



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE

Held on Tuesday 13th June 2023 at 7:00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Hardless	P
Lewis	P
Marr	P
McGrath	P
Richardson	P

In attendance:

Joanna Whitfield- Clerk to the Council
Sarah Wakefield – Assistant Clerk

Cllr Richard Tear- Surrey County Council
Cllr Richard Wilson- SHBC
Cllr Victoria Wheeler- SHBC
Tony Murphy- Windlesham Resident
Anita Gibbs- Windlesham Resident
Jeremy Russell Lowe- Windlesham Resident
Helen Hansen-Hjul- Windlesham Resident
Paula Harrington- Windlesham Resident

P - present

A – apologies

PA – part of meeting

- no information

Cllr Hardless outgoing Chair

Cllr Richardson took the Chair

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		Action
WVC/23/01	To elect a Chairman and Vice Chairman of the Committee for the ensuing year The outgoing Chairman of Windlesham Village Committee, Cllr Hardless welcomed everyone to the meeting and asked for nominations for Chair of the Committee Cllr Lewis nominated, Cllr Marr seconded, and it was unanimously agreed to appoint Cllr Richardson as Chairman.	

	<p>Cllr Richardson took the chair.</p> <p>Cllr Richardson nominated, Cllr McGrath seconded, and it was agreed unanimously to appoint Cllr Hardless as Vice Chairman.</p>	
WVC/23/02	<p>Apologies for absence</p> <p>No Apologies were received.</p>	
WVC/23/03	<p>Declarations of Interest</p> <p>Cllr Lewis declared a non-pecuniary interest in item 16 as she is involved in the Windlesham Field of Remembrance.</p>	
WVC/23/04	<p>To note the Committee's Terms of Reference</p> <p>Members were asked to note the Committee's Terms of Reference which were unanimously approved at a Full Council meeting on 16th May 2023 (minute ref #C/23/11)</p> <p>Members were informed that if they wished to review the TORs within the next 6 months, 3 Councillors would need to write to the Clerk outlining a motion for consideration or for the Committee to request a special motion.</p> <p>The Committee requested a copy of the previous TORs, and it was agreed these would be forwarded to all Committee members for their information.</p> <p>Cllr Richardson nominated, Cllr Lewis seconded, and it was unanimously agreed the Windlesham Village Committee would put forward a motion for consideration at Full council to review the Windlesham Village Committee TORs.</p> <p>It was noted that the Clerk would require the motion to outline what the Committee would like to amend in the TORs by Tuesday 20th June 2023.</p>	
WVC/23/05	<p>Public question time</p> <p><u>Q1- George Gilbert (Windlesham Resident)</u></p> <p>The following e-mail was read out at the meeting-</p> <p>Dear Windlesham Committee,</p> <p><u>Feedback from Annual Parish Meeting held 16/3/23 on Traffic Calming/20mph limit in Windlesham</u></p> <p>This seeks to provide feedback and, indeed, raise some thoughts for your consideration as you seek to move forwards with a long-awaited traffic calming/20 mph scheme.</p> <p><u>Background:</u> I found Richard Tear's comments in the meeting to show a misunderstanding of the situation as it pertains to Heathpark</p>	

Drive. Specifically, he commented that most residents of Windlesahm would welcome a 20mph scheme. I asked him where this would apply and he replied, in the village centre. On this basis, I said that this would not be welcomed by the residents of Heathpark Drive as, with its 30mph speed limit, it would encourage even greater use of this housing estate road as a rat-run/Windlesham by-pass. Moreover, this will almost certainly be exacerbated by the development of Heathpark Wood, whose residents will be tempted to use Heathpark Drive as a short-cut. Bearing in mind that Heathpark Drive is an unclassified road between the larger Chertsey Road and Woodlands Lane, this would clearly be a highly undesirable side-effect of a speed reduction in the village centre alone. If anything, Heathpark Drive should have a lower speed limit than either Chertsey Road or Woodlands Lane where the traffic needs to be encouraged to flow.

Proposal: That any 20mph scheme is thought about in systemic terms and not as a village centre scheme only. As this pertains to Heathpark Drive, it should have a speed limit less than or minimally the same as in the village centre and, if the same, with some additional speed bumps or narrowing or some other impediment to speeding. My personal view is that it would be best to leave the speed limit on the Chertsey Road and Woodlands Lane at 30mph (to encourage flow) and reduce Heathpark Drive to 20mph (thereby disincentivising use other than for access). This should be clearly signposted at both ends of the road to make the point.

Next Steps: This is to thank you in anticipation of your serious consideration and, should any of you working on this matter specifically wish to have a further, more in depth conversation, I should be delighted to hear from you. It would certainly be good to receive some feedback on your thoughts as they develop.

The committee considered the question and agreed that it should be discussed during Item 14 on the agenda.

Q2- Tony Murphy (Windlesham Resident)

I understand that questions and comments are to be against items on the agenda and that each must be a maximum 3 minutes of the allotted 20 minutes for this item - so possibly 13 (b).

I am pleased to attend this meeting of Councillors democratically elected to serve ALL of Windlesham Village. But, this is a meeting in public - not a public meeting, with an agenda set and under Terms of Reference set, by the body known as Windlesham Parish Council which is in fact dominated by the now unelected *****

***** members of the villages of Lightwater and Bagshot - limiting this committee so that key matters for this village will NOT be discussed here - matters such as - for example :

- Borough Boundaries.
- the effective withdrawal of the CGR "compromise".
- Our Neighbourhood Plan Review.

Such matters will need to be discussed, outside of these now quarterly meetings (with minutes being approved three months after the event).

Members thanked Mr Murphy for his question.

	<p>Members were informed that a draft version of the minutes can be put on the website as long as they are clearly marked DRAFT.</p> <p>Members agreed that this would be good practice and agreed unanimously that after members have reviewed the minutes, a draft version is put on the website.</p> <p>It was also clarified that TORs are approved at Full Council as per Standing Orders.</p>	
WVC/23/06	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>WVC/23/19 To review the Greenspace Cemetery Contract</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
WVC/23/07	<p>Committee and Sub-Committee Minutes</p> <p>The minutes of the Windlesham Village Committee meetings held on the 1st March 2023 were approved and signed by Cllr Hardless.</p>	Cllr Hardless

WVC/23/08	<p>To receive reports from:</p> <p>a) Surrey County Council</p> <p><u>Cllr Richard Tear</u></p> <p>Cllr Tear informed members that he had been working with residents regarding drainage, potholes, and grass verge issues. He mentioned that SCC are working to rectify the issues regarding grass verges and would be willing to raise issues to SCC regarding concerns with lines of site at junctions caused by long grass.</p> <p>He also urged residents to report issues using the 'Report It' function on the Surrey County Council website.</p> <p>b) Surrey Heath Borough Council</p> <p><u>Cllr Victoria Wheeler</u></p> <p>Cllr Wheeler confirmed there is an upcoming survey for residents to complete regarding flooding in the Borough and would encourage WPC to help promote this. She confirmed this was a data catching exercise.</p>	
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Cllr Richard Wilson

Borough News

The new administration was formed on 17 May, following the elections on 4 May. One ward's election was postponed until 15 June due to one of the candidates sadly passing away during the campaign period. In the meantime, there are 32 councillors, 21 of whom are Liberal Democrats. Positions allocated to councillors are therefore interim and will change depending on the outcome of the Frimley Green election. An extraordinary full council meeting will be held on 28 June where the final composition of committees and other positions will be decided.

The first priority of the new administration is to secure the council's finances. Woking Borough Council issued a section 114 notice on 7 June, which has been described in the media as bankruptcy. It can only provide essential services now. Its finances were devastated by unwise property speculation. Surrey Heath has the same problem but on a smaller scale. Our Chief Financial Officer said that we are not in danger of having to issue a section 114 notice at this time. However, the budget is not currently balanced and non-earmarked reserves will run out in 4 years. Action must be taken soon to correct this.

The council's website is being overhauled to make it easier for residents to use and access information. Transparent accounts will be published, with a target of publishing "a full breakdown of the Council's budgeted expenditure for the year ahead in a clear and easy to understand way" by the end of this month.

I will be happy to take questions, probably to answer later after researching, on any SHBC issue. After securing the council's finances, the other priorities of the new administration are: Protect our Environment, Make Council Property Work, Campaign on behalf of residents, Engage and Empower our Communities, and Support those in greatest need.

Windlesham News

I met with the Chief Executive, Damian Roberts, and discussed the botched borough boundaries review of 2016/17. He understood the strength of feeling in Windlesham about the village being split up. I made clear to him that the current situation is unacceptable.

Councils do not get to decide their own ward boundaries. That is decided by the Local Government Boundaries Commission for England (LGBCE). Councils can ask for a review after a 5-year freeze period from the previous review. This would have to be approved by the full council, which would be advised by the Governance Working Group. Importantly, this is a working group of the council, not the executive. I am one of only two backbenchers on this working group. The other members are the leader, deputy leader and the leaders of all the opposition groups.

The boundary review will only be successful in reuniting Windlesham if there is broad support among residents, not just in Windlesham,

	<p>but also in Bagshot and Chobham. The working group would only be likely to recommend the review if there is evidence of such support. Therefore, I would like to ask you, as councillors and as a committee, would you support a borough ward boundary review in our area? And do you think your parishioners would?</p> <p><i>The Chair suspended standing orders to allow members of the public to make comments regarding the boundary changes.</i></p> <p>It was noted that all members of the Windlesham Committee and all members of the public present at the meeting indicated their support of a Borough boundary review.</p>	
WVC/23/09	<p>Payments for approval</p> <p>a) Accounts for payment - The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £5,496.00.</p> <p>It was resolved the payments the total sum of £5,496.00 be authorised, and the Vice Chair signed the Expenditure Transactions Approval List.</p>	Cllr Hardless
WVC/23/10	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 18th May 2023 prepared by the Council's RFO.</p> <p>Members noted the report.</p> <p>Cllr Richardson requested that time is put aside for all committee members to receive finance training specific to Windlesham Committee. The Clerk confirmed that finance training for the whole council will be discussed at the June Full Council meeting, and it was agreed that members would benefit from attending this training before anything specific to the Windlesham Committee is arranged.</p> <p>In the meantime, it was agreed that if Committee members did have any specific questions, these could be e-mailed to the Clerk who would be able to answer them after June Full Council.</p>	
WVC/23/11	<p>Project Updates</p> <p>Members were presented with a spreadsheet detailing the progression of all projects to ensure that they are fully appraised of current project status.</p> <p>All projects were noted.</p>	
WVC/23/12	<p>Windlesham Cemetery</p> <p>a) Cemetery Fees and Charges Review</p> <p>The Committee were asked to review the fees and charges for Windlesham Cemetery. The Cemetery Co Ordinator carried out a price comparison of cemeteries in the local area for members to consider.</p>	

