



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 WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE
Held on Tuesday 10th February 2026 at 7:00pm at Lightwater Library, Guildford Road, Lightwater

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

In attendance: Sarah Wakefield- Assistant Clerk
Joanna Whitfield- Clerk to the Council
Windsor Rackham- Resident
Peter Hurford- Resident

Cllr Hartshorn took the Chair

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

.....

		Action
LVC/25/50	Apologies for absence No apologies for absence.	
LVC/25/51	Declarations of Interest Cllr R. Jennings-Evans declared a non-pecuniary interest in Item 15 on the agenda, as one of the applicants, Lightwater Connected has received grants from her in her capacity as Surrey County Councillor. Cllr Malcaus Cooper declared a non-pecuniary interest in the Lightwater Society grant under Item 15, as she is the applicant and the Chair of the group. She confirmed that she would not vote when this grant application is considered.	

	<p>Cllr Harris declared a non-pecuniary interest in the Lightwater Society grant under Item 15, as he is the Treasurer of the group. He confirmed that he would not vote when this grant application is considered.</p> <p>Cllr Turner declared a non-pecuniary interest in Item 15 on the agenda, in his capacity as the Council's appointed representative for Lightwater Connected.</p>	
LVC/25/52	<p>Public question time</p> <p>Peter Hurford, Lightwater Resident, posed the following question:</p> <p>"I understand the WPC Clerk is satisfied that the pre-requisites for the employment of LVIS to maintain the War Memorial and War Memorial Gardens have been met. Given that LVIS is willing to undertake this, would the WPC Lightwater Committee now consider LVIS for this undertaking?"</p> <p>Members confirmed that Mr Hurford's question would be addressed under agenda Item 10.</p>	
LVC/25/53	<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/25/68 To approve confidential reports from 13th October 2025 and 12th December 2025</p> <p>LVC/25/69 Cemetery Hedge</p> <p>LVC/25/70 Hook Mill Lane</p>	
LVC/25/54	<p>Committee and Sub-Committee Minutes: To confirm and sign the open minutes of the previous Village Committee meeting held on the 13th October 2025 and 12th December 2025.</p> <p>The minutes of the Lightwater Village Committee meeting held on 13th October 2025 and 12th December 2025 were approved and signed by Cllr Hartshorn.</p>	Cllr Hartshorn
LVC/25/55	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £1,324.40.</p> <p>It was resolved that the payments, in the total sum of £1,324.40 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Hartshorn
LVC/25/56	<p>Committee finances- Income and Expenditure Report</p> <p>Members noted the report.</p>	

LVC/25/57

Lightwater Cemetery

a. To review cemetery fees and charges

Members reviewed the information provided regarding the cemetery fees and charges and determined whether they wish to revisit the charges and propose a recommendation to Full Council for approval.

Cllr Turner proposed, Cllr Hartshorn seconded and it was unanimously resolved to increase all Lightwater Cemetery fees and charges in line with CPI/Inflation.

Additionally, members discussed future cemetery planning and improving the appearance of the existing cemetery.

Members unanimously resolved to delegate authority to the Clerk to seeks quotes from cemetery planners to establish what options are possible should the cemetery be extended beyond its current boundary.

Additionally, Members agreed to form a working party to visit other cemeteries, gather ideas and report back to the Committee.

Members noted that a local garden centre has agreed to donate plants, which can be used to enhance the soft landscaping within the cemetery. It was also reported that the spoil around the perimeter of the cemetery will be removed. In addition, Members were informed that the Cemetery Coordinator has been working with contractors to arrange for the cemetery pathways to be sprayed and to ensure that the cemetery is maintained to a neat and tidy standard.

b. Cemetery Fencing

Members were reminded that it had been resolved at a past meeting to progress with new fencing at Lightwater Cemetery once the Land Registry document for the cemetery had been received.

Members were informed that the Land Registry process was taking longer than anticipated and hence there had been a delay in delivering the project.

