



**Windlesham Parish Council**

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

**Held on Wednesday 29<sup>th</sup> November 2023 at The Link, St John the Baptist Church, Church Road, Windlesham**

<b>Councillors</b>	
Hardless	A
Lewis	P
Marr	P
McGrath	P
Richardson	P

**In attendance:** Sarah Wakefield – Assistant Clerk

Cllr Richard Wilson- SHBC Councillor  
Cllr Victoria Wheeler- SHBC Councillor

Tony Murphy- Windlesham Resident  
Jeremy Russell Lowe- Windlesham Resident  
Sarah Slater- Windlesham Resident  
Margaret Cottle- Windlesham Resident  
Fiona Lehrman- Windlesham Resident  
Pat Gaffey- Windlesham Resident  
Valerie Fairhead- Windlesham Resident  
Roy Fairhead- Windlesham Resident  
Christopher Clarke- Windlesham Resident  
Duncan Cordell- Windlesham Resident  
Inger Cordell- Windlesham Resident  
Helen Hansen-Hjul- Windlesham Resident

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

Cllr Richardson in the Chair

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		<b>Action</b>
<b>WVC/23/45</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Hardless.	
<b>WVC/23/46</b>	<b>Declarations of Interest</b>  No declarations of interest.	

<p><b>WVC/23/47</b></p>	<p><b>Public question time</b></p> <p>7 Windlesham residents attended the committee meeting to voice concerns about a proposed development at Snows Ride, and it was also noted that correspondence had been received from 4 additional residents via e-mail relating to the same subject.</p> <p>Members noted the residents' comments and confirmed that as a consultee, Windlesham Parish Council will only be asked to comment once a planning application has been submitted to Surrey Heath Borough Council and at this point, the WPC planning committee will review all documents available and formulate a view. It was also confirmed that when planning applications go live, they are posted on the SHBC website, immediate neighbours are notified via letter and site notices are also put up around the area of proposed development.</p> <p><u>Pat Gaffey, Windlesham Resident posed the following question:</u> Is there a Surrey Heath Borough Council Local Plan?</p> <p>Members confirmed there is a Local Plan and Cllr Richardson added that the Local Plan and the Windlesham Neighbourhood Plan are taken into consideration when the Parish Council respond to any planning applications.</p> <p><u>Tony Murphy, Windlesham Resident read out the following comment-</u> In accordance with Standing Orders, the following comments in relation to item 10 on the agenda "Windlesham Neighbourhood Plan Review" and for those whose membership of the Working Part will be approved. There is an obligation for our Plan to be considered in relation to the developing SHBC Local Plan. Our existing Plan approved by Referendum in May 2019, was "made" (approved) by the Local Planning Authority (SHBC) the following month and therefore became a part of the existing Local Development Plan. In terms of the agreed scale of development, there is no doubt that it has been considerably exceeded by existing, including approved, plans – therefore unplanned development has been allowed or is considered. I am in favour of planning and development under democratic control which will take full account of properly identified needs, their cumulative impact on the wider and local communities, including engagement with those local communities by consultations an their means. Including the process of development and maintaining Neighbourhood Development Plans which were introduced in the still extant Localism Act, which devolved greater powers to local communities, but are also supported in the 2023 Levelling up &amp; Regeneration Bill. The up-to-date National Planning Policy Framework obliges "Local" plans, which must include NP's, to be relevant by review "at least once every five years" and that they should be succinct. To which I would add "robust" in their application. Housing development is a "marketplace" and. Like other markets must be under appropriate control by application of the law to all. To be relevant and of value, the review must properly reflect the views of the people of the village and must be well considered by proposals</p>	
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	<p>for the next “Local Plan” consultation – timing of which is to be advised – it has been delayed “to allow further work to be carried out”. Despite other claims of “ownership” it is as the slogan said, “Our Village – Our Plan”.</p> <p>Developed on the basis of the special character of the village to be cared for – the only NP in Surrey Heath. Best wishes and thank you to the volunteers.</p> <p>Cllr Marr thanked Mr Murphy for his comments and said the Committee does recognise that the Windlesham Neighbourhood Plan needs updating, and this will be addressed later in the meeting when Item 10 on the agenda is discussed.</p>	
<b>WVC/23/48</b>	<p><b>Exclusion of the press and public.</b></p> <p>No exclusions to the press and public.</p>	

<b>WVC/23/49</b>	<p><b>Committee and Sub-Committee Minutes:</b></p> <p>To confirm and sign the open minutes of the previous Village Committee meeting held on the <b>5th September 2023</b> and <b>11th October 2023</b>.</p>	<b>Cllr Richardson</b>
<b>WVC/23/50</b>	<p><b>Payments for Approval</b></p> <p>No payments for approval.</p>	
<b>WVC/23/51</b>	<p><b>Committee finances - Income &amp; Expenditure Report</b></p> <p>Cllr Richardson asked for clarification regarding the codes 6000 and 6001 on the I&amp;E report. The Assistant Clerk said that these codes showed movements to and from an EMR. Members requested that this question was also posed to the RFO so he could respond to the committee in more detail.</p> <p><b>Members noted the rest of the report.</b></p>	<b>RFO</b>
<b>WVC/23/52</b>	<p><i>Members unanimously agreed to move agenda Items 9 &amp; 10 to be heard before Item 8.</i></p> <p><b>Windlesham Neighbourhood Plan</b></p> <p>Cllr Richardson reported that following the resolution at the September 2023 committee meeting to seek representatives to join the Windlesham Neighbourhood Plan Working Group, 5 residents and one member of the Traffic &amp; Infrastructure Working Group had put themselves forward for consideration and it was confirmed that these residents were Jeremy Russell-Lowe, Pat Gaffey, Paula Harrington, Melanie Chetley, Siobhan Romp and Helen Hansen-Hjul.</p> <p>Windlesham resident Christopher Clarke also asked to speak during the item to confirm that 5 other residents and himself had</p>	

put forward a proposal which was presented to Councillors in July 2021 and hoped that this would be taken into consideration when the WNP is reviewed.

Cllr Marr thanked the 6 nominees for putting themselves forward for the group and asked them to introduce themselves to the committee.

Jeremy Russell-Lowe, Pat Gaffey and Helen Hansen-Hjul were present at the meeting and introduced themselves to the committee giving a brief overview of their backgrounds and history with the village.

Paula Harrington sent apologies along with a statement which Cllr Marr read out at the meeting.

It was noted Melanie Chetley and Siobhan Romp had also put themselves forward for the group but were not in attendance.

**Members unanimously resolved to approve the membership for the Windlesham Neighbourhood Plan Review Working Group to include Jeremy Russell-Lowe, Pat Gaffey, Paula Harrington, Melanie Chetley and Siobhan Romp joining as members of the community, and Helen Hansen-Hjul joining as a member of the Traffic & Infrastructure Working Group.**

It was noted that unfortunately, no members of the business community or community groups came forward and these positions would remain vacant.

It was also noted that membership of the group included Borough and County Representatives and Cllr Wheeler confirmed she would like to be part of the group with Cllr Tear to be included as a SCC representative.

#### WNP Review Terms of Reference

The Terms of Reference state membership should include 2 members of the business community, 2 members of the community, 2 members from community groups and a representative from the Traffic & Infrastructure Working Group.

**Members unanimously agreed to amend the Terms of Reference to allow up to 10 members of the Community.**

#### Planning Consultant

Members were reminded that it was unanimously resolved at the September Full Council meeting to delegate authority to Windlesham Committee to obtain quotes to engage a planning consultant with an approved spend of up to £5k, to be funded from the Windlesham village reserve.

The Assistant Clerk confirmed that 5 Planning consultancies were approached for quotes, and just one responded with a proposal which was presented to members.

Assistant Clerk

	<p>Members were asked to consider the proposal and decide if they would like to obtain further quotes as a price comparison.</p> <p><b>Members unanimously resolved to obtain more quotes as a price comparison.</b></p> <p>It was also noted that members would like to investigate the possibility of advertising in the Windlesham local magazine and on the local Facebook Community site for a local planning consultant who would be willing support as a resident with the WNP Review (and anything else they feel they could help contribute to).</p>	<p><b>Assistant Clerk</b></p>
<p><b>WVC/23/53</b></p>	<p><b>Traffic &amp; Infrastructure</b></p> <p><b>a) Broadway Road Lights- Update</b></p> <p>Cllr Lewis provided an update regarding the Broadway Road Bridge Lights project, where the Village Committee had already committed to contribute £7,500 towards the lighting scheme.</p> <p>Cllr Lewis reported that following an online meeting with SCC Highways, Cllr Tear, the Police, the Windlesham Society and the Clerk, it was confirmed the lighting project would be combined with another project to place an ANPR camera under the same bridge and was happy to confirm that all required funds had now been raised, with contributions from WPC, SCC and the Windlesham Society. Cllr Lewis also noted that the Police will own and manage the camera and lighting once installed.</p> <p>Cllr Lewis confirmed that at the moment no timescales had been indicated as to when the project will commence.</p> <p><b>b) Speed Survey Project- Update</b></p> <p>Cllr Lewis reported that after a meeting with SCC Highways, Cllr Tear, and the Clerk it was confirmed there will be 8 speed surveys in the village and the data generated from the surveys will be used to consult with residents.</p> <p>It was also noted by Cllr Lewis that any appropriate schemes which are identified as a result of the surveys would require complete funding from WPC and therefore there will be budget considerations.</p>	
<p><b>WVC/23/54</b></p>	<p><b>Windlesham Cemetery</b></p> <p><b>a) Fees and Charges Review</b></p> <p>Cllr Richardson reminded members that it was resolved at the September WVC Committee meeting to increase all the fees by 20% and to temporarily close Windlesham Cemetery to non-residents by the 31<sup>st</sup>December 2023 due to limited burial space being available. This decision was then ratified by a vote at full council subject to Windlesham Committee developing a policy that outlines any circumstances that might be exceptions to the rule.</p>	

Subsequently, a Full Council EGM was called to discuss the decision to close Windlesham Cemetery to non-residents based on the predicted negative impact this would have on the 2024/25 precept increase and it was resolved to defer the decision for a maximum of 12 months, where during this time Council would engage an external consultant to carry out an in-depth review of the cemetery grounds. (See Full Council minute ref: C/23/100 and a link to the meeting papers [2990-231024 EGM PAPERS.pdf \(windleshampc.gov.uk\)](#)).

