



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

**Held on Tuesday 20th August 2025 at 6:15 pm at St Anne's Church Centre, 43 Church
Road, Bagshot**

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

In attendance: Joanna Whitfield- Clerk to the Council
Windsor Rackham – Lightwater Connected
Sue Rackham – Lightwater Connected
Andrew Winfer – Lightwater Scouts
1 x member of the public

Cllr Turner took the Chair

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

.....

		Action
LVC/25/20	To Elect a Chair for the Meeting In the absence of both the Chair and Vice-Chair, Cllr R Jennings-Evans nominated, Cllr Malcaus Cooper seconded, and it was resolved unanimously to elect Cllr Turner as Chair of the meeting.	
LVC/25/21	Apologies for absence Apologies for absence were received and accepted from Cllr Hartshorn.	
LVC/25/22	Declarations of Interest Cllr R Jennings-Evans declared a non-pecuniary interest in Item 6, noting that in her capacity as a County Councillor, she had also been approached in relation to a grant request.	

	Cllr Malcaus Cooper declared a non-pecuniary interest in item 5 on the agenda, noting that in her capacity as Chair of the Lightwater Society and being the leaseholder of the Briars Center, she works closely with the Scouts. Cllr Turner also declared a non-pecuniary interest in items 5 &6, noting his position as Council representative on Lightwater Connected and a connection to the Scouts in a personal capacity.	
LVC/25/23	Public question time There were no public questions.	
LVC/25/24	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: It was agreed that there were no items to be discussed in the confidential part of the meeting.	
LVC/25/25	Lightwater Recreation Ground- Members were reminded that at the April 2025 meeting of the Lightwater Village Committee, Members resolved to allow the 1st Lightwater Scouts to use the Recreation Ground for their annual bonfire and fireworks display in November 2025. However, Members raised concerns regarding post-event fire safety, noting that cordoning off the bonfire site alone was inadequate and requesting that the fire be fully extinguished before being left unattended. Following that meeting, discussions were held with the event organisers to review fire safety arrangements. The organisers reported that: • They had explored extinguishing options with Surrey Fire & Rescue Service and a private fire safety contractor. • Both advised that dousing the fire with water would create significant smoke hazards affecting the Lightwater Bypass and neighbouring properties, and could also cause field damage and contamination. The Council sought further guidance from: • SHBC Environmental Health Officer, who consulted with the Fire Station Commander for Camberley and Godalming. ◦ The Commander advised that the safest and most practical approach is to fence off the bonfire with suitable safety barriers and allow it to burn out naturally under controlled conditions. • Safety Advisory Group (SAG), which supports safe event planning and includes representatives from fire, police, ambulance, highways, licensing, and environmental health. ◦ The Chair of SAG has requested an event application and risk assessment from the organisers. Once submitted, SAG will determine whether additional advice is necessary. ◦ The completed event plan will be shared with emergency service control rooms for the night of the event.	

	Based on the advice received, Members were asked to: • Reconsider the April 2025 resolution requiring complete extinguishing of the bonfire. • Request an updated fire safety plan from the Scouts, incorporating any guidance provided by SAG. It was unanimously resolved that the Scouts must ensure the area surrounding the fire is suitably secured following the event, using Heras fencing or an alternative as advised by the Safety Advisory Group (SAG). Furthermore, the Scouts are to be requested to provide an updated fire safety plan incorporating any other guidance issued by SAG.	
LVC/25/26	Grant Applications <i>Cllr Harris joined the meeting</i> Members reviewed a grant application from Lightwater Connected, requesting financial support to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater. Cllr Turner proposed, Cllr Malcaus Cooper seconded, and it was resolved with 4 in favour and 1 against, to grant £250 towards the project. It was also resolved that should the Committee have any grant funds remaining at the end of the financial year, a further grant would be considered.	

There being no further business, the meeting closed at 18:38