



Windlesham Parish Council

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The Council Offices
The Avenue
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Surrey
GU18 5RG

MINUTES OF THE ANNUAL MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 14th May 2024, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Cllr Wheeler – Surrey Heath Borough Council
Cllr Mears – Surrey Heath Borough Council
Phil Richardson – Windlesham Resident
Gavin McLaughlin – Windlesham Resid
Cllr Thompson - Surrey Heath Borough Council

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

Cllr Turner outgoing Chair

Cllr Turner took the Chair

		Action
C/24/01	<p>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</p> <p>Cllr Richardson informed Members that she would either abstain or vote against any nominee that in her opinion was either predisposed or predetermined on the matter of the CGR.</p> <p>One nomination was received as follows:</p> <p>Cllr Hills nominated and Cllr Stevens seconded Cllr Turner as Chairman. Cllr Turner indicated that he was happy to accept the nomination.</p> <p>A recorded vote was taken as requested by Cllr Richardson</p> <p>F – In Favour, A – Against, AB – Abstention, NP – Not Present</p>	

	<table><tr><th>Bagshot Cllrs</th><th></th><th>Lightwater Cllrs</th><th></th><th>Windlesham Cllrs</th><th></th></tr><tr><td>Bakar</td><td>F</td><td>Harris</td><td>F</td><td>Hardless</td><td>NP</td></tr><tr><td>Du Cann</td><td>F</td><td>Hartshorn</td><td>NP</td><td>Lewis</td><td>NP</td></tr><tr><td>Gordon</td><td>NP</td><td>Jennings-Evans</td><td>F</td><td>Marr</td><td>AB</td></tr><tr><td>Hills</td><td>F</td><td>Malcaus Cooper</td><td>F</td><td>McGrath</td><td>AB</td></tr><tr><td>Willgoss</td><td>F</td><td>Turner</td><td>F</td><td>Richardson</td><td>A</td></tr><tr><td>White</td><td>F</td><td>D Jennings Evans</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td>Stevens</td><td>F</td><td></td><td></td></tr></table> <p>It was resolved with 11 in favour, 1 against and 2 abstentions, to elect Cllr Turner as the Chairman of Windlesham Parish Council. Cllr Turner then duly signed the Declaration of Acceptance of Office</p> <p>Cllr Turner informed Members that would not be taking the Chairman’s allowance.</p> <p><i>19:19 Cllr Gordon joined the meeting</i></p>	Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs		Bakar	F	Harris	F	Hardless	NP	Du Cann	F	Hartshorn	NP	Lewis	NP	Gordon	NP	Jennings-Evans	F	Marr	AB	Hills	F	Malcaus Cooper	F	McGrath	AB	Willgoss	F	Turner	F	Richardson	A	White	F	D Jennings Evans	F					Stevens	F			
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C/24/02	<p>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman’s Declaration of Acceptance of Office</p> <p>One nomination was received as follows:</p> <p>Cllr Willgoss nominated, and Cllr Du Cann seconded, Cllr White as Vice-Chairman. Cllr White indicated that she was happy to accept the nomination.</p> <p>A recorded vote was taken.</p> <p>F – In Favour, A – Against, AB – Abstention, NP – Not Present</p> <table><tr><th>Bagshot Cllrs</th><th></th><th>Lightwater Cllrs</th><th></th><th>Windlesham Cllrs</th><th></th></tr><tr><td>Bakar</td><td>F</td><td>Harris</td><td>F</td><td>Hardless</td><td>NP</td></tr><tr><td>Du Cann</td><td>F</td><td>Hartshorn</td><td>NP</td><td>Lewis</td><td>NP</td></tr><tr><td>Gordon</td><td>F</td><td>Jennings-Evans</td><td>F</td><td>Marr</td><td>AB</td></tr><tr><td>Hills</td><td>F</td><td>Malcaus Cooper</td><td>F</td><td>McGrath</td><td>AB</td></tr><tr><td>Willgoss</td><td>F</td><td>Turner</td><td>F</td><td>Richardson</td><td>AB</td></tr><tr><td>White</td><td>F</td><td>D Jennings Evans</td><td>F</td><td></td><td></td></tr><tr><td></td><td></td><td>Stevens</td><td>F</td><td></td><td></td></tr></table> <p>It was resolved with 12 in favour, 0 against and 3 abstentions, to elect Cllr White as the Vice-Chairman of Windlesham Parish Council. Cllr White then duly signed the Declaration of Acceptance of Office</p>	Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs		Bakar	F	Harris	F	Hardless	NP	Du Cann	F	Hartshorn	NP	Lewis	NP	Gordon	F	Jennings-Evans	F	Marr	AB	Hills	F	Malcaus Cooper	F	McGrath	AB	Willgoss	F	Turner	F	Richardson	AB	White	F	D Jennings Evans	F					Stevens	F			
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C/24/03	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllrs Hardless and Cllr Hartshorn.</p>																																																	

C/24/04	Declarations of interest There were no declarations of interest.	
C/24/05	Public question time There were no questions. <i>19:28 Cllr Lewis joined the meeting</i>	
C/24/06	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/24/26 Allotment Lease Update C/24/27 Staffing Matters Members agreed that the above items should be discussed in the confidential part of the meeting.	
C/24/07	Full Council Minutes <ul style="list-style-type: none"> The minutes of the Full Council meetings held on 16th April 2024(EGM) and 23rd April 2024 were approved and signed by Cllr Turner. 	Cllr Turner
C/24/08	Committee and Sub-Committee Minutes <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 17th April 2024, and 23rd April 2024 were approved and signed by Cllr White. Members noted the open minutes of the recent village committee and sub-committee meetings and agreed the following recommendations therein: <ul style="list-style-type: none"> Lightwater Committee – 16th April 2024 including recommendations therein. <ul style="list-style-type: none"> Recommendation to move any underspend from the Lightwater budget lines to the Pavilion EMR. The RFO has confirmed that there are no village-level underspends. Noted Recommendation is put forward to Full Council to transfer the spend of up to £10K, previously agreed for the historical memorial repair work in Lightwater Cemetery, to the Lightwater Cemetery EMR. Please note that this may have an impact on item 25. It was resolved as part of discussions under item 25 to approve the above transfer. Recommendation to Full Council to get approval to seek legal advice regarding matters pertaining to Lightwater Cemetery and take any actions resulting from that. Approved 	Cllr White

C/24/09	<p>Committees, Scheme of Delegation and Terms of Reference:</p> <p>a. To appoint members to committees set up under the new committee system</p> <p>Members were asked to consider which Committee(s) they wished to sit on for the year 24/25.</p> <p>Membership for village committees will consist of all Councillors representing that village and it was recommended that all other committees will consist of a minimum of 6 members, 2 from each village.</p> <p>Bagshot Committee Resolved: to appoint the following Councillors to the Bagshot Committee.</p> <p>Cllr Bakar Cllr Du Cann Cllr Gordon Cllr Hills Cllr White Cllr Willgoss</p> <p>Lightwater Committee Resolved: to appoint the following Councillors to the Lightwater Committee.</p> <p>Cllr Harris Cllr Hartshorn Cllr Malcaus Cooper Cllr Jennings-Evans Cllr Turner Cllr D Jennings-Evans Cllr Stevens</p> <p>Windlesham Committee Resolved: to appoint the following Councillors to the Windlesham Committee.</p> <p>Cllr Hardless Cllr Lewis Cllr Marr Cllr McGrath Cllr Richardson</p> <p>Personnel Committee Resolved: to appoint the following Councillors to the Personnel Committee.</p> <p>Cllr Hills Cllr Du Cann Cllr White Cllr Jennings-Evans Cllr D Jennings-Evans Cllr Turner Cllr Malcaus Cooper</p> <p><u>Planning</u></p>	
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Cllr Marr
Cllr White
Cllr Richardson
Cllr Willgoss
Cllr Du Cann
Cllr Turner
Cllr Stevens

Communications

Cllr Malcaus Cooper
Cllr Gordon
Cllr Lewis
Cllr Turner
Cllr Stevens
Cllr Hills

- b. To consider the appointment of any new Committees

No new committees were agreed.

Review of **delegation arrangements, including** the scheme of delegation and terms of reference for existing Committees and Sub Committees

Terms of reference for the village committees, Planning, Communications and Personnel, were reviewed, along with the officer's scheme of delegation and it was resolved unanimously to adopt all documents with the following amendments.

Village Committee Terms of Reference

Cllr Malcaus Cooper asked the Clerk to confirm the greenspace percentage split as calculated using the SHBC GIS mapping. The Clerk confirmed that a sample of the data had been verified against measurements on Google Maps and confirmed that the percentage split was as follows:

**Lightwater = 33%
Bagshot = 43%
Windlesham = 24%**

The Terms of Reference were to be updated to reflect these figures.

Personnel, Planning & Communications Terms of Reference

Clarify that non-members of the Council may be non-voting members of the committee.

Scheme of Delegation

Cllr Malcaus Cooper proposed, Cllr Du Cann seconded, and it was resolved unanimously to update the scheme of delegation so that the Parish Clerk will have delegated authority to:

	<p>Authorise expenditure for legal advice for Full Council and all committees, up to £2,500 for that class of expenditure (Legal & HR) in the approved budget.</p> <p><i>20:08 Cllr Malcaus Cooper left the meeting</i></p>	
C/24/10	<p>To note the continuation of the agreed Committee working parties</p> <p><i>20:10 Cllr Malcaus Cooper re-joined the meeting</i></p> <p>Members resolved to approve the continuation of the active working parties below, noting the terms of reference as presented:</p> <ul style="list-style-type: none"> • Windlesham Traffic & Infrastructure Working Party – Noted • Windlesham Neighbourhood Plan – Noted • Bagshot Traffic & Infrastructure Working Party – Noted • CGR Working Party – if SHBC accept the request <p>Cllrs Richardson and Lewis queried the membership of the CGR working party and there was some discussion surrounding pre-determination. Members acknowledged that there were varying opinions on the matter but agreed to note the Terms of Reference</p>	
C/24/11	<p>Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead</p> <p>Members were presented with a draft meeting schedule and resolved to adopt the dates and times as stated below:</p> <p><u>Full Council meetings</u></p> <p>To be held 10 times per year on the following dates.</p> <p>14th May 2024 – Annual Council Meeting Election of Chairman etc 25th June 2024 – Only if required. 23rd July 2024 24th September 2024 – Sign off External Audit 29th October 2024 – Budget and Precept 26th November 2024 – Budget and Precept Audit 21st January 2025 – Precept demand 25th February 2025 25th March 2025 – Year end Accounts 22nd April 2025 20th May 2025 – Next municipal year Annual Council Meeting Election of Chairman etc</p> <p>Start time: 7.15pm</p> <p><u>Planning Committee meetings</u></p>	

To be held 24 times per year on the following dates.

14th May 2024 - Start time: 6:30pm
29th May 2024 – Start time: 6:30pm
12th June 2024 - Start time: 11am
26th June 2024 - Start time 11am
10th July 2024 - Start time: 11am
23rd July 2024- Start time: 6:30pm
14th August 2024 - Start time: 11am
4th September 2024 - Start time: 11am
24th September 2024 - Start time: 6:30pm
9th October 2024 - Start time: 11am
29th October 2024 - Start time: 6:30pm
13th November 2024 - Start time: 11am
26th November 2024 - Start time: 6:30pm
18th December 2024 - Start time: 11am
8th January 2025 - Start time: 11am
21st January 2025 - Start time: 6:30pm
12th February 2025 - Start time: 11am
25th February 2025 - Start time: 6:30pm
12th March 2025 - Start time: 11am
25th March 2025 - Start time: 6:30pm
9th April 2025 - Start time: 11am
22nd April 2025 - Start time: 6:30pm
7th May 2025 - Start time: 11am
20th May 2025 - Start time: 6:30pm

Personnel Committee

To be held 4 times per year on the following dates.

9th July 2024
1st October 2024
14th January 2025
8th April 2025

Start time: 6.30pm

Communications Committee

To be held 4 times per year on the following dates.

9th July 2024
1st October 2024
14th January 2025
8th April 2025

Start time: 7.30pm

Budget Setting Meetings

W/C 16th September 2024 - Committees to meet informally to discuss village budget requirements.

8th October 2024 – Chair of Committees to meet to discuss overall Council budget for the 1st time.
15th October 2024 – Chair of Committees to meet to discuss overall Council budget for the 2nd time.
Budget to be discussed at October Full Council meeting
12th November 2024 – Chair of Committees to meet to discuss overall Council budget for the final time.
Budget to be agreed at the November Full Council meeting.

Annual Parish Meeting

19th March 2025 7pm

Community Reception

26th April 2025 3pm-5pm – It was resolved unanimously to invite the HRH the Duchess of Edinburgh to present the awards.

Village Committee Meetings

Lightwater Committee:

To be held 4 times per year on the following dates:

2nd July 2024
8th October 2024
15th January 2025
15th April 2025

Start time: 7.30pm

Bagshot Committee:

To be held 4 times per year on the following dates:

30th July 2024
12th November 2024
4th February 2025
6th May 2025

Start time: 7.00pm

Windlesham Committee:

To be held 4 times per year on the following dates:

29th May 2024
11th September 2024
4th December 2024
5th March 2025

Start time: 7.00pm

C/24/12	<p>Review of representation on or work with outside organisations</p> <p>Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.</p> <p>Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.</p> <p>It was resolved to appoint the following Members:</p> <p>ANNUAL APPOINTMENTS 24/25</p> <p><u>Bagshot</u></p> <table><tr><td>Bagshot Playing Fields Association</td><td>Cllr White</td></tr><tr><td>Bagshot Society</td><td>Cllr Willgoss</td></tr><tr><td>St Anne’s Hall Management Committee</td><td>Cllr Du Cann</td></tr></table> <p><u>Lightwater</u></p> <table><tr><td>Briars’ Centre Users & Stakeholders</td><td>Cllr Jennings-Evans & Cllr Harris</td></tr><tr><td>Lightwater Society</td><td>Cllr Malcaus Cooper Turner</td></tr></table> <p><u>Windlesham</u></p> <table><tr><td>Windlesham Field of Remembrance</td><td>Cllr Lewis</td></tr></table> <p>Cllr Lewis or Cllr Hardless will ask Windlesham Society if they would like a representative from the Council to be part of their committee.’</p> <p><u>General</u></p> <table><tr><td>Chobham Common Liaison Group</td><td>Cllr McGrath</td></tr><tr><td>Surrey County Association of Parish & Town Councils</td><td>Cllr Malcaus Cooper</td></tr></table> <p>LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM</p> <p>Valley End Institute – Cllr McGrath will represent the Parish Council until May 2027.</p> <p>WC Lees Resthouses – Cllr McGrath will represent the Parish Council until May 2027.</p> <p>WC Lees Sick Poor Fund – Cllr McGrath and Helen Hansen-Hjul will represent the Parish Council until May 2027.</p> <table><tr><td>Windlesham United Charities</td><td>Mr C Hills</td><td>4 years</td><td>Jan 2027</td></tr><tr><td>(5 appointees)</td><td>Mrs R Hutchinson</td><td>4 years</td><td>TBC</td></tr><tr><td></td><td>Mrs D Winterton</td><td>4 years</td><td>May 2025</td></tr><tr><td></td><td>Mr J Winterton</td><td>4 years</td><td>TBC</td></tr><tr><td></td><td>Mrs V White</td><td>4 years</td><td>Nov 2027</td></tr></table>	Bagshot Playing Fields Association	Cllr White	Bagshot Society	Cllr Willgoss	St Anne’s Hall Management Committee	Cllr Du Cann	Briars’ Centre Users & Stakeholders	Cllr Jennings-Evans & Cllr Harris	Lightwater Society	Cllr Malcaus Cooper Turner	Windlesham Field of Remembrance	Cllr Lewis	Chobham Common Liaison Group	Cllr McGrath	Surrey County Association of Parish & Town Councils	Cllr Malcaus Cooper	Windlesham United Charities	Mr C Hills	4 years	Jan 2027	(5 appointees)	Mrs R Hutchinson	4 years	TBC		Mrs D Winterton	4 years	May 2025		Mr J Winterton	4 years	TBC		Mrs V White	4 years	Nov 2027
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C/24/13	<p>Review of Standing Orders</p> <p>Councillors last reviewed and approved Standing Orders in January 2024 and since when there have been no updates.</p> <p>Action required: Members were asked to approve Standing Orders as presented.</p> <p>It was resolved to adopt the Standing Orders as presented and review within 12 months.</p>	
C/24/16	<p>Review of Financial Regulations</p> <p>Members were reminded that Financial Regulations were reviewed by Council and agreed at the Full Council meeting held on 23rd January 2024.</p> <p>Since then NALC have released new model regulations. The Clerk reviewed the model regulations and amended them to suit the size and structure of the Council.</p> <p>Action required:</p> <p>Members were asked to review the Financial Regulations presented and either:</p> <ul style="list-style-type: none"> • Approve and adopt as presented. or • Amend and adopt. <p>Members resolved to adopt the Financial Regulations as presented.</p>	
C/24/15	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £379,991.48 and that the register had been reviewed as part of the year-end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Members noted that the bench outside Vickerys Estate Agent in Lightwater was not on the register.</p> <p>Members resolved to add the bench outside Vickerys Estate Agent in Lightwater and approve the asset register.</p>	The Clerk
C/24/16	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>Councillors were asked to note that the Council's insurance was renewed in September 2021, following quotes being provided by our then broker, Came and Co and BHIB Insurance. It was agreed that the Council would enter into a 3-year long-term arrangement. This 3-year agreement ends on 30th September 2024.</p> <p>Noted</p>	

