



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 30th June 2026, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	-	Hardless	P
Du Cann	A*	Hartshorn	P	Lewis	A*
Gordon	-	Jennings-Evans	A*	Marr	P
Wilson	PA	Malcaus Cooper	A*	Wheeler	P
Willgoss	P	Turner	P	Richardson	P
White	P	D Jennings Evans	A*		
		Stevens	P		

In attendance: Jo Whitfield –Clerk to the Council
Mr Richardson - Resident
Mr Burlinson – Resident
1 x Resident

P – present A – apologies PA – part of the meeting - no information
*Apologies Accepted

Cllr White took the Chair

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		Action
C/26/28	Apologies for absence Apologies for absence were received from Cllrs R Jennings-Evans, D Jennings-Evans, Du Cann, Malcaus Cooper and Lewis. No written apologies were received from Cllrs Harris and Gordon	
C/26/29	Declarations of interest Cllr Wilson declared a non pecuniary interest in agenda item 11 – Grants, informing members that he had volunteered at the fete.	
C/26/30	Public question time None	

C/26/31	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/43 To consider reasons for Councillor absences C/26/44 Hook Mill Lane Disposal C/26/45 To approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026 Cllr Turner informed Members that in his view there were aspects of item 7 on the agenda that warranted being moved to the confidential part of the meeting as he wished to raise a concern on individuals' behaviour. Members agreed that the above items including parts of agenda item 11, should be discussed in the confidential part of the meeting.	
C/26/32	Full Council Minutes The minutes of the Full Council meetings held on the 19th May 2026 were amended to read 'Against' at minute ref C/26/09 and approved as a correct record and signed by Cllr White	Cllr White
C/26/33	Committee and Sub-Committee Minutes - The minutes of the Planning Committee meetings held on the 19th May 2026 and 10th June 2029 were approved and signed by Cllr Marr and Cllr Stevens respectively. - The minutes of the Civic Amenities meeting held on the 11th May 2026 were approved and signed by Cllr Willgoss. Members noted that all recommendations were reviewed at the Full Council meeting held on the 19th May 2026. - The minutes of the Communications Committee meeting held on the 11th May 2026 were approved and signed by Cllr Willgoss - The minutes of the Finance Committee meeting held on the 23rd June 2026 were approved and signed by Cllr Willgoss Members also noted the minutes of the Lightwater Recreation Ground Trust held on 28th April 2026.	Cllr Marr & Cllr Stevens Cllr Willgoss Cllr Willgoss Cllr Willgoss