Also at the EGM, Cllr Richardson proposed, Cllr Harris seconded, and it was agreed unanimously that in light of the change in circumstances the Windlesham Committee will review their fee proposal and bring back to another meeting.

Members were provided with the current cemetery fees, a price comparison of cemeteries in the local area, the cemetery income from 2021-2023 and the summary of the Windlesham Burial Authority Account 2021-2024. Members were asked to review this information and decide if they would like to increase the fees and if so, by how much.

**Members unanimously resolved to increase all Cemetery resident fees by 15% and all Cemetery non-resident fees by 20%.**

#### **b) Tree re planting**

Members were reminded that in total 5 trees in Windlesham Cemetery have been felled since 2017, with 3 Beech trees removed along the cemetery driveway, one Oak tree removed in the old section and one Aspen removed in the new section.

The Assistant Clerk confirmed she had been working closely with the SHBC Tree Officer who had made recommendations with regards tree species and maintenance requirements.

Members were given a list of recommended trees and asked to decide which species they would like to plant and in which locations.

**Members unanimously resolved to plant 2 x Hornbeam trees and 1 x sweet chestnut tree along the cemetery driveway and 2 x Liriodendron Tulip trees in the old and new sections.**

Members were informed that 3 contractors were approached to quote and of those just 2 responded. It was also noted that contractors struggled to source some of the species of trees and also source in the recommended sizing of between 10-14cm in girth.

Members were presented with the 2 quotes and asked to decide if they would like to proceed with either one.

**Members unanimously resolved to make an in-principal decision to proceed with Quote 2 as long as this contractor was happy for WPC to source the trees to be planted.**

**Contractors were unable to source the trees in the recommended sizes and therefore members also resolved to give delegated authority to the Clerk in conjunction with the Chair and Cllr McGrath to seek quotes for the chosen tree species in the correct sizes and award on best value and/or availability.**

**It was also noted by members that a recommendation would be made to Full Council in January 2024 to fund the tree re planting and ongoing maintenance from the Trees EMR.**

**c) Hedge re planting**

It was confirmed to members that 3 quotes had been sought for whip planting to fill in the gaps in between the hedging running along the driveway at Windlesham Cemetery but just one contractor had responded. Members reviewed the quote and were asked if they would like to proceed or defer until a maintenance plan had been drawn up for the cemetery.

**Members unanimously resolved to proceed with the hedge planting and to proceed with the quote presented. Members also agreed to spend up to £1000 on the hedge planting and any associated costs and agreed that the work would be funded from the Windlesham CIL.**

**d) Memorial Safety Inspections**

Members were given an update from the Assistant Clerk regarding the current status of the Memorial Safety inspections in Windlesham Cemetery. It was confirmed that the safety inspections are complete with 149 memorials having been laid down. It was reported that some grave owners are in the process of fixing their memorials, but some memorials will remain laid down if grave owners decide not to repair or grave owners are deceased and no family members have come forward to take ownership of the grave.

It was also confirmed that where memorials have been laid down, safety notices have not been immediately removed to allow time for those relatives visiting the cemetery over Christmas to view them. It was also reported and noted by members that although it was initially thought that the notices could be removed in January, after seeking further advice from the ICCM, it has been recommended the notices stay in situ until at least Spring 2024 to allow families at 6 months to view them. After this time, additional notices will be placed at the entrances to the cemetery to ensure there is still communication available regarding the testing. Of those 7 memorials which required a structural survey, the structural engineer recommended signage was placed around 4 memorials

**Clerk, Chair & Cllr McGrath**

due to their low or medium risk and it was confirmed this signage will not be removed until the memorials have been fixed.

#### Historical Memorials

Members were also given an update regarding the Historical Memorials, and it was reported that following a walk around of the cemetery with Cllr Lewis, Cllr Marr, Cllr Richardson, Moira Nairn (local historian) and the Assistant Clerk, a list of memorials of historical importance was compiled, taking the following into consideration-

- War graves
- Historical merit
- Aesthetical merit
- Its position in the cemetery

It was noted that those memorials which require repair are to be given priority over those which require cleaning only as the agreement to spend is for repair only.

Cllr Lewis raised concerns that the safety report received did not detail exactly what was wrong with each failed memorial and that in her opinion, it did not follow ICCM policies. Cllr Lewis also suggested that in the future there is a more comprehensive report available detailing a precise reason each memorial failed so this can be passed onto grave owners.

The Assistant Clerk confirmed that the Council engaged an employee of the ICCM to carry out the memorial testing and it was carried out as per the ICCM guidance, with the report containing all the required information. The Assistant Clerk also confirmed that once a memorial had failed, it was the grave owner's responsibility to instruct a stonemason to repair and ensure it was safe.

Cllr Lewis and Cllr Richardson also raised some concerns about individuals and members unanimously resolved to move the rest of the item to Confidential.

#### **e) Noticeboards**

Members were presented with 2 quotes for new noticeboards obtained in Summer 2023 to give them an idea of the cost involved in replacing the 3 noticeboards in the cemetery.

Members were asked to decide if they would like to replace the noticeboards and if so, with either wood or metal?

**Members unanimously resolved to seek quotes for new wooden noticeboards and for the renovation of the existing noticeboards in the cemetery.**

**Assistant Clerk**



	<p><b>Members also agreed to seek quotes for Noticeboards which match those in the rest of the Parish.</b></p> <p><b>f) Dispensation request</b></p> <p>Members were informed of a dispensation request from a family who wish to inter the ashes of their late father. Their father moved out of Windlesham in 2012 and is therefore classed as a non-resident but the family would like members to take into consideration the deceased's prior residency in Windlesham and are asking that the interment be charged at the resident fee.</p> <p>Members were provided with correspondence from the family and were asked if they would like to grant the dispensation request.</p> <p><b>Members unanimously resolved to not grant the dispensation request and agreed the non-resident rate should apply.</b></p>	
<p><b>WVC/23/55</b></p>	<p><b>To consider refurbishment/replacement of Windmill Field Playground</b></p> <p>Members were reminded that at the September 2023 Committee Meeting members decided to consult with Windlesham residents with regards to the refurbishment/replacement of Windmill Field Playground. It was discussed that posters which included a QR code to a survey were published on Facebook, placed in noticeboards and at the playground. Members were informed 46 residents had responded to the survey and were presented with the results which they were asked to review in order to make a decision if they would like to proceed with a complete replacement of the playground, a complete refurbishment including new safety surfacing or the essential repair of existing equipment to include repair of the safety surfacing.</p> <p><b>Members unanimously resolved to proceed with a complete replacement of the Windmill Field playground and agreed that the Assistant Clerk would proceed with seeking indicative quotes from playground suppliers to include swings (a flat seat and a cradle seat), climbing equipment, slides and an accessible roundabout and/or other accessible equipment. It was also agreed to keep the flooring as a combination of safety surface and grass to help with drainage.</b></p> <p><b>There was a lot of discussion regarding the age groups which the playground should provide for. It was agreed that as these were indicative, quotes should be sought for varying age ranges and brought back to members at the next Committee meeting.</b></p> <p>Members discussed funding options for the playground and indicated they would like to consider funding as follows. Although it is to be noted that funding will be officially agreed when a firm budget for the playground has been determined-</p>	<p><b>Assistant Clerk</b></p>

	<p>£3,000 from the Playground Repairs and Renewal budget line</p> <p>£5K from the Full Council Play area Repairs &amp; Renewals EMR (will require approval from Full Council)</p> <p>Approx £14,000 from the Windlesham CIL</p> <p>Approx £22,000 from SCC and SHBC funding</p>	
<p><b>WVC/23/56</b></p>	<p><b>Bosman Drive Tree replanting</b></p> <p>It was reported that following a Parish wide tree survey in 2022, it had been necessary to complete essential tree maintenance on a number of trees (under TPO) on Bosman Drive and this has included the felling of 3 trees. It was also reported that the Horse Chestnut tree at the same location had deteriorated in condition and following an application to SHBC, it was confirmed a replacement tree should be planted in order to establish for a few seasons before the original tree is inevitably removed.</p> <p>It was also discussed that a sapling from the original Horse Chestnut tree had been grown by a resident and following advice from the Tree Officer it was confirmed that it could be planted, but only as an 'extra'.</p> <p>Members were asked to decide what species of tree they would like to plant and if they would like to proceed with either of the quotes presented.</p> <p><b>Members unanimously resolved to plant 1 x Western Hemlock and 2 x Liriodendron Tulip trees in replacement for the 3 trees which were felled at Bosman Drive.</b></p> <p><b>It was also agreed that the Horse Chestnut tree would be planted as recommended and that the residents Horse Chestnut tree sapling should be planted by Council appointed contractors along with the other trees but would not form part of the 'essential' tree re planting required by SHBC. However, a formal decision regarding the ongoing maintenance of the Horse Chestnut tree sapling was not made apart from asking residents to become involved in its care.</b></p> <p><b>Members unanimously resolved to make an in-principal decision to proceed with Quote 2 as long as the contractor could source the trees at a larger size. Members also resolved to give delegated authority to the Clerk in conjunction with the Chair and Cllr McGrath to seek quotes from alternative tree suppliers should the contractor be unable to source at the required size and award based on best value and/or availability.</b></p> <p><b>It was also noted that a recommendation would be made to Full Council in January 2024 to fund the tree re planting and ongoing maintenance from the Trees EMR.</b></p>	<p><b>Clerk, Chair &amp; Cllr McGrath</b></p>