C/24/17	<p>Review of Council Policies</p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council meetings held in November 2023, where all policies were adopted.</p> <p>It was resolved to note that the Council Policies had been adopted at the November 2023 Full Council meetings.</p> <p>Members also resolved to appoint a working party to review the policies during 2024.</p> <p>The working party will consist of:</p> <p>Cllr Turner Cllr Malcaus Cooper Cllr Jennings- Evans Cllr Marr</p>	
C/24/18	<p>GDPR – Re-appointment of Data Protection Officer</p> <p>Members were reminded that the Council appointed GDPR-info as their Data Protection Officer and the contract will be up for renewal in June this year.</p> <p>Members were asked to consider re-appointing GDPR-info as the Council's Data Protection Officer for the next 12 months.</p> <p>It was resolved to re-appoint GDPR-info and to delegate authority to the Clerk to pay up to £400 for their services.</p>	
C/24/19	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £14,489 and explained the individual items.</p> <p>It was resolved the payments (Appendix A) in the total sum of £14,489 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/24/20	<p>b) Budget Monitoring Report</p> <p>Members were presented with the budget monitoring report up to the 6th May 2024, detailing any overspends, and transfers or virements for approval.</p> <p>Actions required</p> <p>(i) Councillors were asked to note levels of expenditure shown and the associated balance sheet;</p> <p>(ii) Consider approval of the purchase of an Adobe licence with funding taken from EMR377 IT Equipment;</p>	

	<p>(iii) Consider the opening of an account at the Unity Trust Bank and confirm the proposed signatories.</p> <p>Councillors noted the Actual vs Budget report as of 6th May 2024 along with the corresponding Balance Sheet and Income and Expenditure reports.</p> <p>Members also resolved to approve the purchase of an Adobe licence, which would be funded from the IT Equipment EMR.</p> <p>Finally, it was resolved unanimously that the RFO would open a Unity Trust Bank Account and the signatories would be:</p> <p>Clerk of the Council</p> <ul style="list-style-type: none"> - RFO - Cllr White - Cllr Malcaus Cooper - Cllr R Jennings-Evans 	
C/24/21	<p>To discuss Christmas provision 2024</p> <p>a. Festive lighting 2024 – Update</p> <p>At the Full Council meeting held in June 22 (minute ref: C/22/39) it was resolved to sign a 3 year contract for the hire of festive lamp column lights.</p> <p>The contract is now in its third year and Members noted the provision each village will have for 2024, along with associated costs.</p> <p>It was also resolved that any spend over the 2024 budget will be funded from Village reserves as agreed during the budget process.</p> <p>b. Village Christmas Trees</p> <p>In preparation for the festive season, quotes are being sought for the supply of this year's Christmas trees. To simplify the process, as per last year, officers are seeking quotes to supply an all-inclusive package, whereby one company will supply, install, light, and remove the trees.</p> <p>Additionally, the electrics within the tree pits will be re-inspected and quotes provided for any work deemed necessary.</p> <p>Members resolved unanimously to delegate authority to the Clerk to obtain quotes and engage a supplier based on best value up to a value of £2,500 per village (including any necessary electrical work) with any spend over the allocated budgets to be funded from the general reserve.</p>	
C/24/22	<p>Committee on Standards in Public Life public bodies accountability consultation - Closes 17th May 2024</p> <p>Members were informed that the Council had received an email from SALC notifying them that the Committee on Standards in Public Life had recently issued a consultation on accountability in public bodies.</p>	

	<p>NALC will be submitting a response on the sector's behalf. However, to help them make sure all views were heard in their submission, Members were asked to complete a short survey.</p> <p>The council were asked to consider if they wish to respond to this consultation.</p> <p>Members resolved not to send a Council response, however Councillors would consider submitting responses individually.</p>	
C/24/23	<p>Clerks Update</p> <p>SHBC Annual Meeting Members are reminded that the Chair of Council has been invited to attend the SHBC Annual Meeting on Wednesday 15th May 2024 at 7.30 pm.</p> <p>Sale of Hook Mill Lane Depot In line with the resolution at the February Full Council meeting, a notice of intent to sell the land at Hook Mill Lane was placed in the Surrey Advertiser. The council has now received 8 expressions of interest. The Clerk has contacted land agents and conveyancing solicitors requesting quotes for their services however to date, only one quote has been received. A full report will be presented at the next Full Council meeting.</p> <p>Bagshot Cemetery Wall Repair The repair of the perimeter wall at Bagshot Cemetery has experienced some setbacks caused by the presence of tree roots hindering the laying of necessary foundations. A tree specialist has assessed the situation and officers are working with the contractor to find a resolution.</p> <p>Greenspace Procurement A full report will come to the Full Council in due course.</p> <p>Windlesham Neighbourhood Plan SharePoint The above SharePoint site is currently being set up and is undergoing testing.</p> <p>War Memorials – Routine Structural Surveys Officers are in the process of obtaining quotes to carry out routine structural surveys on all war memorials within the Parish. Additionally, quotes are being sought to refurbish the lettering on the Lightwater and Windlesham memorials. Please note that all three war memorials are Grade II listed and all works will be approved by SHBC planning.</p>	
C/24/24	<p>Correspondence</p> <p>The Clerk informed Members that the Council had received an FOI request for information pertaining to the last CGR.</p> <p><i>21:00 Cllrs R and D Jennings-Evans left the meeting</i></p>	
C/24/25	<p>Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p>	

	C/24/26 Allotment Lease Update C/24/27 Staffing Matters	
C/24/26	<p>Allotment Lease Update</p> <p><i>21:05 Cllr Lewis left the meeting</i></p> <p>Members discussed the options presented in the papers noting that as an allotment authority if there is a demand for allotments in its area, section 23 of the Small Holdings and Allotments Act 1908 puts the authority under a statutory duty to provide a sufficient number of allotments and to let them to persons residing in its area who want them. Representations may be made to the local authority on the need for allotments by any six resident registered electors.</p> <p><i>21:10 Cllr Lewis re-joined the meeting</i></p> <p>For the benefit of Cllr Lewis, Members recapped the discussion that took place in her absence.</p> <p>It was resolved to carry out the actions as detailed in the confidential report.</p>	
C/24/27	<p>Staffing Matters</p> <p>Members were informed that the Operations Coordinator had resigned and were asked how they wished to proceed.</p> <p>It was resolved to temporarily cover the role in house, with existing staff working additional hours on the terms set out in the confidential report.</p>	
	There being no further business the meeting closed at 21:46	

Bagshot PL for Month No 1

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
29/04/2024	BVC/23/62 BPFA	90	GRANTS WPC	GRANTS	957.00	0.00	957.00	4650	340	957.00	Bagshot PFA - facilities maint
TOTAL INVOICES					957.00	0.00	957.00			957.00	
VAT ANALYSISCODE Z @ 0.00%					957.00	0.00	957.00				
TOTALS					957.00	0.00	957.00				

Lightwater PL for Month No 2

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
05/05/2024	2039111	54	SURREY HEATH	SHBC01	65.39	13.08	78.47	4220	410	65.39	Lightwater Gym insp - May 24
TOTAL INVOICES					65.39	13.08	78.47			65.39	
VAT ANALYSISCODE S @ 20.00%					65.39	13.08	78.47				
TOTALS					65.39	13.08	78.47				

Top Level for Month No 1

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
19/04/2024	3910	611	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	Ashes internment - Bunce
22/04/2024	EXP -APR 24 (2)	612	LUCY SHANNON EXPENSE	SHANNON	108.92	0.00	108.92	4435	225	108.92	Exp Apr 24 - 2nd part pmt
17/04/2024	2948	613	GREENLANDS	GREE	300.00	60.00	360.00	4060	300	250.00	Maint on stone/plinth + cablin
								4060	400	50.00	Maint on stone/plinth + cablin
24/04/2024	0095	614	CLARKE GAMMON WELLER CLARKE		350.00	70.00	420.00	4400	225	350.00	Valuation of land at HML depot
24/04/2024	3537	615	NP TREE MANAGEMENT	NPTREE	440.00	88.00	528.00	4915	210	440.00	Planting 4 trees at Bosman Dr
								395		-440.00	Planting 4 trees at Bosman Dr
								6000	210	440.00	Planting 4 trees at Bosman Dr
TOTAL INVOICES					<u>1,378.92</u>	<u>218.00</u>	<u>1,596.92</u>			<u>1,378.92</u>	
VAT ANALYSISCODE OTS @ 0.00%					288.92	0.00	288.92				
VAT ANALYSISCODE S @ 20.00%					1,090.00	218.00	1,308.00				
TOTALS					<u>1,378.92</u>	<u>218.00</u>	<u>1,596.92</u>				

Top Level for Month No 1

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
27/04/2024	EXP 27 APR	616	WHITE	WHITE	233.68	1.54	235.22	4600	225	233.68	Expenses - Presentation Meetin
27/04/2024	3546	617	NP TREE MANAGEMENT	NPTREE	380.00	76.00	456.00	4915	210	380.00	Windmill Field fell willow tre
								395		-380.00	Windmill Field fell willow tre
								6000	210	380.00	Windmill Field fell willow tre
29/04/2024	75	618	ALL SAINTS CHURCH	ALLS	75.00	0.00	75.00	4950	325	27.75	Planning 17/4 and 27/4
								4950	425	27.75	Planning 17/4 and 27/4
								4950	525	19.50	Planning 17/4 and 27/4
TOTAL INVOICES					688.68	77.54	766.22			688.68	
VAT ANALYSISCODE OTS @ 0.00%					300.96	0.00	300.96				
VAT ANALYSISCODE S @ 20.00%					387.72	77.54	465.26				
TOTALS					688.68	77.54	766.22				

Top Level for Month No 2

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
01/05/2024	591-1973	619	HARRISON ARBORICULT	HARRISON	120.00	24.00	144.00	4195	210	120.00	Bag Cem -visual tree assessmen
								395		-120.00	Bag Cem -visual tree assessmen
								6000	210	120.00	Bag Cem -visual tree assessmen
26/05/2024	LONGACRES	620	CLLR MALCAUS COOPER	MALCAUS	166.67	33.33	200.00	4600	225	166.67	Flowers for Comm Reception
TOTAL INVOICES					286.67	57.33	344.00			286.67	
VAT ANALYSISCODE S @ 20.00%					286.67	57.33	344.00				
TOTALS					286.67	57.33	344.00				

Top Level for Month No 2

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
01/05/2024	2039110	621	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,070.99	Grounds maint - May 24
								4165	410	3,070.99	Grounds maint - May 24
								4165	510	1,732.36	Grounds maint - May 24
02/05/2024	2400060613	623	ST JOHN AMBULANCE	ST JOHN AM	370.00	74.00	444.00	4350	220	370.00	First Aid training - JW/SW
01/05/2024	202409	624	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	325	37.00	Hall Hire FC (16+23 April 24)
								4950	425	37.00	Hall Hire FC (16+23 April 24)
								4950	525	26.00	Hall Hire FC (16+23 April 24)
02/05/2024	215880-1	625	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	SLCC Emp the Basics - JW
02/05/2024	215881-1	626	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	SLCC - Disc & Greiv Proc - JW
02/05/2024	215882-1	627	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Psyc of Comm Engag - SK
02/05/2024	215883-1	628	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Social Media Cont- SK
02/05/2024	215885-1	629	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Allot management - LS
02/05/2024	215884-1	630	SLCC ENTERPRISES LTD	SLCC	35.00	7.00	42.00	4350	220	35.00	SLCC - Tips mana stress - LS

TOTAL INVOICES	8,544.34	1,688.87	10,233.21
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8,544.34

VAT ANALYSISCODE	OTS	@ 0.00%	100.00	0.00	100.00
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VAT ANALYSISCODE	S	@ 20.00%	8,444.34	1,688.87	10,133.21
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TOTALS	8,544.34	1,688.87	10,233.21
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Top Level for Month No 1

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
30/04/2024	92-154	622	GLENDALE	GLEND	258.00	51.60	309.60	4060	400	43.00	Plaque instal - 5xW;1xL
								4060	500	215.00	Plaque instal - 5xW;1xL
TOTAL INVOICES					258.00	51.60	309.60			258.00	
VAT ANALYSISCODE S @ 20.00%					258.00	51.60	309.60				
TOTALS					258.00	51.60	309.60				

Windlesham PL for Month No 1

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
26/04/2024	3939	123	NEIL CURTIS	NEIL	180.00	0.00	180.00	4005	500	180.00	W'sham intern - Wheeler
TOTAL INVOICES					180.00	0.00	180.00			180.00	
VAT ANALYSISCODE OTS @ 0.00%					180.00	0.00	180.00				
TOTALS					180.00	0.00	180.00				

Windlesham PL for Month No 2

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
01/05/2024	1840	124	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Wind. Cem maint - April 24
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				



Windlesham Parish Council

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

Held on Wednesday 14th May 2024 at St Anne's Church Centre, 43 Church Road, Bagshot.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	A	Richardson	P
Du-Cann	P				

In attendance: Jo Whitfield – Clerk to the Council
2 Members of the public were present

Cllr White took the Chair

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

		Action
PLAN/23/168	Apologies for absence Apologies for absence were received and accepted from Cllr Stevens.	
PLAN/23/169	Declarations of interest None	
PLAN/23/170	Public question time No members of the public were present.	
PLAN/23/171	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/23/172	Members to consider a response to the Bracknell Forest Council draft Bracknell Town Centre Masterplans Supplementary Planning Document (SPD). The public consultation runs from Monday 8 April 2024 until Monday 20 May 2024. Members raised concerns regarding the potential increase in traffic movement from Bracknell down the A322 towards the M3. Noting, it	

	is imperative to thoroughly assess the impact of this additional traffic on the already pressured road system. Additionally, expressed concerns about the planned reduction in car parking spaces, especially considering the proposals to encourage more people to visit the town centre. It's essential to ensure that there are sufficient parking facilities to accommodate the increased influx of visitors to the town centre. Moreover, with the proposed increase in housing, there will be a greater demand for residential parking spaces. Therefore, any reduction in parking provisions should be carefully evaluated to avoid exacerbating parking shortages and inconvenience for residents and visitors.	
PLAN/23/173	<p>Chobham Neighbourhood Plan – Invitation to provide comments on Pre-Submission Consultation (Reg 14)</p> <p>Members resolved to defer this item until the next meeting.</p>	
PLAN/23/174	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
24/0346/FFU	<p>38 London Road, Bagshot, Surrey, GU19 5HN Change of use from residential dwelling (C3) to a private medical clinic (E). Part-retrospective to include the re-surfacing of driveway and parking area with gravel and tarmac.</p> <p>Members reiterated their previous concerns as follows: They expressed concerns regarding the increased volume of vehicles accessing and departing from the site and emphasised the necessity for sufficient parking to prevent overflow onto the road. Additionally, members raised concerns about the use of shingle in the parking area and the potential risk of its migration onto the highway.</p>	FPA
24/0378/GPT	<p>Communication Station Bagshot Heath Telecommunications Mast Bracknell Road Camberley, Surrey Notification under Regulation 5 of the Electronic Communications Code Regulations 2003 to install a new 300mm dish at 46m on the existing mast.</p> <p>Noted</p>	GPDT
24/0431/FFU	<p>12 Manor Way, Bagshot, Surrey, GU19 5JZ Single storey side and rear extension with roof lights following removal of existing conservatory, conversion of garage into habitable accommodation and internal alterations.</p> <p>Members expressed concerns about the potential loss of the garage and its impact on parking availability in the already congested area.</p>	FPA
	Lightwater Applications	
24/0362/CES	<p>9 Clearsprings, Lightwater, Surrey, GU18 5YJ Certificate of lawfulness (proposed) for the proposed garage conversion including insertion of 3 rooflights</p>	CES

