



Windlesham Parish Council

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

Held on Tuesday 5th January 2021 at 8.00pm by Zoom videoconferencing

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Hartshorn	A	Hansen-Hjul	P
		Jennings-Evans	P		
		Halovsky-Yu	P		
		Galliford	P		

In the Chair: Councillor Galliford
In attendance: Sarah Walker –Clerk to the Council
Jo Whitfield – Assistant Clerk to the Council

P - present A – apologies PA – part of meeting - no information
AS –Sent Apologies and a Substitute

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The meeting started late (20.09) due to some technical difficulties

CAR/20/23 Apologies for absence

Acceptable apologies were received from Cllr Hartshorn.

CAR/20/24 Declarations of Interest

Cllr Jennings-Evans declared a non-pecuniary interest in agenda item 8 – site security – as she is the portfolio holder at Surrey Heath.

CAR/20/25 Public question time

No public questions were raised.

CAR/20/26 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:

CAR/20/31 – Site security – to consider consultation options

CAR/20/27 Christmas Lights 2021 – to agree next steps for Christmas lights in 2021

Following the November Full Council meeting, where it was resolved that requirements for each village in terms of Christmas lights would be assessed, the Assistant Clerk had conducted site visits with the relevant Councillors and had provided the following information for consideration by the Committee.

Bagshot - Cllr White had confirmed that Bagshot did not require any additional lighting but asked that the Parish Council continue to fund the small Christmas trees that adorn the shop fronts on the High Street (cost £1,000). However, at the meeting, Cllr White informed Members that residents had asked for lights on lamp posts to form a “gateway” at either end of the village centre.

Lightwater - 10 suitable lampposts had been identified on the stretch of road between the war memorial and the junction of Ambleside Road, with possible extension to include lampposts on the Guildford Road from the Macdonald Road junction all the way beyond Ambleside Road (approximately 19-22 lamp posts) if costs allowed.

The indicative costs for these lamp posts are as below:

	10 Lampposts	19 Lampposts
Installation of electrical junctions on the lamppost @ approximately £250 per post (approximate costing obtained from Skanska)	£2,500	£4,750
To purchase motif lights (based on Chobham Parish Council costs)	£6,000	£11,400
Approximate annual cost to store, test and install motifs (based on Chobham Parish Council costs)	£1,400	£2,800
Anticipated first years cost	£9,900	£18,950
Approximate anticipated annual cost thereafter	£1,400 - £1,600	£2,800

Windlesham - 15 heritage lampposts were identified at the junction of Updown Hill and Chertsey Road. Heritage lamp posts cannot be “tapped” to support motif lights but they may be able to support battery powered rope lighting. Additionally, it was requested that the possibility of lighting above the shops and a spotlight to illuminate the Windlesham sign be investigated.

The indicative costs for these lamp posts are as below:

Supply and install battery powered wrap around lights for 15 lampposts including replacement batteries every two weeks.	£3,000
Shop front lighting (please note that as yet it is unclear how these could be powered and may depend on the shop keeper’s willingness to power them)	Cost unknown
Cost of installing a junction box to accommodate a spotlight for the Windlesham sign (please note that it is currently unknown who pays for the electricity from the existing junction).	Cost unknown
Anticipated first years cost	£3,000 minimum
Approximate anticipated annual cost thereafter	£3,000 minimum

After discussion of the requirements and indicative pricing, **it was resolved:**

- 1) Bagshot – to agree in principle the ongoing funding of the small Christmas trees and to obtain pricing for between 4 and 8 motif lights to form “gateways” to the High Street**

- 2) **Lightwater – to agree in principle 10 lamp posts in Lightwater to be lit, with pricing to be obtained for motif lights and rope wrap around lights as potentially a cheaper alternative**
- 3) **Windlesham – to agree in principle the installation of battery powered lights to 15 lamp posts in Windlesham and to obtain costings for shop front lights and a spotlight**
- 4) **All costs to be brought back to the Committee for final discussion and decision**

20.39 – Jo Whitfield left the meeting

CAR/20/28 Jubilee Lamp, Bagshot - to consider and agree a quote for refurbishment

Members were informed that the Jubilee lamp in Bagshot Square, is currently in need of some refurbishment. In the past, work had been carried out by volunteer residents, but professional refurbishment is now required.

Due to the location of the lamp on the public highway, potential contractors are required to have the relevant licence to meet section 8 Highways criteria. Of 8 companies that were approached to provide quotes, only 2 companies provided a quote and of those only 1 was able to meet the section 8 Highways criteria.

The company providing the quote have satisfactorily carried out work for SHBC within Surrey Heath (but not for the Parish Council) and Members were advised that the quote provided was considered extremely competitive by SHBC officers.

The price quoted was £1,993 + VAT and is subject to change in the New Year.

After discussion, **it was agreed to accept the quote from the contractor and to give delegated authority to the Clerk to accept an increase as necessary, up to a maximum of £3,000 (inclusive of VAT).**

CAR/20/29 To consider and agree a quote for tree work at Kings Lane, Windlesham

Members were reminded that last year, just before lockdown, it was advised that two trees at Kings Lane play area needed to be felled, as both had been found to have large cavities. Although the trees were likely to have lived for a substantial amount of time without being too adversely affected by these cavities, due to the trees' location and proximity to both the play area and the road, it was advised they should be removed.

Two quotes were obtained but before a third could be obtained, we entered lockdown.

It is now the right time of year for felling work to take place and therefore 3 quotes were presented to the committee for consideration:

Quote A

To remove 2 x beech trees. Traffic control included. All arisings to be removed from site.
£4,400 + VAT

Quote B

To remove 2 x beech trees. Traffic control included. All arisings to be removed from site.
£4,820 + VAT

Quote C

To remove 2 x beech trees. Traffic control included. All arisings to be removed from site.
£5,500 + VAT

After consideration of the quotes provided, **the Committee agreed to recommend to Full Council to accept Quote A for the work.**

CAR/20/30 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:

CAR/20/31 Site security – to consider consultation options

20.50 Live streaming to Facebook was stopped at this point.