	<p>Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously resolved to not make changes to the cemetery fees until Cllr Hardless, in conjunction with the Clerk/Cemeteries Co Ordinator had reviewed the pricing alongside information regarding how much burial space is remaining. Recommendations will be put forward at the next meeting.</p> <p>b) Tree re planting</p> <p>Members were reminded that at a committee meeting in March 2023 it was resolved to replace 5 felled trees in the cemetery with 3 x Hornbeam and 2 x sweet Chestnut trees. A recommendation was made and agreed at Full Council.</p> <p>Members were presented with 3 quotes for the purchasing and re planting of the trees.</p> <p>Members resolved to defer a decision regarding the tree re planting quotes.</p> <p>Members raised concerns regarding the position and species of the trees (in particular the Sweet Chestnut) and requested that the Assistant Clerk meets with the SHBC tree officer again to gain further recommendation on these points. It was also noted that the quotes provided did not include a maintenance plan, therefore the Committee requested that this project be requoted to include ongoing maintenance.</p> <p><i>The Chair suspended standing orders to allow members of the public to comment and it was suggested that Chobham Parish Council is contacted with regards the planting of Sweet Chestnut trees.</i></p>	<p>Cllr Hardless</p> <p>Assistant Clerk</p>
WVC/23/13	<p>Working Groups</p> <p>a) Windlesham Traffic & Infrastructure Working Group- to re approve membership of the Working Group and nominate a chairman</p> <p>Members were asked to-</p> <p>1) Nominate a Chair for the Working Group</p> <p>Cllr Richardson nominated, Cllr Hardless seconded, and it was unanimously resolved to appoint Cllr Lewis as Chair of the Working Group.</p> <p>2) Re approve membership of the Working Group</p> <p>It was unanimously resolved to retain current members of the Working Group Tony May and Graham Bullen (as a Windlesham Resident).</p> <p>3) Decide if they would like to go out to the public to seek additional representatives to join the group.</p>	

	<p>Members unanimously resolved to go back out to the public to seek additional representatives to join the Working Group.</p> <p>Members also resolved to put out the poster presented in Document B with an end date for potential representatives to respond by 31st August 2023. It was agreed for the poster to be advertised on Facebook, the WPC website, in the local village magazine, shop windows and noticeboards.</p> <p>It was agreed that any associated costs will be funded from the Village Reserve.</p> <p>b) To discuss the formation of additional Working Groups</p> <p>It was discussed a Windlesham Village Committee meeting in March 2023 that the committee supported the idea of forming a working party to assess future cemetery requirements. Members also expressed a desire to form other Working Groups.</p> <p>Members were asked to decide if they would like to form a Cemetery Working Group.</p> <p><i>The Chair suspended standing orders to allow members of the public to speak.</i></p> <p>Members resolved to defer making a decision on forming a Cemetery Working Group and instead agreed to start with a walk around the Cemetery with the Cemeteries Co Ordinator in order to get a handle on any issues/concerns.</p> <p>Members were also asked to decide if they would like to consider forming any additional Working Groups.</p> <p>Members resolved not to form any further Working Groups.</p>	<p>Assistant Clerk</p> <p>All Committee members</p>
WVC/23/14	<p>Speed Surveys in Windlesham Village</p> <p>Members were presented with an e-mail from SCC Highways which outlined next steps and costs to proceed with 8 speed surveys in Windlesham Village.</p> <p>Members were asked to decide if-</p> <p>a) they would like to proceed with the 8 speed surveys as outlined in the e-mail from SCC Highways at a cost of £1,440, and if so to decide how to fund them</p> <p>or</p> <p>b) they would like a revised estimate for the speed surveys from SCC to include the side roads</p> <p>or</p> <p>c) they would not like to proceed with the speed surveys</p> <p>Members resolved to defer a decision on the speed surveys and requested that the Terms of Reference for the Traffic &</p>	

	<p>Infrastructure Working Group were updated to include the speed surveys.</p> <p>It was also confirmed that this should be discussed with residents at the next councillor surgery on the 8th July.</p>	
WVC/23/15	<p>Grants</p> <p>a) To agree the grant policy for 2023-24</p> <p>Cllr Richardson nominated, Cllr McGrath seconded, and it was unanimously agreed to amend the grant policy for 2023-24 to allow up to 2 applications from any one organisation in any one financial year.</p> <p>b) To review grant applications from Harper Asprey, the Windlesham Field of Remembrance and Windlesham Scouts</p> <p>The Committee reviewed a grant application from Harper Asprey for £3,500 to put towards the cost of a veterinary X-ray machine</p> <p>Members resolved to defer a decision on the grant application to Full Council as they believe the organisation benefits the whole Parish.</p> <p>Members also agreed that if Full Council do not support the application, the Windlesham Village Committee will grant £500.</p> <p>The Committee reviewed a grant application from Windlesham Field of Remembrance for £3,500 to put towards the cost of waste disposal</p> <p>Members resolved unanimously to grant the full amount of £3500.</p> <p>The Committee reviewed a grant application from Windlesham Scouts for £484.00 to put towards the cost of camping and other equipment</p> <p>Members resolved unanimously to grant the full amount of £484.</p>	
WVC/23/16	<p>Clerks Update</p> <p>The Assistant Clerk gave the following updates-</p> <ol style="list-style-type: none"> 1) <u>Parish maintained Greenspace in Windlesham-</u> The Windlesham Committee have requested a list of Greenspaces in Windlesham for which Windlesham Parish Council is responsible and this was present to members as mapping, 2) <u>Greenspace-</u> weekly checks Amanda Benjamin, the new Operations Co Ordinator is conducting weekly checks of all Parish owned Greenspace. Any issues are logged with Glendale via their reporting and scheduling system, Glendale Live. 3) <u>Playground Inspections-</u> 	

	<p>Windmill Field Playground- At the March 2023 Windlesham Committee meeting it was resolved to spend up to £4,000 on playground repairs highlighted in the annual ROSPA playground report. The report highlighted the poor condition of wet pour flooring in the Windmill Field playground. So far, we have received 2 quotes. Both companies recommend that the flooring is completely replaced, and they have quoted between £12,000 and £17,000. With that in mind, we are investigating other options for the playground.</p> <p><i>The Chair suspended standing orders to allow Cllr Wheeler to speak.</i> Cllr Wheeler advised that grants for playgrounds are available from the Borough Councillors, the Playing Fields Association, additional CIL money and Your Fund Surrey and it was agreed these avenues would be investigated.</p>	
WVC/23/17	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
WVC/23/18	<p>Exclusion of the press and public</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>WVC/23/19 To review the Greenspace Cemetery Contract</p>	
WVC/23/19	<p>To review the Greenspace Cemetery Contract</p> <p>With the new Committee in place, Committee members had asked to review the Cemetery Greenspace Contract.</p> <p>Members resolved to defer a review until a future meeting.</p>	

There being no further business, the meeting closed at 21:30.

PAYMENT LISTS

Windlesham PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/07/2023	16613	114	ICCM	ICCM	550.00	110.00	660.00	4060	500	550.00	Memorial Testing - Windlesham
13/07/2023	1624	115	ST JOHNS	STJOH	55.00	0.00	55.00	4950	525	55.00	Hall hire - Meet the Councillo
30/06/2023	2925	116	NEIL CURTIS	NEIL	540.00	0.00	540.00	4005	500	540.00	Ashes interment x 3 (W'sham)
TOTAL INVOICES					<u>1,145.00</u>	<u>110.00</u>	<u>1,255.00</u>			<u>1,145.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					595.00	0.00	595.00				
VAT ANALYSIS CODE S @ 20.00%					550.00	110.00	660.00				
TOTALS					<u>1,145.00</u>	<u>110.00</u>	<u>1,255.00</u>				

Windlesham PL for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/08/2023	1710	117	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds maint - July 23
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

Windlesham PL for Month No 5

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/08/2023	2037629	118	SURREY HEATH	SHBC01	4,996.10	999.22	5,995.32	4380	525	4,996.10	Rechanrge for Parish Election
								365		-4,996.10	Rechanrge for Parish Election
								6000	525	4,996.10	Rechanrge for Parish Election
TOTAL INVOICES					4,996.10	999.22	5,995.32			4,996.10	
VAT ANALYSIS CODE S @ 20.00%					4,996.10	999.22	5,995.32				
TOTALS					4,996.10	999.22	5,995.32				

Item 8 - Committee Finances - An Income & Expenditure report prepared by the Council's Responsible Financial Officer

**INCOME AND EXPENDITURE REPORT AS AT 24 AUGUST 23
WINDLESHAM VILLAGE (Cost Centres 500-555)**

The schedule below reflects the Income and Expenditure report for Windlesham Village (extracted from the Windlesham Parish Council Income and Expenditure report). Reference should be made to the 'Actual Year to Date' column as this reflects total income/expenditure in the period starting 1 April 23 with the 'Current Annual' reflecting the Annual Budget.

Income

Income for the village is derived from the following sources:

	Actual YTD £	Budget Full Year - £
- Burial fees	19,993	56,700
- Allotment fees	0	425
- Precept	86,948	86,948
- Other income	38	0
- Interest received	822	1,263
- CIL income (see note below)	21,628	0
- Field of Remembrance	529	1,593

Income is budgeted as an annual total but is received periodically over the year, notably the Precept which is paid in two tranches, the final tranche was paid on 30 June 23.

CIL income is also received periodically, including £21,628 received in May 23, but is not budgeted for and is transferred to an EMR as and when received for use within the village. The current balance stands at £70,530.

Expenditure

The majority of expenditure is contracted for by the Parish Council and the costs are allocated to the individual villages based on a pre-determined split depending on the nature of the expenditure. In the case of Windlesham the following accounts are essentially controlled by the Village Committee:

	Budget Full Year - £
- 505/4100 War Memorial	500
- 510/4160 Greenspace Contingency	1,000
- 510/4220 Playground Repairs and Renewals	4,000
- 540/4650 Grants	8,000

Total expenditure for the period 1 April 23 to 24 August 23 is £65,266 reflecting 41.2% of the annual budget spend, around expectations based on an even spread of costs.

For the 1 April 23 to 24 August 23 the following points should be noted:

<i>Account</i>	<i>Description</i>	<i>Actual</i>	<i>Budget</i>	<i>Comments</i>
510/4160	Greenspace Contingency	1,438	1,000	Coronation decorations - one off cost
510/4185	Planting	1,732	1,734	Annual contract for hanging basket and maintenance
510/4195	Tree Maintenance/Surgery	4,739	7,250	Various tree works in WPC (top level cost)
510/4220	Playground Rep & Renew	297	4,000	Charges relating to the renewal of swings
525/4430	Licences & Subscriptions	1,362	1,628	Annual subscription for office software system (Rialtas)
525/4440	ICT Costs	581	1,250	One off annual charges for Microsoft Office subscription/IT support and hardware for new staff
525/4600	Annual Meeting/Civic Costs	437	500	Covers Civic Meeting held recently
540/4650	Grants	4,984	8,000	Covers: Windlesham FOR waste disposal - £3,500; Ist Windlesham Scouts camping equipment - £484; Harper Asprey veterinary x-ray machine - £1,000.
		<u>15,570</u>	<u>25,362</u>	
	Other expenditure	49,696	132,895	Includes Cemetary maintenance - £12,088; Greenspace contract - £8,273; Staff & Councillors - £17,801
		<u>65,266</u>	<u>158,257</u>	
<i>Expenditure as % of budget</i>		<i>41.2%</i>		

There has been no expenditure in the year to date on the Windlesham War Memorial, controlled directly by Windlesham village, in the year to date.

