



### **Windlesham Parish Council**

Joanna Whitfield  
Clerk to the Council  
Tel: 01276 471675  
Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
Website: [www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)

The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

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

**Held on Monday 27<sup>th</sup> July 2026 at 7:00pm at Lightwater Library, 83A Guildford Road, Lightwater**

| <b>Councillors</b> |    |
|--------------------|----|
| Gordon             | -  |
| Hardless           | A* |
| Harris             | A* |
| Hartshorn          | P  |
| R Jennings-Evans   | P  |
| Lewis              | -  |
| Marr               | P  |
| White              | P  |
| Willgoss           | P  |
| Richardson         | S  |
| Turner             | S  |

**In attendance:** Sarah Wakefield – Assistant Clerk  
Richard Storer – Lightwater Resident

P - present      A – apologies      PA – part of meeting      - no information      S – substitute  
\*Apologies Accepted

Cllr White took the Chair

.....

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Action</b> |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <b>CAR/26/20</b> | <p><b>To appoint a Chairman &amp; Vice-Chair for the ensuing year</b></p> <p><b>Cllr white proposed and Cllr Hartshorn seconded the nomination of Cllr Willgoss as Chairman. Cllr Willgoss declined the nomination.</b></p> <p><b>Cllr R. Jennings Evans proposed, Cllr Hartshorn seconded and it was unanimously resolved to elect Cllr White as Chairman of the Committee.</b></p> <p><i>Cllr White took the chair.</i></p> <p><b>Cllr R. Jennings Evans proposed, Cllr Hartshorn seconded and it was unanimously resolved to appoint Cllr Marr as Vice-Chair of the Committee.</b></p> |               |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>CAR/26/21</b> | <p><b>Apologies for absence</b></p> <p>Apologies were received from Cllrs Hardless and Harris.</p> <p>Members noted that reasons for absence would be considered in the confidential part of the meeting.</p> <p>No apologies were received from Cllrs Gordon and Lewis.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>CAR/26/22</b> | <p><b>Declarations of Interest</b></p> <p>No declarations of interest.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>CAR/26/23</b> | <p><b>Public participation time</b></p> <p>No public questions.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>CAR/26/24</b> | <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>CAR/26/41 To consider reasons for Councillor absences<br/> CAR/26/42 To approve previous Confidential Resolutions</p> <p><b>Members agreed that the above items would be discussed in the confidential part of the meeting.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>CAR/26/25</b> | <p><b>Windlesham Cemetery Drainage project- To consider quotes for Archaeological services</b></p> <p>Members were reminded that, at the May CAR Committee meeting, it was resolved to appoint a contractor to remove the existing pathway within the 'Old Section' of the cemetery and replace it with a grassed surface. Members also noted that an application for a precautionary exhumation license was submitted to the Ministry of Justice (MoJ) for the proposed works had been refused.</p> <p>It was reported that, due to the nature of the project and the potential for ground disturbance within a burial area, the MoJ had stipulated that the services of a suitably qualified archaeologist would be required to oversee the works.</p> <p>Members were further informed that the involvement of a grave digger is no longer necessary and, as a result, the £2,000 expenditure approved at the previous meeting for this element of the project is no longer required.</p> |  |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                           |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|           | <p>Three quotations for an archaeological watching brief, required as part of the MoJ approval process, were presented to Members for consideration. Members were requested to:</p> <ol style="list-style-type: none"> <li>1. Consider the quotations received for archaeological services-<br/><b>Members reviewed and considered the three presented quotations.</b></li> <li>2. Consider the requirement for a Watching Brief Report –<br/><b>Members noted the requirement of a watching brief as stipulated by the MoJ to oversee the excavation phase of the project.</b></li> <li>3. Approve the appointment of a contractor to undertake the required archaeological watching brief –<br/><b>Members unanimously resolved to proceed with Quote C, subject to clarification of the requirement within the quotation that any excavation be undertaken using a wide toothless bucket. Members agreed that this condition should be investigated further to ensure it would not adversely affect the proposed works. Members further resolved that, should it be determined that the toothless bucket requirement would prevent or materially hinder the project from proceeding, delegated authority be granted to the Clerk in conjunction with the Chair and Vice-Chair, to approve the appointment of the contractor submitting Quote A.</b></li> <li>4. Agree the additional expenditure, to be funded from the Windlesham Cemetery Maintenance EMR –<br/><b>Members unanimously resolved to fund the expenditure of £4,770 (EX VAT) from the Windlesham Cemetery Maintenance EMR.</b></li> <li>5. Agree an upper spend limit to take into consideration contingencies. Indications are that excavation works will take 3 days –<br/><b>Members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to approve expenditure up to the Clerk's delegated financial limit to address any unforeseen contingencies arising during the works.</b></li> </ol> | Clerk, Chair & Vice-Chair |
| CAR/26/26 | Bagshot Cemetery Drainage and Pathway project- To consider quotes for Archaeological services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                           |