Members were requested to consider:

- A. Whether to reaffirm the April 2025 resolution i.e. continue waiting for the Land Registry documentation before any further action is taken.
or
- B. Whether to revise the approach due to ongoing delays, and either:
 - Instruct the surveyor now to undertake boundary superimposition and on-site marking, followed by fencing installation.
 - or
 - Begin fence work immediately.

Cllr Harris proposed, Cllr R. Jennings seconded, and it was unanimously resolved not to wait for the Land Registry and instead to instruct the surveyor to set out the boundaries using the plans submitted to Land Registry. They further resolved to proceed with the fencing,

**Assistant Clerk/
Cemetery Co Ordinator**

All Members

	<p>acknowledging that Quotations 1(b) and 2 would now need to be updated. Members also agreed to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to seek revised quotations from the contractors, approve the preferred quotation, approve any reasonable cost increase, and appoint the contractor.</p>	<p>Clerk, Chair & vice chair</p>
<p>LVC/25/58</p>	<p>Replacement of AED (defibrillator) Cabinet</p> <p>Members were given an update regarding the replacement of the AED cabinet housed on the side of the Debra shop building and were asked to decide whether they wish to:</p> <ol style="list-style-type: none"> 1. Proceed with the purchase of the heated AED cabinet, based on the quotations received. 2. Delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to: <ul style="list-style-type: none"> o Appoint a suitably qualified electrician to carry out the works, subject to the landlord's approval of the electrical assessment and installation method; and o Finalise a written agreement with the landlord regarding electricity supply and repayment arrangements. 3. Members were also asked to decide how to fund the purchase of the heated cabinet, electrical works and electrical supply re payments. <p>Cllr R. Jennings-Evans proposed, Cllr D. Jennings-Evans seconded, and Members unanimously resolved to proceed with the purchase of a locked heated AED cabinet and to proceed with all 3 steps above to be funded from the Lightwater Village Reserve. Authority for all these steps was delegated to the clerk, chair and vice chair.</p>	<p>Clerk, chair and vice chair</p>
<p>LVC/25/59</p>	<p>Lightwater war Memorial, Memorial Gardens and Planters</p> <p>Members were asked to consider the ongoing maintenance of the Lightwater War Memorial, memorial Gardens and 5 large planters.</p> <ul style="list-style-type: none"> • Two quotes were presented to the committee which included the planting and maintenance (to include watering) of the requested sites- <p><u>Quote 1:</u> a) Planting, 3 x per year- War memorial & gardens = £1,455 Watering- War memorial & gardens = £3,360 (based on 1 x visit/per week April-Sept)</p> <p><u>Quote 1:</u> b) Planting, once per year- 5 x Troughs = £450 Watering- 5 x Troughs = £2,400 (based on 1 x visit/week April-Sept)</p> <p>Overall total = £7,665</p> <p><u>Quote 2:</u> Planting, 3 x per year- war memorial and gardens Planting, 1 x per year 5 x Troughs</p>	

