



Windlesham Parish Council

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MINUTES OF WINDLESHAM PARISH COUNCIL'S CIVIC AMENITIES & RECREATION COMMITTEE

Held on Monday 11th May 2026 at 7:30pm at Lightwater Library, 83A Guildford Road, Lightwater

| Councillors | |
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| Harris | P |
| Hartshorn | P |
| R Jennings-Evans | P |
| Lewis | P |
| Marr | P |
| White | P |
| Willgoss | P |

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Malcaus Cooper- Lightwater Village Councillor (WPC)

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

Cllr Harris took the Chair

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| CAR/26/01 | <p>To appoint a Chairman for meeting</p> <p>Due to changes in Committee membership and the Annual Meeting of the Council being scheduled for 19th May 2026, a Chair for the Committee will be formally appointed for the ensuing municipal year following that meeting. In the interim, a Chair for this meeting was elected, and Cllr Harris was appointed unanimously.</p> <p>Cllr Harris took the chair.</p> | |
| CAR/26/02 | <p>Apologies for absence</p> <p>No apologies for absence.</p> | |
| CAR/26/03 | <p>Declarations of Interest</p> | |

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| | No declarations of interest. | |
| CAR/26/04 | <p>To note the Committee's Terms of Reference</p> <p>Members were presented with the Terms of Reference for the committee, which had been approved and adopted at the Full Council meeting on the 28th April 2026.</p> <p>Members noted the Terms of Reference.</p> | |
| CAR/26/05 | <p>Public question time</p> <p>A Windlesham Resident sent the following question for members to consider:</p> <p><u>Ref- Agenda Item: 12. To consider an additional year of tree watering and maintenance at Bosman Drive, Windlesham</u></p> <p>I would be grateful if you would please consider my comments in connection with Agenda item 12.</p> <p>In 2024 Windlesham Parish Council planted four trees on the green at Bosman Drive and two of those trees have now died.</p> <p>The first one died last season - it was the one closest to No. 2 Bosman Drive which did not appear to be receiving the same after care from your contractors as the other trees; it wasn't being watered.</p> <p>A second tree now appears to be dead; a few weeks ago it looked as though it was going to produce leaves but nothing has grown and the tree now looks dead. It is the one closest to the road, I am not sure the species but it is neither a Tulip nor a Horse Chestnut.</p> <p>Do the contractors engaged by WPC offer any warranties either in terms of the health of the plants they supply or in terms of the effectiveness of their aftercare?</p> <p>A 50% survival rate is pretty poor for the size of specimen trees planted here and your contractors should really offer better odds than that.</p> <p>Can you let me know what, if any, recourse WPC has against the supplier / contractor and what you will be doing to replace these trees in the Autumn.</p> <p>Members thanked the resident for raising the question and agreed to consider the matter under Agenda Item 12.</p> | |
| CAR/26/06 | <p>Exclusion of the press and public.</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> | |

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| | <p>CAR/26/19 To consider a payment dispensation in Windlesham Cemetery</p> | |
| <p>CAR/26/07</p> | <p>Windlesham Cemetery Drainage</p> <p>Members were reminded that persistent surface water issues have been experienced at Windlesham Cemetery, particularly along the pathway within the old section. At the Windlesham Village Committee meeting in January 2026, members of that committee considered cemetery drainage and received the findings of a commissioned Groundwater Risk assessment. At that meeting members resolved to seek quotes to remove the pathway and replace with grass in the old section and additionally seek quotes for a topographical survey.</p> <p>Members were presented with 4 quotes for the removal of a section of the cemetery pathway and replacement with grass and asked if they wished to proceed with one of the quotations.</p> <p>Cllr Lewis proposed, Cllr Marr seconded and it was unanimously resolved to proceed with quote D with a recommendation to Full Council to proceed with a spend of £15,845 (EX VAT). Additionally, members resolved to fund the work from the Windlesham Cemetery Maintenance EMR.</p> <p>Members noted that the quote was priced on the contractor being able to deposit, on a temporary basis, the arisings from the pathway onto the greenspace located in front of the church. Additionally, it was confirmed that wooden planks would be used to protect the grass. The Assistant Clerk confirmed that this had to be investigated with the landowner.</p> <p>Members noted that a blanket exhumation licence will need to be applied for from the Ministry of Justice, as the excavation works will take place in close proximity to existing graves. Members were informed that although there is no application fee for the licence, the process could require a significant amount of officer time to complete.</p> <p>Members further noted that the services of a grave digger would be required in the unlikely event that human remains are disturbed during the works. Members were informed that the grave digger's day rate is £150 (9.00am–5.00pm) and were asked to agree an upper cost limit for this service.</p> <p>Members unanimously resolved to accept the presented quote and set an upper limit of £2,000 for grave digger services. Additionally, delegated authority was given to the Clerk to approve additional expenditure up to her delegated limit, should this be required. Members resolved to fund the service from the Windlesham Cemetery Maintenance EMR.</p> | <p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>Clerk</p> |