Members were reminded that, at the previous Civic and Recreation (CAR) Committee meeting, it was resolved to appoint a contractor to proceed with the drainage and pathway works at Bagshot Cemetery. Members also noted that an application for a precautionary exhumation license was submitted to the Ministry of Justice (MoJ) for the proposed works had been refused.

It was reported that, due to the nature of the project and the potential for ground disturbance within a burial area, the MoJ had stipulated that the services of a suitably qualified archaeologist would be required to oversee the works.

Members were further informed that the involvement of a grave digger is no longer necessary and, as a result, the £2,000 expenditure approved at the previous meeting for this element of the project is no longer required.

Three quotations for an archaeological watching brief, required as part of the MoJ approval process, were presented to Members for consideration. Members were requested to:

1. Consider the quotations received for archaeological services-

**Members reviewed and considered the three presented quotations.**

2. Consider the requirement for a Watching Brief Report –

**Members noted the requirement of a watching brief as stipulated by the MoJ to oversee the excavation phase of the project.**

3. Approve the appointment of a contractor to undertake the required archaeological watching brief –

**Members unanimously resolved to proceed with Quote C, subject to clarification of the requirement within the quotation that any excavation be undertaken using a wide toothless bucket. Members agreed that this condition should be investigated further to ensure it would not adversely affect the proposed works. Members further resolved that, should it be determined that the toothless bucket requirement would prevent or materially hinder the project from proceeding, delegated authority be granted to the Clerk in conjunction with the Chair and Vice-Chair, to approve the appointment of the contractor submitting Quote A.**

4. Agree the additional expenditure, to be funded from the Bagshot Village EMR –

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                           |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
|  | <p><b>Members unanimously resolved to fund the expenditure of £5,410 (EX VAT) from the Bagshot Village Reserve.</b></p> <p>5 Agree an upper spend limit to take into consideration contingencies. Indications are that excavation works will take 7 days –</p> <p><b>Members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to approve expenditure up to the Clerk's delegated financial limit to address any unforeseen contingencies arising during the works.</b></p> | Clerk, Chair & Vice-Chair |
|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| CAR/26/27 | <p><b>Windlesham Cemetery- To consider quotes for the restoration of Historical Memorials</b></p> <p>Members were informed that the contractor selected to undertake the restoration of the four historic memorials in Windlesham Cemetery does not hold NAMM or BRAMM accreditation. As the current cemetery regulations require all masons working within the cemetery to hold either NAMM or BRAMM accreditation, officers advised that the Council could not proceed with the appointment under the existing regulations.</p> <p>Members were therefore asked to consider whether they wished to suspend the relevant cemetery regulations to enable the project to proceed with the preferred contractor.</p> <p>Following discussion, members reviewed the quotations received and considered the specialist nature of the project. Given the historical significance of the memorials, members expressed a preference for appointing a contractor with demonstrable experience in the conservation and restoration of historic memorials.</p> <p><b>Members unanimously resolved to approach the stonemason currently undertaking restoration works to local war memorials and invite them to submit a quotation for the restoration of the historic memorials.</b></p> <p><b>Members further resolved to seek additional quotations from contractors holding either NAMM or BRAMM accreditation, in accordance with the Council's cemetery regulations. However, quotations from suitably experienced contractors who do not hold these accreditations may also be obtained and presented</b></p> | Assistant Clerk |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|