	<p>Maintenance- monthly maintenance to weed and turn over soil</p> <p>Watering- 3 x per week April-Sept</p> <p>Overall total = £5,040 (£420/month)</p> <ul style="list-style-type: none"> • Additionally, members were advised that a local garden centre has offered to provide Spring planting for the war memorial and gardens, however the variety and quantities were unknown. • Members were also provided with initial costings from a potential contractor for delivering the summer planting and watering across the villages. This would include watering the war memorials, gardens, and five troughs, with the option to add the planting of the five planters if incorporated into the hanging basket contract. It was noted that this contract remains subject to Full Council approval. <p><i>Members agreed to suspend stranding orders to allow a member of the public to speak.</i></p> <p>Members discussed the presented quotes and available options.</p> <p>Additionally, following the submission of a public question, Members discussed whether to reconsider a previous decision to engage the volunteer group L-VIS to maintain the War Memorial and gardens. After discussion, three Members were in support of the proposal, while four Members were opposed.</p> <p>Therefore, members moved on to review the quotes presented and options available.</p> <p>Cllr Malcaus Copper proposed, Cllr Hartshorn seconded, and it was agreed with 6 in favour and 1 abstention to proceed with Quote 2.</p>	
<p>LVC/25/60</p>	<p>Traffic and Infrastructure- Update</p> <p>Cllr Turner provided a brief update from the Traffic and Infrastructure Working Group. He confirmed that a second meeting had taken place, during which discussions covered the A322, the roadworks being carried out by Skanska and the Collingwood College home-to-school transport arrangements.</p>	
<p>LVC/25/61</p>	<p>To discuss Sponsorship Signs for the village planters</p> <p>Members were presented with alternative wording for the sponsorship signs as suggested by Cllr Stevens.</p> <p>Members were asked to consider and decide:</p> <ol style="list-style-type: none"> 1. Whether to retain the previously approved wording (“Planters sponsored and maintained by Windlesham Parish Council”), or 2. Whether to adopt the proposed inspirational quotes, replacing the sponsorship line, 	

	<p>or</p> <p>3. Whether to include both, for example:</p> <ul style="list-style-type: none"> o Inspirational quote o Followed by: "Sponsored and maintained by Windlesham Parish Council." <p>Members unanimously resolved to proceed with the stickers using all the quotes (one per sticker) followed by "Sponsored and maintained by Windlesham Parish Council".</p>	<p>Assistant Clerk</p>
<p>LVC/25/62</p>	<p>Flags for Lightwater Village</p> <p>Members were asked to consider and agree the following:</p> <ol style="list-style-type: none"> 1. To approve the purchase and installation of new flags for Lightwater Village for summer 2026, to be funded from the £5,000 allocated in the 2026/27 budget. 2. To determine the preferred flag style for 2026, choosing either: <ul style="list-style-type: none"> o Union Jack flags (as displayed last year), <p>or</p> <ul style="list-style-type: none"> o An alternative design 3. To determine the dates for installation and removal of the flags, noting that VE Day in 2026 falls on Friday 8th May and VJ Day on 15th August. 4. To delegate authority to the Clerk to obtain formal quotations for the chosen flag style, and to approve the final supplier under delegated authority provided that all quotations fall within the agreed budget. <p>Members unanimously resolved to seek quotations for Union Jack flags as well as an alternative design. Authority was delegated to the Clerk, in conjunction with the Chair and Vice Chair, to agree the preferred design and arrangement of the flags (for example, alternating designs along the High Street or a single design), to obtain formal quotations for the chosen style and to approve the final supplier, provided all quotations fall within the agreed budget.</p> <p>Members further agreed that the flags should be installed in line with the VE Day commemoration on 18 May 2026.</p>	<p>Clerk, Chair and vice chair</p>
<p>LVC/25/63</p>	<p>Hook Mill Lane Depot Fencing</p> <p>Members were informed that 73 metres of chain-link fencing was required to be replaced at Hook Mill Lane Depot and presented with 3 quotes.</p> <p>Members were asked to consider and agree the following:</p> <ol style="list-style-type: none"> 1. To determine which quotation to proceed with for the delivery of the required works. 	