	Members raised concerns about the loss of a garage/parking.	
24/0391/FFU	88 Ambleside Road, Lightwater, Surrey, GU18 5UJ Erection of a single storey rear extension following demolition of existing conservatory, conversion of loft space into habitable accommodation, installation of rear dormer and roof lights, conversion of loft space above the detached garage into habitable accommodation. No Objection, subject to a condition that, in the future, the garage is not permitted for use as habitable accommodation.	FPA
24/0398/FFU	89 Macdonald Road, Lightwater, Surrey, GU18 5XZ Erection of front boundary metal fencing, piers and electric gates. No objection, subject to there being sufficient space in front of the gates to enable cars to clear the highway whilst waiting for the gates to open.	FPA
24/0399/FFU	25 Alsford Close, Lightwater, Surrey, GU18 5LF Erection of a first floor side extension and single storey front extension No Objection	FPA
	Windlesham Applications	
24/0379/FFU	28 Oakwood Road, Windlesham, Surrey, GU20 6JD Erection of a ground floor rear extension with a flat roof and roof lanterns. No Objection	FPA
24/0386/FFU	Rose Cottage , 85 Chertsey Road, Windlesham, Surrey, GU20 6HD Erection of part single part two storey side extension and single storey rear extension following demolition of existing outbuildings, along with changes to fenestration and internal alterations. Members raised concerns about the loss of the garage, especially in view of the limited parking on the busy Chertsey Road. However, it was noted the applicant's comment in the Design and Access Statement that the existing garage does not meet the space standards set by the British parking association and also the proposal that as a consequence, on-plot front parking will continue to be used as the main parking for the property. It is requested that SHBC be satisfied that the proposed extension would not have an adverse impact on the neighbouring property in terms of loss of light. As this is a period property, it is positive that the applicant proposes to match the London stock brick and also to respond to the brick detailing (we assume this means the red brick pattern) that runs across the face of the building within the design. Members also supported the change of the windows from PVC to timber frame sash and request that SHBC confirms the style is sympathetic to the character of the house.	FPA
24/0392/FFU	50 Heathpark Drive, Windlesham, Surrey, GU20 6AR Erection of a rear single-story rear extension.	FPA

	<p>Members commented that an application for what appears to be an identical extension (23/1120/FFU) was previously refused on the grounds that “insufficient information has been submitted to demonstrate that the proposal would not cause harm to protected trees during the construction phase or not lead to their loss or decline in the long term.”</p> <p>Windlesham Parish Council made a comment in relation to application 23/1120/FFU, raising concerns about scale and dominance and possible loss of light for the neighbouring property. However, in the Officer’s Delegated Report, the proposed extension was deemed to be acceptable other than concerns relating to tree protection, which was the sole issue given in the ruling.</p> <p>In the Officer’s Delegated Report for application 23/1120/FFU, it is stated that the Tree Officer required an Arboricultural Impact Assessment, Arboricultural Method Statement and Tree Protection Plan. This is due to the fact that construction would be within 2 metres of an Area Tree Preservation Order (TPO/8/75) and also the proposal involves a sunken section with deeper foundations than the rest of the extension.</p> <p>These documents have still not been submitted with this new application and we assume that SHBC will require and request them.</p>	
24/0411/DTC	<p>Woodhall, Woodhall Lane, Sunningdale, Ascot, Surrey, SL5 9QW</p> <p>Submission of details to comply with conditions 3 and 4 (Trees) attached to planning permission 23/0880/FFU for the Demolition of the existing Wood Hall (converted to 8 flats) and all existing structures and the erection of a replacement dwelling with outbuildings and four self-contained residential units.</p> <p>Members requested that SHBC be satisfied that the conditions are met as a significant number of trees are to be removed or impacted by this application.</p> <p>It is clear that this application relates to condition 3. It was assumed (although it is not clear) that the other condition is condition 6 as stated in the description on the planning portal and in the applicant’s email of 29 April. However, the applicant’s Arboricultural Assessment refers to conditions 3 and 4, as does the notification received by WPC as consultee.</p> <p>Condition 3 requires SHBC to approve the Arboricultural Method Statement and Tree Protection Plan in writing before works or development take place. Condition 6 requires SHBC to confirm in writing before commencement of works (including site clearance) that they approve the tree protection measures put in place.</p> <p>Members were concerned that the applicant has stated an intention (in their email of 25 April) to commence removal of the trees without any apparent written approval by SHBC.</p>	DTC
24/0412/DTC	<p>Woodhall, Woodhall Lane, Sunningdale, Ascot, Surrey, SL5 9QW,</p> <p>Submission of details to comply with condition 11 (Construction Environmental Management Plan) attached to planning permission 23/0880/FFU for the Demolition of the existing Wood Hall (converted to 8 flats) and all existing structures and the</p>	DTC

	<p>erection of a replacement dwelling with outbuildings and four self-contained residential units.</p> <p>Members requested that SHBC be satisfied that the submitted Construction Environmental Management Plan meets the various requirements of condition 11 and that the concerns raised by SHBC's scientific officer in the email of 3 May 2024 are considered. This condition stipulates that the development must not commence until the CEMP has been approved in writing by SHBC. We have noted the applicant's email of 25 April, stating an intention to commence removing trees without any apparent written approval from SHBC. This is of particular concern due to the presence of bats on site, which are protected species. The main building (which is to be demolished) supports a roost which is used by common and soprano pipistrelle and brown long-eared bats.</p>	
24/0406/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey Submission of details to comply with condition 20 (submission of updated bat and dormice surveys) attached to reserved matters approval 20/0318/RRM dated 5 April 2024</p> <p>On 5 April 2024, permission was granted in the reserved matters application 20/0318/RRM subject to a number of conditions. Condition 20 states that "before the removal of trees on site, updated bat and dormice surveys shall be submitted to the Local Planning Authority for approval." In order to satisfy condition 20, the applicant has re-submitted the Landscape and Ecology Management Plan (LEMP) previously submitted for application 24/0095/DTC (prior to the 5 April 2024 ruling), and on which WPC has commented. The LEMP includes details of bat and dormice surveys conducted in 2022. In the view of the committee, SHBC will need to clarify whether it requires further bat and dormice surveys pursuant to condition 20 of the 5 April 2024 ruling, or whether those included within the LEMP are sufficient.</p>	DTC
24/0415/PM R	<p>The Barns , Pennypot Lane, Chobham, Woking, Surrey, GU24 8DJ Application to vary/remove condition 2 (approved plans) of planning permission 23/0989/FFU (Construction of replacement storage building (revision of 23/0048/FFU to include a door to the frontage aperture)).</p> <p>SHBC confirmed this consultation request was sent in error.</p>	Relaxation /Modification

There being no further business, the meeting closed at 18:47



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

Held on Wednesday 29th May 2024 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	A	Marr	P
White	P	Stevens	P	Richardson	A
Du-Cann	P				

In attendance: Sarah Wakefield – Assistant Clerk

Cllr White outgoing Chair

Cllr Stevens took the Chair

P - present

A – apologies

PA – part of meeting

- no information

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		Action
PLAN/24/01	To elect a Chair of the Committee for the ensuing year The outgoing Chairman of the Planning Committee, Cllr White welcomed everyone to the meeting and asked for nominations for Chair of the Committee Cllr White nominated, Cllr Du Cann seconded, and it was unanimously resolved to appoint Cllr Stevens as Chairman.	
PLAN/24/02	To elect a Vice Chair of the Committee for the ensuing year Cllr Willgoss nominated, Cllr White seconded and it was unanimously resolved to appoint Cllr Marr as Vice Chairman.	
PLAN/24/03	Apologies for absence Apologies for absence were received and accepted from Cllrs Richardson and Turner.	

PLAN/24/04	Declarations of interest Cllr White non-pecuniary interest in application no. 24/0403//FFU as she is an acquaintance of the Headmaster of Hall Grove School.	
PLAN/24/05	Public question time No public were present.	
PLAN/24/06	To note the Committee's Terms of Reference Members unanimously resolved to adopt the Committee's Terms of Reference with one amendment: increasing the total number of members from 6 to 7.	
PLAN/24/07	Chobham Neighbourhood Plan – Invitation to provide comments on Pre-Submission Consultation (Reg 14) Members unanimously resolved not to submit comments as a committee but noted that individuals were free to submit their own comments if they wished.	
PLAN/24/08	Exclusion of the press and public. There were no matters to be dealt with after exclusions to the press and public.	
PLAN/24/09	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
24/0403/FFU	Hall Grove School, London Road, Bagshot, Surrey, GU19 5HZ Demolition of existing dilapidated storage shed and the erection of a new single storey workshop. No objections.	FPA
24/0443/FFU	Caldicot, 6 Waverley Road, Bagshot, Surrey, GU19 5JL Erection of rear roof extension with side facing dormer and loft conversion. Comment as follows- Members were concerned over loss of privacy to neighbouring gardens and requested that a condition is attached to ensure the dormer is obscured/frosted and has a restricted opening.	FPA
24/0437/FFU	54 Church Road, Bagshot, Surrey, GU19 5EQ Installation of replacement sash windows.	FPA

	<p>No objection with the following comments-</p> <p>Members expressed disappointment that the windows were not being replaced with like-for-like ones, especially given the property's location in a conservation area.</p>	
24/0431/FFU	<p>12 Manor Way Bagshot Surrey GU19 5JZ Single storey side and rear extension with roof lights following removal of existing conservatory, conversion of garage into habitable accommodation and internal alterations.</p> <p>Members noted that a response to this application had already been submitted.</p>	FPA
24/0475/GPT	<p>Telephone Pole Broomsquires Road Bagshot Surrey Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the installation of one 10m medium wooden pole.</p> <p>Members noted that the status of this application had already been decided by SHBC.</p>	General Permitted Development Telecoms
	Lightwater Applications	
24/0416/NMA	<p>102 Guildford Road, Lightwater, Surrey, GU18 5RP Non-material amendment to planning permission 23/0093/FFU to allow for the roof above the second storey extension to be altered.</p> <p>No objection</p>	NMA
24/0413/FFU	<p>59 Broom Field, Lightwater, Surrey, GU18 5QW Erection of a single storey rear extension following demolition of existing conservatory.</p> <p>No objection</p>	FPA
24/0440/CEU	<p>Redlands, The Folly, Lightwater, Surrey, GU18 5XA Certificate of lawfulness for the existing use of land for the siting of caravans, for human habitation and land used in conjunction with the siting of those caravans.</p> <p>Members expressed concerns about the limited information available in the application, stating that it was difficult for them to provide informed comments based on the current details.</p>	Certificate of Existing Use
24/0452/GPT	<p>Telephone Pole Macdonald Road Lightwater Surrey Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the installation of one 10m medium wooden pole.</p> <p>Members noted that the status of this application had already been decided by SHBC.</p>	General Permitted Development Telecoms
	Windlesham Applications	

24/0418/DTC	<p>Snows Ride Farm, Snows Ride, Windlesham, Surrey, GU20 6LA Submission of details to comply with condition 3 (Materials) attached to planning permission 22/1300/FFU for the demolition of existing detached building and construction of single-storey detached agricultural building.</p> <p>Comment as follows: Members commented that they rely on SHBC to approve the materials and to request physical samples to be provided (in addition to the photographs submitted) if deemed necessary.</p>	Details to comply
24/0305/FFU	<p>St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Erection of nine dwellings following demolition of existing dwelling.</p> <p>Objection for the following reasons- Planning permission was refused for a previous, very similar application for 9 dwellings on this site, to which Windlesham Parish Council objected (23/0581/FFU). Whilst a number of changes have been made, several of the reasons given for refusal in the letter of 11 March 2024 and in the Officer's Delegated Report dated 21 February 2024 ("the Officer's Report") remain as issues giving rise to objection.</p> <p><u>Scale and height</u> were reasons for refusal, being "out of keeping with the modest single and two-storey scale of development found in the surrounding area" (Officer's Report 6.4.5). In the new proposal, the plans indicate that the heights seem to have been slightly reduced, the reduction in the semi-detached houses being 22.5cm and the detached house, 19.3cm. However, the design of the houses remains essentially unchanged, they are all 8.85m high (to ridge height) and are still substantial 3 storey houses and thus still out of keeping with the surrounding area. This is contrary to Windlesham Neighbourhood Plan Policy 2.1 which states that developments should "maintain the general scale of development in the surrounding area without creating any overbearing presence."</p> <p><u>Width</u> is a stated reason for refusal, contributing to the properties appearing "dominant within the street scene" and pointing to the "cramped nature of the development" (Officer's Report 6.4.5). In the new proposal, the plans indicate that the width of the four pairs of semi-detached houses seems to have been slightly reduced from 18.89m to 17.86 per pair, a reduction of 1.03m. However, the width still results in a dominant presence, being substantially larger than the single 3 storey 5-bedroom house, plot 1, which has an unchanged width of 11.987m. This is contrary to Windlesham Neighbourhood Plan Policy 2.1 which states that developments should "maintain the style and pattern of separation between buildings and widths of building frontages."</p> <p><u>Built development to plot ratio</u> remains an issue, due to the large footprints of the houses, which the Officer identified as "contrary to development typically found in the surrounding character area" (Officer's Report 6.4.5). This is contrary to Windlesham Neighbourhood Plan Policy 2.1 which states that development should "maintain the established density</p>	FPA

including number of residential units and ratio of building footprint to open space development in the surrounding area.”

Parking arrangements have been changed so that there is no longer any linear parking, which was one of the reasons given for refusal. However, this has been achieved by providing for cars to park side by side in front of the dwellings. This has resulted in the front lawns being reduced to small strips. The Officer felt that the front gardens as originally designed were too small, indicating overdevelopment of the site (Officer’s Report 6.4.9). The new parking arrangements have exacerbated the situation, making vehicles a more prominent feature, and are thus harmful to the street scene and the character and appearance of the area in general.

Overdevelopment of the site is still an issue. Although the plans appear to indicate marginal changes to dimensions of the houses, the proposal is essentially for 9 dwellings, virtually unchanged from the previous application, which have been slightly moved to increase spaces between the houses.

Landscaping was, and still is, an issue as there is a limit to what can be achieved in the space available. The Officer felt that the previous layout presented limited opportunities for any meaningful landscaping, reinforcing the “urban form and cramped nature” of the development” (Officer’s Report 6.4.4). Whilst the spaces between houses have been increased, these spaces are still relatively small in comparison with the bulk of the houses.

Biodiversity is a significant issue. In the Officer’s Report, it is stated that the previous proposal was supported by an Ecological Appraisal which was reviewed by Surrey Wildlife Trust and that “no objections have been raised.” The same Ecological Appraisal has been resubmitted with this application. However, the letter from Surrey Wildlife Trust (which is referred to) dated 8 November 2023, relating to the previous application 23/0581/FFU does, indeed, raise issues which are relevant to this application. It notes the likely presence of nocturnal species including bats (all of which are protected species) and advises that the applicant should be required to submit a Sensitive Lighting Management Plan. In order to avoid ecological harm, it also advises that the applicant should be required to submit a Construction Environmental Management Plan.

As far as wildlife is concerned, this proposal should be considered in the context of its proximity to the other developments which already have planning permission or are seeking it. Individually and in combination, they represent a significant loss of animal habitat.