|            | to a future meeting for consideration, should members wish to review all available options.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                     |           |                     |       |            |                  |               |           |            |                  |               |         |         |                  |              |         |       |  |  |        |  |
|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------|---------------------|-------|------------|------------------|---------------|-----------|------------|------------------|---------------|---------|---------|------------------|--------------|---------|-------|--|--|--------|--|
| CAR/26/28  | <p><b>Consideration of Priority 2 Memorial Testing across all three cemeteries</b></p> <p>Members were asked to consider quotations received for the re-testing of Priority 2 memorials within the Parish</p> <p>Members are asked to:</p> <ol style="list-style-type: none"><li>1. Note that four quotations were requested, however only one complete quotation has been received to date –</li></ol> <p><b>Members noted that four quotations were requested and that just one contractor had responded with a complete quote.</b></p> <ol style="list-style-type: none"><li>2. Consider whether they wish to Undertake Priority 2 memorial testing across all three Parish cemeteries under a single contract to achieve the reduced pricing offered test all 3 cemeteries separately –</li></ol> <p><b>Members resolved with 6 in favour and 1 abstention to proceed with Contractor A Quote 1, testing all three parish cemeteries under a single contract to offer best value for money. Additionally, it was agreed not to wait for further information in relation to the quote presented by Contractor 2.</b></p> <ol style="list-style-type: none"><li>3. Decide if they wish to lay down or stake and band unsafe memorials –</li></ol> <p><b>Members unanimously resolved to instruct the contractor to lay down unsafe memorials.</b></p> <ol style="list-style-type: none"><li>4. Consider funding arrangements –</li></ol> <p><b>Members unanimously resolved to split the funding as follows:</b></p> <p><b><u>Contractor A- Quote 1</u></b><br/><b>Memorial stability assessment, making safe memorials, memorial stability testing report to include photos, videos and details of failed memorials:</b></p> <table><tr><th>Village</th><th>Activity</th><th>Number of memorials</th><th>Total</th></tr><tr><td>Windlesham</td><td>As per quotation</td><td>276 memorials</td><td>£1,549.40</td></tr><tr><td>Lightwater</td><td>As per quotation</td><td>117 memorials</td><td>£660.40</td></tr><tr><td>Bagshot</td><td>As per quotation</td><td>59 memorials</td><td>£330.20</td></tr><tr><td>Total</td><td></td><td></td><td>£2,540</td></tr></table> | Village             | Activity  | Number of memorials | Total | Windlesham | As per quotation | 276 memorials | £1,549.40 | Lightwater | As per quotation | 117 memorials | £660.40 | Bagshot | As per quotation | 59 memorials | £330.20 | Total |  |  | £2,540 |  |
| Village    | Activity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Number of memorials | Total     |                     |       |            |                  |               |           |            |                  |               |         |         |                  |              |         |       |  |  |        |  |
| Windlesham | As per quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 276 memorials       | £1,549.40 |                     |       |            |                  |               |           |            |                  |               |         |         |                  |              |         |       |  |  |        |  |
| Lightwater | As per quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 117 memorials       | £660.40   |                     |       |            |                  |               |           |            |                  |               |         |         |                  |              |         |       |  |  |        |  |
| Bagshot    | As per quotation                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 59 memorials        | £330.20   |                     |       |            |                  |               |           |            |                  |               |         |         |                  |              |         |       |  |  |        |  |
| Total      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                     | £2,540    |                     |       |            |                  |               |           |            |                  |               |         |         |                  |              |         |       |  |  |        |  |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                             |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
|                  | <p>In addition, high, moderate and low risk memorials will be labelled or recorded with the following costs:</p> <p>Warning labels and ties per failed memorial – High &amp; Moderate risk = £4.50 per memorial</p> <p>Low Risk – Record only = £2 per memorial</p> <p><b>Working on a worst-case basis, to include testing and labelling/recording of failed memorials, members agreed spending to be spilt as follows:</b></p> <p><b>Windlesham - £1,549.40 + £1,242 (276 x £4.50) = £2,791.40</b><br/> <b>Lightwater - £660.40 + £526.50 (117 x £4.50) = £1,186.90</b><br/> <b>Bagshot - £330.20 + £265.50 (59 x £4.50) = £595.70</b></p> <p><b>Additionally, it was resolved to fund the Windlesham Cemetery Priority 2 testing from the Windlesham Cemetery Maintenance EMR, the Lightwater Cemetery testing from the Lightwater Cemetery maintenance EMR and the Bagshot testing from the Bagshot Village Reserve.</b></p> <p>Cllr Richardson requested that an officer be present during the memorial testing programme at Windlesham Cemetery. The Assistant Clerk advised that she was not aware of any formal Council resolution requiring officer attendance during testing. It was further noted that officer attendance for the duration of the programme would have staffing implications, as it would require an officer to be away from the office for an extended period.</p> |                                                             |
| <b>CAR/26/29</b> | <p><b>Windlesham Cemetery- Memorial Tree Application</b></p> <p>Members were asked to consider the request from a resident for the planting of a memorial tree in Windlesham Cemetery.</p> <p><b>Members unanimously resolved to decline the application due to concerns regarding the proposed location and species of tree. Members considered that the requested species would ultimately be too large for the preferred location and could impact future burial space within the cemetery.</b></p> <p><b>It was agreed that a Windlesham Councillor would undertake a site visit with an officer to identify a more suitable location, away from areas currently available for burials. Once an alternative location has been identified, the applicant will be advised accordingly and invited to submit a revised application should they wish to proceed.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p><b>Assistant Clerk<br/>&amp; Windlesham<br/>Cllr</b></p> |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                             |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|
| <p><b>CAR/26/30</b></p> | <p><b>To consider the replacement of trees at Bosman Drive</b></p> <p>Members were informed that two trees planted at Bosman Drive, Windlesham, in 2023 had failed and that, as the trees at this location are protected by a Tree Preservation Order (TPO), the Council has a duty to replace any lost trees.</p> <p>Members were further advised that the Tree Officer had confirmed that only one replacement tree is required. Although two of the original trees had failed, an additional sapling planted at the same time is thriving and is considered sufficient to compensate for the loss of one of the trees.</p> <p>The tree officer had recommended the planting of a walnut tree and members were asked to decide the following:</p> <ol style="list-style-type: none"> <li>1. Approve the recommend option of the Walnut tree.</li> </ol> <p><b>Members unanimously resolved to plant a Walnut Tree in the location.</b></p> <ol style="list-style-type: none"> <li>2. Members are asked to approve officers identifying a suitable location for the proposed tree within Bosman Drive Greenspace and submitting the preferred location to the Tree Officer for approval.</li> </ol> <p><b>Members unanimously resolved to approve officers identifying a suitable location for the Walnut Tree and submitting this to the Tree Officer for approval.</b></p> <ol style="list-style-type: none"> <li>3. Agree a budget for the works.</li> <li>4. Delegate authority to the Clerk, in conjunction with the Chair/Vice-Chair, to appoint a suitable contractor to commence planting in Autumn/Winter 2026.</li> <li>5. Note that any expenditure for the watering and maintenance of the trees would need to be considered by the new authority.</li> </ol> <p><b>Members unanimously resolved to proceed with Option 1, subject to approval from the Tree Officer. Under this option, the planting, watering and ongoing maintenance of the replacement tree would be deferred until Autumn 2027, allowing the matter to be considered by the new authority.</b></p> <p><b>Should the Tree Officer not support this approach, Members unanimously resolved to proceed with Option 2. This would involve planting the proposed Walnut tree in an approved location during Autumn/Winter 2026. Members delegated authority to the Clerk, in conjunction with the Chair and Vice-Chair, to obtain quotations and appoint a suitable contractor to supply and plant the tree. Members further noted that the</b></p> | <p><b>Clerk, Chair &amp; Vice-Chair</b></p> |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|