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| | <p>Members reviewed three topographical survey quotations and unanimously resolved to defer a decision on whether to commission a survey to a future meeting, pending clarification on whether Members wish to pursue more detailed drainage solutions within the cemetery at a later stage.</p> | |
| <p>CAR/26/08</p> | <p>Bagshot Cemetery Drainage and Pathway</p> <p>Members were reminded that Bagshot Cemetery and Chapel has experienced ongoing issues relating to drainage and deterioration of sections of the main pathway. A ground soakage report was completed in February 2024 which identified proposed drainage solutions. In addition, a building survey completed in the same year recommended the excavation of a trench along the full perimeter of the chapel building.</p> <p>Members were presented with 3 quotes for the drainage and pathway works.</p> <p>Cllr Willgoss proposed, Cllr White seconded and it was unanimously resolved to proceed with quote A with a recommendation to Full Council to proceed with a spend of £22,857 (EX VAT). Additionally, members resolved to part fund the work from the Bagshot Cemetery Maintenance EMR, £19,410 and the remainder, £3,447 from the Bagshot Village Reserve.</p> <p>Members noted that a blanket exhumation licence will need to be applied for from the Ministry of Justice, as the excavation works will take place in close proximity to existing graves. Members were informed that although there is no application fee for the licence, the process could require a significant amount of officer time to complete.</p> <p>Members further noted that the services of a grave digger would be required in the unlikely event that human remains are disturbed during the works. Members were informed that the grave digger's day rate is £150 (9.00am–5.00pm) and were asked to agree an upper cost limit for this service.</p> <p>Members unanimously resolved to accept the presented quote and set an upper limit of £2,000 for grave digger services. Additionally, delegated authority was given to the Clerk to approve additional expenditure up to her delegated limit, should this be required. Members resolved to fund the service from the Bagshot Village Reserve.</p> | <p>Assistant Clerk</p> <p>Clerk</p> |