Detailed Income & Expenditure by Budget Heading 24/08/2023

Month No: 5

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Windlesham								
<u>500 Windlesham Cemetery</u>								
1000 Burial fees	2,055	19,993	56,700	36,707			35.3%	
Windlesham Cemetery :- Income	2,055	19,993	56,700	36,707			35.3%	0
4005 Ashes interment	540	1,950	4,765	2,815		2,815	40.9%	
4050 Rates	125	498	1,200	703		703	41.5%	
4060 Maintenance	2,130	12,088	32,498	20,410		20,410	37.2%	
Windlesham Cemetery :- Indirect Expenditure	2,795	14,535	38,463	23,928	0	23,928	37.8%	0
Net Income over Expenditure	(740)	5,458	18,237	12,779				
<u>505 Windlesham Heritage</u>								
4100 War Memorial	0	0	500	500		500	0.0%	
Windlesham Heritage :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				
<u>510 Windlesham Grounds Maintenance</u>								
4160 Greenspace Contingency	0	1,438	1,000	(438)		(438)	143.8%	1,270
4165 Greenspace Contract	1,641	8,273	20,759	12,486		12,486	39.9%	
4185 Planting	0	1,732	1,734	3		3	99.9%	
4190 Christmas Trees	0	0	1,000	1,000		1,000	0.0%	
4195 Tree Maintenance/Surgery	674	4,739	7,250	2,511		2,511	65.4%	
4220 Playground Repairs & Renewal	297	297	4,000	3,703		3,703	7.4%	
Windlesham Grounds Maintenance :- Indirect Expenditure	2,611	16,479	35,743	19,264	0	19,264	46.1%	1,270
Net Expenditure	(2,611)	(16,479)	(35,743)	(19,264)				
6000 plus Transfer from EMR	0	1,270						
Movement to/(from) Gen Reserve	(2,611)	(15,209)						
<u>515 Windlesham Allotments</u>								
1030 Allotment Fees	0	0	425	425			0.0%	
Windlesham Allotments :- Income	0	0	425	425			0.0%	0
4060 Maintenance	0	198	1,250	1,052		1,052	15.8%	
4070 Allotment Refunds	3	3	25	23		23	10.0%	
Windlesham Allotments :- Indirect Expenditure	3	200	1,275	1,075	0	1,075	15.7%	0
Net Income over Expenditure	(3)	(200)	(850)	(650)				

Continued over page

Detailed Income & Expenditure by Budget Heading 24/08/2023

Month No: 5

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>520 Windlesham Staffing</u>								
4300 Salaries	2,261	10,499	25,807	15,308		15,308	40.7%	
4340 Local Government Pension	400	2,373	8,464	6,091		6,091	28.0%	
4345 HMRC Payroll	177	1,738	7,738	6,000		6,000	22.5%	
4350 Training	0	26	520	494		494	5.1%	
Windlesham Staffing :- Indirect Expenditure	2,838	14,636	42,529	27,893	0	27,893	34.4%	0
Net Expenditure	(2,838)	(14,636)	(42,529)	(27,893)				
<u>525 Windlesham Administration</u>								
1076 Precept	0	86,948	86,948	0			100.0%	
1800 Other Income	0	38	0	(38)			0.0%	
1900 Interest Received	0	822	1,263	441			65.1%	
1950 CIL Income	0	21,628	0	(21,628)			0.0%	21,628
Windlesham Administration :- Income	0	109,435	88,211	(21,224)			124.1%	21,628
4380 Elections	4,996	5,019	1,000	(4,019)		(4,019)	501.9%	4,996
4400 Legal/HR/Recruitment Costs	267	1,010	1,750	740		740	57.7%	
4410 Cleaner	0	0	188	188		188	0.0%	
4415 Insurance	0	0	1,064	1,064		1,064	0.0%	
4420 Finance System	0	0	550	550		550	0.0%	
4425 External Finance Support	0	102	750	648		648	13.6%	
4430 Licences & Subscription	92	1,362	1,628	266		266	83.6%	
4435 Office Expenses	65	261	500	239		239	52.3%	
4440 ICT Costs	0	581	1,250	669		669	46.5%	
4445 Audit	0	(86)	525	611		611	(16.3%)	
4455 Telecoms & Security	0	167	459	292		292	36.4%	
4550 Office Building Costs	0	34	0	(34)		(34)	0.0%	
4600 Annual Meeting & Civic Costs	245	437	500	63		63	87.5%	
4950 Hall Hire	13	106	525	419		419	20.3%	
Windlesham Administration :- Indirect Expenditure	5,677	8,994	10,689	1,695	0	1,695	84.1%	4,996
Net Income over Expenditure	(5,677)	100,441	77,522	(22,919)				
6000 plus Transfer from EMR	4,996	4,996						
6001 less Transfer to EMR	0	21,628						
Movement to/(from) Gen Reserve	(681)	83,809						
<u>530 Windlesham Councillors</u>								
4500 Cllr Allowances, Training & Ex	692	3,165	8,333	5,168	240	4,928	40.9%	
Windlesham Councillors :- Indirect Expenditure	692	3,165	8,333	5,168	240	4,928	40.9%	0
Net Expenditure	(692)	(3,165)	(8,333)	(5,168)				

Continued over page

Detailed Income & Expenditure by Budget Heading 24/08/2023

Month No: 5

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>535 Windlesham Council Buildings</u>								
4060 Maintenance	0	517	2,500	1,983		1,983	20.7%	
4525 Bagshot Chapel Building Costs	0	23	2,000	1,978		1,978	1.1%	
4550 Office Building Costs	110	862	1,500	638		638	57.4%	
4555 HMLD Building Costs	242	898	2,000	1,102		1,102	44.9%	
Windlesham Council Buildings :- Indirect Expenditure	<u>351</u>	<u>2,299</u>	<u>8,000</u>	<u>5,701</u>	<u>0</u>	<u>5,701</u>	<u>28.7%</u>	<u>0</u>
Net Expenditure	<u>(351)</u>	<u>(2,299)</u>	<u>(8,000)</u>	<u>(5,701)</u>				
<u>540 Windlesham Grants</u>								
4650 Grants	0	4,984	8,000	3,016		3,016	62.3%	
Windlesham Grants :- Indirect Expenditure	<u>0</u>	<u>4,984</u>	<u>8,000</u>	<u>3,016</u>	<u>0</u>	<u>3,016</u>	<u>62.3%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(4,984)</u>	<u>(8,000)</u>	<u>(3,016)</u>				
<u>550 Windlesham Capital Projects</u>								
4915 Festive Lights	0	(27)	4,725	4,752		4,752	(0.6%)	
Windlesham Capital Projects :- Indirect Expenditure	<u>0</u>	<u>(27)</u>	<u>4,725</u>	<u>4,752</u>	<u>0</u>	<u>4,752</u>	<u>(0.6%)</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>27</u>	<u>(4,725)</u>	<u>(4,752)</u>				
<u>555 Windlesham Field of Remembranc</u>								
1040 Field of Remembrance Income	0	529	1,593	1,064			33.2%	
Windlesham Field of Remembranc :- Income	<u>0</u>	<u>529</u>	<u>1,593</u>	<u>1,064</u>			<u>33.2%</u>	<u>0</u>
Net Income	<u>0</u>	<u>529</u>	<u>1,593</u>	<u>1,064</u>				
Windlesham :- Income	<u>2,055</u>	<u>129,957</u>	<u>146,929</u>	<u>16,972</u>			<u>88.4%</u>	
Expenditure	<u>14,968</u>	<u>65,266</u>	<u>158,257</u>	<u>92,991</u>	<u>240</u>	<u>92,751</u>	<u>41.4%</u>	
Net Income over Expenditure	<u>(12,913)</u>	<u>64,690</u>	<u>(11,328)</u>	<u>(76,018)</u>				
plus Transfer from EMR	<u>4,996</u>	<u>6,266</u>						
less Transfer to EMR	<u>0</u>	<u>21,628</u>						
Movement to/(from) Gen Reserve	<u>(7,917)</u>	<u>49,328</u>						
Grand Totals:- Income	<u>2,055</u>	<u>129,957</u>	<u>146,929</u>	<u>16,972</u>			<u>88.4%</u>	
Expenditure	<u>14,968</u>	<u>65,266</u>	<u>158,257</u>	<u>92,991</u>	<u>240</u>	<u>92,751</u>	<u>41.4%</u>	
Net Income over Expenditure	<u>(12,913)</u>	<u>64,690</u>	<u>(11,328)</u>	<u>(76,018)</u>				
plus Transfer from EMR	<u>4,996</u>	<u>6,266</u>						
less Transfer to EMR	<u>0</u>	<u>21,628</u>						
Movement to/(from) Gen Reserve	<u>(7,917)</u>	<u>49,328</u>						

Item 9a – To review the cemetery fees and charges

Background

At the June committee meeting Members were presented with a price comparison of cemeteries in the local area (Appendix 2) and asked to review the fees and charges for the Windlesham Cemetery.

At the time Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously resolved to that the cemetery fees would not change until Cllr Hardless, in conjunction with the Clerk/Cemeteries Co Ordinator had reviewed the pricing alongside the relevant burial data (Appendix 3). Members should note that based on burials between May 21-July 23 it is estimated that at best there are 18 years of full burial space remaining and 26 years of interment of ashes at the wall remaining.

In a worst-case scenario, it is estimated that there are 9 years of full burial space remaining and 19 years of interment of ashes at the wall remaining.

Update

Since the previous meeting Cllr Hardless has reviewed the charges alongside the available burial space and has requested that the Committee consider increasing all fees by 20%.

Additionally, Cllr Hardless has asked the Committee to consider restricting the sale of burial plots and interments to residents of the parish only.

Following some investigation, the Clerk can confirm that there is no legislation prohibiting the Council from closing the burial ground to non-residents, however there are some areas that will need due consideration. For examples

- What happens if a resident purchases a plot then wishes to inter a non-resident.
- What happens if a family wish to be buried in the same cemetery (all originating from the Parish) but one member is a non-resident.
- The drop in burial income will dictate the level of funds available for on-going maintenance. Initial calculations based on the number of burials over the last 26 months indicate that if the attached price list is approved and the cemetery were closed to non-residents the annual income would be approximately £27k as opposed to the expected £66k. Members are to note that current greenspace contract for the Cemetery is expected to cost approximately £26.5k in 24-25.