Trees: the proposed removal of trees and vegetation is still a concern in terms of the impact on wildlife and the health and wellbeing of Windlesham residents. This is a sensitive location due to the large number of trees which will be felled for the neighbouring Heathpark Wood development, which form a

	<p>natural barrier against air and noise pollution from the M3 motorway.</p> <p><u>Drainage:</u> there is a concern about the potential for flooding on this site and in the Woodlands Lane area due to the substantial number of homes which have been approved or are seeking approval and the resulting increase in hard standing, exacerbated by the removal of trees and vegetation. This is of particular concern due to the proximity of the M3 motorway, which could be impacted.</p> <p><u>Unsustainable location:</u> This development would create further pressure on the infrastructure of Windlesham. The facilities in the village centre are limited and most people drive to work, supermarkets, the GP surgery and the railway stations at Sunningdale and Bagshot.</p> <p><u>Unsustainable rate of development:</u> Planning permission has already been granted for 116 dwellings on the neighbouring Heathpark Wood site and for 20 dwellings at nearby Broadley Green. Planning permission has been sought for 7 houses at the adjoining site, the Ferns and for 20 affordable dwellings at the site referred to as Land East of St Margarets. This represents an intense level of development on neighbouring sites along Woodlands Lane, resulting potentially in a severe cumulative impact on traffic and wildlife.</p> <p>The Windlesham Neighbourhood Plan envisages a maximum of 50 dwellings as sustainable development for the village for the period 2018-2028. Planning permission has already been granted for approaching three times this number in the Woodlands Lane area alone, not counting the outstanding applications. In addition, a screening opinion has recently been sought for a retirement village comprising 187 dwellings on land at Snows Ride. This rate of development is unsustainable for a small village.</p>	
24/0245/FFU	<p>3 Loneacre, Windlesham, Surrey, GU20 6JH Erection of pitched roof to replace flat roof to the front of the property.</p> <p>No objection</p>	FPA
24/0095/DTC	<p>Heathpark Wood, East Of Heathpark Drive, Windlesham, Surrey Submission of details to comply with conditions 23 (landscape and ecological management plan), 26 (bat survey) and 27 (dormice survey) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>Windlesham Parish Council has already made a detailed submission on 16 February 2024 and has no further comments.</p>	Details to Comply
24/0123/NMA	<p>19 Turpins Rise, Windlesham, Surrey, GU20 6NG</p>	Non-Material Anendment

	Non-material amendment application to planning permission 22/0879/FFU for alterations to garage door to window. No objection	
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There being no further business, the meeting closed at 11:33



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

Held on Wednesday 12th June 2024 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	A	Marr	P
White	P	Stevens	P	Richardson	A
Du-Cann	P				

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Hardless- Windlesham Village Committee Councillor- acting as a substitute for Cllr Richardson

Tony Murphy- Windlesham Resident

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

Cllr Stevens in the Chair

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		Action
PLAN/24/10	Apologies for absence Apologies for absence were received and accepted from Cllrs Richardson and Turner.	
PLAN/24/11	Declarations of interest Cllr Marr declared a non-pecuniary interest in application number 23/0486/FFU as she has worked with the applicant on a working party.	

PLAN/24/12	<p>Public question time</p> <p>Tony Murphy- Windlesham Resident read out the following statement- Under item 8 and in relation to the following applications, all in Windlesham Village: (23/0486/FFU) "The Ferns" (24/0428/OOU) Land at "Snows Ride" and (24,0504/NMA) "Heathpark Wood" in part.</p> <p>The NPPF requires development to be plan led and that Local Plans must be succinct maintained up to date by review at least every five years. These applications share a feature of not being plan led, in differing ways, and can be regarded as opportunistic resulting from the failure of SHBC to deliver a new Local Plan leaving us exposed in a "Wild West" situation, as described by former leader of SHBC, Cllr Alan McClafferty.</p> <p>"The Ferns" and "Heathpark Wood" also share direct proximity as in parts of Heathpark Wood but may also share aspects of arrangements of wildlife not made clear in public.</p> <p>"SaveMe" Trust are in partnership with the developer of "Heathpark Wood" to manage the impact of that development on wildlife.</p> <p>Their partnership is included in the 106 agreement but details of a plan for that management have not been made public to date. Anne Brummer CEO of "SaveMe" made a strongly worded objection to the "Ferns" application 23/0486/FFU via the "Windlesham Society" which was repeated in my speech to the PAC 22nd February 2024:</p> <p>QUOTE this development doesn't take into account the wildlife in any meaningful way. There is a buffer zone on the adjacent Persimmon site and this development will render this mitigation ineffective. It should not be possible to consider two developments next door to each other, they clearly impact on wildlife. This will sign the death warrant to the wildlife we have been protecting for the last few years. We would want to see a comprehensive, proven, realistic and effective mitigation for all the wildlife that lives there before any application could be considered by any official body UNQUOTE</p> <p>I agree with that last sentence but including for the Persimmon site. Despite this statement, by a party to the 106 agreement, it was not considered by that PAC in February and not in the appeal which is taken isolation.</p> <p>The absence of detail reflects on 24/0504/NMA which, also in isolation appears to need greater explanation – of a kind which would be part of a whole plan – so not possible to comment as it stands.</p> <p>As to the Snows Ride proposal, it is in Green Belt land protected in SHBC declared commitment. It is seeking approval by pasting on "Very Special Circumstances" and we must be very aware from the Chertsey Road Care Home experience that in practice they may not be anything more than a ploy to gain acceptance. There are other practical considerations for the committee.</p>	

PLAN/24/13	Exclusion of the press and public. No exclusions to the press and public.	
PLAN/24/14	Members to consider a response to the Application for Virginia Water Neighbourhood Forum and Virginia Water Neighbourhood Area – Proposed re-designation of the Forum and Area Members unanimously resolved not to respond to the consultation.	
PLAN/24/15	Members to consider a response to the Thorpe Conservation Area Appraisal and Management Plan Members unanimously resolved not to respond to the consultation.	
PLAN/24/16	Members to consider a response to the draft Runnymede Energy Supplementary Planning Document (SPD); and draft Runnymede Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Show people SPD (otherwise known as the ‘Allocation Scheme SPD’) Members unanimously agreed to defer this item until the next meeting.	
PLAN/24/17	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
24/0492/FFU	3 Houlton Court, Bagshot, Surrey, GU19 5QQ Erection of first floor side extension. No objection Members requested that the extension matches the rest of the dwelling.	FPA
24/0513/FFU	The Pavilion, Bagshot Crawley Rise Tennis Club, College Ride, Bagshot, Surrey, GU19 5ET Installation of two 8m tall columns with floodlights. No objection	FPA
	Lightwater Applications	
24/0480/FFU	Land Adjacent To, 1 Catena Rise, Lightwater, Surrey Erection of a detached, two-bedroom dwelling with associated parking.	FPA

	<p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • The proposed development conflicts with various aspects of the development plan. • The limited size of the proposed plot, along with the siting and scale of the development, would result in a cramped development. • The proposed development does not respect the existing plot layout or scale of exiting the neighbouring dwelling. • The proposed development will have a negative impact on the street scene and character of the wider area. • The proposal would be contrary to the aims and objectives of the National Policy Framework, policies CP2 and DM9 of the Surrey Heath Core Strategy and Development Management Policies Document 2012, principles 7.4, 7.6, 7.7 and 7.8 of the Residential Design Guide 2017 and principle B1 of the Lightwater Design Statement 2006. <p><i>Cllr Willgoss left the meeting at 11:15am</i></p>	
24/0489/FFU	<p>14 Shrublands Drive, Lightwater, Surrey, GU18 5QS Part garage conversion into habitable accommodation</p> <p>No objection</p> <p><i>Cllr Willgoss re joined the meeting at 11:17am</i></p>	FPA
24/0526/FFU	<p>12 Deer Leap, Lightwater, Surrey, GU18 5PF Erection of single storey extension to provide conservatory and part garage conversion.</p> <p>No objection, but members requested that a condition be placed ensuring it is not used as self-contained accommodation.</p>	FPA
24/0502/FFU	<p>Cotterbury, 5 Junction Road, Lightwater, Surrey, GU18 5TQ Retrospective application for rear patio and boundary fence.</p> <p>No objection</p>	FPA
24/0477/CES	<p>69 Curley Hill Road, Lightwater, Surrey, GU18 5YH Certificate of lawfulness (proposed) for the erection of a single storey side extension.</p> <p>Members had no objection to the application as long as it meets the criteria for permitted development.</p>	Certificate Proposed Development
	Windlesham Applications	
24/0467/FFU	<p>Oakwood, Chertsey Road, Windlesham, GU20 6HY Erection of single storey rear and side extension (following associated demolition works) and alterations to fenestration. Single dormer on rear roof elevation</p> <p>Members COMMENTED as follows:</p>	FPA

	<p>Permission was previously granted for what we understand to be an identical application on 22 April 2020 (20/0156/FFU). We request that SHBC is satisfied that the application is, indeed, identical.</p> <p>Development has not commenced within 3 years as required by condition 1 of the permission and has thus lapsed. We request that if planning permission is granted, SHBC should consider requiring development to commence within a shorter period, perhaps 1 year. We feel this is reasonable as the reason for the 3-year condition was “to prevent an accumulation of unimplemented planning permissions” and it is now 4 years since the date of the original permission.</p> <p>We also request that a Tree Protection Plan is prepared and submitted in accordance with the response from the Arboricultural Officer dated 23 May 2024.</p> <p>Members asked it if could be confirmed whether the development is liable to CIL. In the officer’s delegated report for the previous application, it is stated that the side element of the proposal measures 15.9m x 5.3m (total 84.27m2) and the rear element 9.1m x 2.7m (total 24.57m2). The combined total is 108.84m2, which exceeds the 100m2 threshold for CIL.</p>	
23/0486/FFU	<p>The Ferns, Woodlands Lane, Windlesham, Surrey, GU20 6AS Demolition of existing dwelling and erection of seven dwellings with associated landscaping and parking. APP/D3640/W/24/3341569 If you wish to make comments, or modify/withdraw your previous representation, you can do so online at https://acp.planninginspectorate.gov.uk. https://acp.planninginspectorate.gov.uk.</p> <p>Members agreed to make the following additional comments to their previous representation: Planning permission has been refused; the reasons set out in a decision letter from SHBC dated 18 March 2024. The letter cited two reasons for refusal, the first relating to layout and the second to garage dimensions. Both reasons for refusal relied to a large extent on infringement of policies within the Windlesham Neighbourhood Plan (“WNP”). The appellant maintains in the Appeal Statement that the WNP does not apply to the site, quoting from the introduction to the WNP the sentence: “Other aspects that fall outside the remit of the WNP are those such as the reserve site of Heathpark Woods as this is covered by Surrey Heath’s Core Strategy.” In our view, the site of the Ferns is, in fact, covered by the WNP and the policies within it do apply. This reflects probably the main purpose of a neighbourhood plan, which is to provide policies in relation to new development. The Heathpark Wood site referred to in the WNP as being outside its remit is a separate parcel of land to the Ferns. It is recognised as such by SHBC’s Five- Year Land Supply document (2023-2028). In table 3 of this document (projected site phasing assessment 0-5 years), Heathpark Wood is listed as a site in its own right having outline planning permission for 116 dwellings. The Ferns, however, has a separate listing with the neighbouring property, St Margarets, and has its own ID</p>	APPEAL

	<p>number (1004). It appears in table 4 of the document (summary of site deliverability evidence for first five years).</p> <p>We believe that the rationale for the statement in the WNP is that when the WNP was made in 2019, an application had already been submitted for the development of the Heathpark Wood site (15/0590 – outline planning permission granted on 26 July 2017). However, the first application for the Ferns (together with St Margarets) was submitted after the WNP came into effect (20/1070/FFU) and therefore its policies are applicable.</p>	
24/0494/FFU	<p>58 Poplar Avenue, Windlesham, Surrey, GU20 6PW Erection of single storey rear extension.</p> <p>No objection</p>	FPA
24/0428/OOU	<p>Land At, Snows Ride, Windlesham, Surrey, GU20 6LA Outline planning application with all matters reserved other than means of access, for mixed residential development comprising up to 154 Integrated Retirement Community units (Use Class C2) and 33 dwellings (Use Class C3), together with a GP Surgery, the creation of Suitable Alternative Natural Greenspace, landscaping, car parking, access, maintenance workshop, refuse storage, and communal facilities.</p> <p>Objection for the following reasons: It is noted that this application is for outline planning permission to establish the principle of development of the site. Site access details only are for full determination. The applicant states in its Planning Statement that matters relating to scale, layout, appearance and landscaping will be determined later as part of reserved matters submissions, if outline planning permission is granted.</p> <p><u>Green Belt Land</u> The proposed development is on undeveloped land within the Green Belt. The applicant accepts in the Planning Statement (cl 6.1) that pursuant to the National Planning Policy Framework 2023, the development would constitute inappropriate development in the Green Belt and that such developments should only be approved where there are “very special circumstances” or “VSCs”. The applicant also recognises (cl 6.2) that any harm to the Green Belt should be given “substantial weight” and that VSCs will not be deemed to exist unless the potential harm to the Green Belt by reason of inappropriateness and any other harm resulting from the proposal, is clearly outweighed by other considerations (cl 7.1).</p> <p><u>Pre-application advice provided by SHBC</u> In the Planning Statement (cl 5.13), the applicant gives a brief summary of SHBC’s pre-application advice given on 19 December 2023. We have not seen a copy of SHBC’s full advice. SHBC felt that there would be harm to the Green Belt and in terms of visual harm, there would be conflict with Green Belt purpose (b), which is the prevention of neighbouring towns merging into one another and purpose (c), which is safeguarding the countryside from encroachment. We agree with this view.</p>	Outline

SHBC's conclusion was that "the very special circumstances are unlikely to outweigh the green belt and other (design and character) harm on the basis of the information provided to date." When SHBC reached this conclusion, it would have been aware of the VSCs, to which the applicant attaches weight (significant, moderate and light) and which have not changed since December 2023 (other than the provision of the GP surgery). In particular, these are the fact that the development is an Integrated Retirement Community and provides housing for older people, the incorporation of affordable housing and self-build plots, the inclusion of the SANG, the creation of jobs and raising of Council Tax (Planning Statement cl 7.42).

We support SHBC's protective stance in relation to the Green Belt, which is also highly valued by residents as is noted in the Windlesham Neighbourhood Plan. In addition, many Windlesham residents have formally expressed their opposition to this proposed development, which they feel would encroach on the countryside and greatly impact the setting and special character of the village of Windlesham.

<https://www.gov.uk/guidance/national-planning-policy-framework/13-protecting-green-belt-land>

"Very special circumstances"

GP surgery: The applicant attaches significant weight to the provision of serviced land for a GP surgery. It is proposed that this would be operated by Lightwater surgery. Whilst we would like to emphasise that we support and appreciate Lightwater surgery, there are a number of concerns with this proposal being treated as VSCs for planning purposes.

The proposal is still subject to the views and approval of third parties. Notably, it is acknowledged in the letter from Lightwater surgery dated 25 April 2024, that the site can only be developed with the consent of Frimley Integrated Care Board and it appears that the ICB has not yet been approached.

The letter also raises a note of caution about the views of local people and of patients. It states: "...we need to be realistic about the potential concerns of local people, including our own patients. Together we do need to ensure that people, including stakeholders, are aware of our intentions and have an opportunity to share their informed views."

The letter states: "We intend to use this initially as a satellite facility but over time may aim to make this our main base." It is reasonable to assume that Lightwater residents might be concerned about the potential reduction in size of their GP surgery and could raise objections. Whilst Windlesham residents might welcome a GP surgery, they could have concerns if the surgery were to be of significant size, servicing substantial numbers of patients travelling from some distance and thus increasing traffic in the area.

Significantly, GP surgeries have been proposed in relation to several local planning applications in Windlesham in the past and for various reasons have never been built. This occurred recently in relation to the care home at Shepherds Lane.

GP surgeries are important to residents but there are likely to be other options for brownfield sites in the area which could be explored as an alternative to developing a field in the Green Belt.

Housing for older people: The development is for up to 154 age restricted units and is essentially an integrated retirement community with the addition of 23 affordable homes (apartments) for first time buyers and 10 self-build plots. In our view, there is insufficient demand for 154 age restricted units in this area as there are already numerous retirement and care homes, which we understand have capacity. In Windlesham, a 66-bed care home has recently been built at Shepherds Lane and planning permission has been granted for 20 age restricted dwellings at Broadley Green. We have calculated that there are already in the region of 2000 beds for older people within a radius of approximately 10 miles of the site, including 4 retirement villages. The site is a few hundred metres from the border with the neighbouring borough of Windsor and Maidenhead, where some of these facilities are located, as some Surrey Heath residents move into retirement accommodation in this neighbouring borough and vice versa. Whilst we understand from the Planning Statement (pre-application advice) that SHBC may have estimated an unmet need for older people of 282 units (a figure which we are not in a position to verify), it should be noted that this is for the entire borough of Surrey Heath and not the village of Windlesham. It is unreasonable and unsustainable for a village the size of Windlesham to accommodate more than half the needs of the borough.