<p><b>WVC/23/57</b></p>	<p><b>Grants</b></p> <p>Members are asked to consider the attached grant application from Surrey Heath Neighbourhood Watch. Members were asked to note that this grant will cover the whole Parish and Bagshot and Lightwater Committees have already committed £150 each. Members were asked to decide if they wish to grant £150 to the Surrey Heath Neighbourhood Watch.</p> <p><b>Members unanimously resolved to grant the Surrey Neighbourhood Watch £150.</b></p>	
<p><b>WVC/23/58</b></p>	<p><b>Clerks Update</b></p> <p><u>War Memorial</u></p> <p>It was reported that the Windlesham War Memorial has recently been cleaned. It was also confirmed that as the memorial is over 6ft, the office is in the process of obtaining quotes from structural engineers for a full survey which will highlight any areas of repair required.</p> <p>As well as quotes for repair, members requested quotes for re doing the lettering and the addition of a further soldiers name on to the memorial.</p> <p><u>Tree Lights switch on- 2nd December at 4pm</u></p> <p>It was confirmed the SHBC Mayor, Cllr Tedder had been invited to officially switch on the Windlesham Christmas tree lights, with the invitation also extended to the Windlesham Scouts will also be in attendance and the Borough Councillors.</p>	
<p><b>WVC/23/59</b></p>	<p><b>CONFIDENTIAL</b></p> <p><u>Historic memorials</u></p> <p>Members were informed 4 stonemasons had been contacted to quote for the historic memorials and of those 2 responded with a quote.</p> <p><b>Members requested more information on individual contractors and in order to avoid any conflict of interest they unanimously resolved to proceed with Quote 1 to include the repair of 9 memorials- A1, A3, E27, Q1, R1, C7, A32, A36 (&amp; A37) and C3 with the spend to be taken from the Cemeteries EMR.</b></p> <p><b>It was also agreed to defer the restoration of the memorials on graves B33, K14, Vault 1 (Baillieu) and R17 until the agreed stonemason had completed the essential repair work on the other memorials.</b></p> <p><b>It was noted that there was also a quote for the cleaning of the memorial on graves A10 &amp; A11. Due to there being no agreed</b></p>	

	<p><b>budget for cleaning, it was resolved to make a recommendation to Full Council for the cleaning costs of identified historical memorials to be taken from the Cemeteries EMR.</b></p>	
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**Members also agreed to arrange a further visit (preferably a Monday) to the Cemetery with Moria Nairn in the New Year to identify any further memorials of historical importance with a view to seeking further quotes.**

**There being no further business, the meeting closed at 21:50.**

**Item 7 - Committee Finances - An Income & Expenditure report prepared by the Council's Responsible Financial Officer**

**INCOME AND EXPENDITURE REPORT AS AT 26 February 24  
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	48,507	56,700
- Allotment fees	390	425
- Precept	86,948	86,948
- Other income	38	0
- Interest received	2,947	1,263
- CIL income (see note below)	21,628	0
- Field of Remembrance	264	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.

Note that the Field of Remembrance income has reduced from the £529 shown previously due to a 50% credit issued against the original invoice raised as agreed at the Full Council meeting on 26 September 23 (C/23/84).

Allotment invoice has reduced from the last report as a result of credit notes being issued for Parishoners who have not paid for 2023-4 and who have relinquished their allotment.

**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 26 February 24 is £136,425 of which £11,318 has been transferred from an EMR. Net expenditure is therefore £125,107 reflecting 79.0% of the annual budget spend, around 10% below expectations based on an even spread of costs.

For the 1 April 23 to 26 February 24 the following points should be noted:

<b>Account</b>	<b>Description</b>	<b>Actual</b>	<b>Budget</b>	<b>Comments</b>
500/4060	Cemetery Maintenance	33,650	32,498	Includes £7,925 regarding Memorial testing project which has been transferred from the Cemeteries EMR
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	7,584	7,250	Various tree works in WPC (top level cost) incl £73 recent expenditure that has been transferred from the Tree Works EMR
510/4220	Playground Rep & Renew	402	4,000	Charges relating to the renewal of swings
525/4430	Licences & Subscriptions	998	1,628	Annual subscription for office software system (Rialtas)
525/4440	ICT Costs	2,111	1,250	One off annual charges for Microsoft Office subscription/IT support and hardware for new staff. The balance also includes £779 (total cost £3,116) related to the purchase of laptops for staff members.
525/4600	Annual Meeting/Civic Costs	437	500	Covers Civic Meeting held recently
540/4650	Grants	5,134	8,000	Covers: Windlesham FOR waste disposal - £3,500; 1st Windlesham Scouts camping equipment - £484; Harper Asprey veterinary x-ray machine - £1,000; Neighbourhood Watch newsletter - £150.
		53,486	57,860	
	Other expenditure	82,939	100,397	Includes Greenspace contract - £18,198; Staff & Councillors - £41,933
		136,425	158,257	
<i>Expenditure as % of budget</i>		86.2%		

Costs of £125 was incurred in cleaning the War Memorial though are not reflected in the above figures. These costs will be booked on receipt of the invoice.

Detailed Income & Expenditure by Budget Heading 12/02/2024

Month No: 11

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Windlesham</b>								
<u>500 Windlesham Cemetery</u>								
1000 Burial fees	5,088	48,507	56,700	8,193			85.6%	
Windlesham Cemetery :- Income	<b>5,088</b>	<b>48,507</b>	<b>56,700</b>	<b>8,193</b>			<b>85.6%</b>	<b>0</b>
4005 Ashes interment	0	4,470	4,765	295		295	93.8%	
4050 Rates	0	1,123	1,200	78		78	93.5%	
4060 Maintenance	1,510	33,650	32,498	(1,152)		(1,152)	103.5%	7,925
Windlesham Cemetery :- Indirect Expenditure	<b>1,510</b>	<b>39,242</b>	<b>38,463</b>	<b>(779)</b>	<b>0</b>	<b>(779)</b>	<b>102.0%</b>	<b>7,925</b>
<b>Net Income over Expenditure</b>	<b>3,578</b>	<b>9,265</b>	<b>18,237</b>	<b>8,972</b>				
6000 plus Transfer from EMR	1,510	7,925						
<b>Movement to/(from) Gen Reserve</b>	<b>5,088</b>	<b>17,190</b>						
<u>505 Windlesham Heritage</u>								
4100 War Memorial	0	263	500	238		238	52.5%	
Windlesham Heritage :- Indirect Expenditure	<b>0</b>	<b>263</b>	<b>500</b>	<b>238</b>	<b>0</b>	<b>238</b>	<b>52.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(263)</b>	<b>(500)</b>	<b>(238)</b>				
<u>510 Windlesham Grounds Maintenance</u>								
4160 Greenspace Contingency	0	1,438	1,000	(438)		(438)	143.8%	1,270
4165 Greenspace Contract	1,651	18,198	20,759	2,561		2,561	87.7%	
4185 Planting	0	1,732	1,734	3		3	99.9%	
4190 Christmas Trees	0	1,815	1,000	(815)		(815)	181.5%	
4195 Tree Maintenance/Surgery	73	7,584	7,250	(334)		(334)	104.6%	73
4220 Playground Repairs & Renewal	0	402	4,000	3,599		3,599	10.0%	
Windlesham Grounds Maintenance :- Indirect Expenditure	<b>1,724</b>	<b>31,168</b>	<b>35,743</b>	<b>4,575</b>	<b>0</b>	<b>4,575</b>	<b>87.2%</b>	<b>1,342</b>
<b>Net Expenditure</b>	<b>(1,724)</b>	<b>(31,168)</b>	<b>(35,743)</b>	<b>(4,575)</b>				
6000 plus Transfer from EMR	73	1,342						
<b>Movement to/(from) Gen Reserve</b>	<b>(1,651)</b>	<b>(29,825)</b>						
<u>515 Windlesham Allotments</u>								
1030 Allotment Fees	(9)	390	425	35			91.7%	
Windlesham Allotments :- Income	<b>(9)</b>	<b>390</b>	<b>425</b>	<b>35</b>			<b>91.7%</b>	<b>0</b>
4060 Maintenance	0	198	1,250	1,052		1,052	15.8%	

Detailed Income & Expenditure by Budget Heading 12/02/2024

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Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4070 Allotment Refunds	0	3	25	23		23	10.0%	
Windlesham Allotments :- Indirect Expenditure	<u>0</u>	<u>200</u>	<u>1,275</u>	<u>1,075</u>	<u>0</u>	<u>1,075</u>	<u>15.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(9)</u></b>	<b><u>190</u></b>	<b><u>(850)</u></b>	<b><u>(1,040)</u></b>				
<u>520 Windlesham Staffing</u>								
4300 Salaries	1,948	22,703	25,807	3,104		3,104	88.0%	
4340 Local Government Pension	564	5,773	8,464	2,691		2,691	68.2%	
4345 HMRC Payroll	478	5,718	7,738	2,020		2,020	73.9%	
4350 Training	120	165	520	355		355	31.7%	
Windlesham Staffing :- Indirect Expenditure	<u>3,111</u>	<u>34,359</u>	<u>42,529</u>	<u>8,170</u>	<u>0</u>	<u>8,170</u>	<u>80.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(3,111)</u></b>	<b><u>(34,359)</u></b>	<b><u>(42,529)</u></b>	<b><u>(8,170)</u></b>				
<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	589	2,947	1,263	(1,684)			233.3%	
1950 CIL Income	0	21,628	0	(21,628)			0.0%	21,628
Windlesham Administration :- Income	<u>589</u>	<u>111,560</u>	<u>88,211</u>	<u>(23,349)</u>			<u>126.5%</u>	<u>21,628</u>
4350 Training	0	101	0	(101)		(101)	0.0%	
4380 Elections	0	1,272	1,000	(272)		(272)	127.2%	1,272
4400 Legal/HR/Recruitment Costs	0	1,230	1,750	520		520	70.3%	
4410 Cleaner	0	0	188	188		188	0.0%	
4415 Insurance	0	1,158	1,064	(94)		(94)	108.9%	
4420 Finance System	0	324	550	226		226	58.8%	
4425 External Finance Support	0	102	750	648		648	13.6%	
4430 Licences & Subscription	0	998	1,628	630		630	61.3%	
4435 Office Expenses	54	435	500	65		65	87.0%	
4440 ICT Costs	11	2,111	1,250	(861)		(861)	168.9%	779
4445 Audit	0	(42)	525	567		567	(8.0%)	
4455 Telecoms & Security	0	372	459	87		87	81.0%	
4550 Office Building Costs	0	95	0	(95)		(95)	0.0%	
4555 HMLD Building Costs	10	10	0	(10)		(10)	0.0%	
4600 Annual Meeting & Civic Costs	0	437	500	63		63	87.5%	
4950 Hall Hire	25	318	525	207		207	60.6%	
Windlesham Administration :- Indirect Expenditure	<u>100</u>	<u>8,922</u>	<u>10,689</u>	<u>1,767</u>	<u>0</u>	<u>1,767</u>	<u>83.5%</u>	<u>2,051</u>
<b>Net Income over Expenditure</b>	<b><u>489</u></b>	<b><u>102,637</u></b>	<b><u>77,522</u></b>	<b><u>(25,115)</u></b>				
6000 plus Transfer from EMR	0	2,051						
6001 less Transfer to EMR	0	21,628						
<b>Movement to/(from) Gen Reserve</b>	<b><u>489</u></b>	<b><u>83,060</u></b>						