C/26/34	Community Governance Review – Surrey Heath Borough Council Final Recommendations and Council Discussion The Council considered a report on the outcome of the Community Governance Review (CGR) and the final recommendations approved by Surrey Heath Borough Council on 16 June 2026. Members noted that Surrey Heath Borough Council had approved recommendations to separate Windlesham village from the existing parish, create a new parish and parish council for Windlesham, and rename Windlesham Parish Council as Bagshot and Lightwater Parish Council. The recommendations also provide for two wards within the continuing authority (Bagshot and Lightwater), each represented by seven councillors, and a single seven-member ward for the proposed Windlesham Village Council. Council noted that the recommendations are not yet final and remain subject to approval by the West Surrey Shadow Authority, which is expected to consider the matter in September 2026. Members noted that Surrey Heath Borough Council intends to establish a Community Governance Review Working Group to oversee implementation of the recommendations and has invited the Parish Council to nominate two councillors to represent the Parish. It was noted that representatives would act in a liaison and information-sharing capacity only and would not be authorised to make decisions or commitments on behalf of the Council. The Council further noted Surrey Heath Borough Council's request for support from the Clerk and other officers, as required, to assist with the implementation process. Members resolved to: a) Note the final recommendations approved by Surrey Heath Borough Council following the Community Governance Review. b) Note that the recommendations remain subject to approval by the West Surrey Shadow Authority. c) Nominate two Parish Councillors to sit on the Surrey Heath Borough Council Community Governance Review Working Group, which will oversee the changes referred to in the SHBC final recommendations. It was noted that the representatives shall act in a liaison and information-	
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	sharing capacity only and shall not be authorised to make decisions or commitments on behalf of the Council. Cllr Wheeler proposed, and Cllr Richardson seconded, that consideration of the matter be deferred pending receipt of the Working Group Terms of Reference from Surrey Heath Borough Council (SHBC). On being put to the vote, the motion received 5 votes in favour, 6 against and 0 abstentions and was therefore not carried. Cllr Willgoss proposed and Cllr Bakar seconded and it was resolved with 6 in favour, 5 against and 0 abstentions to appoint Cllrs R Jennings-Evans and Cllr Turner as the Parish Council representatives on the working party Cllr Wheeler acknowledged that Surrey Heath Borough Council (SHBC) was responsible for establishing the new Windlesham Village Council and that any representatives nominated to the Working Party would be acting in their capacity as Windlesham Parish Councillors. However, she expressed concern that Windlesham Village would not have direct representation on the Working Party. The Clerk suggested that the Council may wish to ask Surrey Heath Borough Council (SHBC) whether it would consider permitting Windlesham Parish Council to nominate a third representative to the Working Party, specifically a councillor with local knowledge of the Windlesham wards. Cllr Hardless proposed, Cllr Turner seconded and it was unanimously resolved that the Clerk would write to SHBC requesting permission to nominate a third representative. It was further resolved that, should SHBC agree to the appointment of a third representative, the nominee would be either Cllr Lewis or Cllr Hardless, both being councillors with local knowledge of the Windlesham wards. d) It was resolved that the Clerk, and such officers as the Clerk considers necessary, to provide professional support requested by Surrey Heath Borough Council in the separation of the Parish Council e) It was resolved to request that Surrey Heath Borough Council provide the Terms of Reference and programme of	The Clerk The Clerk The Clerk
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	work for the Working Group to all appointed representatives at the earliest opportunity Cllr Turner raised concerns that the councillor numbers proposed by Surrey Heath Borough Council (SHBC) for Bagshot and Lightwater did not align with national guidance on electoral representation and would result in those communities being under-represented. It was further noted that the proposed representation levels did not reflect the responses received during the public consultation. Cllr Turner proposed, Cllr Willgoss seconded and it was resolved with 7 in favour, 1 against and 3 abstentions, that a submission be made to the West Surrey Unitary Authority who will be responsible for overseeing the Community Governance Reorganisation Order, requesting that councillor representation for Bagshot and Lightwater be reconsidered and increased in line with the National Association of Local Council Guidelines to ensure adequate representation.	The Clerk
C/26/35	Lightwater War Memorial - To consider submitting a Certificate of Lawfulness Members noted the update on the proposed repair works to the Lightwater War Memorial, including pre-application advice received from Surrey Heath Borough Council (SHBC), providing information to Council to enable Members to consider whether to submit an application for a Certificate of Lawfulness of Proposed Works. Members unanimously resolved to: 1. Note the pre-application and separate Planning Officer advice received from SHBC, confirming that the proposed works to the Lightwater War Memorial do not require Listed Building Consent, however, should the Parish Council proceed solely on the basis of the pre-application response, it would do so at its own risk. 2. Submit an application for a Certificate of Lawfulness of Proposed Works. Cllr White proposed, Cllr Willgoss seconded and it was resolved with 6 in favour, 2 against and 3 abstentions to apply for a certificate of lawfulness 3. It was resolved with 10 in favour, 0 against and 1 abstention to approve expenditure up to the agreed 2026/27 Lightwater War Memorial budget to undertake the proposed	The Clerk