Self-build units: We also understand from the Planning Statement (pre-application advice) that SHBC felt that “the need for self-build units has been overstated” and we do not dispute SHBC’s findings.

Biodiversity net gain: Whilst biodiversity net gain is a positive concept, we feel that it is counter-intuitive to allocate significant weight to it as VSCs in the context of building on Green Belt Land, especially in a development such as this one which involves intensive development of a significant part of the site. The creation of the SANG and planting of hedgerows is ultimately mitigation for development, rather than a justification for it.

Traffic and road safety
The development will generate significant increased traffic in the area. Road networks in Windlesham are already over capacity and the volume and speed of traffic in the village is an ongoing concern for residents. Whilst some older people no longer drive, many still do. It is also to be expected that substantial numbers of people will visit the site, including friends and family of residents, carers and other staff and patients for the retirement village and the GP surgery. This will put pressure on the surrounding roads, in particular Snows Ride and the A30, which is very congested at times. It should also be noted that Snows Ride and the A30 have a speed limit of 40mph, making both roads difficult and dangerous to cross. The location of Travis Perkins in close proximity to the entrance on Snows Ride is an additional hazard.

Unsustainable location
This is an unsustainable location for a community of older people, situated on the outskirts of both Windlesham and

	<p>Bagshot. Residents are required to be at least 65, but it is stated in the Transport Assessment that the average age of buyers is 82 and that the average age of residents increases as a village matures. Many residents might find themselves restricted to using the facilities on site. Public transport (the 500 bus route) is very infrequent.</p> <p><u>Unsustainable rate of development</u></p> <p>The Windlesham Neighbourhood Plan envisages a maximum of 50 dwellings as sustainable development for the village of Windlesham for the period 2018-2028. Planning permission has already been granted for approaching three times this number in the Woodlands Lane area alone (116 dwellings on the Heathpark Wood site and 20 dwellings at Broadley Green), with outstanding applications for the Ferns (7 houses), St Margarets (9) houses and Land East of St Margarets (20 affordable dwellings). The Old Dairy and Old Post Office have already been developed. This rate of development is unsustainable for a small village.</p> <p><u>Density</u></p> <p>Whilst this application is for outline planning permission, it is appropriate to consider density at this stage. In order to accommodate the SANG and the planned number of units (and thus be commercially viable), the dwellings in the built area of the site will need to be positioned much closer together and in a denser configuration than in the neighbouring roads and Snows Ride estate. This would contravene Policy WNP2.1 of the Windlesham Neighbourhood Plan which states that planning applications should maintain the “established density”, “general scale of development” and “style and separation between buildings” of the surrounding area. Due to space constraints, there are also likely to be issues providing sufficient parking on site for residents, visitors and patients for the GP surgery.</p> <p><u>Flooding</u></p> <p>This site and parts of the surrounding areas and roads are known to flood. This is mentioned repeatedly in submissions made by residents in response to the application for a screening opinion in relation to this site (24/0178/SCR). This could be exacerbated by the increase in hard standing.</p>	
24/0504/NMA	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</p> <p>Application for non-material amendment to conditions 1 and 3 attached to reserved matters approval 20/0318/RRM dated 5 April 2024 to allow for the substitution of fencing type to boundary of woodland. Post and rail fencing to be amended to 1.5m high V-mesh fencing, incorporating ecology gates and 3 no. pedestrian gates to allow authorised access to the woodland for maintenance and management purposes and alignment of proposed V-mesh fencing to be amended to follow the eastern (rear) boundary of the pond.</p> <p>Members expressed concerns about the height of the fence and questioned whether "SaveMe" had been consulted about the change in fencing.</p>	Non-Material Amendment

There being no further business, the meeting closed at 11:56



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

Held on Wednesday 3rd July 2024 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	A	Turner	P	Marr	A
White	P	Stevens	P	Richardson	PA
Du-Cann	P				

In attendance: Sarah Wakefield – Assistant Clerk

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

Cllr Stevens in the Chair

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		Action
PLAN/24/18	Apologies for absence Apologies for absence were received and accepted from Cllrs Marr, Richardson and Willgoss.	
PLAN/24/19	Declarations of interest Cllr White declared a non-pecuniary interest in applications 24/0517/CES and 24/0539/FFU as she knows the applicants.	
PLAN/24/20	Public question time No Public Questions.	
PLAN/24/21	Exclusion of the press and public	

	No exclusions to the press and public.	
PLAN/24/22	<p>Members to consider a response to the draft Runnymede Energy Supplementary Planning Document (SPD); and draft Runnymede Pitch and Plot Allocation Scheme for Gypsies, Travellers and Travelling Show people SPD (otherwise known as the ‘Allocation Scheme SPD’).</p> <p>Members noted the document and recommend that SHBC implement a similar approach in their Local Plan.</p>	
PLAN/24/23	To consider planning applications and planning appeals received prior to this meeting:	

	Bagshot Applications	
24/0539/FFU	<p>Wyverne Lodge, Dukes Covert, Bagshot, Surrey, GU19 5HU Erection of a first-floor side extension and garage conversion, two storey front and rear extensions, single storey side extension to form car port and detached triple garage.</p> <p>Object for the following reasons:</p> <ul style="list-style-type: none"> • Overdevelopment of the plot. • Traffic and Access Issues: the proposed triple garage is very close to front boundary. 	FPA
24/0533/CEU	<p>The Cedars, 2 High Street, Bagshot, Surrey, GU19 5AE Certificate of Lawfulness for the existing use of the building as Class E (Commercial, business and service).</p> <p>No objection</p>	Certificate of Existing Use
24/0556/PMR	<p>42-44, London Road, Bagshot, Surrey, GU19 5HL Application to vary conditions 10 (Landscaping) and 14 (Parking Layout) of planning permission 18/1083 (Erection of a part one, two and three storey building, partly with accommodation in the roof, to provide 46 extra care apartments including associated facilities, car parking and landscaping following the demolition of existing buildings).</p> <p>No objection provided there is no reduction in parking spaces.</p>	Relaxation/Modification
	Lightwater Applications	
24/0542/DTC	<p>207 Guildford Road, Lightwater, Surrey, GU18 5RB Submission of details to comply with condition 2 (air conditioning units) attached to planning permission 23/0469/FFU Retention of rear wall, alterations to fenestration, air conditioning units, additional door and alterations to the garage roof (Retrospective).</p>	Details to Comply

	Members confirmed their preference for the more substantial screening option, option 1, and also requested that the screening be higher to ensure better coverage.	
24/0514/NMA	<p>23 Birchwood Drive, Lightwater, Surrey, GU18 5RX Application for non-material amendment to planning permission 22/0057/FFU [Erection of a single storey rear extension following demolition of the existing conservatory, the installation of a dormer window to the rear roof slope to facilitate a loft conversion and the installation of two windows (one to the front elevation and one to the rear elevation, both at first floor level)] to reduce the size of the rear single-storey extension.</p> <p>No objection</p>	Non-Material Amendment
24/0544/CES	<p>137 Guildford Road Lightwater Surrey GU18 5RA Certificate of lawfulness (proposed) for the proposed installing a new window on the first floor on the side elevation.</p> <p>No objection</p>	Certificate Proposed Development
24/0558/CES	<p>150 Guildford Road Lightwater Surrey GU18 5RW Certificate of lawfulness (proposed) for the proposed replace the rear garden existing mixture of slab paving/ rough ground/ concrete shed base arrangement with a mixture of porous block paving (Marshalls Driveline Priora in Bracken)/ artificial grass section and bare earth area for future planting.</p> <p>No objection</p>	Certificate Proposed Development
24/0287/FFU	<p>235 Guildford Road, Lightwater, Surrey, GU18 5RE Creation of new dropped kerb to access property.</p> <p>No objection</p>	FPA
	Windlesham Applications	
24/0517/CES	<p>Hill Cottage, Rectory Lane, Windlesham, Surrey, GU20 6BW Certificate of lawfulness for the proposed erection of detached outbuilding for use as gym/office with shower room and store.</p> <p>No objection but members requested that SHBC consider the following points:</p> <ul style="list-style-type: none"> • Whether the additional built form would result in some harm to the openness of the green belt. • Whether there are issues of scale and dominance and appearance / design. • Whether the outbuilding could have a negative effect on the residential amenity of neighbours, reducing light and impacting privacy. • If planning permission is granted, it is requested that it is conditional that the outbuilding should only be used for purposes ancillary to the main dwelling and at no time should be let out, rented or separated from the main dwelling and sold and that the outbuilding is retained within the curtilage of the host dwellinghouse. 	Certificate Proposed Development

24/0561/FFU	<p>Rose Cottage, 85 Chertsey Road, Windlesham, Surrey, GU20 6HD Erection of a part single part two storey side and rear extension, following demolition of existing outbuildings, changes to fenestration and internal alterations.</p> <p>No objection</p> <p><i>Cllr Richardson joined the meeting at 11:25am</i></p>	FPA
23/0581/FFU	<p>St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Erection of nine dwellings following demolition of existing dwelling. If you wish to make comments, or modify/withdraw your previous representation, you can do so online at https://acp.planninginspectorate.gov.uk.</p> <p>Objection to the Appeal for the following reasons:</p> <ul style="list-style-type: none"> • The scale and height of the proposed development is out of keeping with the modest single and two-storey scale of development found in the surrounding area. This is contrary to Windlesham Neighbourhood Plan Policy 2.1 which states that developments should “maintain the general scale of development in the surrounding area without creating any overbearing presence.” • The substantial width of the four pairs of semi-detached houses contributes to the cramped nature of the development and to the properties appearing dominant within the street scene. This is contrary to Windlesham Neighbourhood Plan Policy 2.1 which states that developments should “maintain the style and pattern of separation between buildings and widths of building frontages.” • The built development to plot ratio is a further concern, due to the large footprints of the houses which are contrary to development typically found in the surrounding area. Again this is contrary to Windlesham Neighbourhood Plan Policy 2.1 which states that development should “maintain the established density including number of residential units and ratio of building footprint to open space development in the surrounding area.” • The cramped layout limits the opportunities for landscaping which reinforces the urban form and cramped nature of the development and the linear parking arrangements are unsatisfactory. • Biodiversity is also a significant concern; Surrey Wildlife Trust have noted the likely presence of nocturnal species including bats (all of which are protected species) and advises that the applicant should be required to submit a Sensitive Lighting Management Plan. In order to avoid ecological harm, it also advises that the applicant should be required to submit a Construction Environmental Management Plan. • Trees: the proposed removal of trees and vegetation is still a concern in terms of the impact on wildlife and the health and wellbeing of Windlesham residents. This is a sensitive location due to the large number of trees which will be felled 	APPEAL

	<p>for the neighbouring Heathpark Wood development, which form a natural barrier against air and noise pollution from the M3 motorway.</p> <ul style="list-style-type: none"> • Drainage: there is a concern about the potential for flooding on this site and in the Woodlands Lane area due to the substantial number of homes which have been approved or are seeking approval and the resulting increase in hard standing, exacerbated by the removal of trees and vegetation. This is of particular concern due to the proximity of the M3 motorway, which could be impacted. • Unsustainable location: This development would create further pressure on the infrastructure of Windlesham. The facilities in the village centre are limited and most people drive to work, supermarkets, the GP surgery and the railway stations at Sunningdale and Bagshot. • Unsustainable rate of development: Planning permission has already been granted for 116 dwellings on the neighbouring Heathpark Wood site and for 20 dwellings at nearby Broadley Green. Planning permission has been sought for 7 houses at the adjoining site, the Ferns and for 20 affordable dwellings at the site referred to as Land East of St Margarets. This represents an intense level of development on neighbouring sites along Woodlands Lane, resulting potentially in a severe cumulative impact on traffic and wildlife. • The Windlesham Neighbourhood Plan envisages a maximum of 50 dwellings as sustainable development for the village for the period 2018-2028. Planning permission has already been granted for approaching three times this number in the Woodlands Lane area alone, not counting the outstanding applications. In addition, a has recently been sought for a retirement village comprising 187 dwellings on land at Snows Ride. This rate of development is unsustainable for a small village. 	
24/0584/FFU	<p>Orchard Cottage, Church Road, Windlesham, Surrey, GU20 6BT Erection of part single storey rear extension with roof lights, and part two storey rear extension to include Juliet balcony and Velux window, following demolition of existing single storey rear extension and conservatory.</p> <p>No objection</p>	FPA
24/0579/FFU	<p>Lynnfield, Baigents Lane, Windlesham, Surrey, GU20 6DU Erection of a front, side and rear single storey extension (including front porch). Reconfigured and extended first floor accommodation, including 2no. front Dormers. Replacement higher roof and other alterations (internal, windows/doors and external materials), and erection of a replacement garage.</p> <p>No objection with the following Comments:</p>	FPA

	<p>This application seeks to extend this detached chalet bungalow increasing the living accommodation from 148m² to 242m², a substantial increase of 94m². It is also proposed to rebuild and increase the size of the current double garage.</p> <p>While it is understood that some similar properties nearby have been extended, the size of this proposed extension is substantial and it is requested that SHBC consider the following points:</p> <ul style="list-style-type: none"> • The scale and dominance of the proposed extension. • The proposed appearance and design and whether it is appropriate in this village location. • The impact of the proposed extension in terms of loss of light / sunlight and privacy on neighbouring properties in Baigents Lane / Cooper Road. • Whether the extensions proposed would be liable for CIL payment. 	
24/0594/FFU	<p>Spring Cottage, Chertsey Road, Windlesham, Surrey, GU20 6HZ Proposed change of use of existing Residential property (Class C3) to a house of multiple occupancy (Class C4).</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Unsustainability of the location: It is of concern that the property is in an unsustainable location somewhat distant from any local facilities and from other village housing. Whilst Windlesham 'village centre' is around 500m away, it provides minimal essential shops and services and there is no Doctor's surgery nearby as Lightwater Surgery has recently closed to new residents. In addition, there is minimal transport infrastructure in and around Windlesham village as Bagshot and Sunningdale train stations are located several miles away and the 500 bus provides a scant service. As such, anyone resident at this location would find a car essential in order to travel to work and to carry out most everyday activities. • Noise and disturbance: There are no plans in place for noise and waste management. • The identity of the HMO landlord and type of HMO being proposed is unclear, and members would like clarification on this. • Finally, it is requested that SHBC planning consider whether the application complies with all the requirements of an HMO property in terms of safety, comfort and suitability for occupants and also whether all the appropriate HMO licences are in place. 	FPA

There being no further business, the meeting closed at 11:42



Windlesham Parish Council

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

Held on Tuesday 9th July 2024 at 6:30pm at St Annes Church Centre, 45 Church Road, Bagshot, GU19 5EQ

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P		
Hills	A	Jennings-Evans	P		
Du Cann	P	Malcaus-Cooper	P		
		D Jennings-Evans	P		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Jennings-Evans took the Chair

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

		Action
PER/24/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr White welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>Cllr White nominated, Cllr Turner seconded, and it was agreed unanimously to appoint Cllr Rebecca Jennings-Evans as Chairman of the Committee.</p> <p>Cllr D Jennings-Evans nominated, Cllr R Jennings-Evans seconded, and it was agreed unanimously to appoint Cllr Turner as Vice-Chair of the Committee.</p>	
PER/24/02	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllr Hills</p>	
PER/24/03	<p>Declarations of interest</p> <p>None</p>	
PER/24/04	Public question time	