## Detailed Income &amp; Expenditure by Budget Heading 12/02/2024

Month No: 11

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>530 Windlesham Councillors</u>								
4500 Cllr Allowances, Training & Ex	692	7,574	8,333	759		759	90.9%	
Windlesham Councillors :- Indirect Expenditure	<b>692</b>	<b>7,574</b>	<b>8,333</b>	<b>759</b>	<b>0</b>	<b>759</b>	<b>90.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(692)</b>	<b>(7,574)</b>	<b>(8,333)</b>	<b>(759)</b>				
<u>535 Windlesham Council Buildings</u>								
4060 Maintenance	0	1,785	2,500	715		715	71.4%	
4525 Bagshot Chapel Building Costs	646	669	2,000	1,331		1,331	33.4%	
4550 Office Building Costs	0	1,527	1,500	(27)		(27)	101.8%	
4555 HMLD Building Costs	77	1,732	2,000	268		268	86.6%	
Windlesham Council Buildings :- Indirect Expenditure	<b>723</b>	<b>5,713</b>	<b>8,000</b>	<b>2,287</b>	<b>0</b>	<b>2,287</b>	<b>71.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(723)</b>	<b>(5,713)</b>	<b>(8,000)</b>	<b>(2,287)</b>				
<u>540 Windlesham Grants</u>								
4650 Grants	0	5,134	8,000	2,866		2,866	64.2%	
Windlesham Grants :- Indirect Expenditure	<b>0</b>	<b>5,134</b>	<b>8,000</b>	<b>2,866</b>	<b>0</b>	<b>2,866</b>	<b>64.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(5,134)</b>	<b>(8,000)</b>	<b>(2,866)</b>				
<u>550 Windlesham Capital Projects</u>								
4915 Festive Lights	0	3,850	4,725	875		875	81.5%	
Windlesham Capital Projects :- Indirect Expenditure	<b>0</b>	<b>3,850</b>	<b>4,725</b>	<b>875</b>	<b>0</b>	<b>875</b>	<b>81.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,850)</b>	<b>(4,725)</b>	<b>(875)</b>				
<u>555 Windlesham Field of Remembranc</u>								
1040 Field of Remembrance Income	0	264	1,593	1,329			16.6%	
Windlesham Field of Remembranc :- Income	<b>0</b>	<b>264</b>	<b>1,593</b>	<b>1,329</b>			<b>16.6%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>264</b>	<b>1,593</b>	<b>1,329</b>				
Windlesham :- Income	<b>5,668</b>	<b>160,721</b>	<b>146,929</b>	<b>(13,792)</b>			<b>109.4%</b>	
Expenditure	<b>7,859</b>	<b>136,425</b>	<b>158,257</b>	<b>21,832</b>	<b>0</b>	<b>21,832</b>	<b>86.2%</b>	
<b>Net Income over Expenditure</b>	<b>(2,192)</b>	<b>24,296</b>	<b>(11,328)</b>	<b>(35,624)</b>				
plus Transfer from EMR	<b>1,582</b>	<b>11,318</b>						
less Transfer to EMR	<b>0</b>	<b>21,628</b>						
<b>Movement to/(from) Gen Reserve</b>	<b>(609)</b>	<b>13,986</b>						

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## Detailed Income &amp; Expenditure by Budget Heading 12/02/2024

Month No: 11

Committee Report

	Actual Current	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	5,668	160,721	146,929	(13,792)			109.4%	
Expenditure	7,859	136,425	158,257	21,832	0	21,832	86.2%	
<b>Net Income over Expenditure</b>	<b>(2,192)</b>	<b>24,296</b>	<b>(11,328)</b>	<b>(35,624)</b>				
plus Transfer from EMR	1,582	11,318						
less Transfer to EMR	0	21,628						
<b>Movement to/(from) Gen Reserve</b>	<b>(609)</b>	<b>13,986</b>						

## Item 8- Windlesham Cemetery

### a) Historical Memorials

#### Repairs Phase 1:

At the November 2023 Windlesham Committee meeting, it was agreed to repair 9 memorials A1, A3, E27, Q1, R1, C7, A32, A36 (& A37) and C3 and the repair of these memorials was completed in January.

It was also agreed to defer the restoration of the memorials on graves B33, K14, Vault 1 (Baillieu) and R17 until the stonemason had completed the essential repair work on the other memorials. It is to be noted that the memorial on grave A1 was not repaired and will be included in this phase.

Members inspected the memorials which had been repaired and overall, it was reported that the repairs had been carried out carefully and professionally. Although, Cllr Marr did comment that a couple of the repaired gravestones cleaned up exceptionally white and asked that this be a consideration with repairs going forward to ensure there is a cohesive appearance within the cemetery as a whole.

Members are asked to decide if they would like to proceed with the repairs of the memorials on graves B33, K14, Vault 1 (Baillieu), R17 and A1 as per the quotes detailed below.




Grave Number	Main Name	Quote 1 Repair + clean Ex VAT	Quote1 Renovation to include clean, re pointing and tidy of the grave area Ex VAT
A1	Annie Rose Delavoye	£180	
B33	Mary Emery Cornelius		£750
K14	Cawthorne		£260
Vault 1	Clive Baillieu		£900
R17	Julia Clark		£750




#### Repairs phase 2:




On the 29<sup>th</sup> January, Cllr Richardson, Cllr Marr and Cllr McGrath met with local historian Moira Nairn and using the criteria below, identified 24 additional memorials which they wished to seek quotes for repair.




- War graves
- Historical merit
- Aesthetical merit
- Its position in the cemetery





Memorials-

Grave number	Name	Photo	Additional Information/Reason for considering repair
D12/13/14	Traill		War graves
L14/15	Mason		This is a war grave. James died in 1917. Son of Richard Mason, renowned Windlesham nurseryman.
A20	Eleanor Adelaide Lee		Position in Cemetery
A16	Olivia Beatrice Adelaide Miles		Position in Cemetery
A13	Charles Bathurst Fendall		Historical. Both Charles and his wife Frances are associated with Woodcote House School. Charles was also a clergyman. Their grandson is remembered on Windlesham War Memorial.




AX5	Thyra Lane		Position in Cemetery
AX1	Margaret Eliza Bradshaw		Position in Cemetery
A1-a	Ellen Ethel Hastilow		Position in Cemetery

B1	Frances Bradshaw			Aesthetical merit
S14	William Charles Lee			Historical. Of the Rest houses
S24	Frank Baigent			Historical

T3	Harriet Rose Smith			Aesthetical merit
G1	Thomas Kemsley			Position in cemetery
D16	William Wray			

D24	Phyllis Lucy Smithers			Position in cemetery
F19	Eliza and Alfred Fry			
D9	Henrietta Hastilow			
D8	Eliza Neate			



E3	Mary Pears/Jane Baigent		
F2	Alice Fear		
E17	Anthony Warton Baigent		<p>War service. Also contains mention of their son who died in 1944 aged 19, an air gunner in the RAF V.R.</p>

## Quotes

Three stonemasons were contacted to quote for the repair of the above memorials but only one company responded with the following quote:

Grave Number	Main Name	Repair (with dowel & foundation if required) + clean Ex VAT	Clean only Ex VAT
D12/13/14	Traill	£250	
L14/15	Mason	£200	
A20	Eleanor Adelaide Lee	£180	
A16	Olivia Beatrice Adelaide Miles	£200	
A13	Charles Bathurst Fendall	£200	
AX5	Thyra Lane	£150	
AX1	Margaret Eliza Bradshaw	£180	
A1-a	Ellen Ethel Hastilow	£200	
B1	Frances Bradshaw	£180	
S14	William Charles Lee	£180	
S24	Frank Baigent	£180	
T3	Harriet Rose Smith	£200	
G1	Thomas Kemsley	£180	
D16	William Wray	£190	
D24	Phylis Lucy Smithers	£180	
F19	Eliza and Alfred Fry	£200	
D9	Henrietta Hastilow	£180	
D8	Eliza Neate	£180	
E3	Mary Pears/Jane Baigent	£190	
F2	Alice Fear		£100
E17	Anthony Warton Baigent	£200	
<b>Total</b>		<b>£3800</b>	<b>£100</b>
<b>Overall total</b>	<b>£3900</b>		

## Funding

It is noted that at the Full Council meeting in July 2023, it was agreed a spend of up to £10-15k from the cemeteries earmarked reserve to comply with ICCM recommendations and to complete necessary works on historical memorials at Windlesham cemetery.

The laying down of the memorials in Windlesham Cemetery cost £5,215 and therefore the committee had up to £9,785 to spend on reinstating historic memorials.

Please note this spend is to include the essential repair of the memorial only. If members wished to include the cleaning of identified memorials, a recommendation should be made to Full Council for further funds from the Cemeteries EMR.

#### Costs

Maximum £15,000 agreed spend from Cemeteries EMR

Laying down of memorials = £5,215 (paid)

Phase 1 Repairs Part 1 = £1,510 (paid)

Phase 1 Repairs Part 2 = £2,840 (spend agreed at November 2023 meeting)

Phase 2 Repairs = £3,900

**Members are asked to confirm if they would like to proceed with the repair of the additional 24 memorials with funds to be taken from the Cemeteries EMR and if so, would they like to proceed with the quote as presented.**

## Item 8- Windlesham Cemetery

### b) Windlesham Cemetery Noticeboards

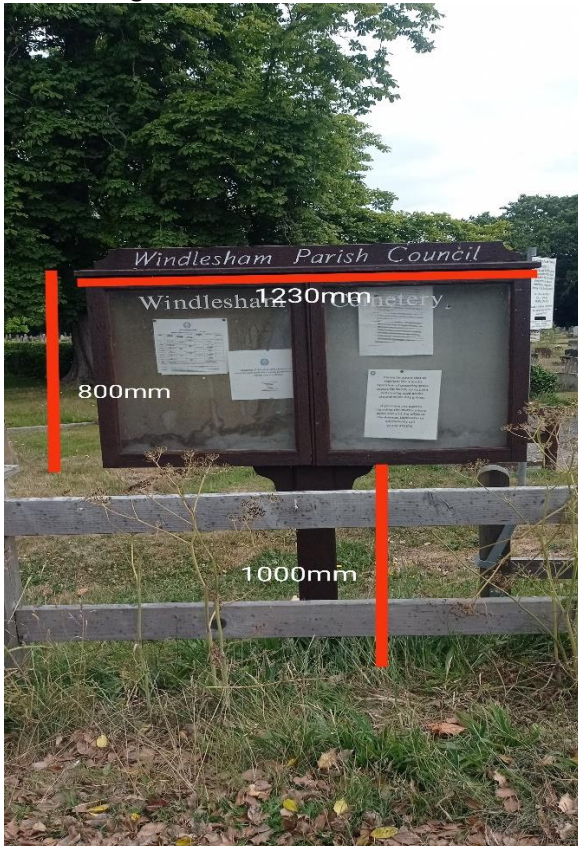
At the November 2023 Committee meeting, members resolved to seek quotes to either restore and/or replace the existing wooden noticeboards in the cemetery. Members also requested a quote from the company who supplied the metal noticeboards in the rest of the Parish.