Action

Members are asked to decide if they would like to:

- a) Close the cemetery to non-residents.
- b) Adopt the proposed 20% increase in pricing as outlined in Appendix 1.

Appendix 1

		Non-Resident fees	Resident Fees applies only to (a) applicants whom reside within the Windlesham Parish boundary (b) ex-residents of Windlesham Parish who have moved from the Parish to live in assisted care within the last 12 months.
	Purchase of the Exclusive Right of Burial (50 years):		
1	Full sized grave plot for immediate use	£3,000	£1068
2	Full sized grave plot for future use (when purchased at same time as #1)	£3,600	£1,320
3	Child sized grave plot (aged 0-16 years)	£720	No charge
4	Ashes grave plot (half sized grave plot)	£1200	£480
	Interments		
5	Coffin interment - first	£3,000	£1,306
6	Coffin interment - second	£1,800	£1,020
7	Coffin interment for a child	£360	No charge
	Ashes Interments		
8	Ashes interred in a grave or at memorial wall	£720	£336
	Memorials		
9	Permission for memorial at grave plot	£438	£300
10	Permission for additional inscription on existing memorial	£216	£150
11	Plaque at memorial wall (with or without ashes)	£90	£90
	Administration Charges		
12	Burial and grave register searches	£30 p/h	£30 p/h
13	Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£180	£180

Appendix 2

Grave Plots

Plot Size	Fee type	WPC Price (Deed of Grant 50 years)	Average	Chobham Parish Council (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council (Deed of grant 99 years)	Sunningdale Parish Council (deed of grant 99 years)	Yateley Town Council (Deed of grant 100 years)
Full	Resident	£890	£864.00	£945	£800.00	£950.00	£761.00
Full	Non- Resident	£2500	£2,108.25	£2,650	£1,600.00	£1,900	£2,283.00
Full for future use	Resident	£1,100		Not available	Not available		Not available
Plot Size	Fee type	WPC Price (Deed of Grant 50 years)	Average	Chobham Parish Council (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council (Deed of grant 99 years)	Sunningdale Parish Council (deed of grant 99 years)	Yateley Town Council (Deed of grant 100 years)
Full for future use	Non- Resident	£3,000		Not available	Not available	£1,200.00	Not available

Ashes Grave Plot (Half Sized)	Resident	£400.00	£475.00	£425.00	£400.00	£375.00	£700.00
Ashes Grave Plot (Half Sized)	Non- Resident	£1,000.00	£1,177.50	£1,060.00	£800.00	£750.00	£2,100.00
Child (0-16 years)	Resident	£0.00	£143.25	£0.00	£0.00	0-16 years £0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £573.00 < 5 years £0.00
Child (ages 0-16 years)	Non Resident	£600.00	£429.75	£636.00	£20.00	0-16 years £0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £1,719.00 < 5 years £0.00

Interment Fees

Type of Interment	Fee type	WPC Price (April 2019)- Excludes digging of graves for full burials	Average	Chobham Parish Council (April 2023)- Excludes grave digging	Sunninghill & Ascot Parish Council (April 2023)- Excludes grave digging	Yateley Town Council (April 2023) Excludes grave digging	Sunningdale Parish Council (April 2023) removing grave digging fees	Sunningdale Parish Council (April 2023) Includes grave digging
Coffin at double depth	Resident	£1,088.00	£673.00	£945.00	£200.00	£1142.00	£405.00	£925.00
	Non Resident	£2,500.00	£1,845.20	£2,650	£400.00	£3426.00	£905.00	£1,425.00
Coffin at single depth	Resident	£850.00	£471.50 excl grave diging	£900.00	£200.00	£381.00	£405.00	£925.00
	Non Resident	£1,500.00	£1,009.00 excl grave diging	£1,590.00	£400.00	£1,143.00	£905.00	£1,425.00
Child o-16 Interment	Resident	£0.00	£315.50		£0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £573.00 < 5 years £0.00		£58.00
	Non Resident	£300.00	£888.50		£0.00	(Combined fee for Deed of Grant and Burial) 5-16 years £1,719.00 < 5 years £0.00		£58.00

Ashes in a full size grave	Resident	£280.00 incl grave digging	£150.63 excl grave digigng	£295.00	£100.00	£254.00	£295.00	£475.00
	Non Resident	£600.00 incl grave digging	£756.00 excl grave digigng	£636.00	£200.00	£762.00	£670.00	£850.00
Ashes in a half size grave	Resident	£280.00 incl grave digging	£295.00 excl grave digging	£295.00	£100.00	N/A	£295.00	£475.00
	Non Resident	£600.00 incl grave digging	£502.00 excl grave digging	£636.00	£200.00	N/A	£670.00	£850.00
Ashes Interred at memorial wall or version of	Resident	£280.00 incl grave digging				(Includes Deed of Grant) 1 st interment £700.00 2 nd interment £255.00		
	Non Resident	£600.00 incl grave digging				(Includes Deed of Grant) 1 st interment £2,100.00 2 nd Interment £765.00		
Ashes re-open	Resident	£280.00 incl grave digging						
	Non Resident	£600.00 incl grave digging						

Memorial Fees

Memorials	Fee type	WPC Price	Average	Chobham Parish Council (April 2023)	Sunninghill & Ascot Parish Council (April 2023)	Sunningdale Parish Council (April 2023)	Yateley Town Council (April 2023)
Permission for memorial at grave plot	Resident	£250.00	£168.75	£265.00	£100.00	£120.00	£190.00
Permission for memorial at grave plot	Non Resident	£365.00	£349.25	£387.00	£200.00	£240.00	£570.00
Permission for additional inscription	Resident	£125.00	£69.25	£133.00	£40.00	£40.00	£64.00
Permission for additional inscription	Non Resident	£180.00	£135.75	£191.00	£80.00	£80.00	£192.00
Plaque at memorial wall (with or without ashes)	Resident	£75.00					(Stone slab in Memorial Garden) £96.00
Plaque at memorial wall (with or without ashes)	Non Resident	£75.00					(Stone slab in Memorial Garden) £288.00

Administration Charges

Administration	Fee type	WPC Price	Chobham Parish Council (April 2023)	Sunninghill & Ascot Parish Council (April 2023)	Sunningdale Parish Council (April 2023)	Yateley Town Council (April 2023)
Burial and grave register searches	Resident	25.00/hour		£50.00	£30.00	
Burial and grave register searches	Non-Resident	25.00/hour		£100.00	£60.00	
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Resident	£150.00	£150.00	£50.00		
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Non-Resident	£150.00		£100.00		

Members are asked to decide if they wish to increase/amend any of the above charges.

Appendix 3

Burials between May 21-July 23

	Resident	Non-Resident	Total
Ashes wall - New	8	6	14
Ashes wall - Re-open	2	3	5
Ashes Half Plot - New	6	7	13
Ashes Half Plot - Re-open	2	7	9
Ashes Full Plot - New	3	1	4
Ashes Full Plot - Re-open	0	5	5
Full Burial - New	10	9	19
Full Burial - Re-open	10	7	17

	Number of burials since May 2021	Average per 12 mth period	Number of vacant plots*	Based on monthly average, remaining burial space will last (yrs)	Assuming no re-opens and all burials requiring a new plot, remaining space will last (yrs)
Half Plots - New	13	6	12	2	1
Half Plots – Re-open	9	4			
Full Plots – New	23	10	181	18	9
Full Plots – Re-open	22	10			
Ashes Wall – New	14	6	154	26	19
Ashes Wall – Re-open	5	2			

*based on 2016/17 mapping. This will need a site visit to verify.

Income Predictions based on a 20% increase in charges

Interment Income	Resident	Income	Non-Resident	Income
Ashes wall - New	8	2688	6	4320
Ashes wall - Re-open	2	672	3	2160
Ashes Half Plot - New	6	2016	7	5040
Ashes Half Plot - Re-open	2	672	7	5040

Ashes Full Plot - New	3	1008	1	720
Ashes Full Plot - Re-open	0	0	5	3600
Full Burial - New	10	10360	9	27000
Full Burial - Re-open	10	10200	7	12600
	Total Income	£27,616		£60,480

	Number of plots purchased since May 2021	Resident Income	Non-Resident Income
Half Plots - New	13	£6,240	£15,600
Full Plots – New	23	£24,564	£69,000
	Total	£30,804	£84,600

	Resident	Non-Resident	
Predicted Income based on Number of burials over the last 26 months	£58,420	£84,600	Total
annual	£26,963	£39,046	£66,009

Item gb – Cemetery Management Plan – Working Party Update

Update

Since the last meeting Windlesham Councillors have conducted a walk around of Windlesham Cemetery and are in the process of drawing up a maintenance plan.

As part of this plan Members will review the Cemetery regulations and present at the next Committee meeting.

Additionally, Members are currently reviewing how as a burial authority Windlesham Parish Council will meet future burial requirements.

Estimated Remaining Burial Space

Based on burials between May 21-July23 it is estimated that at best there are 18 years of full burial space remaining and 26 years of interment of ashes at the wall remaining.

In a worst-case scenario, it is estimated that there are 9 years of full burial space remaining and 19 years of interment of ashes at the wall remaining.

See data in Appendix 1 attached:

Appendix 1

Burials between May 21-July 23

	Resident	Non-Resident	Total
Ashes wall - New	8	6	14
Ashes wall - Re-open	2	3	5
Ashes Half Plot - New	6	7	13
Ashes Half Plot - Re-open	2	7	9
Ashes Full Plot - New	3	1	4
Ashes Full Plot - Re-open	0	5	5
Full Burial - New	10	9	19
Full Burial - Re-open	10	7	17

	Number of burials since May 2021	Average per 12 mth period	Number of vacant plots*	Based on monthly average, remaining burial space will last (yrs)	Assuming no re-opens and all burials requiring a new plot, remaining space will last (yrs)
Half Plots - New	13	6	12	2	1
Half Plots – Re-open	9	4			
Full Plots – New	23	10	181	18	9
Full Plots – Re-open	22	10			
Ashes Wall – New	14	6	154	26	19
Ashes Wall – Re-open	5	2			

*based on 2016/17 mapping. This will need a site visit to verify.

Item 9c - Windlesham Cemetery tree re planting – Update only

Historical Background Information

Members are aware that between 2017 and 2022, it has been necessary to remove 5 trees from Windlesham Cemetery. At a meeting of the committee held on the 14th December 2022, Members resolved to replace the 3 felled Beech trees on the main drive with Hornbeam trees and the felled Oak tree situated along the back fence line of the oldest part of the cemetery, with a Sweet Chestnut tree.

Members were also informed that because the cemetery is within a conservation area, the conditions placed on WPC by the SHBC tree officer stipulated that the Aspen tree be replaced with a Dawn Redwood. Despite this, members agreed they would prefer to replace the Aspen with a tree native to this country and requested that the Assistant Clerk contact the SHBC tree officer to ask if a Sweet Chestnut tree could be planted in replacement. Delegated authority was given to obtain quotes for purchasing and planting the trees.