	There were no questions raised.	
PER/24/05	<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>PER/22/38 Staff Appraisals PER/22/39 Staffing Matters-Working Environment PER/24/00 Staffing Matters-To review remote working arrangements</p>	
PER/24/06	<p>To note the Committee's Terms of Reference</p> <p>Members noted and agreed the following amendments to the Terms of Reference:</p> <p>n) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary, including considerations of workplace culture and behaviour.</p>	
PER/24/07	<p>To agree membership of Staffing Sub-Committee</p> <p>It was agreed unanimously to amend the Staffing Sub-Committee terms of reference with the following wording:</p> <p>Membership of the committee will consist of at least 5 members, to be made up of the Chair & Vice-Chair of Council, Chair and Vice-Chair of the Personnel Committee and other nominated Councillors, ensuring that membership includes at least one representative from each village. All other Councillors may act as nominated substitutes.</p> <p>Members agreed unanimously to adopt the staffing sub-committee Terms of Reference (see attached) and to defer appointment of Members until such times the sub-committee is required.</p>	
PER/24/08	<p>To review HR Policies</p> <p>Members were reminded that at the May Full Council meeting (minute ref: C/24/17) it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group: Cllr Turner Cllr Marr Cllr Jennings-Evans</p> <p>Members were informed that shared files of the following HR policies had been circulated for review and amendment/comment.</p>	

	<p>Absence Policy –CHANGES FOR REVIEW – Clause 2.4 changes to wording around sick leave whilst on annual leave. -Members resolved to approve these changes.</p> <p>Dignity at Work Policy -Members resolved to make reference to a whistleblowing policy in clause 6.</p> <p>Disciplinary Policy - NO CHANGES - Approved</p> <p>Equality and Diversity Policy - NO CHANGES - Approved</p> <p>Flexible Working Policy – CHANGES FOR REVIEW – Clause 4: number of requests and Clause 6: Timeframe dealing with requests. Members resolved to approve these changes.</p> <p>Grievance Policy – Members resolved to make reference to a whistleblowing policy in clause 1.3.10</p> <p>Health and Safety Statement – NO CHANGES - Approved</p> <p>Lone Working Policy – CHANGES - Minor wording amendment Members resolved to approve these changes.</p> <p>Recruitment Policy – Members resolved to change the wording in clause 4.1 to reflect that the staffing sub-committee is responsible for recruitment of the Clerk.</p> <p>TOIL Policy – NO CHANGES - Approved</p> <p>Training Policy – NO CHANGES - Approved</p> <p>Internal Privacy Policy – NO CHANGES- Approved</p> <p>It was unanimously resolved that Council should consider both a whistleblowing policy and probationary policy. It was agreed that Cllr Turner in conjunction with the Clerk, will draft both policies for review at the next Personnel Committee meeting. It was also resolved that all policies will be updated to reflect these additions.</p>	
PER/24/09	<p>Clerks Update</p> <p>The Clerk was pleased to report that she has now passed the Principles of Internal Auditing Local Councils (PIALC) qualification, which is designed to establish a more regulated and standardised process for internal auditing within local councils.</p> <p>The course covers essential principles and guidelines to ensure effective and efficient internal audit practices equipping those achieving this qualification to both source an independent, competent internal auditor and to conduct thorough, independent, and objective audits of councils themselves.</p>	
PER/24/10	Exclusion of the press and public.	

	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	
	CONFIDENTIAL	
PER/24/11	Staff Annual Reviews Members reviewed the completed appraisals presented and agreed actions documented in the confidential report.	
PER/24/12a	Staffing Matters – Working Environment Members reviewed the papers presented and noted the concerns therein. It was resolved to carry out the actions documented in the confidential report	
PER/24/12b	Staffing Matters - To review current remote working arrangements Members agreed to carry out actions as per confidential report.	

There being no further business, the meeting closed at 19:25.

Windlesham Parish Council

Personnel Committee – Terms of Reference

The role of the Personnel Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of a minimum of 6 members, and it is recommended that this consists of a minimum of 2 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

1. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
2. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The Personnel Committee will have the following duties and shall be empowered, within the current structure, to:

Re: Recruitment

- ⇒ Have full delegated authority to recruit in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- b) Appoint a panel/sub-committee of Councillors to be responsible for the recruitment (to include interviewing), as per the recruitment policy. This would consist of the Chairman, Vice Chair of Council, Chairman of Personnel, Vice Chairman of Personnel and at least one other nominated Councillor, ensuring that membership included at least one representative from each village.

Re: Staff

- c) Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day-to-day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- d) Review employee's remuneration and make recommendations thereon to the Council.
- e) Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- f) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- g) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- h) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- i) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- j) In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- k) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.

Re: Policies and legislation

- l) Develop, implement, and review Employment related Policies using appropriate employment law
- m) Manage the Council's compliance with Employment legislation.
- n) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary, including considerations of workplace culture and behaviour.
- o) Where necessary recommend appropriate actions to The Council.
- p) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.

Re: External Support

- q) Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee

Delegated Spending Authority

In order to undertake its functions, the Personnel Committee is authorised to spend to the following limits:

- 1) Up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2) To the upper level of the agreed salary scale banding for any new employee, subject to budget availability.
- 3) All expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council.

The Chairman shall:

- a) Agree the minutes of the Personnel Committee at Full Council meetings subject to approval.

Windlesham Parish Council

Staffing Sub-Committee – Terms of Reference

The role of the Staffing Sub-Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of at least 5 members, to be made up of the Chair & Vice-Chair of Council, Chair and Vice-Chair of the Personnel Committee and other nominated Councillors, ensuring that membership includes at least one representative from each village. All other Councillors may act as nominated substitutes.

1. Membership of the committee will be determined at the first meeting of the Personnel Committee, following the Annual Meeting of the Council in May and casual vacancies shall be filled from the membership of the Personnel Committee.

FUNCTIONS:

The committee shall:

Have delegated authority to undertake the full recruitment and employment process, as per the recruitment policy, including interviewing for all positions as determined by the Personnel Committee and to delegate responsibility to the Parish Clerk as they consider appropriate.

Delegated Spending Authority

In order to undertake its functions, the Staffing Committee is authorised to spend up to £2,000 per annum allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee. Expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Personnel Committee.

The Chairman shall:

Agree the minutes of the Staffing Sub-Committee at the Personnel Committee meetings subject to approval.



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

Held on Tuesday 9th July 2024 at 7:30pm at St Annes Church Centre, 45 Church Road, Bagshot, GU19 5EQ

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Gordon	-	Turner	P	Lewis	A
Hills	A	Stevens	A		
		Malcaus Cooper	P		
		Harris	S		

In attendance: Joanna Whitfield –Clerk to the Council

Cllr Malcaus Cooper took the Chair

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

		Action
COM/24/01	<p>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</p> <p>Cllr Malcaus Cooper welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>Cllr Turner nominated, Cllr Harris seconded, and it was agreed unanimously to appoint Cllr Malcaus Cooper as Chairman of the Committee.</p> <p>Cllr Malcaus Cooper nominated, Cllr Turner seconded, and it was agreed unanimously to appoint Cllr Gordon as Vice-Chair of Council.</p>	
COM/24/02	<p>Apologies for absence</p> <p>Apologies for absence were received and accepted from Cllr Hills, Stevens and Lewis</p>	
COM/24/03	<p>Declarations of interest</p> <p>None</p>	

COM/24/04	Public question time There were no questions raised.	
COM/24/05	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: There were no items to be dealt with after the public, including the press, had been excluded.	
COM/24/06	To note the Committee's Terms of Reference Members noted and agreed the Terms of Reference as presented.	
COM/24/07	To review Social Media statistics Members are asked to review and note the social media statistics presented, noting in particular that since the Communications Officer joined the Council: <ul style="list-style-type: none"> • the interactions are up 90% • Facebook visits are up 54% • Facebook reach is up 17.5% • The number of followers is up almost 21% Members noted the improved engagement and resolved to test paid advertising on Facebook, with a budget of up to £500. It was also resolved that the Communications Officer will introduce the use of reels and videos to further increase reach and engagement. The Communications Officer also suggested that Councillors share content to further broaden the reach.	Comms Officers
COM/24/08	Motion from Cllr Malcaus Cooper requesting the Committee consider a recommendation to Full Council to send a Parish update mailshot to every household within the Parish. Members were presented with indicative costs and discussed the merits of mailshot. It was resolved to investigate further and include in the budgeting process later in the year. The Clerk confirmed that the RFO will contact SHBC and request a Parish Council communication be included with the 25-26 precept demand.	Clerk & RFO
COM/24/09	Motion from Cllr Malcaus Cooper requesting the Committee consider issuing a regular Parish Newsletter.	

	<p>In line with the Communications Strategy, Cllr Malcaus Cooper asked the committee to consider producing a newsletter to inform residents about Parish Council activities.</p> <p>Members were presented with an example Newsletter, proposed content plan, suggested distribution methods and indicative print costs as set out below.</p> <p><u>Indicative Print Costs</u> 4 sides of A4 folded brochure -600 copies =£180 Subscription Based Newsletter</p> <p>Members were also informed that if they if they wished to consider a subscription-based newsletter, the Council would need to use a third party such as MailChimp at approximately £16 per month.</p> <p><u>Recommendation</u> It was recommended that in the first instance, Members consider issuing a quarterly newsletter that is available via social media channels and the website, with a few printed copies available in public spaces.</p> <p>It was resolved to approve a subscription to Mailchimp and proceed with the production of a quarterly newsletter. The newsletter will be distributed via social media, Mailchimp, and printed copies available in public spaces, with the first edition to be issued in the autumn.</p>	Comms Officer
COM/24/10	<p>Members are asked to consider if they would like the Communications officer to set up an Instagram account.</p> <p>Members were asked to consider setting up an Instagram account to enhance community engagement and communication.</p> <p>A report outlining the potential risks and benefits associated with maintaining an Instagram presence were presented at the meeting.</p> <p>It was resolved unanimously to set up an Instagram account.</p>	Comms Officer
COM/24/11	<p>Communications Officer update and opportunity for Councillors to give feedback.</p> <p>The Communications Officer gave an update on how she has settled into the role, informing Members that she has been focusing on social media and website management. Additionally, she has either attended or is booked to attend the following courses</p> <ul style="list-style-type: none"> • "Create Community Engagement via Smartphone and Edit on Canva" (May, SLCC) • "Website Top Tips and Accessibility Training" (June, SALC) • "Getting People Engaged with Your Social Media Content" (11th July, SLCC) • "Managing Comments on Social Media" (18th July, SLCC) 	

	<ul style="list-style-type: none"> • "The Psychology of Community Engagement" (13th August, SLCC) <p>Finally, the Communications Officer encouraged all Councillors to contribute ideas and feedback on content and engagement and to share posts to boost reach and engagement.</p>	
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There being no further business, the meeting closed at 20:20



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

Held on Tuesday 7th May 2024 at 7:00pm at St Annes Church Centre, 45 Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
Hills	P
White	P
Willgoss	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

Cllr Harris- Lightwater Committee Councillor
Cllr Malcaus Cooper- Lightwater Committee Councillor

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

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		Action
BVC/23/66	Apologies for Absence No apologies for absence were received.	
BVC/23/67	Declarations of Interest No declarations of interest.	
BVC/23/68	Public question time No public questions.	
BVC/23/69	Exclusion of the press and public There were no exclusions to the press and public.	
BVC/23/70	Committee and Sub-Committee Minutes: The minutes of the Bagshot Village Committee meeting held on the 6th February 2024 were approved and signed by Cllr Willgoss .	Cllr Willgoss

	Members unanimously agreed to move item 12 up the agenda to be discussed after item 9.	
BVC/23/77	<p>School Lane Field</p> <p>a) To discuss drainage solutions for School Lane Field</p> <p>Members were presented with one estimate for a drainage solution at School Lane Field. Due to the fact the value of the estimate was over £25,000, members were informed a tender process would have to be followed should they wish to proceed.</p> <p>Members also noted and discussed information provided about the grounds use as a main flood defence.</p> <p>Members were asked to decide if they would like to proceed with investigating drainage solutions at School Lane Field and if so, if they would they like to-</p> <p>a) Put together a tender, based on an agreed criterion for the drainage works at School Lane Field, agree an upper spend and put forward a recommendation to Full Council for a spend over £15K.</p> <p>Or</p> <p>b) Take further advice regarding the impact of installing a drainage system at School Lane Field.</p> <p>Cllr Harris attended the meeting to offer some advice regarding the work involved in achieving a drainage solution, and he raised the following points-</p> <ul style="list-style-type: none"> • The quote is comprehensive but does not include the costs involved in removing the material which will arise from digging the drainage trenches. Arisings could be left onsite in mounds. • The logistics of how the machinery and materials are transported onto site should be seriously considered. The entry gates into the car park are too narrow and alternative arrangements with neighbouring landowners may need to be agreed. • Consideration should be made for all areas of drainage to ensure all work is addressed at the same time. • The Environmental Agency should be contacted before any drainage work commences. <p>Members discussed the impact the work may have on the field's flood defences and agreed the Environmental agency should be contacted prior to making any decisions.</p> <p>Members unanimously resolved to defer putting a tender together for a drainage solution at School Lane Field.</p> <p>Members also unanimously resolved to contact the Environmental Agency to seek advice regarding the fields use as a flood defence before making any further decisions.</p>	Assistant Clerk

	<p>b) School Lane Field Pond and surrounding areas</p> <p>Members were asked to decide if they wish to engage with an organisation to seek advice regarding the maintenance of the pond and surrounding area.</p> <p>Members unanimously resolved to engage with Natural England or a similar organisation for advice and if appropriate a maintenance plan for the pond and immediate surrounding areas.</p> <p>Members requested further communication was put out on social media to confirm the litter in the pond had been removed and to also clarify the areas of grass WPC are responsible to cut.</p>	<p>Assistant Clerk</p> <p>Communications Officer</p>
BVC/23/75	<p>Freemantle Playground- to consider an opening event once the new playground has been installed.</p> <p>Members were reminded that due to the wet weather conditions, the installation of the new playground at Freemantle Road had been delayed, but a new start date of 7th May had been confirmed.</p> <p>Members were asked to decide if they wished to agree a new date for the 'Grand Opening' of the playground.</p> <p>Members unanimously resolved to move the date of the 'Grand Opening' of the playground to 29th June between 12pm and 2pm. Members requested that the Chairman of the Parish Council is asked to officially open the playground.</p>	
BVC/23/76	<p>Bagshot Cemetery</p> <p>a) Cemetery Plan</p> <p>Cllr Hills conducted a walk around of the cemetery and presented the following list of recommendations for the committee to review:</p> <ul style="list-style-type: none"> • Remove dead shrubs either side of the chapel. • Remove plastic grass in the entrance to chapel and replace broken floor tiles. • Remove sheet of plywood leaning on a School Lane side wall. • Weed out brambles growing through the Yew tree near Chapel Lane gate. • Clear pathway leading into the chapel gate from School Lane. • Remove Yew bush over a headstone. • Repair additional headstones. • Expand the wildflower area. • Plant trees to soften the view of the Chapel Lane development. • Restore pathways to look clean and tidy or replace with new gravel or loose aggregate. <p>The Assistant Clerk confirmed that the pathway which leads to the gate from School Lane is the responsibility of the residents and that some of the identified areas for improvement would be covered by</p>	<p>Assistant Clerk</p>

	<p>the Council's greenspace contract. The Assistant Clerk confirmed she would arrange to meet the green space team to discuss.</p> <p>Members unanimously resolved to defer proceeding with the recommendations until they had reviewed them during another walk around of the cemetery, of which all Members said they would endeavour to attend.</p> <p>b) Historical Memorials</p> <p>Members were presented with quotes to fix the historical memorials identified for repair.</p> <p>Members were asked to decide if they wished to proceed with one of the quotes, taking into consideration information received regarding the cleaning of historic memorials.</p> <p>Members unanimously resolved to proceed with Quote 1. Members also agreed to request that the memorials were sympathetically restored.</p>	All Committee Members
BVC/23/78	<p>Grants</p> <p>a) Grant Policy</p> <p>Members were asked to review the policy in Appendix A and decide to:</p> <p>Adopt the policy as presented</p> <p>Or</p> <p>Amend and adopt the policy</p> <p>Members unanimously resolved to amend the Grant policy to allow the consideration of more than one application per organisation per year.</p> <p>b) Grant Application</p> <p><u>To consider a grant from Bagshot Society</u></p> <p>The Committee received a grant application from The Bagshot Society requesting £697 to help fund venue hire and publicity of the 'Meet the Councillors' sessions, planting for some of the planters in the village, equipment for litter picking, website costs and flags for street decoration.</p> <p>Members unanimously resolved to award the grant for the above purposes.</p>	
BVC/23/79	<p>Clerks Update</p> <p>The Assistant Clerk updated members on the following items-</p> <p>1) Bagshot Cemetery Wall- due to a tree root unfortunately the repair work on the Bagshot Cemetery wall has stopped, but it is hoped that after work will resume soon following recommendations from a tree surveyor.</p>	