5 companies were approached and asked to quote to the following specification and 3 companies responded:

#### CURRENT NOTICEBOARDS:

Windlesham Cemetery – Roadside (has an additional top section with Windlesham Parish Council on)

- CURRENT BOARD – 1230mm width, 800mm height, 1000mm from ground. This currently gives clearance of 60mm from the top of the fence to the bottom of the actual noticeboard, but 1250mm from the ground would perhaps be better, as the ground drops away and the path outside is raised above the ground that the noticeboard is fixed into.



Windlesham Cemetery – New Extension Section

– CURRENT BOARD– poster/landscape – lockable – 910mm width, 850mm height, 900mm from ground total height 1750mm height



Windlesham Cemetery – Very Old & Old Sections

CURRENT - A DOUBLE-SIDED BOARD - double sided poster/landscape – 1440mm width with external posts /1200mm width for actual frame of noticeboard, 800mm height, 900mm from

ground.



Quotes- Wooden Noticeboards


It is to be noted that the noticeboard companies were unable to quote for an exact replacement as their boards are premade in set sizes and only carpenters were able to offer a bespoke service.

		Cost EX VAT
<p><b>Quote 1</b></p>	<p>In this contractor's opinion, all 3 noticeboards were structurally unsound and therefore he quoted for a complete replacement of all 3 noticeboards.</p> <p>Machine, assemble, glaze (safety glass or Polycarbonate tbc) and install a like for like notice board made from hardwood (SAPELE &amp; MERANTI hardwoods (mahogany substitutes)) and finished in sadolin extra durable wood stain.</p> <p>I will do the double sided non opening board at a reduced rate of £1800 assuming that all 3 boards are ordered together at the same time.</p> <p>The Windlesham Parish council sign I will explore the possibility of re using / refurbishing the existing, but should this not be suitable I would look to replace. I specialise in a wide array of interior and exterior bespoke carpentry &amp; Joinery, please feel free to browse my recently completed projects.</p> <p>NB. This contractor is a carpenter and although he has completed noticeboard projects in the past, he has no photographs of these projects available. He has confirmed the joinery process is essentially the same as making casement windows to fit on the front of a frame instead of inside. He also has access to a large CNC machine so if the Windlesham Parish Council sign is not reuseable, he could get one engraved.</p> <p>This contractor has confirmed the same noticeboards made from Seasoned prepared white oak- (European/American) would be 40% more expensive and Sapele wood has the same life expectancy/durability).</p>	<p><b>£1800 per board = £5400 + Installation + Removal of old noticeboards</b></p>

<p><b>Quote 2</b></p>	<p><u>Oak Noticeboard (semi-seasoned Oak)</u>  Price includes 4mm clear polycarbonate window, secure hinge and locking mechanisms, gas struts on all top openers and a magnetic back board.</p> <p><u>Roadside- (current board is 1230mm x 800mm)</u>  Visual Area A0- 1188mm x 841mm  A0- Double door</p> <p>Oak Headerboard  Example:</p>  <p><u>New Extension-</u></p> <p>Visual area A0- 1188mm x 841mm  A0- Single door</p>  <p><u>Old sections- (this company do not offer a back-to-back option and therefore members will need to consider siting a 4<sup>th</sup> noticeboard on the other side of the path and this may need planning permission as the Cemetery is in a conservation area)</u></p> <p>Visual area A0- 1188mm x 841mm  A0- Single door</p>	<p>£2478.00</p> <p>£314.00</p> <p>£2413.00</p> <p>£2413.00 x 2  = £4,826.00</p>
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	Delivery	To be advised on order
	Installation	To be advised on order
	Removal of existing Noticeboards	TBA
	Total	<b>Approx</b> <b>£10,031.00</b> <b>+ Delivery,</b> <b>Installation</b> <b>&amp; Removal</b>



<p><b>Quote 2</b></p>	<p>WINDLESHAM CEMETERY – ROADSIDE</p> <p>Light Oak Stain Finish to whole board</p> <p>Two Bay 6 x A4 Landscape Noticeboard (O/a size 1550mm wide x 767mm high)</p> <p>Both Bays Toughened Glass/Lockable, Oak/Tricoya Back</p> <p>Header For Single Bay 6A4 Landscape or 9A4 Portrait Noticeboard, Straight Pattern 95mm, Oak</p> <p>Signwriting for Oak headers, Cost per character in vinyl lettering.</p> <p>Oak Post Kit (Pair of 2400mm x 75mm square oak posts + screws for fixing to rear of noticeboards under 2000mm wide)</p>	<p>£1,864.59</p>
 <p>D6A4/O Oak board with Straight header, cut vinyl lettering &amp; Light Oak finish. (Concrete spurs supplied by client)</p>		
	<p>WINDLESHAM CEMETERY (NEW SECTION)</p> <p>Light Oak Stain Finish to whole board</p> <p>Single Bay 8 x A4 Landscape Noticeboard (O/a size 1010mm wide x 767mm high)</p> <p>Toughened Glass/Lockable, Oak/Tricoya Back</p> <p>Header For Single Bay 8A4 Landscape Man-Made Timber Noticeboard, Straight Pattern 95mm</p> <p>Signwriting for AF headers, Cost per character in vinyl lettering.</p> <p>Oak Post Kit (Pair of 2400mm x 75mm square oak posts + screws for fixing to rear of noticeboards under 2000mm wide)</p>	<p>£1,226.46</p>



WINDELSHAM CEMETERY VERY OLD & OLD SECTIONS

Light Oak Stain Finish to whole board

£4,284.40

Two Bay 9 x A4 Portrait Noticeboard (O/a size 1550mm wide x 1064mm high) Both Bays Toughened Glass/Lockable, Oak/Tricoya Back

Header For Two Bay 6A4 Landscape or 9A4 Portrait Noticeboard, Straight Pattern 95mm, Oak

Signwriting for Oak headers, Cost per character in vinyl lettering.

Oak Post Kit (Pair of 2400mm x 120mm square oak posts + screws for fixing to rear of noticeboards under 2000mm wide)

(Due to size of noticeboard in old and old old sections 2 x two bay noticeboards have been quoted. This company do not offer a back-to-back option and therefore members will need to consider siting a 4<sup>th</sup> noticeboard on the other side of the path and this may need planning permission as the Cemetery is in a conservation area)



Dedicated Courier Large Van

£153.30

Total for Noticeboards

£7,528.75

Removal of old noticeboards

TBA

Installation of old noticeboards

TBA

Total

**£7,682.05 +  
Installation +  
Removal**

Quote for Metal Noticeboard (same as those situated in the rest of the Parish)

		Price EX VAT
Quote 1	<p><u>Cemetery Roadside</u> Supply new Security Notice Board 80mm deep. To size 1200mm(h) x 1450mm(w) overall (including header), landscape, comprising of 2 equal door areas, the door elements to be right and left hinged with front key locks, 4mm toughened glass glazing and an internal magnetic backboard with approx visual areas 841mm(h) x 594mm (w) (A1 size) The board comes with a fabricated aluminium header and mounted onto a pair of 80mm sq aluminium posts @3m overall length. All powder coated to a RAL colour of your choice Vinyl lettering applied to the board to agreed wording.</p>	£1780.00
	<p><u>Cemetery new extension</u> Supply new Security Notice Board 80mm deep. To size 850mm(h) x 910mm(w) overall, landscape, comprising of a single door area, the door to be left hinged with front key lock, 4mm toughened glass glazing and an internal magnetic backboard All powder coated to a RAL colour of your choice header and mounted onto a pair of 80mm sq aluminium posts @3m overall length Vinyl lettering applied to the board to agreed wording</p>	£1548.00
	<p><u>Cemetery old sections</u> Supply new Security Notice Board 160mm deep. Board to be double sided to the following specifications One side to have single glazed area A0 size (display 1189mm x 841mm) and the reverse to have a 2 doors with display areas A1 size (841mm x 584mm) All come with 4mm toughened glass glazing and front locks Mounted onto a pair of 160mm x 80mm box section aluminium posts @3m overall length. All powder coated to a RAL colour of your choice Vinyl lettering applied to the board to agreed wording. Please note one side would be a single glazed area and the other 2 single doors due to the significant weight of the hinged side).</p>	£3760.00
	<b>Total</b>	<b>£7,088.00 + Installation + Removal of old noticeboards</b>

Funding options

Windlesham CIL = £59,830

Village Reserve = £10,279.15

Windlesham Cemetery EMR (not available until 2024/25) = £25,000

**Members are asked to consider the quotes presented and decide if they would like to proceed with one of the quotes, agree an upper spend and decide how to fund the project.**

## **Item 8- Windlesham Cemetery**

### **c) War Memorial**

#### **Structural Survey**

Quotes have been sought for a structural survey to assess the War Memorial in Windlesham Cemetery, including a schedule of repairs and a detailed method statement for any proposed repair works. Initial quotes have come in at approximately £550 - £600 Ex VAT.

On checking the past resolution regarding funding for memorials over 6 foot, it was confirmed that this decision did not include the War Memorial surveys. Therefore, as all 3 War Memorials in the villages need to be surveyed, a decision on funding and appointing a surveyor will be taken to the March Full Council meeting.

#### **Re lettering of the War Memorial**

Three companies have been approached to quote for the re lettering work on the War Memorial. So far, only one company has responded with a quote of £1900 Ex VAT. The operations Co Ordinator is currently seeking further quotes which will be presented along with repair quotes to members at the next Committee meeting.