|                                | ongoing watering and maintenance requirements, commencing in May 2027, would need to be considered and funded by the new authority once elected. It was resolved to fund the supply and planting of the tree from the Trees EMR.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                         |                        |                                |                       |                                         |                                                                                                                                                                                                                         |           |                                                                               |                                                                                              |                                |                                                                                           |                                                                                      |  |
|--------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------------------|-----------------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|
| CAR/26/31                      | <p><b>To consider Event Organisation Requirements at the Lightwater Recreation Ground</b></p> <p>Members were reminded that all events held on Council owned or managed land were only granted permission if the event was organised in accordance with the guidance and recommendations set out by the Surrey Safety Advisory Group (SAG) and the Purple Guide. Officers have therefore sought to apply these requirements when reviewing event applications.</p> <p>However, organisers of recent events have highlighted the level of documentation required can be challenging for volunteer-led groups to produce and maintain.</p> <p>The Committee was asked to consider the information provided in the papers and noted that the measures outlined in the paper and table below are legally grounded and consistent with national guidance. The documents listed below mirror the approach previously taken by the Safety Advisory Group and reflect what insurers expect for safe and well-managed community events.</p> <table><tr><th>Document Requested</th><th>Legal / Guidance Basis</th><th>Reason for Council Requirement</th></tr><tr><td>Event Management Plan</td><td>HSE guidance on event safety management</td><td>Demonstrates planning of staffing, responsibilities, communication, and safety arrangements. As the landowner, the Council has a legal duty of care to ensure any event held on its land is planned and managed safely.</td></tr><tr><td>Site Plan</td><td>HSE event guidance; Occupiers' Liability Act 1957 duty to ensure safe layout.</td><td>Shows structures, access routes, emergency exits, and crowd flow to ensure safe site design.</td></tr><tr><td>Emergency Evacuation Procedure</td><td>Management of Health &amp; Safety at Work Regulations (emergency arrangements); HSE guidance.</td><td>Confirms organisers have planned how to evacuate safely in case of fire, weather, or</td></tr></table> | Document Requested                                                                                                                                                                                                      | Legal / Guidance Basis | Reason for Council Requirement | Event Management Plan | HSE guidance on event safety management | Demonstrates planning of staffing, responsibilities, communication, and safety arrangements. As the landowner, the Council has a legal duty of care to ensure any event held on its land is planned and managed safely. | Site Plan | HSE event guidance; Occupiers' Liability Act 1957 duty to ensure safe layout. | Shows structures, access routes, emergency exits, and crowd flow to ensure safe site design. | Emergency Evacuation Procedure | Management of Health & Safety at Work Regulations (emergency arrangements); HSE guidance. | Confirms organisers have planned how to evacuate safely in case of fire, weather, or |  |
| Document Requested             | Legal / Guidance Basis                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Reason for Council Requirement                                                                                                                                                                                          |                        |                                |                       |                                         |                                                                                                                                                                                                                         |           |                                                                               |                                                                                              |                                |                                                                                           |                                                                                      |  |
| Event Management Plan          | HSE guidance on event safety management                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Demonstrates planning of staffing, responsibilities, communication, and safety arrangements. As the landowner, the Council has a legal duty of care to ensure any event held on its land is planned and managed safely. |                        |                                |                       |                                         |                                                                                                                                                                                                                         |           |                                                                               |                                                                                              |                                |                                                                                           |                                                                                      |  |
| Site Plan                      | HSE event guidance; Occupiers' Liability Act 1957 duty to ensure safe layout.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Shows structures, access routes, emergency exits, and crowd flow to ensure safe site design.                                                                                                                            |                        |                                |                       |                                         |                                                                                                                                                                                                                         |           |                                                                               |                                                                                              |                                |                                                                                           |                                                                                      |  |
| Emergency Evacuation Procedure | Management of Health & Safety at Work Regulations (emergency arrangements); HSE guidance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Confirms organisers have planned how to evacuate safely in case of fire, weather, or                                                                                                                                    |                        |                                |                       |                                         |                                                                                                                                                                                                                         |           |                                                                               |                                                                                              |                                |                                                                                           |                                                                                      |  |