	2) School Lane Field Pond- the rubbish which has been dumped in the pond will be removed by the greenspace contractor this week.	
BVC/23/80	<p>Correspondence</p> <p>Cllr White read out correspondence from Rev. Andreas Sistig of St Anne's Church, who would like to consult with the Parish Council about ways in which they could work more closely together.</p> <p>All Members expressed an interest in exploring possibilities with the Church.</p>	
BVC/23/81	<p>Exclusion of the press and public - To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 20:33



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

Held on Wednesday 29th May 2024 at 7:00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Hardless	P
Lewis	P
Marr	P
McGrath	P
Richardson	P

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Richard Tear- Surrey County Council
Cllr Richard Wilson- Surrey Heath Borough Council
Cllr Victoria Wheeler- Surrey Heath Borough Council
Tony Murphy- Windlesham Resident
Moira Niarn- Windlesham Resident
Sally Clark- Windlesham Resident
Fiona Burlinson- Windlesham Resident
Peter Harrington- Windlesham Resident
Paula Harrington- Windlesham Resident
Jeremy Russell-Lowe- Windlesham Resident
Bob Webb- Windlesham Resident
Helen Hansen-Hjul- Windlesham Resident
Melanie Chetley- Windlesham Resident
Mr Chetley-Windlesham Resident
Phil Lomax- Windlesham Resident
Windlesham Resident

P - present

A – apologies

PA – part of meeting

- no information

Cllr Richardson outgoing Chair

Cllr Hardless took the Chair

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		Action
WVC/24/01	To elect a Chairman and Vice Chairman of the Committee for the ensuing year	

	<p>The outgoing Chairman of Windlesham Village Committee, Cllr Richardson welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p>Cllr Lewis proposed, Cllr Richardson seconded, and it was unanimously agreed to appoint Cllr Hardless as Chairman.</p> <p>Cllr Hardless took the chair and thanked Cllr Richardson for her year as Chairman.</p> <p>Cllr Hardless proposed, Cllr McGarth seconded, and it was agreed unanimously to appoint Cllr Lewis as Vice Chairman.</p>	
WVC/24/02	<p>Apologies for absence</p> <p>No Apologies were received.</p>	
WVC/24/03	<p>Declarations of Interest</p> <p>No declarations of interest.</p>	
WVC/24/04	<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 14th May 2024 (minute ref #C/24/09).</p> <p>The Terms of Reference were noted by all members.</p> <p>Cllr Richardson commented that in her opinion the Committee's Terms of Reference had considerably changed since 2021.</p> <p>Please note that the changes made to the Committee's Terms of Reference since their adoption in 2021 include a reduction in the number of meetings and modifications due to the creation of a Planning Committee.</p> <p>Cllr Hardless made reference to 2.3 and 4.b. in the committee's Terms of Reference, commenting that under 4.b. the WVC has the full delegated powers to deal with Burial Ground Regulations and fees.</p> <p>The Assistant Clerk pointed out that a previous motion presented to the Full Council regarding the Committee's decision to close Windlesham Cemetery to non-residents was due to significant financial implications for the entire council.</p> <p>Cllr Hardless proposed, and it was unanimously resolved, that the committee submit a motion for further discussion on the subject of the motion raised at Full Council on the 24th October 2023 (minute ref: C/23/100).</p> <p>It was unanimously agreed to move agenda items 12 and 13 to more appropriate points in the meeting for discussion.</p>	
WVC/24/05	<p>Public question time</p>	

	<p><u>Tony Murphy, Windlesham Resident posed the following question:</u> In relation to item 4 on the agenda, the fact that the last CGR did not achieve the required outcomes as can be seen in the change to the terms of reference which we have already seen. It doesn't seem to be anything like the thin veneer of administration that we reasonably expected. But also, the CGR was in conflict with the agreements made, the agreements were to bring it to a conclusion and this was negotiated with Cllr Alan McClafferty the then SHBC leader. It was a SHBC conclusion in both terms of the warding arrangements but also in these other arrangements and I believe these were the terms and conditions at the time. Also, the fact that the required outcomes of the CGR have not been met in my view. The required outcomes in the law and in the terms of reference are a) improved community engagement, b) better local democracy and c) more effective and convenient delivery of local services. This failure in my view may bring the council into disrespect and by their recent actions may embroil the Borough council into what is a party-political issue as a result of the 2023 local elections specifically in relation to Lightwater. The Parish Councils codes of conduct include at power 14 a limitation which can preclude opposition by members and at power 13 requires compliance with any sanction imposed on finding a breach of the code. This has the anti-democratic effect of stifling opposition to even perception of any wrongdoing and what is being applied to our elected representatives is in effect being applied to us, their electorate. At present we are seeing the simple use of the word predetermination to deny participation of our elected representatives in a process which directly involves this village by the other unelected members of other villages who are by their actions themselves predetermined in the CGR issue. As elected members your primary duty is to represent us including against the improper impositions which may involve attempted sanctions being imposed upon you. It must be our duty to support you with the interest of maintaining some form of democracy because it's better than the alternative as somebody once said.</p> <p>Cllr Hardless noted Mr Murphy's statement and commented that there would be no further response in any matters relating to the CGR.</p> <p><u>Cllr Richard Wilson- SHBC</u> Cllr Wilson commented on the Community Governance Review (CGR) process, acknowledging the results of the previous CGR. He confirmed that the CGR will be carried out by Surrey Heath Borough Council (SHBC) and that the decision to proceed will be made by the Full Council after the election period.</p> <p>Cllr Hardless noted Cllr Wilson's comments.</p>	
WVC/24/06	<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/24/18 Windlesham Neighbourhood Plan Review</p>	

	Members agreed that portions of the above item should be discussed in the confidential part of the meeting.	
WVC/24/07	Committee and Sub-Committee Minutes The minutes of the Windlesham Village Committee meetings held on the 6 th March 2024 were approved and signed by Cllr Richardson.	Cllr Richardson

WVC/24/08	Payments for Approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £5,920.00. It was resolved the payments the total sum of £5,920.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr Hardless
WVC/24/09	Committee finances – Income & Expenditure Members were presented with an income and expenditure report up until the 18 th May 2024 prepared by the Council's RFO. Members noted the report. Cllr Richardson requested clarification regarding the new format of the RFO's report and also requested the final cemetery figures for 2023/24.	RFO
WVC/24/10	Windmill Field Playground- Update The Assistant Clerk referred to the meeting papers and outlined the funding options available from SHBC and SCC. Members noted the update and the RFO's recommendations. Members unanimously agreed to make an initial application to SCC for the Larger Community Projects fund and also apply for the SHBC Community Grant Scheme once the funding window is open. It was noted by members that the project cannot move to the tender stage until funding has been secured. It was also noted that an EGM could be called if any time sensitive decisions were required prior to the next committee meeting.	RFO and Assistant Clerk
WVC/24/11	Windlesham Cemetery a) Memorials It was reported that over 30 memorials had been reinstated in the oldest section of the cemetery, but the 22 memorials in the	

	<p>second phase had not been cleaned due to advice from Natural England.</p> <p>Members were asked to decide if-</p> <ol style="list-style-type: none"> 1) They would like to adhere to the 'no clean' guidance. <p>Members unanimously agreed to prioritise the reinstatement of additional laid-down memorials and to conduct another walk-through of the cemetery with Moira Nairn to identify any memorials that meet the previously agreed criteria.</p> <p>The decision to not clean the memorials was deferred until it was clear how much budget was remaining. It was also noted that any cleaning should be done with great care, evaluating each memorial on a case-by-case basis.</p> <ol style="list-style-type: none"> 2) They would like to proceed with the restoration of the deferred memorials, Baillieu, Clark and Cornelius. <p>Members unanimously agreed to further defer the restoration of these memorials.</p> <ol style="list-style-type: none"> 3) They would like to proceed with a walk around of the 'newer' section of the cemetery. <p>Members unanimously resolved to not proceed with a walk around of the 'newer' section of the cemetery, taking into consideration the points raised in the meeting papers.</p> <p>b) Wildflower Area and Cemetery Maintenance</p> <p>Members were asked to decide if they would like to proceed with the wildflower/re-wilding project and if so to decide where the spend is to be taken.</p> <p>Due to the threat of deer eating the wildflowers, members unanimously resolved not to proceed with the planting. Instead, they agreed to keep the grass in the identified areas long.</p> <p>Members also agreed to ask the cemetery garden contractor to strim the long grass on some graves to ensure the cemetery was kept looking neat.</p> <p>c) Cemetery Drainage</p> <p>Members were presented with a quote from a company who specialised in Cemetery drainage. It was discussed that the quote included site investigation, a survey and a final report. It was also noted that next steps would require additional quotes for a drainage design and implementation.</p> <p>Members were asked to decide whether to seek additional quotes from specialist companies to assess the drainage problem at Windlesham Cemetery. Members noted that current workload</p>	<p>All Committee members</p>
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	<p>constraints may affect the immediate feasibility of this undertaking.</p> <p>Members discussed various options, including the possibility of turfing areas that flood frequently. It was also suggested that these areas could be investigated for potential use as additional burial ground.</p> <p>Members unanimously resolved to defer the decision to seek further quotes specifically for drainage solutions. Instead, they agreed to investigate the feasibility of turfing the pathway and/or converting it into additional burial space.</p> <p>It was also agreed that advise from a specialist drainage company is sought so all options can be investigated.</p> <p>d) Tree damage and watering- update</p> <p>Members were informed the four new recently planted trees in the cemetery had now been protected by fencing to help prevent further deer damage. It was also reported that the cemetery garden contractor would be watering the new trees as agreed.</p> <p>Members noted the update.</p> <p>Cllr Richardson inquired about adding fencing or protection for newly planted trees to the council's tree policy. The Assistant Clerk confirmed that she would look into this.</p> <p>It was agreed to move Item 14 up the agenda so that the tree replanting items could be discussed together.</p>	Assistant Clerk
WVC/24/12	<p>Bosman Drive tree re planting</p> <p>Members were asked to decide if they wish to proceed with the quote and to decide how to fund the work.</p> <p>Members unanimously resolved to spend £200 to proceed with the presented quote to be funded, if appropriate, from the Windlesham CIL or otherwise the Windlesham Village Reserve.</p>	
WVC/24/13	<p>Windlesham Traffic & Infrastructure</p> <p>a) Broadway Road Bridge Lighting Project- Update</p> <p>Cllr Lewis provided the following update reading the lighting project-</p> <p>County Highways came across a delaying issue to continue installing the Security Lighting and ANPR Camera which included engineering difficulties with connecting the electrical power supply to the columns. This was due to both the SSE Low Voltage (240v they need to connect to) and the 11,000 volt High Voltage cables which were laid in the same trench within the carriageway. With both cables present in the same location,</p>	

	<p>Highways contractors were unable to undertake the connections since they could not positively identify which cable was which. As of 29th May, Cllr Lewis reported she had chased Surrey CC and a Highways Engineer and received the following update: The works are booked in with permits for 5th/6th June and 10th June.</p> <p>b) Speed Survey Project- Update</p> <p>Cllr Lewis reported that SCC Highways had identified 14 areas for speed surveys around the village. However, the amount budgeted by the Committee would not cover surveying all 14 areas. Following on from further communication with SCC Highways, it was confirmed not all 14 areas were required and data from historic surveys could be used. The areas which we would like to survey will now be identified and these will be reported back to the Highways Engineers to be discussed in a further meeting.</p> <p>Cllr Lewis agreed to forward all correspondence with Highways to the Assistant Clerk.</p> <p>Members noted the update.</p>	
WVC/24/14	<p>Grants- To agree the grant policy for 2024-25</p> <p>Members are asked to review the policy in Appendix A and decide to: Adopt the policy as presented Or Amend and adopt the policy</p> <p>Members unanimously resolved to adopt the policy as presented.</p>	
WVC/24/15	<p>Clerks Update</p> <p>The Assistant Clerk provided the following update:</p> <p>1) War Memorial</p> <p>At the last Committee meeting, it was reported that the decision on the structural surveys for the war memorials in all three villages will be taken to the Full Council. The funding for these surveys will come from the top-level Cemeteries EMR. During the last Full Council meeting, it was noted that the Operations Coordinator is currently seeking quotes for the surveys. However, due to staff shortages, this process is still ongoing. War Memorial Re-lettering- 5 companies have been invited to quote for the re-lettering work on the war memorial. However, to date, only one company has responded with a quote of £725 ex vat.</p> <p>2) Cemetery Noticeboards</p>	

	<p>At the March Committee meeting, it was agreed to proceed with one of the quotes for replacing all three noticeboards in the cemetery. The replacements will be wooden and identical to the existing noticeboards. The chosen contractor will begin manufacturing the noticeboards at the end of May. During this period, the existing noticeboards will be removed from the cemetery so the contractor can use them to obtain accurate measurements.</p> <p>Members noted the update.</p>	
WVC/24/16	<p>Correspondence</p> <p>There was no correspondence to consider.</p>	
WVC/24/17	<p>Windlesham Neighbourhood Plan Review</p> <p>1) Update from the WNP Review Working Group</p> <p>Members noted Cllr Marr's update which had been distributed to members on the 20th May.</p> <p>Cllr Marr also reported that the third WNP Review working party meeting would be held on the 30th May.</p> <p>2) Planning Consultant</p> <p>It was noted that the Clerk, Cllr Marr, and Cllr Richardson will conduct a Teams call with the planning consultant, whose engagement was agreed in principle at the last committee meeting.</p> <p>3) Locality Grant</p> <p>Members were asked to decide if they wish to make an application to Locality for a grant of up to £2,040 when the 2024/25 grant window opens.</p> <p>Cllr Marr mentioned that an additional £10,000 of grant funding was discussed during an online training session and the Assistant Clerk confirmed she would investigate the council's eligibility to apply for this grant.</p> <p>Members unanimously resolved to apply for any available grant funding from Locality. They prioritised the discussed £10,000 grant but agreed to apply for the £2,040 grant if the council were ineligible for the larger fund.</p> <p><i>The Chair suspended standing orders to allow Helen Hansen-Hjul to ask if a stand promoting the WNP Review at the fete could be considered.</i></p>	Assistant Clerk
WVC/24/18	Exclusion of the press and public	

	<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><u>Windlesham Neighbourhood Plan Review:</u></p> <p>Members discussed concerns regarding transparency and emphasised the importance of avoiding any perceived conflicts of interest that could undermine the transparency and fairness of the review process. Consequently, it was resolved that any individual with an ongoing significant planning application or planning appeal, to develop sites within the WNP area shall be precluded from being a member of the WNP Review Working Party.</p> <p>For the purposes of this resolution, a significant planning application is defined as an application or planning appeal that involves the development or redevelopment of residential properties, land, or commercial developments. For clarity, this does not extend to home renovations such as extensions or garden building.</p>	
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There being no further business, the meeting closed at 21:12.



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

Held on Tuesday 2nd July 2024 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

Councillors	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk

John Herren- Lightwater Resident
Windsor Rackham- Lightwater Resident
Pam Newman- Lightwater Resident
Andrew Winfer- Lightwater Resident
Dee Short- Lightwater Resident

Cllr Harris outgoing Chair

Cllr R. Jenning-Evans took the Chair

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

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		Action
LVC/24/01	To appoint a Chair and Vice Chairman of the Committee for the ensuing year The Chairman of Lightwater Village Committee, Cllr Harris welcomed everyone to the meeting and asked for nominations for Chair of the Committee Cllr Turner proposed, Cllr Stevens seconded, and it was unanimously agreed to appoint Cllr R Jenning-Evans as Chairman.	