Current Status

At the June Committee meeting, the new committee reviewed the quotes presented and Members raised concerns regarding the position and species of the trees (in particular the Sweet Chestnut) and requested that the Assistant Clerk meets with the SHBC tree officer again to gain further recommendation on these points. It was also noted that the quotes provided did not include a maintenance plan, therefore the Committee requested that this project be requested to include ongoing maintenance.

Please note that since the last meeting the Windlesham Village Committee have started formulating a Cemetery management plan which has highlighted the need to carry out a full assessment of all trees and hedging within the Cemetery prior to implementing any new planting. Therefore, all tree re-planting is currently on hold and will be reviewed later in the year once the management plan has been completed.

IMPORTANT - the Committee must be mindful that in line with the Tree Officer permissions the felled Aspen in the new part of the cemetery will need to be replaced between Oct 23 and March 24.

For Information Only – below is the information ascertained following the June Committee meeting.

Prior to the management plan review the Assistant Clerk once again asked the SHBC tree officer re concerns about planting sweet chestnut trees and for his recommendation on positioning of trees next to the felled beech trees.

Initial Response

"I wouldn't worry too much about the chestnut canker, it can be an issue but it's not widespread and there are no tree movement orders in place for it and as long as you are sourcing your stock from good quality UK nurseries, I wouldn't be too concerned, I would also consider mixing species which will give you a little resilience if you have concerns, pines would do well such as Tsuga heterophylla (Western Hemlock) and Douglas fir Pseudotsuga menziesii, Species suited for climate change such as tulip or ginko are good trees, Natives should always be preferred but we need to consider the long game in our tree selections these days, Hornbeam are also very robust but require a lot of watering in the establishment but would do very well there and then finally Cedar and Giant redwoods."

Further Response regarding re-planting next to the felled Beech trees

"No issues with planting close to the beeches, might be worth grinding the stumps though otherwise you might have a staggered/broken line of trees but you could plant between them easily enough but overall no issues."

Table of possible replacement trees :

Species Felled	Location	Possible replacements	SHBC Tree Officer Advice
Beech	Main Drive	Hornbeam	Not to plant another Beech tree due to previous disease, There is no problem replanting the avenue with Hornbeam but to avoid broken lines it may be worth grinding the old Beech stumps down.
Beech	Main Drive	Hornbeam	
Beech	Main Drive	Hornbeam	
Oak	Back fence line of oldest section	Hornbeam, Sweet Chestnut or Whitebeam	
Aspen	Left and side of new cemetery	Original permission given for a Dawn Redwood, although following a request from the Committee alternatives are Sweet Chestnut or Whitebeam	

Map highlighting tree locations



SCCTree Planting program

Applications for the current tree planting program need to have been submitted before the end of July 2023 and required Council to commit to a 3 year maintenance programme.

As Members are aware all costs incurred for trees within the Parish require a resolution from Full Council and in the absence of quotes available in July, Council have not been able to consider the costs associated with a maintenance programme therefore no application has been made to SCC.

Quote Specification

- All companies approached, were initially asked to provide a quote for the supply of 3 x Hornbeam, 2 x Sweet Chestnut. Members will note that one company flagged the difficulty obtaining sweet chestnut trees and also the species susceptibility to canker. Therefore quote 4, provided pricing for Hornbeam and Whitebeam as an alternative to the sweet chestnut trees. NB: trees to have a circumference of 10-12cm when planted.
- Additionally, quotes for a 5-year maintenance programme were requested.
- Please note that of the companies that responded with a quote, there were varying levels of service offered for the watering and maintenance of the trees.

To supply:	Quote 1 (ex vat)
3 x Hornbeam 2 x Sweet Chestnut NB: trees to have a circumference of 10-12cm when planted.	£4,150 ex vat
5 year watering / maintenance plan See appendices for full specification	Up to 26 visits for the first two years, then a 20% annual reduction to 21 visits in year 3 and 17 visits in year 4 and 14 visits in year 5. At £630 per visit, this equates to a total cost of £65,520 at current prices, excluding VAT. See breakdown below: Year 1- £16380, Year 2 - £16380, Year 3 - £13230, Year 4 - £10710, Year 5 - £8820 Please note this company also offers a cheaper option of tree maintenance training, however without in house greenspace staff, it is not something WPC can consider.
Overall Cost to supply and maintain.	£69,670

To supply:	Quote 2 (ex vat)
3 x Hornbeam 2 x Sweet Chestnut NB: trees to have a circumference of 10-12cm when planted.	Cost £1,770 Supply 3 Hornbeam and the 2 Sweet Chestnut including all labour, protection, compost, stakes, ties and trees to carry out this work
5 year watering / maintenance plan	Declined to quote
Overall Cost to supply and maintain.	n/a

To supply:	Quote 3 (ex vat)
3 x Hornbeam 2 x Sweet Chestnut NB: trees to have a circumference of 10-12cm when planted.	Cost £862 Supply 3 Hornbeam and the 2 Sweet Chestnut trees Note: The old stumps could be removed with a stump grinder and replaced with top soil/fertiliser, but this would be an additional cost.

5 year watering / maintenance plan	Declined to quote
Overall Cost to supply and maintain.	n/a

To supply:	Quote 4 (ex vat)
3 x Hornbeam 2 x Sweet Chestnut NB: trees to have a circumference of 10-12cm when planted.	<p>Due to the difficulty sourcing sweet chestnuts and the species being susceptible to canker this company provided a quote to supply and plant 3 x Hornbeam and 2 x Whitebeam</p> <p>Cost £955</p>
5 year watering / maintenance plan See appendices for full specification	<p>£120.00 per visit per week- We would recommend this is put into place between May- September for the first 2 summers after the tree has been planted. Additional waters may be needed in extreme weather conditions/heatwaves. This can then be extended for a further year if needed but can be looked at after the first 2 years dependent on how trees are/drainage No watering package would be needed outside of this period. This is industry best practice for other councils who use this service.</p> <p>Based on 26 visits this above pricing equates to £3,120 per annum</p> <p>Whilst the recommendation is for a 2 year programme if the Committee were minded to continue for the full 5 years the total cost would be £15,600 excluding VAT.</p>
Overall Cost to supply and maintain.	£16,555

Item 9d - Cemetery Memorial Inspections. Windlesham Committee Meeting 5th September 2023

Members are aware that during August and continuing into September all memorials within Windlesham Cemetery are undergoing a safety inspection.

This is a statutory obligation for the Council to ensure safety within its burial grounds, which includes testing all memorials on a 5-year cycle. Memorials that are unsafe and at risk of toppling can be a serious risk and could in some cases be fatal should they fall.

Under Health and Safety legislation the Council has a duty to protect the health, safety and welfare of their employees and other people who might be affected by their business, which means making sure that workers and others are protected from anything that may cause harm, effectively controlling any risks to injury or health that could arise.

Additionally, in relevant circumstances, a burial authority may also be liable under the principles of occupier's liability in the event of an accident caused by a memorial.

Current Situation

At the July Full Council meeting it was resolved unanimously to lay down of all priority 1 memorials, obtaining structural engineers reports where requested.

It was also resolved unanimously that any cost incurred due to the associated works would be funded from the Cemeteries EMR.

Finally, it was noted that it will be a matter for the village committees to decide which Memorials will be restored if living grave owners cannot be traced.

Windlesham Cemetery Specifics

The memorial inspections within Windlesham are approximately 90% complete and the inspections will be concluded in September.

- To date the inspection has identified 111 priority 1 memorials.
- Officers have attempted to contact all living grave owners, using the last address held on record.
- All priority 1 memorials will be laid down asap.

Action

1. Members are asked to complete a walk around the cemetery and consider if there are any historical priority 1 memorials, they would like to fund the repair of. A list of the priority 1 memorials and cemetery maps will be provided.

Useful Information

Procedure Following Testing.

Once the testing is complete, a report identifying all dangerous or unstable memorials is made available. Each memorial is classed as either-

Priority 1 - Immediate action is required to make the memorial safe or to stop the public accessing the memorial. This could be the permanent removal of the hazard or the temporary making safe of the hazard.

Priority 2 – The memorial is not an immediate danger to the public but is not fully stable and will, therefore, need to be monitored every 12 months to assess any further deterioration of the memorial. The construction, material used, or position of the memorial may also qualify it as priority 2.

Priority 3 – The memorial is perfectly stable or below 625mm in height and will only need to be inspected in 5 years' time.

Following an inspection WPC follow the ICCM guidance who stress it is important that once a memorial has been found to be unsafe grave owners are advised and a warning notice is placed on the memorial. In the case of larger memorials, it is sometimes required to place a cordon around the grave. If Council are unable to contact the grave owner, the Council will have to make a decision on how to proceed. Options are to lay the memorial down, stake and band (the ICCM advise temporary supports should only be used for up to 3 months) or fix. The cost will depend on the number of memorials which fail, and which options are appropriate.

Item ge - To discuss re-tendering for the Windlesham Cemetery greenspace maintenance contract.

Members are to note that the initial 18-month contract period with the current contractor finished on the 31st March 2022. At the December 22 Committee meeting it was resolved (minute ref: WVC/22/61) that due to members having no concerns regarding the maintenance contract they agreed to let the contract carry on as is.

Since the May elections the newly incumbent Councillors have carried out a review of the Cemetery and are in the process of formulating a Cemeteries management plan.

As part of this plan it would be prudent for the current Councillors to consider if they wish to retender the Cemetery greenspace maintenance contract to ensure they continue to obtain best value for money for their residents.

IMPORTANT

Officer workload will determine the timeline of this tender and Full Council will be asked to confirm priorities if necessary.

1. Members are asked to decide if they wish to retender the above contract.
2. If Members are minded to retender the contract, Cllr Richardson has prepared a draft tender document (attached) for comment, and Members are asked to decide:
 - a. A budget limit for the length of the contract and make a recommendation to Full Council to approve the spend.
 - b. Agree a scope of works
 - c. Give delegated authority to the Clerk in conjunction with Chair and Vice Chair of the Committee to finalise and publish a tender document on the Government Contracts Finder portal. This will be subject to Full Council approval.

Members are to note that all contracts of £25,000 (excl. VAT) and above must be advertised on the Government Contracts Finder Portal (Standing Orders 19c).

Additionally, the following Standing Orders apply:

Standing Order 19d

Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
- iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;

- iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
3. If a tender process is to take place Members are asked to decide if they would like to suspend standing order 19d(iii) negating the requirement to advertise the tender in a local newspaper.