	<p>2. If Contractor C is selected, to delegate authority to the Clerk to obtain quotations for the removal and disposal of the green waste generated during the works, and to instruct a contractor accordingly.</p> <p>3. To agree how the works will be funded.</p> <p><i>Cllr Turner left the meeting 20:35</i></p> <p>Members unanimously resolved to proceed with Quote B, with the funds to be taken from the Lightwater Village Reserve.</p> <p><i>Cllr Turner returned to the meeting 20:37</i></p>	
<p>LVC/25/64</p>	<p>Grant Applications</p> <p>The committee considered the following grant requests:</p> <p><u>Lightwater Connected (L-VIS)</u>- Grant requested to fund a wooden bench to be on placed on SCC owned land.</p> <p>Members noted that the grant application for the bench had been withdrawn.</p> <p><u>Lightwater Connected (L-VIS)</u>- Grant requested to employ a contractor to cut back overgrowth on a SCC owned roundabout.</p> <p>As Lightwater Connected had been unable to obtain a cultivation licence from Surrey County Council and therefore would be unable to undertake the proposed work, Members unanimously resolved to refuse the grant application,</p> <p><i>Members unanimously resolved to suspend standing orders to allow a member of the public to speak. He clarified that Lightwater Connected works as an umbrella organisation, which provides resources (e.g. website) to smaller groups such as L-VIS, the Lightwater Fete.</i></p> <p>The Clerk clarified that, in this case, each grant application must be submitted by the organisation holding the relevant insurance — in this instance, Lightwater Connected.</p> <p>Members expressed their support for Lightwater Connected and requested that the organisation submit a single grant application setting out all proposed projects and associated costs. This approach will ensure that the correct supporting documentation can be provided and assessed appropriately. It was noted that the grant application forms and policy would be reviewed to accommodate this arrangement.</p> <p>The committee reviewed a grant application from Lightwater Connected, requesting £500 towards the running of the Lightwater Village Fete 2026.</p> <p>Members unanimously resolved to grant Lightwater Connected £500 to be used for the above purposes.</p> <p>The committee reviewed a grant application from a Lightwater Scout requesting £500 financial support to attend the World Scout Jamboree in Poland in 2027.</p>	

	<p>Cllr Harris proposed, Cllr Malcaus-Cooper seconded, and it was resolved, with 5 votes in favour and 2 against, to pledge £500 to the Scout, conditional upon him raising the remainder of the required funds. Members confirmed that the money will be released once it is confirmed the amount has been secured.</p> <p>Additionally, Members requested that the scout be asked whether he would be willing to take part in communications relating to the event, including the possibility of being interviewed for a social media feature.</p> <p>The committee reviewed a grant application form Lightwater Society requesting £5,000 towards funding for their Summer 2026 Music Festival.</p> <p>Members unanimously resolved to suspend the Lightwater Committee grant policy to allow a grant application over £1,000 be considered.</p> <p>Cllr Hartshorn proposed, Cllr D. Jennings-Evans seconded, and Members unanimously resolved to grant the Lightwater Society £5,000 to be used for the purpose of funding the Summer 2026 Music Festival.</p>	
<p>LVC/25/65</p>	<p>Clerks Update</p> <p><u>Markers for Reserved Grave Plots</u></p> <p>Following the October 2025 Committee meeting, the markers for the reserved plots in the cemetery were ordered. The stonemasons have confirmed that they will be available for delivery by the end of February.</p> <p><u>Lightwater Square Tree</u></p> <p>It was confirmed that work to a tree in Lightwater Square will be progressed by SCC contractors, hopefully bringing a resolution to the situation.</p> <p><u>New bench</u></p> <p>Members were advised that one of the cemetery benches is in a poor condition and requires replacement. A new bench, including a concrete base, will be installed.</p>	
<p>LVC/25/66</p>	<p>Correspondence</p> <p>No correspondence.</p>	
<p>LVC/25/67</p>	<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/25/68 To approve confidential reports from 13th October 2025 and 12th December 2025</p> <p>LVC/25/69 Cemetery Hedge</p> <p>LVC/25/70 Hook Mill Lane</p>	
<p>LVC/25/68</p>	<p>To approve the confidential reports from 1st April and 1st July 2025</p>	

	It was unanimously resolved to approve the confidential reports from the 13th October 2025 and 12th December 2025 meetings as a correct record.	
LVC/25/69	Cemetery Hedge Members resolved to carry out the actions as detailed in the confidential report.	
LVC/25/70	Hook Mill Lane Members resolved to carry out the actions as detailed in the confidential report.	

There being no further business, the meeting closed at 21:13