|                                                                                                                                                                                                                                                                                                                                                          |                                                                             |                                                                                                                                     |                                                                                                                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                          |                                                                             |                                                                                                                                     | other incidents. As the landowner, the Council must satisfy itself that all events can be evacuated safely if required.                                                                   |
|                                                                                                                                                                                                                                                                                                                                                          | <b>Insurance Certificates (Public Liability &amp; Employers' Liability)</b> | Public Liability: insurer requirement (not statute).<br>Employers' Liability: Employers' Liability (Compulsory Insurance) Act 1969. | Confirms financial protection in case of injury or damage. The Council's insurance does <b>not</b> cover hirers' liability; therefore, the Council must verify the organiser's insurance. |
|                                                                                                                                                                                                                                                                                                                                                          | <b>Risk Assessment</b>                                                      | Management of Health & Safety at Work Regulations 1999, reg.3.<br>Occupiers' Liability Act 1957<br>duty of care                     | A core legal requirement demonstrating hazards have been identified and controlled.                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                          | <b>Lost Children Policy</b>                                                 | Safeguarding best practice.                                                                                                         | Ensures safe procedures for vulnerable attendees.                                                                                                                                         |
|                                                                                                                                                                                                                                                                                                                                                          | <b>Event Capacity Details</b>                                               | Occupiers' Liability Act (safe crowd management); HSE guidance.                                                                     | Confirms the organiser has assessed crowd numbers and staffing to ensure safe crowd control.                                                                                              |
| <p>Additionally, for activities such as inflatables, fairground rides, climbing walls, or mechanical attractions, the Council requests additional documentation. These are not statutory, but they are industry standards and required by insurers to demonstrate safe operation under PUWER (Provision and Use of Work Equipment Regulations 1998).</p> |                                                                             |                                                                                                                                     |                                                                                                                                                                                           |
| <b>Document Requested</b>                                                                                                                                                                                                                                                                                                                                | <b>Legal / Guidance Basis</b>                                               | <b>Reason for Council Requirement</b>                                                                                               |                                                                                                                                                                                           |
| <b>ADIPS Certificate (Fairground Rides)</b>                                                                                                                                                                                                                                                                                                              | Industry standard; HSE guidance for amusement devices.                      | Shows the ride has passed an annual independent safety inspection by a competent engineer, demonstrating safe mechanical operation. |                                                                                                                                                                                           |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                      |                                                                                                                          |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
|                  | <b>PIPA Certificate (Inflatables)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Industry standard; HSE guidance.     | Confirms the inflatable meets recognised safety standards and has been tested, ensuring safe installation and operation. |
|                  | <b>Operator Insurance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Insurer requirement (not statute).   | Ensures the operator has adequate insurance cover for their activity, protecting the Council from liability exposure.    |
|                  | <b>Operator Risk Assessment</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PUWER (operator duty); HSE guidance. | Demonstrates the operator has assessed risks specific to their equipment and identified appropriate control measures.    |
|                  | <p>Members were asked to decide if they wished to either:</p> <ul style="list-style-type: none"> <li>• Continue with the current approach for all future events, recognising that this process demonstrates the Council has taken reasonable steps to discharge its duty of care under the Occupiers' Liability Act 1957; or</li> <li>• Relax the requirements, acknowledging that doing so may limit the Council's ability to demonstrate compliance with its duty of care and may increase the risk of the Council being uninsured should an incident occur.</li> </ul> <p>Members acknowledged that in accordance with the Occupiers' Liability Act, the Council have legal safety duties in relation to events held on Council owned land.</p> <p><b>Members unanimously resolved to continue with the current approach for future events to ensure it has demonstrated its duty of care under the Occupiers Liability Act 1957. Members also agreed that a meeting should be arranged between the Clerk and representatives of the three volunteer organisations that organise events in Lightwater Village. The purpose of the meeting will be to discuss the current process, identify opportunities for improvement and agree practical measures to make event administration and compliance requirements easier and more effective for all parties involved, where possible.</b></p> |                                      |                                                                                                                          |