Item 8e - Proposed Scope of Work for Windlesham Cemetery Greenspace Tender

Please note that all comments in blue have been inserted by the Clerk

3 year contract for maintenance of Windlesham Cemetery 2024 - 2027
(detailed mapping required)

1. Contract Start Date - 1st February 2024- [Note that depending on FC approvals, length of tendering process followed by contract negotiations and current workloads, this date may not be achievable.](#)

2. Contract End Date - 31st January 2027

3. Tender Closing Date - Thursday 20th October 2023 – [This date is highly unlikely to be achievable due to the current workload.](#)

4. To be included with tender

- References at least 2 to demonstrate experience and quality of work in public grounds maintenance
- Public liability insurance – [Minimum £10m required](#)

5. General requirements

- Public Liability Insurance
- Health & safety of staff & public
- Qualifications, licences & certification
- Notify of any accidents
- Provide own tools & machinery
- Remove arisings from site & dispose of
- [Remove all general waste and green waste from site](#)

Award Requirements

- Experience of public grounds maintenance contracts - 2 references required - 50%
- Value for money - 30%
- Local contractors - 10 miles radius Windlesham - 20%

Contract value over three years of contract : minimum £60,000 to £75,000 ?

- Penalties / Notice of termination (3 months)

Area/Task	Requirement	Timing	Other notes
Grass	<ul style="list-style-type: none"> • Standard cut mowing of graveyards to right of Footpath 30 • Cut & drop if grass less than 2inches/5cm. • Cut & collect if grass over 2inches/5cm • Strim around objects - barriers, posts, bins etc • Standard cut mowing of 'wide pathways' between graves to left of Footpath 30 (Cut & drop if grass less than 2 inches/5 cm, cut and collect if over 2inches/5cm) • Rough cut / strim area around graves to left of Footpath 30 (cut and drop if less than 3inches / 8cm, Cut & collect if grass over 3inches / 8cm) - details to be supplied by administrator • Consider small areas for re-wilding where possible 	<ul style="list-style-type: none"> • 1st April - 30th September - once/week • 1st October - 31st March - mow when grass reaches 2 inches/ 5cm • Cut at least 6 times between April - September and as necessary to maintain a tidy appearance at all times 	<p>Any re-wilding areas to be specified on map</p> <p>Objects to be specified on map</p>
Graves	<ul style="list-style-type: none"> • Mow/Strim between & around headstones - remove mown grass from graves • Remove dead flowers and other debris, being sensitive to new burials • Any untended graves should be made tidy as specified • Remove overgrown trees and bushes from on or near graves • Build up and /or level surfaces and replace or repair turf 	<ul style="list-style-type: none"> • As above • As required to maintain a tidy appearance at all times • Detail to be supplied by administrator • Twice yearly - spring and autumn 	Carefully strim untended graves blow mown / strimmed grass from memorials, remove any dead or overgrown planting
Memorial Walls	<ul style="list-style-type: none"> • Tidy, weed and trim memorials, remove dead flowers and other debris 	<ul style="list-style-type: none"> • As required to maintain tidy appearance at all times 	Location to be specified on map
Paths	<ul style="list-style-type: none"> • Cut path edges in line with natural boundaries & pathways • Sweep & clear away debris to maintain tidy appearance, upstand wooden border edges • Level uneven shingle • Apply moss & weedkiller & biocide • Provide COSHH paperwork • Report damage to pathways to Parish Office 	<ul style="list-style-type: none"> • Once a year • As required to maintain tidy appearance at all times • Twice a year • As required • As required 	Location to be specified on map
Trees	<ul style="list-style-type: none"> • Small ornamental trees - shape and prune • Remove or trim overgrown trees / bushes planted on or near graves • Water and maintain newly planted trees • Strim around trees - using tree guard 	<ul style="list-style-type: none"> • As required to maintain a neat appearance at all times • Detail to be supplied by administrator 	Trees to be specified on map & pruning schedule to be determined

	<ul style="list-style-type: none"> Remove suckers from base of trees Remove fallen / broken branches Clear & remove fallen leaves Report any issues with trees to office 		
Perimeter and path boundary Hedges	<ul style="list-style-type: none"> Cut back - top and sides to single uniform height - as much as possible Water and maintain newly planted hedges Clear & remove weeds and fallen leaves from under hedges Report any issues with hedges to office 	<ul style="list-style-type: none"> Twice / year out of bird nesting season As necessary to maintain a neat appearance at all times 	Hedges to be specified on map Suggest cutting back in February and September
Ornamental bushes, Shrubbery & flower beds	<ul style="list-style-type: none"> Shape and prune plants & bushes Clear & remove weeds and fallen leaves from underneath bushes / shrubs and from flower beds Report any issues with planting to office 	<ul style="list-style-type: none"> Twice / year out of bird nesting season As necessary to maintain a neat appearance at all times 	To be specified on map
Repairs	<ul style="list-style-type: none"> Repair damage to turf eg ruts, potholes etc & reseed 	<ul style="list-style-type: none"> As necessary 	
Litter, incidents, Issues	<ul style="list-style-type: none"> Clear all litter and empty litter bins - clear dog/animal and other mess. Report any issues to Parish office 	<ul style="list-style-type: none"> Weekly 	To be specified on map
Benches	<ul style="list-style-type: none"> Clean and apply oil 	<ul style="list-style-type: none"> In spring 	To be specified
Signage	<ul style="list-style-type: none"> Clean and ensure remains visible at all times Report any issues to Administrator 	<ul style="list-style-type: none"> As necessary 	To be specified on map
Other	<ul style="list-style-type: none"> Contractor will be expected to quote for other cemetery work eg Dealing with unstable memorial, sourcing and distributing shingle, planting trees and hedges, removing overgrown trees /plants from graves 	<ul style="list-style-type: none"> As required 	

Item 10a – Working Party Status Update

Windlesham Committee Meeting 5th September 2023

Update

Since the May Elections the new Windlesham Village Councillors have familiarised themselves with this project and at the June Committee meeting it was resolved that Cllr Lewis will Chair the Traffic and Infrastructure Working Party.

Members also unanimously resolved to go back out to the public to seek additional representatives to join the Working Group. This will be discussed under item 10b on the agenda.

Following a review of the previous working party meetings Cllr Lewis has written a summary report including recommendations for consideration by the Committee.

Please see the attached report noting additional comments in red from the Clerk.

Background Information

Purpose of the Working Party as determined by the Working Party Terms of Reference

To review previously proposed solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Windlesham village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham residents.

The remit of the working party:

1. To familiarise themselves with the following documents and work alongside SCC Highways to consult with residents on viable proposals:

Documents

- SCC Highway's proposals from November 2019, and the review of it in Feb 2021
- Questionnaire and consultation prepared by WPC in 2020
- External consultants (PGA) report of proposed traffic flow management for Windlesham village
- External consultants traffic report for the Windlesham neighbourhood plan

(NB. The consultation process will be led by SCC Highways and should consist of both an in -person meeting and online survey, The resulting documents will be made available to all via the Parish Council website and social media)

2. To review and report feedback from the consultation to Windlesham village committee.
3. If the consultation fails to garner enough support for any of the proposals, the working party will:
4. If the consultation fails to garner enough support for any of the proposals, the working party will:

- Gather up to date information and evidence which demonstrates support for alternative solutions, reflecting the needs of all road users not just vehicular. Consideration must be given to the safety of pedestrians, cyclists, horse riders etc.
- If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC.
- Share feedback from resident survey with SCC representative for Windlesham and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic.

Reminder

The working party are reminded that:

- The working party has no decision-making power or power to spend
- To ensure transparency and as per the terms of reference the Chair of the working party will ensure all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records.

WINDLESHAM VILLAGE COUNCIL

TRAFFIC AND INFRASTRUCTURE

WORKING PARTY

Report and Recommendations from Windlesham Traffic & Infrastructure.

2022-2023 working party group:

Chair - previous Councillor, Helen Hansen-Hjul

SCC - Richard Tear

All Windlesham Village Councillors – As per terms of reference

Community Representative - Tony May

Windlesham Society - Graham Bullen

Terms of Reference – Windlesham Traffic & Infrastructure (see attached)

Dated - September 2022

Last Meeting - 24th March 2023

No formal Minutes applied

Email 'notes' available to itemise topics discussed:

- Reduce Speed
- Reduce Volume & Congestion
- Improve Safety
- ❖ Requirement of :
 - SCC Consultation of the Village
 - Parish Speed Survey, 6 areas identified
 - Chertsey Road
 - Woodlands Lane/HPD
 - Broadway Road/Thorndown Lane
 - Updown Hill
 - Kennel Lane/School Road
 - Church Road

Clerk's comments: SCC have proposed that they assess the following areas:

- Updown Hill, Chertsey Road (from the village centre to the existing 30/40mph speed limit boundary)
- Heathpark Drive

See item 10c on the agenda

- Installation of ANPR Camera – Broadway Road

Clerk's comments:

1. The police are leading a project to install lighting under Broadway Road bridge. As part of this project, Windlesham Society agreed to fund the installation of an ANPR camera on one of the new lamp columns. There is no action required by WPC.
 2. Additionally, at the March Committee meeting it was unanimously resolved (minute ref:WVC/22/72) to commit £7,500 towards the lighting scheme at Broadway Road bridge. This will be funded from CIL.
-

New Proposed Working Party, after advertisement for members: (to be taken to WVC Mtg 5/9/23)

Chair	-	Councillor Pat Lewis
SCC	-	Richard Tear
Community Representatives	-	Windlesham Society – George Gilbert Field of Remembrance - Helen Hansen-Hjul
Business Representative	-	No business came forward
WNP	-	This group is yet to be established.
Community Residents	-	Rachael Millar - Sian Teehan - Siobhan Romp - Graham Bullen - Michael H-Lees (to be confirmed) - Anne Fenton/Jenny (HPW) (to be confirmed) - Tony May (to be confirmed)

All Windlesham Village Councillors – As per terms of reference

Clerks Comments: The Committee need to agree representatives and update the Terms of Reference to reflect agreed membership.

Terms of Reference – Windlesham Traffic & Infrastructure

ACTION - *Needs updating, proposal to new Working Party to update and refer to Windlesham Village Committee for approval.

Outstanding ACTIONS in need of urgent attention going forward, with permission from WVC approval: -

1. Approval of new working party/sub-committee for WT&I (Item 10b on the September agenda)
2. Set date for next urgent WT&I Working Party meet
 - a. Suggest : 7th; 8th; 11th; 12; 13th September 2023
3. SCC implementation of Village Consultation on speed limits – to be funded by SCC, clarification of what is required by WT&I and WVC at next meeting.
 - a. 20 mph in Village centre
 - b. All Village down by 10 mph – ie: 40 to 30; 30 to 20 mph

4. WPC implementation of Speed Survey, to be funded by WVC – to clarify requirements of SCC Consultation needs. (SCC carry out the speed surveys see item 10c on the agenda. This will require a resolution by the committee to fund)
5. Points 3 & 4 above to be completed by October 2023 – it is to be noted that both of these points are in the control of SCC and not WPC.
6. Follow up of ANPR Camera installation, funded by Police; WPC; WSociety
Clerks comment: as above the ANPR camera will be solely funded by Windlesham Society and WPC is contributing towards the Police project to install lights under Broadway Road bridge.

