissioning a Housing Needs Survey. Members also commented on the new NPPF and discussed whether this would affect the plan.</p> <p><b>Members unanimously resolved to seek further information on the Housing Needs Survey and instructed the Assistant Clerk to obtain details on the cost, benefits and potential advantages and disadvantages of commissioning one.</b></p> <p><b>Additionally, Members unanimously agreed to put forward a recommendation to Full Council to remove the Chair and Vice-Chair of Council from the membership of the Windlesham Neighbourhood Plan Working Group, in order to encourage a stronger sense of local ownership—reflecting that the work is village-based rather than parish-wide.</b></p> <p>Members also agreed to work with the Communications Officer to prepare information boards about the project for display at the upcoming Annual Parish Meeting in March.</p>	<p><b>Assistant Clerk</b></p>
<p><b>WVC/25/48</b></p>	<p><b>Strategic Plan Review</b></p> <p>Members were initially asked at the September Full Council meeting to review the Draft Strategic Plan, and it was resolved that each village committee should read through the document and submit comments or proposed amendments.</p> <p>Members stated that, although it was clear a significant amount of work had gone into the plan and that it provided a good starting</p>	

	<p>point, they did not feel they had been involved in its development. Before reviewing the plan as a committee, Members requested that the Clerk provide further clarity through an informal meeting. Following this, Members indicated they would require one month to consider and review the document.</p>	
<p><b>WVC/25/49</b></p>	<p><b>Grants</b> - To consider grant requests from The Over 60s Lunch Club, Windlesham Club &amp; Theatre, Windlesham Darby &amp; Joan</p> <p><u>The Over 60s Lunch Club</u></p> <p>Members reviewed a grant request for £700 from The Over 60s Lunch Club to help keep the cost of meals as low as possible for members.</p> <p><b>Members unanimously resolved to grant The Over 60s Lunch Club £500 for the above purpose.</b></p> <p>Members noted that the organisation had been granted £500 in September 2025 and also sought clarity over numbers of members from each village using the club.</p> <p><u>Windlesham Darby &amp; Joan</u></p> <p>Members reviewed a grant request for £800-£1,000 from Windlesham Darby &amp; Joan to support the groups coach outings, tea afternoons and annual Xmas lunch.</p> <p><b>Members unanimously resolved to grant the Windlesham Darby and Joan £1,000 for the above purpose.</b></p> <p><u>Windlesham Club &amp; Theatre (WCT)/Windlesham Drama Group (WDG)</u></p> <p>At the September 2025 committee meeting, members deferred a decision on a CIL funding application from WCT/WDG for £40,000 to upgrade and replace, where required existing Audio/Visual equipment and necessary supporting infrastructure systems as they sought clarity whether it qualified under the grant policy.</p> <p>Members were updated that as the Windlesham Club &amp; Theatre is a not-for-profit organisation it does qualify under the grant policy.</p> <p><b>Members unanimously resolved that they were unable to award a grant of £40,000 to the Windlesham Club &amp; Theatre/Windlesham Drama Group, as there were insufficient funds available in the CIL and grant budgets.</b></p>	

	<p>However, Members agreed that if the organisation identified a specific piece of equipment that would support the project or another project they are undertaking, they would be willing to consider another grant application at the March meeting, subject to there being remaining funds in the grant budget.</p>	
<b>WVC/25/34</b>	<p><b>Clerks Update</b></p> <p>The Assistant Clerk provided the following updates:</p> <p><u>Tree overhanging War Memorial</u>  Following Remembrance Sunday, the Vicar raised concerns about a Yew tree with several low-hanging branches. A quote has been obtained for the work, with the cost to shorten and trim the longer branches set at £210 + VAT. As the tree is located within a conservation area and the works are not considered essential (the tree is not posing any immediate danger), an application has been submitted to the SHBC Tree Officer. We are currently awaiting their approval before proceeding.</p> <p><u>Noticeboard at Cemetery</u>  The roadside noticeboard at the cemetery is becoming increasingly difficult to open during wet weather. Advice is currently being sought from the original contractor. In addition, we are exploring the option of installing a magnetic board inside the noticeboard to make adding and removing notices easier.</p> <p><u>Large Historical Memorial</u>  Last year, a large historic memorial in Windlesham Cemetery was removed for restoration and cleaning. It is due to be returned to the cemetery in the coming weeks. The 4 x wooden posts will be removed once the memorial is back in situ.</p>	
<b>WVC/25/35</b>	<p><b>Correspondence</b></p> <p>No correspondence.</p>	
<b>WVC/25/36</b>	<p><b>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.</b></p>	

There being no further business, the meeting closed at 21:27