| <b>CAR/26/32</b> | <p><b>To consider an event application from 1st Lightwater Scouts to host their Bonfire and Fireworks event on Lightwater Recreation Ground</b></p> <p>Members were asked to consider an application from 1<sup>st</sup> Lightwater Scouts for the use of the Lightwater Recreation Ground, for their annual Bonfire and Fireworks event on Saturday 7<sup>th</sup> November 2026 and to consider the document action submitted to date.</p> <p>Members were asked to:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                      |                                                                                                                          |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|           | <ol style="list-style-type: none"> <li>1. Note the Event Application Form, Risk Assessment and Public Liability Insurance documentation received to date.<br/><br/><b>Members noted the documentation which had been received to date.</b></li> <li>2. Note that documentation relating to the appointed fireworks contractor remains outstanding.<br/><br/><b>Members noted that the documentation relating to the appointed fireworks and contractor remains outstanding.</b></li> <li>3. Note the proposed event date of 7th November 2026.<br/><br/><b>Members noted the proposed date of the event.</b></li> <li>4. Note that an EGM will be convened to allow a full and proper review of all event documentation and any conditions that may be required before a final decision is made on the application.<br/><br/><b>Members unanimously resolved that officers should provide the event organiser a schedule of outstanding requirements that must be satisfactorily addressed prior to the event proceeding. They also agreed that should any matters remain unresolved or require a formal Council decision before the event, an EGM will be convened. Members agreed that approval of the event remains conditional upon all requirements being met.</b></li> </ol> | Assistant Clerk |
| CAR/26/33 | <p><b>To consider a proposal for additional Planting at the Lightwater Memorial Gardens</b></p> <p>Members were asked to consider the introduction of additional planting at the Lightwater War Memorial Gardens and review a proposal and quote for</p> <p><b>Members unanimously resolved to proceed with the proposal to introduce additional planting within the Lightwater War Memorial Gardens at a cost of up to £200 excluding VAT, to be funded from the Lightwater Village Reserve EMR.</b></p> <p><b>Members agreed to reallocate the £200 previously set aside for volunteer planting at Lightwater Cemetery from the same EMR to fund the project. Members noted that the original planting proposal was costed at £271 excluding VAT and, in order to remain within the available budget, resolved to omit the ornamental grasses from the scheme, reducing the total cost to £200 excluding VAT.</b></p>                                                                                                                                                                                                                                                                                                                                                            |                 |
| CAR/26/34 | <b>To consider the condition of the boardwalk at School Lane Field Pond</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                 |
|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|           | <p>Members were informed that the boardwalk adjacent to the pond at School Lane Field has deteriorated over time, with approximately ten timber planks now identified as rotten and in need of replacement.</p> <p>Members were advised that a contractor had recently inspected both the boardwalk decking and its supporting structure. The inspection confirmed that, while a number of the timber planks require replacement, the underlying support structure remains in a sound condition.</p> <p>Members were asked the following:</p> <ul style="list-style-type: none"> <li>• Members are asked to note the current condition of the boardwalk and that officers are in the process of obtaining quotations for repair works, together with advice from specialist contractors. A further report will be brought back to Members once this information has been received and assessed.</li> </ul> <p><b>Members noted the condition of the boardwalk and unanimously resolved that officers should obtain quotations for both the repair of the planks and its full replacement (to include boards, handrails). Members requested that the options, together with associated costs and recommendations, be presented to a future Committee meeting to enable an informed decision on the most appropriate course of action.</b></p> <ul style="list-style-type: none"> <li>• Members are also asked to be mindful of any additional commitments against Bagshot CIL funding, as a proportion of these funds may be required to support the future repair or replacement of the boardwalk, subject to the findings and recommendations received from contractors.</li> </ul> <p><b>Members noted the estimated costs set out in the meeting papers and acknowledged that Bagshot CIL funding may need to be allocated to support the future repair or replacement of the boardwalk.</b></p> | Assistant Clerk |
| CAR/26/35 | <p><b>Grants- To consider grants from the Friends of Valley End CoE Infant School, Windlesham Darby &amp; Joan and the Windlesham Field of Remembrance</b></p> <p>Members were invited to consider the details of a grant application from Friends of Valley End CoE Infant School, requesting funding of £2,750 to help fund a firework event and determine whether they wish to approve the request in full, in part, or not at all.</p> <p><b>Members unanimously resolved to defer consideration of the grant application until it had been established whether an application for funding had been submitted to Chobham Parish Council, noting that the school is located within the Chobham</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                  | <p><b>Parish area. Members agreed that Chobham Parish Council should be approached in the first instance and that the application would be reconsidered once the outcome of any funding request to Chobham Parish Council was known.</b></p> <p>Members were invited to consider the details of a grant application from the Windlesham Darby &amp; Joan Club, requesting funding of £1,000 to help assist towards the running costs of the club and determine whether they wish to approve the request in full, in part, or not at all.</p> <p><b>Members unanimously resolved to grant the Windlesham Darby &amp; Joan Club £500 towards the running costs of the club. It was agreed to fund from the Windlesham Grants EMR.</b></p> <p>Members were invited to consider the details of a grant application from the Windlesham Field of Remembrance, requesting funding of £1,000 to help cover the general and dog waste collections at the field and determine whether they wish to approve the request in full, in part, or not at all.</p> <p><b>Cllr Richardson proposed, Cllr Marr seconded and it was resolved with 5 in favour, 1 against and 1 abstention to grant the Windlesham Field of Remembrance £1,000 for the above purposes. It was agreed to fund from the Windlesham Grants EMR.</b></p> <p><i>Cllr Richardson left the meeting. 20:59</i></p> |  |
| <b>CAR/26/36</b> | <p><b>Remembrance Day arrangements</b></p> <p>Members were asked to consider the Council's arrangements for Remembrance Day across Bagshot, Lightwater and Windlesham.</p> <p><b>Members unanimously resolved the following arrangements for Remembrance Sunday wreath laying and associated expenditure:</b></p> <p><b>Bagshot</b></p> <ul style="list-style-type: none"> <li>• One wreath will be laid at the Bagshot War Memorial by Cllr Du Cann. Should Cllr Du Cann be unavailable, Cllr White will lay the wreath on behalf of the Council.</li> <li>• Members approved expenditure of £50 for the wreath.</li> </ul> <p><b>Lightwater</b></p> <ul style="list-style-type: none"> <li>• One wreath will be laid at the Lightwater War Memorial by Cllr R. Jennings-Evans.</li> <li>• Members approved expenditure of £50 for the wreath.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |