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| <p>CAR/26/09</p> | <p>Lightwater Cemetery- Stone Markers</p> <p>Members were reminded that an order was placed for reserved stone markers for Lightwater Cemetery based on previously approved dimensions. On delivery to the stonemason, it was apparent that the markers supplied did not meet with the agreed specification.</p> <p>Cllr R. Jennings-Evans proposed, Cllr Hartshorn seconded and it was unanimously resolved to request a 20% discount, with authority to accept a reduction of no less than 10%. Members further agreed that, should a discount be refused, the stone markers would be rejected and replacement markers requested at the correct dimensions.</p> | <p>Assistant Clerk</p> |
| <p>CAR/26/10</p> | <p>Windlesham Cemetery – to consider a Memorial Tree request</p> <p>Members were presented with a request from a resident seeking permission to plant a memorial tree within Windlesham Cemetery. As the Council does not receive many memorial tree applications, such requests are therefore not currently included within the cemetery fees price list.</p> <p>Members unanimously resolved to approve the application, agreeing the tree species Prunus ‘Snow Showers’ and its placement in the location shown on the map provided in the meeting papers, as close to the hedge as practicable, taking into account the mature spread of the tree. It was additionally agreed that the tree would be supplied, planted and maintained by the applicant and that there would be no ongoing maintenance responsibility for the Council.</p> <p>Members further requested that it be stipulated that the tree is protected by deer fencing to safeguard it from damage.</p> <p>Members also resolved to approve the application fee of £302, in line with the Windlesham Cemetery fees.</p> | |
| <p>CAR/26/11</p> | <p>Replacement of AED (defibrillator) Cabinet in Lightwater Village</p> <p>Members were reminded that, at the January 2026 Lightwater Village Committee meeting, it was agreed to proceed with the purchase of a heated AED cabinet to be installed on the exterior of the Debra shop building in Lightwater Village.</p> <p>Following discussions with the landlord, a licence agreement was requested and progressed under the Clerk’s delegated authority. Members noted that the solicitor subsequently advised that a wayleave agreement would be more appropriate and provided a draft</p> | |

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| | <p>for review. However, this was only received shortly before the meeting, leaving insufficient time for consideration.</p> <p>Cllr Harris proposed, Cllr White seconded and it was unanimously resolved to delegate authority to the Clerk in conjunction with Cllr Harris and Cllr Hartshorn to review the wayleave agreement and bring a recommendation to Full Council for approval.</p> <p>Cllr Hartshorn proposed, Cllr R. Jennings-Evans seconded, and it was unanimously approved to accept the presented quote for the electrical installation of the heated AED cabinet at a cost of £187 (EX VAT).</p> <p>Cllr R. Jennings-Evans proposed, Cllr Hartshorn seconded, and it was unanimously resolved to proceed with the purchase of a heated AED cabinet, up to a cost of £500 (EX VAT). In addition, delegated authority was granted to the Clerk to source a suitable cabinet based on value and/or suitability.</p> <p>It was resolved to fund the cost of the wayleave agreement (£300 EX VAT), electrical work and heated AED cabinet from the Lightwater Village Reserve.</p> | <p>Clerk, Cllr Harris & Cllr Hartshorn</p> <p>Clerk</p> |
| <p>CAR/26/12</p> | <p>To consider an additional year of tree watering and maintenance at Bosman Drive, Windlesham</p> <p>Members were informed that the new trees planted in the greenspace at Bosman Drive have now completed their two-year watering and maintenance programme and were asked to consider whether to engage the contractor for an additional year.</p> <p>Members were also advised that two of the four trees planted in 2024 have failed and that the Assistant Clerk is currently in contact with the SHBC Tree Officer in respect of their replacement.</p> <p>Following discussion of the current watering contract, it was proposed by Cllr Lewis, seconded by Cllr Marr, and unanimously resolved to extend watering and maintenance for a further year for the two surviving trees, together with the Horse Chestnut sapling planted in the same year.</p> <p>Members approved the submitted quotation, subject to amendment to reflect three trees rather than four, with the watering period to run from the week commencing 18 May until September 2026. This amends the total cost to £1,500 (EXVAT).</p> | |