	conservation works and any associated costs, including engaging a suitably qualified person to draw the required block plans, with any additional expenditure above this amount to be funded from the War Memorial EMR (code 331).	RFO
C/26/36	Windlesham Cemetery Greenspace Procurement Following the appointment of a procurement consultant to support the Windlesham Cemetery Maintenance procurement, Members noted that draft RFQ documentation had been prepared and circulated. Members resolved unanimously to: 1. Note the progress of the Windlesham Cemetery Greenspace Contract RFQ process. 2. Note the revised consultancy cost estimate of approximately £2,100 plus VAT for completion of the RFQ exercise, which has been authorised under delegated authority. 3. Note that the costs will be met from the approved consultancy budget. 4. Note the draft RFQ documentation, specification and pricing schedule presented 5. Delegate authority to the Clerk to progress the evaluation process as an independent reviewer and appoint two Windlesham Ward Councillors and the Operations Coordinator (who will manage the contract) to evaluate submissions. 6. It was further resolved that the Windlesham Ward councillors would notify the Clerk which two councillors would undertake the evaluation on behalf of the Council. 7. It was resolved that, following completion of the evaluation process, a recommendation for contract award be submitted to Full Council for consideration and decision. 8. It was resolved unanimously to appoint the procurement consultant to prepare the contract documentation on the Council's behalf, noting this will be approximately 1 days' work. 9. It was resolved unanimously to authorise the Clerk in conjunction with the two nominated Windlesham Ward	The Clerk Windlesham Cllrs Full Council The Clerk The Clerk & 2 Windlesham Cllrs

	Councillors to take all necessary actions to complete the RFQ process.	
C/26/37	To consider Lightwater Festive Lighting: Lamp Column Power Supply and Additional Motif Proposal Members were informed that a street lighting attachment licence for lamp column N39 Guildford Road, Lightwater had been received, and were asked to consider if they wished to proceed with the installation of an external power supply on the lamp column. The purpose would be to facilitate an additional festive lighting motif. Members were also asked to consider if they wished to progress the associated festive lighting arrangements, subject to receipt of an acceptable quotation and agreement. Members resolved to: 1. Note the receipt of the licence permitting festive lighting attachments to the relevant lamp columns in Guildford Road, Lightwater. 2. Approve necessary expenditure for the installation of an external power supply on lamp column N39 outside Randalls Coffee Shop. Noting that the estimated cost is £294.96 plus VAT, subject to a maximum variance of 20%, with the cost to be met from the Lightwater Village Reserve. 3. To approve payment in advance for the installation of an external power supply on lamp column N39 outside Randalls Coffee Shop. 4. It was resolved to delegate authority to the Clerk to consider the quotation for an additional festive motif, and provided it represents value for money, and the cost can be met from the approved Christmas tree and Festive Lighting budget (nominal code 4190) or the Lightwater Village reserve to vary the contract to include provision for this lamp column. 5. Authorise officers to complete the required documentation and arrange advance payment to enable the works to proceed	RFO The Clerk The Clerk
C/26/38	Grants – to consider a grant application from Windlesham Fete Committee Members were invited to consider the details of a retrospective grant application from the Windlesham Fete Committee, requesting funding of £842.52 to cover the cost of farmyard animals at the fete.	

	Cllr Hardless proposed, Cllr Wheeler seconded and it was resolved unanimously to suspend the grant policy and approve the retrospective request from the Windlesham Fete Committee awarding £852.52 from the Windlesham Grant budget.	Clerk & RFO
C/26/39	Outside Organisations - To receive any reports from representatives on outside organisations. <i>20:10 Cllr Wilson left the meeting</i> The Clerk reported that Cllr Lewis had stepped down from the Windlesham Field of Remembrance Committee and, as a result, was no longer the Parish Council's appointed representative on the Committee. It was resolved not to appoint a replacement representative at this time and to await confirmation from the Windlesham Field of Remembrance Committee as to whether it wished the Parish Council to nominate a new representative.	
C/26/40	Clerks Update The Council received an update on local government reorganisation, ongoing projects and operational matters. Members were informed that Surrey Heath Borough Council's Community Governance Review reorganisation order remains subject to approval by the West Surrey Shadow Authority, expected in September 2026, and that parish and town councils are anticipated to play an increasingly significant role under emerging local government arrangements. Additionally, Members noted that, following completion of the Windlesham Cemetery procurement process, work would commence on the development of a parish-wide greenspace procurement strategy. Updates were also received on the progression of war memorial repairs, asset mapping, proposed asset transfers, cemetery drainage projects at Bagshot and Windlesham, School Lane Field pathway improvements and remedial tree work, Lightwater Cemetery fencing, and the installation of village flags and summer planting. The Council further noted progress on the Lightwater Pavilion redevelopment feasibility study, preparations for Lightwater Music Fest, and ongoing work with partners to address anti-social behaviour at School Lane Field, Bagshot. Noted	