|                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                   |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
|                  | <p><b>Windlesham</b></p> <ul style="list-style-type: none"> <li>• One wreath will be laid at the Windlesham War Memorial by Cllr Marr.</li> <li>• One wreath will be laid at the Windlesham Field of Remembrance by Cllr Lewis, or another councillor should she be unavailable.</li> <li>• Members approved expenditure of £25 per wreath.</li> </ul> <p><b>Members further resolved that the cost of all wreaths would be met from the War Memorials budget/EMR.</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                   |
| <b>CAR/26/37</b> | <p><b>To consider options for the provision of Mini Christmas trees along Bagshot High Street during the Christmas period</b></p> <p>Members were reminded that, historically, the Bagshot Society had organised the installation and removal of the small Christmas trees mounted on brackets along Bagshot High Street, with Windlesham Parish Council providing a grant contribution towards the costs.</p> <p>Members were advised that the installation did not take place in 2025 due to increased insurance requirements and associated health and safety obligations placed upon the volunteer group. As a result, Members requested that officers obtain quotations from suitably qualified contractors for the supply, installation, maintenance and removal of the Christmas trees and associated lighting displays for Christmas 2026.</p> <p>Members were presented with quotations for both a three-year and one-year contract for the supply, installation and removal of the mini-Christmas trees.</p> <p>However, Cllr Willgoss and Cllr White advised that a local volunteer group in Bagshot may be willing and able to undertake the project, subject to further discussions and confirmation of the group's capacity and insurance arrangements.</p> <p><b>Members unanimously resolved that further information, and clarification should be sought from the group regarding their capacity to deliver the installation and removal of the mini-Christmas trees for Christmas 2026.</b></p> <p><b>Members further resolved that, should the volunteer group be unable to undertake the project, the contractor quotations would be brought back to a future Committee meeting for consideration.</b></p> | <b>Cllr White</b> |