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| | <p>It was further resolved that the cost be met from the Trees Earmarked Reserve. Members also noted that the frequency and schedule of watering should be confirmed with the contractor.</p> <p>Additionally, members discussed the replacement of the two failed trees.</p> <p>Members resolved to seek quotes for the supply, planting, watering and maintenance of two new trees to be brought back to the July meeting. Members noted that species and placement of the trees would be in liaison with the SHBC Tree Officer.</p> <p>The Committee considered a public question regarding the trees at Bosman Drive. Members noted that, while unable to comment on specific contractual terms, arrangements are in place to ensure that any tree failures are appropriately addressed, and that the Council is liaising with the Tree Officer to confirm replacement requirements.</p> <p><i>Members agreed to suspend standing orders to allow Cllr Malcaus Cooper, attending as a member of the public was allowed to speak.</i></p> | <p>Assistant Clerk</p> |
| <p>CAR/26/13</p> | <p>To consider volunteer-led planting at Lightwater Cemetery</p> <p>Members were asked to consider authorising the Clerk to organise and coordinate a volunteer planting group for Lightwater Cemetery.</p> <p>Cllr Hartshorn proposed, Cllr R. Jennings-Evans seconded, and it was resolved with 6 in favour and 1 abstention to delegate authority to the Clerk to organise and coordinate a volunteer planting group for Lightwater cemetery. Additionally, members agreed to set a budget of £200 to be funded from the Lightwater Village Reserve to cover basic items to support safe volunteer participation.</p> | <p>Clerk</p> |
| <p>CAR/26/14</p> | <p>Grant policy and grant application form</p> <p>Members were asked to review the grant policy for 2026/27.</p> <p>Members unanimously resolved to adopt the Grant policy for 2026/27 as presented with no amendments.</p> <p><i>Members agreed to suspend standing orders to allow Cllr Malcaus Cooper, attending as a member of the public was allowed to speak.</i></p> <p>Members were asked to review the Grant Application forms for 2026/27.</p> | |

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| | <p>Member unanimously resolved to adopt all the Grant Application forms as presented.</p> | |
| CAR/26/15 | <p>Grants</p> <p>Members were invited to consider the details of a grant application from Bagshot Events, requesting funding of £298.52 to cover a contribution towards the FIFA World Cup flags and determine whether they wish to approve the request in full, in part, or not at all.</p> <p>Members unanimously resolved to approve the request from Bagshot Events in full to be awarded from the Bagshot Grant budget.</p> <p>Members were invited to consider the details of a grant application from the Lightwater village School PTA (LVSPTA), requesting funding of £500 to cover a contribution towards the cost of stage for the LVS Fest event and determine whether they wish to approve the request in full, in part, or not at all.</p> <p>Members unanimously resolved to approve the request from LVSPTA in full to be awarded from the Lightwater Grant budget.</p> <p>Members were invited to consider the details of a grant application from the Windlesham Over 60's Lunch Club requesting funding of £1000 to cover a contribution towards the cost of lunches, room hire and running costs and determine whether they wish to approve the request in full, in part, or not at all.</p> <p>Members unanimously resolved to partially approve the request from the Windlesham Over 60s Lunch Club, awarding a grant of £500, to be funded from the Windlesham Grant budget. Members additionally noted that, should funds remain available later in the grant year, the group may submit a further application for consideration.</p> | |
| CAR/26/16 | <p>Clerks update</p> <p>The Assistant Clerk presented the following updates:</p> <p><u>Bagshot</u></p> <p>School Lane Field – Pathway The pathway at School Lane Field will commence w/c 11th May and it is anticipated to take 2-3 weeks. The local school has been informed, and the car park and field will be closed during the period.</p> <p>School Lane Field Pond</p> | |

Trees- Pollarding and dead-wooding works to some of the trees surrounding the pond have been scheduled to commence in September, following the end of the bird nesting season.

Pond- Three quotations have been received for the clearance and partial dredging of the pond. However, following the recent tree works, the scope of the proposed works will be reassessed in the Autumn to take account of the tree works already undertaken and the findings of the nature-based study commissioned in the spring.

Mini-Christmas Trees

A quote has been requested for the supply and installation of the mini-Christmas trees along Bagshot High Street. Once received it will be discussed at a future Civic and Recreation Committee meeting.

Lightwater

Lightwater Cemetery- Topographical survey and fencing

A surveyor has now been appointed to overlay the cemetery boundary onto the topographical survey and to physically mark the boundary on site. It is hoped this work will commence in the coming weeks. Given the time that has elapsed since quotations were originally obtained, and the potential need for additional vegetation clearance to accommodate new fencing along the boundary, it is proposed that updated fencing quotations are sought once the boundary has been marked out.