## Item 8- Windlesham Cemetery

### d) Cemetery Maintenance

#### Cemetery maintenance update

The cemetery greenspace contractor has confirmed grass cutting will resume in early March, or a little earlier depending how wet the ground is. He has also confirmed that over the past few weeks a lot of time has been spent tidying up the 'old old' section of the cemetery, ensuring the grass is kept short.

As well as grass cutting, over the coming weeks, they will be concentrating on tidying up the hedging in preparation for the whip planting of the new hedge and the weeding of the pathways.

#### No Mow May

Members are to be advised the Cemetery was not included in the No Mow May initiative last year and it is suggested that the grass continues to be cut throughout May, although members could consider designating a small area away from headstones to No Mow May.

**Members are asked to confirm if they wish to designate a small area of the cemetery to No Mow May.**

## **Item 8- Windlesham Cemetery**

### **e) Tree and hedge re planting- update**

At the 29<sup>th</sup> November Committee meeting, members unanimously resolved to plant 2 x Hornbeam trees and 1 x Sweet Chestnut tree along the cemetery driveway and 2 x Liriodendron Tulip trees in the old and new sections.

It was subsequently unanimously resolved to approve the recommendation from Windlesham Committee to replant the trees in Windlesham Cemetery, spending up to a value of £1,910 to be funded from the Tree EMR.

Unfortunately, the Sweet Chestnut tree was unavailable from all suppliers due to an import ban until September 2024 and therefore an order was placed for the other 4 trees, with the Sweet Chestnut to follow when it was available.

The contractor has taken delivery of the trees, and they have confirmed they will re plant in early March.

Also at the November meeting, members unanimously resolved to proceed with the hedge planting, agreeing a spend up to £1000 which would be funded from the Windlesham CIL.

The chosen contractor has confirmed this work will commence in the Spring after the trees have been planted.



## **Item 9- Windlesham Traffic & Infrastructure**

### a) Broadway Road Lights

At the November 2023 Committee meeting, Cllr Lewis provided an update regarding the Broadway Road Bridge Lights project, where the Village Committee had already committed to contribute £7,500 towards the lighting scheme. Cllr Lewis reported that following an online meeting with SCC Highways, Cllr Tear, the Police, the Windlesham Society and the Clerk, it was confirmed the lighting project would be combined with another project to place an ANPR camera under the same bridge and was happy to confirm that all required funds had now been raised, with contributions from WPC, SCC and the Windlesham Society. Cllr Lewis also noted that the Police will own and manage the camera and lighting once installed.

A pro forma invoice has been issued to the value of £7,500, but to date the Parish have not been invoiced.

Cllr Lewis will provide any further updates at the meeting.

### b) Speed Survey Project

At the November 2023 Committee meeting, Cllr Lewis reported that after a meeting with SCC Highways, Cllr Tear, and the Clerk it was confirmed there will be 8 speed surveys in the village and the data generated from the surveys will be used to consult with residents. It was also noted by Cllr Lewis that any appropriate schemes which are identified as a result of the surveys would require complete funding from WPC and therefore there will be budget considerations.

Cllr Lewis will provide any further updates at the meeting.

## **Item 10- Windlesham Neighbourhood Plan**

### **a) Windlesham Neighbourhood Plan Review Working Group**

The Windlesham Neighbourhood Plan Review Working Group held their first meeting on the 15<sup>th</sup> February 2024 and minutes from this meeting have been provided by the Chair of the group, Cllr Marr (document 1).

Following on from the appointment of 5 residents and one member of the Traffic & Infrastructure Working Group, Windlesham resident David Davies has requested that it be considered that he be appointed to the Working Group.

It is to be noted that the Terms of Reference of the Working Group allows up to 10 members of the community.

**Members are asked to consider the nomination and decide if they wish to appoint David Davies to the Working Group.**

## **WINDLESHAM NEIGHBOURHOOD PLAN WORKING PARTY MEETING 15 FEBRUARY 2024 7PM-8.45PM**

### **REPORT AND ACTIONS**

#### **In attendance**

Carole Marr as chair (CM), Paula Harrington (PH), Jeremy Russell-Lowe (JR), Helen Hansen-Hjul (HH), Siobhan Romp (SR), Pat Gaffey (PG), Richard Tear (RT), Pat Lewis (PL), Robert Hardless (RH), Alf Turner (AT)

#### **Introductions**

This was the first WNP working party review meeting. CM and the members introduced themselves.

#### **Communication and administration**

There was a discussion as to how the working party would message between members, keep track of different versions of documents, store documents and communicate with residents. It was agreed that we should explore the option of WPC setting up a separate WNP website with a suitable domain name, Facebook account and email addresses etc. **CM and AT to follow up with the clerk.**

#### **Terms of Reference**

CM explained that under the delegated powers of the Terms of Reference (ToRs), the working party has no decision-making powers or powers to spend but makes recommendations to WVC. Some decisions may need to be taken by Full Council.

#### **History and background of the WNP**

There was some discussion on the creation of the WNP. It was recognised that many individuals who worked on the creation of the WNP have moved away or are no longer available.

It was agreed that RT would follow up with David Davies, who was extensively involved in drafting the WNP, to ascertain whether he would be willing to help. **RT and CM to follow up and CM to meet with David Davies.**

#### **The WNP review Toolkit**

CM explained that the Toolkit was adopted for use at Full Council. Comments were made about it not being specific enough for our needs and that the Locality website had material on the procedure to be followed, which can be adapted as appropriate. **PH to circulate the Locality procedure material. All to consider both the Locality procedure and WPC toolkit, make comparisons and be ready to comment at next meeting.**

A motion to WVC might be required to enable the toolkit to be adapted and also the Terms of Reference for the working party, which refer to the review being undertaken according to the toolkit. **CM and RH to follow up and work on a motion if required.**

#### **The process**

It was accepted that there will need to be retrospective monitoring of the WNP. We would review a representative sample of planning applications for the period 2019 to date and analyse the effectiveness of the WNP policies. It was felt that a sample of 15-30 would be appropriate. **PH to select a sample of planning applications, with a weighting to more recent and larger applications.**

There was a discussion on the current status of the SHBC Local Plan, which is needed for the review process but is also being updated. **JR to circulate the LUC report** which analyses parcels of land across the borough as part of SHBC's exercise for determining its 5-year land supply.

#### **Planning consultant**

CM said that WVC had agreed a budget of £5000, which could be used for the WNP review (and possibly other planning issues). CM said that the WPC office had obtained quotes for planning advice in relation to the WNP review and that these could be put to the next WVC meeting on 6 March. It was felt that it was too soon to obtain planning advice although it would be useful to review the group's work at a later stage.

#### **Future meetings**

It was agreed to meet in about 4 weeks and that we should aim to meet roughly every 4 weeks.

## Item 10- Windlesham Neighbourhood Plan

### b) Planning Consultant quotes

It was unanimously resolved at the September 2023 Full Council meeting to delegate authority to Windlesham Committee to obtain quotes to engage a planning consultant with an approved spend of up to £5k, to be funded from the Windlesham village reserve.

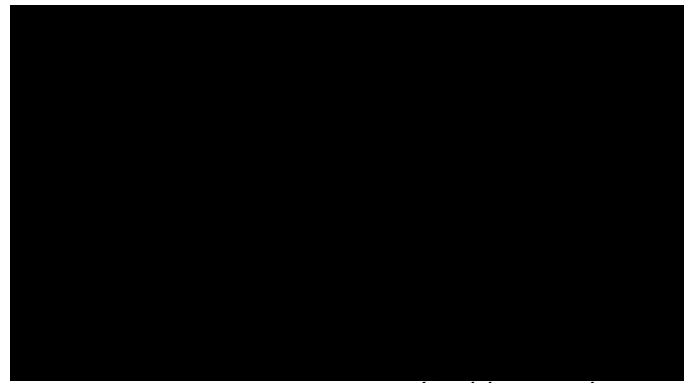
At the November 2023 Windlesham Committee meeting, the Assistant Clerk confirmed that 5 Planning consultancies had been approached for quotes, with just one responding with a proposal. Therefore, members unanimously resolved to obtain more quotes.

Three further consultants were approached and the quotes below were obtained:

		Price EX VAT
Quote 1	See Quote 1 for details	£140/hour
Quote 2	See Quote 2- for additional information on Neighbourhood Planning	£140/hour with Junior Support at £85
Quote 3	See Quotes 3a and 3b for details	<u>Option 1:</u> 'Hands off' approach = £3,381 'Hands on' approach = £4,581  <u>Option 2:</u> Stage 1 of the review  Hourly rate is £50/hr (£400/day)

Members are asked to review each quote/proposal and decide:

- a) if they would like to proceed with one of the consultants
- or
- b) if they would not like to proceed with a consultant at this time



*Sent by email*

Dear Sarah

**Re: Windlesham Parish Council**

I write further to your email dated 20<sup>th</sup> November 2023 requesting my advice on complex planning applications submitted to Surrey Heath Borough Council within your parish.

I am a chartered town planner with 26 years' experience working within all sections of the planning domain. My career started in 1997 within the Policy section at Bracknell Forest Borough Council where I was involved with the Public Inquiry of the Local Plan. I gained full membership of the Royal Town Planning Institute in July 2000.

I worked within Bayside City Council in Australia before working as an enforcement officer at the Royal Borough of Kensington and Chelsea. I worked at the London Borough of Richmond upon Thames from 2001 to 2006 and returned in 2008 until I left in 2012. During my 9 years at Richmond, I worked within the Development Control department determining planning applications and finally headed up the Appeals and Enforcement team working on major appeals and public inquiries. In 2006, I joined GVA Grimley LLP and worked on a number of major developments.

In 2012, I established Cameron Jones Planning Ltd and have acted for various Local Planning Authorities as expert witness at public inquiries, as well as dealing with planning applications for LPAs. I also have a wide private client base and deal with a variety of planning applications and appeals.

Having lived in South Ascot for 14 years I am familiar with Windlesham and have a good working knowledge of Surrey Heath's policies and guidelines. I would be happy to assist the Parish Council on planning applications and with the review of the Neighbourhood Plan when that time comes.

**Fees**

I would work on my hourly rate of £140/hour (+VAT). I would expect some application responses would require a site visit (even if drive by) and also attendance of your meetings to discuss the plans and documentation.

Please note:

- Invoices are payable within 14 days of receipt;



- The following costs are added to fees accounts as disbursements: Travel: either based on standard class rail fares or a fixed car mileage rate of £0.45 / mile.
- Further terms and conditions are set out below.