Councillor Pat Lewis

Date: - 29th August 2023

Windlesham Traffic & Infrastructure Project Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk and reporting to the Windlesham Village Committee.
Purpose	To review previously proposed solutions, alongside expected impacts from proposed Developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Windlesham village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham residents.
Membership	<p>Community groups – 2 representatives from any of the below</p> <ul style="list-style-type: none"> • 2 members of business community - No businesses came forward • All Windlesham village councillors, with 1 nominated Windlesham village councillor to act as chair of the working group. • Community groups - Windlesham Society Representative Graham Bullen • 1 representative from the WNP Working Party - As yet not established • Community Representative - Tony May.
Terms of Reference	<p>The remit of the working party will be:</p> <ol style="list-style-type: none"> 1. To familiarise themselves with the following documents and work alongside SCC Highways to consult with residents on viable proposals: Documents <ul style="list-style-type: none"> • SCC Highway's proposals from November 2019, and the review of it in Feb 2021 • Questionnaire and consultation prepared by WPC in 2020 • External consultants (PGA) report of proposed traffic flow management for Windlesham village • External consultants traffic report for the Windlesham neighbourhood plan (NB. The consultation process will be led by SCC Highways and should consist of both an in -person meeting and online survey, The resulting documents will be made available to all via the Parish Council website and social media) 2. To review and report feedback from the consultation to Windlesham village committee 3. If the consultation fails to garner enough support for any of the proposals, the working party will: 4. If the consultation fails to garner enough support for any of the proposals, the working party will: <ul style="list-style-type: none"> • Gather up to date information and evidence which demonstrates support for alternative solutions, reflecting the needs of all road users not just vehicular.

	<p>Consideration must be given to the safety of pedestrians, cyclists, horse riders etc.</p> <ul style="list-style-type: none"> • If necessary, conduct a resident survey on evidence gathered, document concerns and comments. Members to note that wording will need to be checked with SCC • Share feedback from resident survey with SCC representative for Windlesham and SCC Highways design team, highlighting any specific concerns/ opportunities to improve traffic
Delegated Powers	The councillor representative selected as chair of this working party, or their nominated substitute will report back to the Windlesham committee at key stages of this project. The Working group will have no decision-making powers or powers to spend
Quorum	Two group members plus one Windlesham Village Committee councillor acting as Chair
Budget	There is no budget associated with this project, any recommendations that have associated costs must be referred to the Windlesham Village Committee at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
Date of Formation;	7th September 2022
Agreed End Date	

APPENDIX 1

Background Data, Decisions, Research

1. **SCC Highways Report and proposals** from meetings held November 2019 and Feb 2021 generated from a walk about of Windlesham village with Parish councillors (Sam Kaye, Helen Hansen-Hjul, Katia Malcaus-Cooper, James Harris, Mike Goodman)
2. **Questionnaire and consultation prepared by WPC**
3. **Report on proposed traffic flow management** by External Consultant (PGA) hired by WPC , shared with residents at a meeting in the St John's Link venue
4. **Traffic report** prepared by External consultant for WPC as part of the Windlesham Neighbourhood Plan (WNP) adopted May 2019
5. **Zebra Crossing Petition for Windlesham Village – October 2019**

1 SCC Highways Proposals for Road layout changes – Awaiting Public consultation

From: Jason Gosden

Sent: 28 May 2021 15:29

To: Clerk @ WPC <clerk@windleshampc.gov.uk>

Cc: Richard Tear **Subject:** Windlesham Project - Update on options for highway improvement measures

Hi Sarah,

Further to previous discussions with Parish Councillors, a number of alternative highway improvement measures along the B386 through Windlesham village centre were identified for further consideration. I am writing to update the Parish Council on progress that has been made in developing and accessing designs for these options, and I would be grateful if you could share the information in this message with the Parish Councillors.

Outline designs have now been produced for the measures listed below, and I attach a plan showing each of the proposals.

- A new mini-roundabout at the junction of Pound Lane/Updown Hill/Kennel Lane.
- A new mini-roundabout at the junction of Chertsey Road/Heathpark Drive.



- Improvements to the existing pedestrian island in Chertsey Road near its junction with Kings Lane.
- 3 alternative options for improving pedestrian crossing facilities at the junction of Chertsey Road/Updown Hill.

A safety audit has been carried out on each of the designs. The only significant concerns identified were as follows:

- Approach speeds on the southwest bound approach to the proposed mini-roundabout at the junction of Chertsey Road/Heathpark Drive. (A speed survey will need to be undertaken to further investigate the speeds. If they are found to be above the recommended level then we will need to assess possible mitigation measures).
- Visibility to the left for drivers joining the proposed mini-roundabout at the Pound Lane/Updown Hill/Kennel Lane from the Pound Lane arm. (This will be assessed further on site together with the scope for increasing visibility by cutting back vegetation).

Before progressing any further with the designs it would be helpful to meet again with Parish Councillors so we can seek their views on the various proposals and agree next steps. If you were able to assist with determining members' availability to attend a virtual meeting during the weeks commencing 7 June, 21 June or 12 July that would be much appreciated.

Regards,

Jason

Jason Gosden
Senior Engineer
Area Team 1 NW
Local Highway Services
Surrey Highways

5 Zebra Crossing Petition for Windlesham Village – October 2019

Decision Notice

Committee: Surrey Heath Local Committee

Date of meeting: Thursday, 3 October 2019

Note: Decisions in bold type indicate a decision differing from the recommendation in the report.

The following decisions were approved by the Surrey Heath Local Committee on Thursday, 3 October 2019 and will take effect on 11th October 2019 unless the call-in procedure has been triggered. The call in procedure applies to executive functions of the local committee only. CALL- IN DEADLINE: 10th October 2019.

The following represents a summary of the decisions taken by the Committee. It is not intended to represent the formal record of the meeting but to facilitate the call-in process.

[The alternative options considered and rejected by the Committee in taking the following decisions are set out in the reports circulated with the agenda for the meeting.]

To request a call-in on any of these matters, please contact Nikkie Thornton-Bryar on 01483 404788.

<p>PETITION FOR SPEED BUMPS ON BENNER LANE</p>	<p>Declarations of Interest: None</p> <p>Officers attending: Andrew Milne, Area Highways Manager, SCC</p> <p>Petitions, Public Questions, Statements: Petition response</p> <p>The Local Committee (Surrey Heath) noted that:</p> <p>(i) Benner Lane is included on the Surrey Heath speed management plan and a number of measures have been implemented to help encourage better compliance with the speed limit.</p> <p>(ii) Benner Lane has a good safety record and there are currently no proposals to introduce any traffic calming measures.</p> <p>(iii) Vehicle speeds and road safety will continue to be monitored in Benner Lane as they are for all sites on the Surrey Heath speed management plan.</p> <p>Reasons for Decision:</p> <p>Benner Lane has a good safety record with no personal injury collisions having occurred in the any part of the road in the last 5 years.</p>
<p>PETITION FOR ZEBRA CROSSINGS IN WINDLESHAM</p>	<p>Declarations of Interest: None</p> <p>Officers attending: Andrew Milne, Area Highways Manager, SCC</p> <p>Petitions, Public Questions, Statements: none</p> <p>Recommendations:</p> <p>The Local Committee noted that:</p> <p>(i) There is no action to be taken until the current work on reducing speed in Windlesham is completed.</p>

	<p>Reasons for Decision:</p> <p>As part of work associated with developing proposals for the Windlesham Neighbourhood Plan, transport consultants are seeking views from residents about other potential options for enhancing the village centre environment.</p>
HIGHWAYS UPDATE REPORT	<p>Declarations of Interest: None</p> <p>Officers attending: Andrew Milne, Area Highways Manager, SCC</p> <p>Petitions, Public Questions, Statements: none</p> <p>Recommendations:</p> <p>The Local Committee (Surrey Heath) is asked to note:</p> <p>i) the progress with the ITS highways and developer funded schemes, and revenue funded works for the 2019/20 financial year.</p> <p>ii) the budgetary position.</p> <p>iii) that a further Highways Update will be brought to the next meeting of this Committee.</p>
ENVIRONMENTAL COMMITMENT	<p>Declarations of Interest: None</p> <p>Officers attending: None</p> <p>Petitions, Public Questions, Statements: none</p> <p>Recommendations:</p> <p>The Local Committee (Surrey Heath) noted and endorsed the report</p>
NOMINATION TO OUTSIDE BODY - FAIROAKS AIRPORT	<p>Officers attending: None</p> <p>Petitions, Public Questions, Statements: None</p> <p>Recommendations:</p> <p>Cllr Mike Goodman was nominated as the SCC representative for the Fair Oaks Airport Consultative Committee.</p> <p>Reason for Decision:</p> <p>The Fair Oaks Airport Consultative Committee have a vacancy for one Surrey County Council representative until the end of the election cycle of May 2021. This organisation is located within Chobham.</p>

Item 10b-Windlesham Traffic & Infrastructure Working Group-to decide membership

Members are reminded that at the June 2023 committee meeting it was unanimously resolved to seek additional representatives to join the Working Group.

Update

The agreed poster was circulated on Facebook, the WPC website, in the local village magazine, shop windows and noticeboards and at the time of writing 2 local residents (Ms Hansen-Hjul and Ms Tehan) had put themselves forward for consideration.

Additionally, Mr Bullen acknowledged that whilst he has stepped down as Chair of the Windlesham Society, he is keen to remain on the working party as resident.

All nominees have been invited to attend the meeting to introduce themselves.

Action

Members are asked to discuss the above nominations and agree to appoint some or all of the nominees to the working party.

Item 10c- Speed Surveys in Windlesham Village Windlesham
Village Committee Meeting – 5th September 2023

Background

At the Windlesham Committee meeting in March 2023 Members resolved to investigate the possibility of introducing 20mph zones within the village.

Surrey County Council, Highways Officer, Jason Gosden, has now confirmed that to assess whether the introduction of a 20mph speed limit is appropriate, it would be necessary to undertake a series of speed surveys. These surveys will also provide the necessary information to determine whether a 20mph speed limit could be introduced with signing alone, or would require supporting measures, such as traffic calming.

Members are asked to review the proposal and information below and decide:

- a) If Members wish to pursue the introduction of 20mph zones within Windlesham village
- b) If they wish to instruct Highways to proceed with the 8 speed surveys as outlined below, at a cost of £1,440
- Or
- c) If they would like a revised estimate for the speed surveys from SCC to include the side roads
- d) How the Committee wish to fund the speed surveys

Proposal from Cllr Tear and Highways

To assess:

- Updown Hill, Chertsey Road (from the village centre to the existing 30/40mph speed limit boundary)
- Heathpark Drive

Please note that to obtain sufficient data, it will be necessary to undertake 8 surveys.

Cost of Surveys

The total cost of undertaking the above surveys will be £1,440.

For Consideration

If a scheme were to be progressed along some or all of the above roads it may make sense to include a number of side roads as well, making it necessary to carry out additional speed surveys at an additional cost.