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <p><b>CAR/26/38</b></p> | <p><b>Clerks Update</b></p> <p>Members were updated on the following projects:</p> <p><b>Christmas Tree Switch-On Events</b><br/> Members will be informed once installation schedules for the Christmas trees and lamp column lights have been confirmed. Previous years have seen the Christmas lighting installed towards the end of November, with local switch-on events arranged shortly afterwards.</p> <p><b>Lightwater Cemetery – Stone Markers</b><br/> Members previously approved the purchase of stone markers to identify reserved plots within Lightwater Cemetery. Following delivery to the stonemason, it was identified that the markers supplied did not match the agreed dimensions. Members agreed to seek a discount to reflect the discrepancy. The stonemason has confirmed a 20% discount would be satisfactory and it is hoped the delivery of the markers is imminent.</p> <p><b>Windlesham Cemetery – New Ashes Section Vehicle Access Issues</b><br/> Officers continue to receive occasional reports of vehicles entering areas of the new half plot section and causing damage to the grassed areas. Notices have been put up in the noticeboards and close to the affected areas. Officers are monitoring the situation, and members may want to consider whether any additional measures may be required to discourage inappropriate vehicle access.</p> <p><b>Lightwater Cemetery – Boundary Mark-Out and Fencing</b><br/> Members previously resolved that the cemetery boundary should be overlaid onto the topographical survey and physically marked on site prior to the commencement of any fencing works. Whilst this exercise has now been completed, officers are seeking further clarification from the surveyor as the boundary markings currently provided are not sufficiently clear to accurately identify the boundary line on site. As a result, the information cannot presently be relied upon for the purposes of obtaining further fencing quotations or progressing the project. Officers are working with the surveyor to resolve these discrepancies and provide a definitive boundary position before the project can proceed further.</p> <p><b>Replacement of AED (defibrillator) Cabinet in Lightwater Village</b><br/> Work on the required Wayleave agreement is still ongoing between the Council and the Landlord of the building where the AED will be housed.</p> <p><b>Working Parties:</b><br/> <b>Lightwater Traffic and Infrastructure Working Party</b><br/> A meeting of the working party was held on 14th July, chaired by Cllr Turner. Any actions arising from the meeting will be discussed with the Clerk and added to a future agenda for consideration.</p> |  |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                  |                                                                                                                                                                                                                                                                                                                                        |  |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                  | <p><b>Windlesham Traffic and Infrastructure Working Party</b><br/>As the Working Party has not met, there are no updates to report at this time.</p> <p><b>Windlesham Neighbourhood Plan Working Party</b><br/>As the Working Party has not met, there are no updates to report at this time.</p>                                      |  |
| <b>CAR/26/39</b> | <p><b>Correspondence</b></p> <p>No Correspondence.</p>                                                                                                                                                                                                                                                                                 |  |
| <b>CAR/26/40</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> <p>CAR/26/41 To consider reasons for Councillor absences<br/>CAR/26/42 To approve previous Confidential Resolutions</p> |  |
| <b>CAR/26/41</b> | <p><b>To consider reasons for Councillor absences</b></p> <p><b>The Assistant Clerk reported reasons for absences and Members resolved to accept the apologies and reasons for Cllr Hardless and Cllr Harris.</b></p>                                                                                                                  |  |
| <b>CAR/26/42</b> | <p><b>To approve previous Confidential Resolutions</b></p> <p><b>Members approved the previous Confidential Resolutions.</b></p>                                                                                                                                                                                                       |  |

**There being no further business, the meeting closed at 21:17**