I look forward to hearing from you and meeting you in due course to discuss this further.

Kind regards,

[Redacted signature]

[Redacted name]

[Redacted title]

[Redacted address line 1]

[Redacted address line 2]



**RTPI**

Chartered Town Planner

[Redacted contact information]

**\*\*\*\*\*** are excited to offer our Neighbourhood Plan service, helping local communities create a vision and guide development in their area.

Neighbourhood Plans are an invaluable tool in ensuring that the unique character and needs of a community are taken into consideration when making important planning decisions. With our expertise in town planning and community engagement, we can support you every step of the way in creating a plan that delivers your community's aspirations.

## Recent Success: Sherborne St John Neighbourhood Plan Review

We're delighted to share an example of our latest work, the Sherborne St John Neighbourhood Plan Review. The Sherborne St John community embarked on this review process to ensure that their plan remained up to date and relevant to their evolving needs.

The Regulation 14 Consultation for the Sherborne St John Neighbourhood Plan has recently commenced. Visit their website <https://ssj-np.co.uk> to learn more and provide your valued input before the consultation period ends.

## Why Choose \*\*\*\*\*?

- Expertise: Our team of knowledgeable town planners will guide you through the Neighbourhood Plan creation process, ensuring compliance with legal requirements and best practices.
- Community Engagement: We believe in the power of collaboration and community involvement, making sure that your plan truly reflects the desires and needs of your residents.
- Simplified Processes: We streamline bureaucratic hurdles, making the planning process straightforward and efficient, enabling you to focus on the vision and future of your community.



If you're interested in embarking on a Neighbourhood Plan journey or need assistance in reviewing your existing plan, [\\*\\*\\*\\*\\*](#) today! Together, let's build a future that preserves the uniqueness and wellbeing of your community.

## Windlesham Neighbourhood Plan 'Hands off' Review

Fee rate - £400/day (8 hours)

- Review of Neighbourhood Plan – 3 days
  - Advising on scope of Neighbourhood Plan review
  - Review of evidence base
  - Review of Neighbourhood Plan against development plan and other material considerations (i.e. most recent National Planning Policy Framework)
  - Advising Steering Group on changes to the plan
- Strategic Environmental Assessment / Habitats Regulations Assessment Screening\* (if needed) - 0.5 days
- Advise on updates to Basic Conditions Statement (if needed) – 0.5 days
- Advise on updates to Consultation Statement (if needed) – 0.5 days
- Advising on updates to evidence documents – 0.75 days
- Advice on Regulation 14 Consultation (if needed) – 0.25 days
- Post Regulation 14 consultation review (if needed) and advising on final updates to the NP – 1 day
- Advising on examination – 0.5 days
- Meetings (for 3 meetings @ 2 hrs and including travel time) – 0.75 days
- Travel expenses (mileage) - 60 miles @ 0.45/mile - £27.00 / meeting (£81.00)
- Miscellaneous (emails, correspondence, phone calls etc) – 0.5 days

\* Please note that a new Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening may be required. If screened 'IN', then a full SEA and HRA would be required, although this would unlikely be required unless development sites are allocated within the plan.

**Total**

8.25 days = £3,300

+ travel expenses = £3,381

Yours Sincerely,  
Director

Quote 3b

23.01.2024

## Windlesham Neighbourhood Plan 'Hands on' Review

Fee rate - £400/day (8 hours)

- Review of Neighbourhood Plan – 4 days
  - Advising on scope of Neighbourhood Plan review
  - Review of evidence base
  - Review of Neighbourhood Plan against development plan and other material considerations (i.e. most recent National Planning Policy Framework)
  - Advising Steering Group on changes to the plan
- Strategic Environmental Assessment / Habitats Regulations Assessment Screening\* (if needed) - 0.5 days
- Updates to Basic Conditions Statement (if needed) - 1 day
- Updates to Consultation Statement (if needed) - 1 day
- Assisting on updates to evidence documents (or preparing new evidence documents where necessary) – 1 day
- Advice on Regulation 14 Consultation (if needed) – 0.25 days
- Post Regulation 14 consultation review (if needed) and final updates to the NP – 1 day
- Advising on examination – 0.5 days
- Meetings (for 3 meetings @ 2 hrs and including travel time) – 1 day
- Travel expenses (mileage) - 60 miles @ 0.45/mile - £27.00 / meeting (£81.00)
- Miscellaneous (emails, correspondence, phone calls etc) – 1 day

\* Please note that a new Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening may be required. If screened 'IN', then a full SEA and HRA would be required, although this would unlikely be required unless development sites are allocated within the plan.

**Total**

11.25 days = £4,500

+ travel expenses = £4,581

Yours Sincerely,  
Director

## **Item 10- Windlesham Neighbourhood Plan**

### **c) Locality Grant**

All groups undertaking a neighbourhood plan or review are eligible to apply for up to a grant of up to £10,000 from Locality.

Any support received since April 2015 will be taken into account when assessing how much grant can be applied for. In December 2015, Windlesham Parish Council received a grant from Locality for £7,960 and therefore can only apply for a further £2,040.

Grant applications for this financial year (2023/2024) are now closed and Locality have confirmed they are waiting on confirmation that another grant window will open for 2024/2025. They have suggested checking the website in April for further information.

**Members are asked to decide if they would like to make an application to Locality for grant funding if a window opens for the 2024/2025 financial year.**

## **Item 11- Windmill Field Playground**

### **To discuss indicative quotes, next steps and funding options**

Following a consultation where the public indicated a preference for a full playground replacement, at the November 2023 Committee meeting, members unanimously resolved to proceed with the complete replacement of the Windmill Field playground. It was agreed at the same meeting the Assistant Clerk would proceed with seeking indicative quotes from playground suppliers to include swings (a flat seat and a cradle seat), climbing equipment, slides and an accessible roundabout and/or other accessible equipment. It was also agreed to keep the flooring as a combination of safety surface and grass to help with drainage.

The Assistant Clerk met on site with 3 Playground companies and asked them to provide indicative pricing for a new playground to include an inclusive roundabout and equipment suitable up to age 14. The following indicative pricing has been received:

**Playground Company 1: £50,000 (document 2)**

**Playground Company 2: Option 1 = Approx £45,000 to £50,000 (document 3)**

**Option 2 = Approx £60,000 to £65,000 (document 3)**

**Option 3 = Approx £75,000 (document 3)**

#### **Possible Funding options:**

- £3,000 from the Windlesham Playground Repairs and Renewal budget line 2023/24 (will require a recommendation to Full Council to earmark for Windmill Field Playground)
- £15K from the Full Council Play area Repairs & Renewals EMR (will require a motion to Full Council to release funds)
- Windlesham CIL = £59,830
- Village Reserve = £10,279
- Additional funding from SCC and SHBC if we meet the criteria
- 

#### **SCC Your Fund Surrey**

Your Fund Surrey Small Community Projects is available for projects up to the value of £50,000. Cllr Tear has confirmed applications for this financial year closed at the End of January 2024, and he will let us know when applications are open for the next financial year.

Your Fund Surrey Large Community Projects is available for projects over £10,000 in value.

## SHBC Community Grant Fund

Possible funding available up to £25,000 on a £50,000 project.

The Community Fund Grant manager has confirmed that the fund currently offers up to 50% project costs, up to a maximum of £25,000. So, if the project was going to cost £50,000, we may be able to apply for and receive a grant of £25,000.

Previously, application deadlines are twice a year on 30<sup>th</sup> June (decisions made by Executive Committee Nov/Dec) and 31<sup>st</sup> December (decisions made by Executive Committee May/June).

However, they are currently not accepting applications to this fund for a short period whilst the criteria are reviewed. They have confirmed it is likely applications will be open again early April at the latest.

### **Members are asked to-**

- 1) Review the quotes presented and decide an upper spend for the playground, noting that any projects over £50K will not be eligible for the SCC Your Fund small project or the SHBC Community Grant fund.**
- 2) Review how they might want to fund the project.**
- 3) Decide if they wish to delegate authority to the Clerk and RFO to apply to SCC and SHBC up to an agreed amount for funding when their grant windows are open.**

Members are to note that as per the Committee Terms of Reference any spend in excess of £15K must be approved by Full Council.

### **NEXT STEPS**

- Once the outcome of funding applications are known, the Committee will be in a position to review and agree a tender specification at a future meeting.**

### **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).

### **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.

## **Item 12- Bosman Drive Tree Re planting**

### **Background**

Members are reminded that following a Parish wide tree survey in 2022, it was necessary to complete essential tree maintenance on a number of trees (under TPO) on Bosman Drive and this included the felling of 3 trees. It was also noted that the Horse Chestnut at the same location had deteriorated in condition and following an application to SHBC, it was confirmed a replacement tree should be planted in order to establish for a few seasons before the original tree is inevitably removed.

At a committee meeting held on 29<sup>th</sup> November 2023, members unanimously resolved to plant 1 x Western Hemlock and 2 x Liriodendron Tulip trees in replacement for the 3 trees which were felled at Bosman Drive. It was also agreed that the Horse Chestnut tree would be planted as recommended.

Members unanimously resolved to make an in-principal decision to proceed with one of the presented quotes as long as the contractor could source the trees at a larger size.

### **Current Situation**

The contractor was able to source the 2 x Liriodendron Tulip trees in the required size of 12-14cm girth but unfortunately the Western Hemlock is not available, and the Horse Chestnut was only available in a smaller size. Permission has been granted from the SHBC Tree Officer to plant the Horse Chestnut at a smaller size, due to known supply issues of larger trees.

The contractor has been instructed to plant the 2 x Liriodendron Tulip trees and 1 x Horse Chestnut tree and we are waiting for them to confirm a planting date.

**Members are asked to decide if they would like continue with the planting of the Western Hemlock once it is available or choose an alternative tree.**

As a reminder, the SHBC decision notice stipulates that the replacement tree species may be selected from the following list with a minimum girth of 12-14cm:

1. Liriodendron tulipifera
2. Corsican pine
3. Western Hemlock
4. Metasequoia glyptostroboides - Dawn redwood

Please note, the contractor can also supply the Dawn Redwood in the correct size.

### Item 13- Grants

a) The Windlesham Society

The Committee have received a grant application from The Windlesham Society requesting £450 to fund litter picking equipment.