Any additional surveys could be carried out at a later date once an initial assessment has been undertaken for the main through routes. This would prevent the Parish Council incurring any unnecessary cost until such time the Committee are safe in the knowledge that the scheme is likely to be progressed.

Funding Options

Members could consider funding the above surveys from either of the earmarked reserves detailed below:

	Current Balance
Windlesham CIL EMR	£70,530
Windlesham Village Reserve	£15,279

Item 11—Windlesham Neighbourhood Plan Review- Information Point Only - All decisions to be made at Full Council.

Background

The Windlesham Neighbourhood Plan 2018-2028 was “made” at SHBC Full Council on 12 June 2019 and was adopted as part of SHBC’s Local Plan. It was resolved at WPC Full Council on 27 June 2023 that WVC would form a working party to review the current WNP, using the toolkit and terms of reference provided.

Pre-Review Process

In line with the terms of reference recruit stakeholders to the working party.

Review Process

Stage 1 (assessing the need for modifications) consists of screening the WNP against the strategic policies of the adopted SHBC Local Plan and against the NPPF 2021, considering new evidence or changed circumstances (which could include conducting a Housing Needs Assessment) and assessing where monitoring has raised a need for review. Templates must be completed and submitted to WPC for consideration.

Stage 2 (identifying the type of review) consists of identifying the necessary modifications required by the stage 1 review, deciding whether they are non-material or material and in the case of the latter, whether they change the nature of the WNP and would require examination and possibly a referendum. A further template must be completed and submitted to WPC for consideration.

Stage 3 (undertaking the review) is dependent on the nature of the modifications identified and is simpler for minor modifications. Material modifications require a more complex review process, involving SHBC, the appointment of an examiner and possibly a referendum.

Current Status

At the June Full Council meeting it was resolved unanimously that the Windlesham Committee would form a working party to review the current plan using the toolkit and terms of reference as presented. In addition to the stakeholders identified on the Terms of Reference, the Chair and Vice Chair of Council will also be Members of the working party along with County and Borough Councillor representatives. This working party has no decision-making powers or power to spend and will report to Full Council.

It was also recognised that “conducting a review of the Neighbourhood Plan involves a significant amount of work and commitment” and at the July Full Council meeting due to other Council commitments a number of the working party requested additional time to prepare. It was therefore resolved to defer the WNP working party recruitment until later in the year.

Requirements and budget

Since the creation of the WNP, there has been no group in place to monitor the effectiveness of the WNP. Many of the individuals involved in its development have moved on in life or away from the area. In the circumstances, in order to review and update the WNP, the Windlesham Councillors feel that

WVC would benefit greatly from the services of a planning consultant, particularly in relation to the legal and technical changes to the NPPF and the SHBC Local Plan.

The Windlesham Councillors have obtained recommendations of several possible planning consultants who could be approached to provide estimates and will request that Full Council consider engaging a planning consultant, however it is noted that there is no provision in the current 2023/24 budget.

It is also likely that a Housing Needs Assessment will be needed as part of the WNP review. It was noted that there is no provision in the 2023/24 budget for a Housing Needs Assessment, however a request will be made to Full Council for consideration in the 24/25 budget setting.

Agenda Item 12 - To consider arrangements for Remembrance Day
Windlesham Village Committee Meeting 5th September 2023

Each year the Council sends a representative to the Remembrance Services held in each village and wreaths are provided for Councillors to lay at the war memorials.

The wreaths have a cost of approximately £20 each to make and the British Legion who provides them asks for a donation.

In recent years, Council has agreed a donation of £50 per wreath to be paid (total £150).

Additionally, Members will need to agree on a representative from each village committee to lay the wreath on Sunday 12th November 2023.

Members are asked to:

1. Agree what level of donation the village committee wishes to make for the wreath
2. Decide on a representative to lay the wreath on Sunday 12th November 2023

JW
Clerk to the Council
September 23

Item 13 – To discuss Windmill Field playground refurbishment/replacement.

Windlesham Village Committee Meeting – 5th September 2023

Background

At the June 2023 Village Committee Meeting Members considered the outcome of the annual Rospa playground inspection and resolved to delegate authority to the Clerk to seek quotes for the necessary repairs, to be funded from the Playground Repairs & Renewal budget line. They also agreed that if the amount of work required cost over £4000, the decision would be brought back to the next committee meeting so funding options could be reviewed (minute ref: WVC22/75)

Whilst some of the issues highlighted in the report are covered in the current Greenspace contract, the predominant requirement throughout the report was the need to repair the wet pour surfacing and repaint some of the equipment.

Indicative quotes for repairing the wet pour only.

Of the 9 companies contacted only 3 provided a quote and none of those held the required 10 million public liability insurance.

Indicative quotes received ranged from £7,456 for patching to £17,907 for replacement of the wet pour.

Please note that with the repainting of some of the equipment and replacing worn parts, it is likely that **the overall cost to carry out the repairs could range from £10k-£25k**. Unfortunately, no company approached has provided a full quote for this work.

With such a significant cost for wet pour alone, officers have explored funding options and the possibility of the playground undergoing a full refurbishment/replacement.

Funding considerations

- The refurbishment of the Bagshot play area cost approximately £55K and the full replacement of the Lightwater play area cost £45K.
- Both of the above playground works were funded either through CIL, the village reserves and a contribution from the current village playground repairs budget.
- Initial enquiries have been made to SCC Councillor Richard Tear, asking for his support for Windlesham Parish Council to apply to the Your Fund Surrey small project fund. **N.B: To apply for this funding Council will need to demonstrate a need through consultation and have indicative costs which can be evidenced. Additionally, the total project cost cannot exceed £50k.**

At the time of writing Cllr Tear still had £40K of unallocated funds (see table below)

Richard Tear

Organisation	Project description	Funding
Chobham Recreation Ground Charitable Trust	Replacing the surface at the playground for maximum safety.	£10,000

Balance remaining: £40,000

- Additionally, an application could be made to the Windlesham Borough Councillors requesting additional support and funding.

Next Steps

- Members are asked to consider:
 - a) If they would like to consider improvements at the Windmill Field playground.
 - If so, Members are asked to:
 - i. Agree a public consultation process (see proposed questions attached).
 - ii. Delegate authority to the Clerk along with the Chair and Vice Chair to analyse results and obtain indicative quotes based on consultation results.
 - iii. Quotes to be presented at a committee meeting for consideration. At this point Members will need to decide:
 - 1. How the project will be funded and what the budget limit is?

Or

- b) Continue with the repair of the wet pour and remedial works highlighted in the ROSPA report.
 - If Members wish to proceed with option b, Members are asked to delegate authority to the Clerk, Chair and Vice-Chair of the committee to obtain further quotes and select the best value for money solution.

How a full refurbishment/replacement of the playground might be funded.

Recommendations:

It is recommended that the Committee apply to the SCC Your Fund Surrey for match funding upto £20k-£22k.

The remaining costs could be fund from any of the EMR's below:

Budget	EMR	Amount
Playground		£3k depending on remaining budget at the time
	CIL	£70.5k CIL money, however £7.5K is committed to the Broadway Road lights project and Members may commit another £1400 to the speed survey project. The remaining EMR will be c.£61k
	Village reserve	£15k

The Committee may also be able to access the Full Council Playground Repairs and Renewals reserve which currently stands at £15k.

Example funding breakdown: if the total project cost were £44K then an application for £22K would be made to Cllr Tear, asking for his support to match fund with £22K. The remaining 22K could be made up as follows:

£0-3K – playground budget

£6-10K- Village reserve

£5K – Full Council playground repairs and renewals EMR

£7K – CIL EMR

What would happen if following the initial consultation the public indicated a preference for a full playground replacement.

- Indicative quotes would be obtained.
- Based on the quotes obtained, an application to Your Fund Surrey will be submitted.
- Members are to note that as per the Committee Terms of Reference any spend in excess of £15K must be approved by Full Council

Important Information

Members must note that as per standing orders A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 excl VAT but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity, unless it proposes to use an existing list of approved suppliers (framework agreement).

- A Committee meeting will then be scheduled to review and agree a tender specification.

What happens once the tender process is complete?

- The committee will review the tenders at a formal committee meeting and select the top three designs based on the tender criteria.
- The committee will agree a consultation process and put the top 3 designs out to public consultation.
- Following the consultation, the committee will convene at a formal committee meeting to review the public response and award the contract to the winning design.
- Officers will liaise with the contractor to organise installation.
- Once installed an opening event will be agreed by the committee.

Windmill Field Playground Survey

Windlesham Parish Council are seeking residents views on the possible refurbishment/replacement of Windmill Field playground. Whilst this project will be subject to funding limitations and the Council may not be able to satisfy everyone, your opinions are valued and we would appreciate it if you could complete this questionnaire to help inform the process.

1. In your opinion should the refurbishment/replacement of Windmill Field playground be a priority?

- ☐ Absolutely
- ☐ Yes
- ☐ No
- ☐ Definitely Not

2. If a play space project is undertaken please indicate which option would you support?

- ☐ Repair of existing equipment and patching of current safety surface
- ☐ Complete refurbishment of existing equipment and install new safety surface
- ☐ Complete playground replacement including new safety surface

3. Keeping in mind other local play provision, please indicate what age range you would like to see provided for.

- ☐ 0-5
- ☐ 6-10
- ☐ 11-14

4. If the Parish Council were to replace the current equipment please indicate your equipment preferences. Please tick all that apply.

- ☐ Climbing
- ☐ Swings
- ☐ Slide
- ☐ Roundabout
- ☐ Accessible equipment (for example wheelchair accessible roundabout)
- ☐ Sensory playboards

**Item 14 - To discuss hall hire to facilitate Community Engagement.
Windlesham Village Committee – 5th September 2023**

Members have expressed an interest in holding regular public sessions to engage with residents.

In order to provide a suitable forum, it will be necessary for the Committee to hire a local venue for these meetings.

Indicative costs for such meetings, based on a previous meeting held at a local venue is approximately £55 per meeting.

Budgets available for funding

It is unlikely that there will be sufficient funds in the Hall Hire budget line (4950), however the Committee can choose to fund these meetings from the Windlesham Village Reserve.

Members are asked to consider if they wish to fund the hall hire from the Windlesham Village Reserve.

Item 15 - To discuss Christmas tree light switch on

Members are informed the Windlesham Christmas tree will be ready for light switch on from the 24th November.

Members are asked to decide which date they would like to switch on the Christmas lights.

Item 17 - Windlesham General Greenspace Maintenance – Information point only

Members are aware that at the June Full Council meeting it was resolved to review the greenspace requirements of the Parish and prepare a tender process to engage a contractor/contractors to manage the greenspaces around the villages.

The Windlesham Village Councillors have now completed the assessment of requirements in Windlesham, which will be presented to Full Council at the September meeting. WVC have also noted that it may be beneficial to explore both a Parish Wide contract and a village specific contract in order to ascertain which option will provide best value and meet individual village requirements.