Lightwater Flags

Permission for the use of the lampposts was received last week, and the flags for Lightwater Village Centre have now been ordered. Subject to delivery being received on time, the flags are scheduled to be installed on Thursday 14th May.

Sponsorship stickers for large village planters

The stickers have been received and will be put in place once the planters have been planted up for the summer.

Lightwater Traffic and Infrastructure Working Party

As the Working Party has not met, there are no updates to report at this time.

Windlesham

Bosman Drive Trees

Officers are continuing discussions with Surrey Heath Borough Council in relation to the replacement of a failed tree planted in 2024. It is hoped an additional tree (sapling) planted at the same time will suffice. Members will be updated once a response from the Tree Officer has been received.

Windlesham Cemetery – Buy Back Scheme

At the last Windlesham Committee meeting, Members approved the Grave Buy-Back Policy. It was agreed that Windlesham Councillors would visit the cemetery to review each plot to ensure it remains suitable for inclusion within the scheme.

The Assistant Clerk has circulated lists of the relevant plots together with cemetery mapping to support Members in this task. Any subsequent work required to verify ownership and contact

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| | <p>grave owners would then need to be assessed to determine whether it could be incorporated into the 2026 work stream.</p> <p>Windlesham Cemetery – Memorials At the last Windlesham Committee meeting, it was agreed to commission a stonemason to undertake works to the Clark Tomb in Windlesham Cemetery. However, when the mason’s documentation was requested, it became apparent that they do not hold NAMM or BRAMM accreditation. The Windlesham Cemetery Regulations require all masons working within the cemetery to hold either NAMM or BRAMM certification. As a result, it is unfortunately not possible to proceed with this particular mason. Further quotations will therefore need to be obtained from suitably accredited masons and brought back to a future meeting for consideration.</p> <p>Hedging bordering Windlesham Cemetery Contact has been made with the landowner of the large hedge bordering the cemetery. It was explained that the Council is seeking a significant reduction in both the height and depth of the hedge and the landowner’s representative confirmed that he will arrange for a tree surgeon to attend site to assess the hedging and report back. A key challenge highlighted during the discussion was the proximity of the hedge to graves, which restricts access for machinery. Careful consideration will therefore be required to ensure the hedge can be safely reduced without causing damage to graves or memorials. The representative also confirmed that he will need to speak separately with the Church regarding the section of hedge located on their side.</p> <p>Windlesham Neighbourhood Plan Working Party At the last Windlesham Committee meeting, Members agreed to seek further information and indicative costs relating to the commissioning of a Housing Needs Survey. Information has since been received and will be circulated to the Committee; however, costs have not yet been investigated. A Working Party was due to meet to review the relevant policies, and an update will be provided to Members once this meeting has taken place.</p> <p>Windlesham Traffic and Infrastructure Working Party As the Working Party has not met, there are no updates to report at this time.</p> | |
| <p>CAR/26/17</p> | <p>Correspondence</p> <p>No correspondence.</p> | |
| <p>CAR/26/18</p> | <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>It was queried whether the member of the public could remain, and it was confirmed that only committee members are permitted to stay for the confidential item part of the meeting.</p> | |

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| | CAR/26/19 To consider a payment dispensation in Windlesham Cemetery | |
| CAR/26/19 | <p>To consider a payment dispensation in Windlesham Cemetery</p> <p>Members were asked to discuss a formerly submitted payment dispensation request in Windlesham Cemetery.</p> <p>Members expressed sympathy and understanding for the grave owners request; however, noted that the Windlesham Cemetery Regulations do not allow for discretion in such cases and that eligibility for the resident rate applies only to those who have moved out of the parish within the previous 24 months to live in assisted care.</p> <p>It was resolved with 6 in favour and 1 against not to grant a payment dispensation and that the non-resident rate would apply in this instance.</p> <p>Additionally, it was noted that as per a resolution at the January 2026 Windlesham Village Committee meeting, the Windlesham Cemetery Regulations will be reviewed in January 2027.</p> | |

There being no further business, the meeting closed at 21:28