**Members are asked to decide if they wish to award the grant for the above purposes.**

b) Windlesham Village Fete Committee

The Committee have received a grant application from Windlesham Village Fete Committee requesting £1,207 to fund a BBQ and dishes and Hi-Viz vests to be worn by organisers of the event.

**Members are asked to decide if they wish to award the grant for the above purposes.**

c) Windlesham Field of Remembrance

The Committee have received a grant application from Windlesham Field of Remembrance requesting £1,360 to fund the purchase and installation of a loft ladder to improve the safety and accessibility to the loft space at The Hub.

**Members are asked to decide if they wish to award the grant for the above purposes.**

**Windlesham Committee Grant Awarding Policy- Only two applications from one organisation will be granted in any one financial year.** It is to be noted a grant was awarded for £3500 to the WFor in June 2023 to help fund waste disposal.

**Grant funds available = £2,866**



**WINDLESHAM PARISH COUNCIL**  
 APPLICATION FORM  
 GRANT UNDER £500  
 Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot       Lightwater       Windlesham

Name of Organisation/Group	THE WINDLESHAM SOCIETY
Contact Name	GEORGE GILBERT
Position within the organisation/group	COMMITTEE MEMBER AND LEAD ON LITTER INITIATIVE
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	info@windleshamsociety.co.uk
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	WINDLESHAM AND ITS APPROACHES IN PARTICULAR ARE STREWN WITH UNGHATLY LITTER. WE WANT TO BUILD A SMALL INVENTORY OF OUR OWN LITTER PICKING EQUIPMENT, TO ENSURE THAT EVERYONE JOINING OUR PICKS IS SUITABLY KITTED OUT. WE ALSO WANT TO ACQUIRE A BATCH OF WINDLESHAM SOCIETY BRANDED, BIODEGRADABLE, MULTI-USE CARRIER BAGS, TO ENCOURAGE ONGOING LITTER COLLECTION BY WALKERS.
Total cost of purpose/project	£450
Amount of grant requested:	£450

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our application is successful, we agree to abide by the conditions:

Signed... [REDACTED]

Name... RICHARD GEORGE GILBERT

Position in organisation... COMMITTEE MEMBER AND LEAD ON LITTER INITIATIVE

Date 11/1/24

NB. If your bid is successful you will need a nominated bank account to receive the funds. If you have any queries please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk).

The completed form should be returned to The Clerk to Windlesham Parish Council,  
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

*[Handwritten notes in the left margin, including the number '3074111' and several lines of illegible text.]*

*[Handwritten signature or initials.]*

*[Handwritten text, possibly a date or reference number.]*

*[Handwritten text at the bottom of the page.]*



WINDLESHAM PARISH COUNCIL

GRANT APPLICATION FORM GRANTS OVER £1000

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot

Lightwater

Windlesham

Name of Organisation	WINDLESHAM VILLAGE FETE
Registered Charity Number (if applicable)	N/A
Contact Name	HELEN BISLEY
Position within the organisation	CHAIRPERSON
Telephone number	
Address of organisation	
Postcode	
Email address	
Total cost of purpose/project	£ 1207.20
Amount of grant requested	£ 1207.20
Detail grants received (or applied for but not yet determined) from other sources:	N/A

<p>What are your organisation's objectives?</p>	<p>ANNUAL COMMUNITY EVENT RAISING PROFITS FOR THE VILLAGE.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<ul style="list-style-type: none"> <li>• BBQ + CHAFING DISHES TO BE REPLACED FROM OLD BORROWED ITEMS, NO LONGER USEABLE.</li> <li>• HI-VIZ VESTS FOR SAFETY REASONS TO IDENTIFY ORGANISERS OF THE EVENT.</li> </ul>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>BE MORE EFFICIENT WITH THE CORRECT EQUIPMENT.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>ESSENTIAL COMMUNITY EQUIPMENT WITHIN BUDGET.</p>

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	OPENLY USED AT VILLAGE FETE TO PROVIDE AN EFFICIENT AND PROFITABLE EVENT.
Has community engagement been undertaken?	VILLAGE FETE IS ALWAYS POPULAR, ESPECIALLY BBQ PROVISION.

Total number of users of your organisation	2000 (500 per hour approx)
Number of your users resident in Windlesham Parish who will directly benefit from the grant	MOST VILLAGE RESIDENTS
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Current bank balance	£ 3574.42	date 8 / 2 / 24
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**Supporting documentation to be submitted with the grant application.**

- A copy of the written constitution
- Copies of the last financial year-end accounts  N/A non profit making
- A copy of your latest bank statement
- If the grant relates to property matters, a copy of the lease  N/A

**Additional documentation required for grant requests over £3,000**

Tendering process

**Additional documentation required for grants for tree surgery or tree maintenance**


Up to date tree survey or tree management plan



I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes  No

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed.....  .....

Name..... HELEN BISLEY .....

Position in organisation..... CHAIR .....

Date..... 30A FEB 2024 .....

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk). The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

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**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	



**WINDLESHAM PARISH COUNCIL**  
**GRANT APPLICATION FORM GRANTS OVER £1000**  
**Please complete all details in BLOCK CAPITALS**

**Please Indicate which village fund you wish to apply to:**

**Bagshot**

**Lightwater**

**Windlesham**

Name of Organisation	WINDLESHAM FIELD OF REMEMBRANCE
Registered Charity Number (if applicable)	305138
Contact Name	MIKE SHEARD
Position within the organisation	CHAIRMAN
Telephone number	██████████
Address of organisation	WINDLESHAM FIELD OF REMEMBRANCE KENNEL LANE WINDLESHAM
Postcode	GU20 6AA
Email address	CHAIR@WINDLESHAMFOR.COM
Total cost of purpose/project	£ 1,360 + VAT
Amount of grant requested	£ 1,360
Detail grants received (or applied for but not yet determined) from other sources:	N/A

<p>What are your organisation's objectives?</p>	<p>THE WINDLESHAM FIELD OF REMEMBRANCE IS A REGISTERED CHARITY THAT ADMINISTERS AND MAINTAINS THE WINDLESHAM HUB, THE FIELD OF REMEMBRANCE AND THE SURROUNDING WOODLAND FOR THE BENEFIT OF THE LOCAL COMMUNITY.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>WE ARE APPLYING FOR THIS GRANT TO HELP WITH THE COSTS OF IMPROVING THE SAFETY OF ACCESS TO SOME OF THE IMPORTANT EQUIPMENT THAT IS ESSENTIAL TO THE OPERATION AND MAINTENANCE OF THE HUB BUILDING.</p> <p>CURRENTLY, ACCESS TO THE LOFT SPACE THAT HOUSES THE BOILER AND OTHER IMPORTANT SYSTEMS RELIES ON THE USE OF A FREE-STANDING LADDER.</p> <p>SUCH AN ARRANGEMENT IS CLEARLY INAPPROPRIATE FROM A HEALTH &amp; SAFETY PERSPECTIVE AND ACCESS IS REALLY ONLY POSSIBLE BY PEOPLE WHO ARE FIT AND HEALTHY. SOME SERVICE ENGINEERS HAVE BEEN UNWILLING TO ACCESS THE LOFT AS IT DOES NOT HAVE A FIXED LADDER.</p> <p>THE TRUSTEES THEREFORE WISH TO EXPAND THE LOFT ACCESS APERTURE AND INSTALL A FIXED LADDER TO IMPROVE THE SAFETY AND ACCESSIBILITY OF THE LOFT SPACE.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>ONCE THE LOFT APERTURE HAS BEEN INCREASED AND A FIXED LADDER INSTALLED, SAFETY AND ACCESSIBILITY WILL BOTH BE IMPROVED.</p> <p>OPERATIONAL OVERSIGHT OF THIS WORK WILL BE REGULARLY REPORTED AT MONTHLY COMMITTEE MEETINGS OF THE FOR.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>THE FOR HUB IS THE MAIN COMMUNITY BUILDING IN WINDLESHAM FOR THE ENJOYMENT OF THE WHOLE COMMUNITY.</p> <p>THE OPERATION OF THE HUB RELIES ALMOST EXCLUSIVELY ON VOLUNTEERS FROM THE COMMUNITY AND SO THE IMPROVEMENT TO ACCESSIBILITY AND SAFETY DIRECTLY BENEFIT THE COMMUNITY.</p>
<p>How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:</p>	<p>THE HUB ITSELF IS FULLY ACCESSIBLE TO THE COMMUNITY – ALTHOUGH ACCESS TO THE LOFT SPACE IS CURRENTLY RESTRICTED BECAUSE OF SAFETY AND ACCESSIBILITY CONSTRAINTS.</p> <p>THIS WORK WILL DRAMATICALLY IMPROVE BOTH.</p>
<p>Has community engagement been undertaken?</p>	<p>THE FOR MAINTAINS A HIGH LEVEL OF COMMUNITY ENGAGEMENT THROUGH REGULAR NEWSLETTERS, ITS WEB SITE AND VIA SOCIAL MEDIA</p>

Total number of users of your organisation	ALL THE PARISH
Number of your users resident in Windlesham Parish who will directly benefit from the grant	ALL USERS
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	FREEHOLD

Current bank balance	£11,647.31	date 29 / 01 /2024
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**Supporting documentation to be submitted with the grant application.**

A copy of the written constitution

Copies of the last financial year-end accounts

A copy of your latest bank statement

If the grant relates to property matters, a copy of the lease  N/A

**Additional documentation required for grant requests over £3,000 N/A**

Tendering process  N/A

**Additional documentation required for grants for tree surgery or tree maintenance N/A**

Up to date tree survey or tree management plan  N/A

**I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.**

Yes  No

**Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the** [REDACTED]

[REDACTED]

Name...SOPHIE HOLT (SECRETARY) PP MIKE SHEARD (CHAIRMAN -WHO IS ABROAD)

Position in organisation...CHAIRMAN.....

Date...26<sup>TH</sup> FEBRUARY 2024.....

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk). The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

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**For official use**

Date Received	
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

## **Item 14- Clerks Update**

### **Cemetery Regulations & Policies**

The Cemeteries Co-ordinator in conjunction with the Clerk is in the process of reviewing the Cemetery Regulations of all 3 Cemeteries along with all Cemetery policies and procedures. Cemetery fees along with the Cemetery Regulations will be reviewed at the first meeting of the Council Year in June.

### **Windmill Field Wet Pour Urgent patch repair**

The urgent patch repair of the safety surfacing at the Windmill Field Playground will commence on the 5<sup>th</sup> March.