	Cllr Turner raised concerns that Surrey Heath Borough Council (SHBC) had not yet recommenced negotiations regarding asset transfers, which could leave insufficient time to complete the process before the Council's dissolution. Cllr Willgoss requested that signage be erected at the entrances to School Lane Field prohibiting the use of unauthorised motorised vehicles. Cllr Marr noted that vehicles appeared to be using the grassed area by the new half plots as a turning area and suggested that appropriate signage be installed. It was also suggested the issue be highlighted through the Parish Council's social media channels. The Clerk agreed to investigate the provision of suitable signage and to arrange for a social media message reminding users that unauthorised motorised vehicles are not permitted on the site.	
C/26/41	Correspondence There was no correspondence	
C/26/42	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/43 To consider reasons for Councillor absences C/26/44 Hook Mill Lane Disposal C/26/45 To approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026 C/26/46 Community Governance Review	
C/26/43	To consider reasons for Councillor absences Members were reminded that, at the May Council meeting, it was resolved unanimously that: • Apologies and reasons for absence would be reported at each meeting. • Reasons for absence would be considered in the confidential section. • The outcome (accepted or not accepted) is to be formally recorded.	

	Members were informed that Councillors must formally approve reasons for absence within six months of a Member's last attendance. Failure to do so may result in a Member automatically ceasing to hold office under Section 85 of the LGA 1972. Members were asked to review the schedule presented of Member absences covering the period January to June 2026, together with the reasons provided, and determine whether to accept the apologies submitted; and consider any reasons for apologies submitted in respect of the Full Council meeting of 30 June 2026. Members noted that they were unable to consider the apologies where no reasons for absence had been submitted. It was unanimously resolved to carry out action as detailed in the confidential report.	
C/26/44	Hook Mill Lane Depot Disposal Members resolved unanimously to: 1. Note the legal advice received in respect of best consideration and the selection of Bid B. 2. Note that further professional advice has been sought from the Council's valuer and that the Clerk had obtained a quotation of £650 plus VAT for this advice. 3. Approve expenditure of £650 plus VAT to obtain further advice from the valuer. 4. Approve that all initial costs associated with progressing the disposal, including valuation, conveyancing and legal advice, be funded from the Lightwater Village Reserve, subject to sufficient funds being available. Members noted that the Lightwater Village Reserve currently stood at approximately £8,000, although some funds had already been committed. The Clerk would liaise with the RFO, and report back should additional funding approval be required. 5. Delegate authority to the Clerk, in consultation with the Chair and Vice-Chair, to appoint a suitably qualified conveyancing solicitor based on best value quotations received.	The Clerk, Chair and Vice Chair

	6. Not to pursue any additional restrictive covenants unless recommended as necessary by the Council's professional advisers. 7. Note that the matter will be brought back to Council prior to exchange of contracts.	
C/26/45	To approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026 It was resolved to approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026	
C/26/46	Community Governance Review Cllr Turner expressed concern regarding comments made during the SHBC meeting held on the 16th of June 2026 and subsequently on social media, which he considered to be contrary to the Councillors' Code of Conduct. He also expressed the view that intervention should have taken place during the meeting. It was resolved to carry out action as detailed in the confidential report.	
	There being no further business, the meeting closed at 20:57	