	<p>Cllr R Jennings- Evans took the chair and asked for nominations for Vice Chairman.</p> <p>Cllr Hartshorn proposed, Cllr Malcaus Cooper seconded, and it was agreed unanimously to appoint Cllr Stevens as Vice Chairman.</p>	
LVC/24/02	<p>Apologies for absence</p> <p>No apologies for absence.</p>	
LVC/24/03	<p>Declarations of Interest</p> <p>Cllr Malcaus Cooper, Cllr Harris and Cllr Turner declared a non-pecuniary interest in items 12 and 16 on the agenda.</p>	
LVC/24/04	<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 14th May 2024 (minute ref: C/24/09).</p> <p>The Terms of Reference were noted by all members, with the following points discussed:</p> <ul style="list-style-type: none"> • Cllr Turner commented on points 4(g-i) in the Terms of Reference, which refer to the Committee's delegated powers on planning applications, appeals, and decisions within the village. He questioned the necessity of these points, given the existence of a separate Planning Committee and the typical exclusion of planning matters from committee meetings. • Cllr Malcaus Cooper noted that since planning matters are non-financial, meetings could be held virtually. It was decided to fact-check this statement and discuss the committee's planning functions further at the next committee meeting. <ul style="list-style-type: none"> ○ This has been checked by the Clerk, and LGA 1972 Schedule 12, Paragraph 39 states: "Subject to the provisions of any enactment (including any enactment in this Act) all questions coming or arising before a local authority shall be decided by a majority of the members of the authority present and voting thereon at a meeting of the authority." • Members also noted that, although Hook Mill Lane is located in Lightwater, under the village committee terms of reference it is considered a Full Council asset. <p>It was resolved that Cllr Turner and Cllr Malcaus Cooper would formulate a motion to Full Council requesting a reconsideration of the allocation of village assets.</p>	
LVC/24/05	<p>Public question time</p>	

	<p><u>John Herren, Lightwater resident posed the following question:</u> Due to the long grass, it is almost impossible to see oncoming traffic at the exit onto the Guildford Road going across the carriageway to Gordons School. When will this be addressed?</p> <p>Cllr R. Jennings-Evans acknowledged the issue and confirmed that a small section in this location was mown today. She also confirmed that she had reported the matter and escalated it to the lead officer at SCC. Additionally, she suggested that residents use the SCC online "Report It" function to report the issue as well.</p> <p>Cllr R. Jennings-Evans clarified that grass cutting in this area falls under the jurisdiction of SCC, and as a County Councillor, she has been actively pursuing the resolution of this matter.</p> <p>Lightwater resident, Andrew Winfer also commented that the grass cutting has not been completed to a high enough standard.</p> <p>Members of the Lightwater Village Committee agreed to draft a letter to Surrey County Council to address residents' concerns about the frequency and quality of grass cutting on Surrey Heath verges. It was decided to emphasise residents' desire for improved service levels and express concerns that some residents have taken it upon themselves to cut certain sections.</p>	All Members of LVC
LVC/24/06	<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>LVC/23/59- Lightwater Recreation Ground- to review an update</p> <p>LVC/23/60- Public Questions- to discuss a request from a Lightwater resident with regards a hedge.</p>	
LVC/24/07	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the Lightwater Village Committee meeting held on the 16th April 2024 were approved and signed by Cllr R Jennings-Evans.</p>	Cllr R Jennings-Evans
LVC/24/08	<p>Payments for approval</p> <p>There were no payments for approval.</p>	
LVC/24/09	<p>Committee finances – Income & Expenditure</p> <p>Members were presented with an income and expenditure report up until the 25th June 2024.</p> <p>Members noted the report.</p>	
LVC/24/10	Lightwater Cemetery	

	<p>a) Topographical survey of the land at Lightwater Cemetery</p> <p>Members were reminded that at the April 2024 committee meeting it was agreed to give delegated authority to the Clerk in conjunction with the Chair and vice chair to seek quotes and appoint a surveyor for a topographical survey of Lightwater Cemetery, based on a criterion drawn up by Cllr Harris. Members also agreed an upper spend limit of £10K to be taken from the Lightwater Cemetery EMR.</p> <p>The Assistant Clerk reported that although several surveyors have expressed an interest in quoting for the work, she was awaiting the criterion and therefore members were presented with a suggested criteria to use to seek quotations from surveyors.</p> <p>All members reviewed the suggested criteria, and Cllr. Harris remarked that he did not believe one company would be able to quote for all items. He suggested that some areas could be considered after the survey had been received and reviewed.</p> <p>Members unanimously resolved to incorporate the following into the specification for the topographical survey quote:</p> <ol style="list-style-type: none">1. Boundary Identification: Clearly define and mark the existing and proposed boundaries of the cemetery.2. Elevation and Contour Mapping: Provide detailed elevation data and contour mapping to understand the terrain and identify any slopes or elevation changes.3. Drainage Patterns: Assess natural and man-made drainage patterns to address potential water management issues.4. Vegetation Analysis: Document existing trees, shrubs, and other vegetation, including species identification and health status.5. Infrastructure Mapping: Identify and map existing infrastructure, including pathways, roads, fences, gates, and utility lines.6. Environmental Considerations: Highlight any environmentally sensitive areas, such as wetlands or special protection areas (SPAs), that must be preserved.7. Potential Obstacles: Identify any physical obstacles, such as large rocks, that may need to be removed or worked around during expansion.8. Existing Plot Locations: Document the locations of existing burial plots to ensure proper planning and avoid disturbances.9. Accessibility: Assess accessibility for vehicles and pedestrians, including current and potential future access points.10. Legal Boundaries and Easements: Identify any legal boundaries, easements, or rights of way that may impact the expansion plans. <p>It was also agreed that the topographical survey should encompass the entire cemetery, extending from the frontage up to the edge of the nearside kerb on the Avenue, with an additional 20 meters on each side of the boundary. Where feasible, the survey should also include the locations of building outlines of adjacent buildings.</p>	<p>Assistant Clerk</p>
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	<p>Members also agreed to incorporate the previous specification and criteria used to award the topographical survey work for the Lightwater Recreation Ground.</p> <p>It was also discussed that the following areas could be considered after the topographical survey had been received and reviewed:</p> <ul style="list-style-type: none"> • Soil Composition: Conduct soil sampling and analysis to determine soil types, composition, and suitability for burial purposes. • Environmental Considerations: Highlight any environmentally sensitive areas, such as wetlands or special protection areas (SPAs), that must be preserved. • Potential Obstacles: Identify any physical obstacles, such as large rocks, that may need to be removed or worked around during expansion. <p>b) To discuss fencing costs</p> <p>Members were presented with two quotes for chestnut pale fencing to replace the old fence which borders Lightwater Cemetery.</p> <p>Members discussed each quote and agreed that Quote 2 (value £18,300 +VAT) would be the most suitable. The Assistant Clerk noted that as the quote was over £3,000 in value, at least 3 fixed-price quotes should be sought.</p> <p>Members were informed that the fencing could be funded as follows: Maintenance budget line- £16,300 (with £5k budgeted for the fencing costs) Lightwater Cemetery EMR- £25,000</p> <p>Members unanimously resolved to seek a third fencing quote delegating authority to the Clerk, Chair, Vice chair and Cllr Harris to review all quotes and appoint a contractor based on best value/suitability. Members also agreed if after best endeavours a third quote was not received, they would proceed with quote 2.</p> <p>Members unanimously resolved to put a motion to Full Council to request that the cemetery fencing, and topographical survey of the cemetery is a top-level expense. They also resolved that if it was not approved as a top-level expense, the fencing should be funded from the maintenance budget line and the Lightwater Cemetery EMR.</p> <p>It was also noted that work should not commence on the fencing until the work required to identify the cemetery boundary was completed.</p>	Clerk, Chair Vice-chair & Cllr Harris
LVC/24/11	<p>To consider a request by 1st Lightwater Scouts for the use of the Recreation Ground to host their annual firework and bonfire event</p> <p>Members discussed a request from 1st Lightwater Scouts to use the Recreation Ground to host their annual firework and bonfire event and were presented with their risk assessment, application form and public liability insurance.</p>	

	<p>Members discussed the issues that arose from last year's event, including ground damage caused by wet weather and heavy footfall, as well as the absence of a fire guard around the smouldering bonfire after the event.</p> <p>A representative from the Scouts attended the meeting and confirmed that this year, there will be more stewards in attendance, the BBQ will be moved to the other side of the field, with the boggiest areas fenced off to help prevent damage to the ground. He also confirmed that the bonfire will be cordoned off to prevent access until the area is cleared the next day.</p> <p>Members unanimously agreed to allow the 1st Lightwater Scouts to hold the event on the Recreation Ground.</p>	
LVC/24/12	<p>To discuss work untaken by volunteer groups on Parish Council owned land</p> <p>Members were asked to consider how work untaken by volunteer groups on Parish Council owned land is dealt with.</p> <p>Members firstly wanted to express their thanks to L-VIS for all their hard work beautifying the village.</p> <p>The Assistant Clerk confirmed that the council's greenspace contractor is responsible for the cutting of the grass and the weeding in both the memorial garden and around the war memorial, but volunteers could assist with the following tasks: winter and summer bedding, water and weed additional planting and maintenance of any additional planters.</p> <p>During the meeting it was confirmed that L-VIS is insured under The Lightwater Society's insurance policy.</p> <p>Members unanimously agreed that for any future work on Parish owned land to proceed, a nominated L-VIS volunteer must write to the Clerk for approval beforehand, outlining the proposed work. It was also noted that the request should include a risk assessment, if necessary.</p>	
LVC/24/13	<p>To discuss the request for a new bin provision on Curley Hill Road</p> <p>Members were informed that following resident's comments to SHBC Councillors, a new bin provision be provided on Curley Hill Road where the pathway leads into the Country Park.</p> <p>Members were informed that initial indications from land registry show that the indicated preferred location for the bin is not Parish owned.</p> <p>Members were asked to confirm whether they would like to initiate enquiries to identify a suitable location for an additional bin on the High Curley land.</p> <p>Members agreed that, as a first step, the land ownership of the pathway should be established before proceeding further.</p>	Assistant Clerk
LVC/24/14	Aerial Drone Images of Lightwater Cemetery	

	<p>Members were shown aerial drone images of Lightwater Cemetery which had been taken by an amateur photographer. They were asked if they would like to accept the image in exchange for an endorsement on the council's social media platforms.</p> <p>Members unanimously resolved to not accept the photographs.</p>	
LVC/24/15	<p>Running Event at Lightwater Country Park</p> <p>Members reviewed details of a request to use a small section of Curley Hill for an annual running event.</p> <p>Members unanimously resolved to approve the use of the identified section of Curley Hill for the running event.</p>	
LVC/24/16	<p>Grant Applications- Grant Policy and Application from Lightwater Community Cinema</p> <p><u>Grant Policy</u></p> <p>Members were asked to review the draft grant policy for 2024/25 and were asked if they would like to adopt or amend it.</p> <p>Members discussed the draft grant policy and unanimously decided to form a working party to review it in more detail. The working party will include Cllrs R. Jennings-Evans, Stevens, Turner and Malcaus Cooper and it was agreed their recommendations will be presented at the next Committee meeting.</p> <p><u>Grant application from Lightwater Community Cinema</u></p> <p>Members were reminded that at the April 2024 Committee meeting it was unanimously agreed to award £750 to the Lightwater Community Cinema, contingent upon the submission of the organisation's constitution.</p> <p>Members were satisfied with the groups Terms of Reference and unanimously resolved to award the grant of £750.</p>	<p>Chair, Vice Chair, Cllr Turner & Cllr Malcaus Cooper</p>
LVC/24/17	<p>Clerks Update</p> <p><u>Lightwater Recreation Ground grass cutting</u></p> <p>The Assistant Clerk reported that a resident had complained about the long grass behind the line of lime trees at the Recreation Ground. It was confirmed that, following a grass cut this week, the area was inspected. While the grass had been satisfactorily cut, the grass around the trees remained long.</p> <p>Members discussed this area and decided with 6 members for and 1 against to leave the area around the trees long.</p> <p><u>Lamp Post of Guildford Road</u></p> <p>It was reported that Milestones have agreed to paint the burgundy posts at the crossing on Guildford Road black during their next round of painting.</p>	

	Cllr Malcaus Copper requested that the wiring on the post is checked to ensure both beacons are on at the same time.	
LVC/24/18	Correspondence No correspondence.	
LVC/24/19	Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960.	
LVC/24/20	Lightwater Recreation Ground- Pavilion Project Update Members were presented with an update on the Pavilion Project. Members noted the update.	
LVC/24/21	To discuss a section of hedge at Lightwater Cemetery Members resolved to carry out actions as per the confidential report.	

There being no further business, the meeting closed at 20:52

Item 7 - To consider appointing an additional Councillor to the Personnel Committee

Members will be aware that at the May Full Council meeting appointments were made to all standing committees.

At the time no Windlesham Councillors indicated an interest in being appointed to the Personnel Committee and it was resolved that they would confer with Cllr Hardless who was absent at the time.

Cllr Hardless has now indicated his desire to join the Personnel Committee.

For Consideration

At present Windlesham Committee does not have a representative on this committee.

Action

Members are asked to consider appointing Cllr Hardless.

Item 8—To consider an amendment to the Personnel Committee & CGR working party Terms of Reference

Personnel Committee Terms of Reference

Members are asked to approve the amendment to clause n below, to include reference to workplace culture and behaviours.

'in accordance with appropriate council policy and processes, and review them as necessary, including considerations of workplace culture and behaviour'.

CGR Working Party Terms of Reference

Following liaison with the Head of Legal at SHBC, who reviewed the terms of reference for the CGR working party, the terms of reference have been amended to reflect his recommendation to include the following bullet point:

- Contracts and Assets including Land
 - To consider an impact risk assessment specifically relating to current contracts, and assets including land.

Members are asked to either approve or reject the proposed amendments/additions.

Windlesham Parish Council

Personnel Committee – Terms of Reference

The role of the Personnel Committee is to consider all matters relating to the appointment and management of Council staff.

Membership of the committee will consist of a minimum of 6 members, and it is recommended that this consists of a minimum of 2 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

1. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
2. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

FUNCTIONS:

The Personnel Committee will have the following duties and shall be empowered, within the current structure, to:

Re: Recruitment

- ⇒ Have full delegated authority to recruit in accordance with operational need, subject to budget availability and to oversee the full employment process for all positions. To delegate responsibility to the Parish Clerk or to an interview panel as they consider appropriate.
- b) Appoint a panel/sub-committee of Councillors to be responsible for the recruitment (to include interviewing), as per the recruitment policy. This would consist of the Chairman, Vice Chair of Council, Chairman of Personnel, Vice Chairman of Personnel and at least one other nominated Councillor, ensuring that membership included at least one representative from each village.

Re: Staff

- c) Provide support to and management of the Parish Clerk. Monitor and manage hours of working, home working, annual/flexi/compassionate/time off in lieu leave and absences and sick leave and delegate authority for the day-to-day management of the Clerk to the Chairman of Council in conjunction with the Chairman of Personnel.
- d) Review employee's remuneration and make recommendations thereon to the Council.
- e) Review Conditions of Employment, Contracts of Employment and Job Descriptions as appropriate to ensure they meet the needs of the Council and comply with relevant legislation and established good practice.
- f) Review the staffing structures in conjunction with the Clerk to ensure they are sufficient to deliver the aims of The Council.
- g) Ensure an appropriate Appraisal system is in place and monitor the effectiveness of the system.
- h) Provide appropriately trained Members to conduct the Appraisal(s) of the Parish Clerk.
- i) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.

- j) In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- k) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.

Re: Policies and legislation

- l) Develop, implement, and review Employment related Policies using appropriate employment law
- m) Manage the Council's compliance with Employment legislation.
- n) Manage Disciplinary and Grievance procedures in accordance with appropriate council policy and processes and review them as necessary, including considerations of workplace culture and behaviour.
- o) Where necessary recommend appropriate actions to The Council.
- p) If required appoint an appeals panel drawn from Members of the Personnel Committee or from an external body as appropriate to the circumstances.

Re: External Support

- q) Give authority and award contracts to HR Services (current retained HR advice provider) and Surrey ALC and or any appropriate body/company to conduct necessary reviews and make recommendations to the committee

Delegated Spending Authority

In order to undertake its functions, the Personnel Committee is authorised to spend to the following limits:

- 1) Up to £10,000 in recruitment costs (advertising, external support etc) per recruitment campaign, allocated from the HR and legal fees budget when such expenditure is agreed by a resolution of the committee.
- 2) To the upper level of the agreed salary scale banding for any new employee, subject to budget availability.
- 3) All expenditure requirements in excess of the authorised limit to be agreed in advance of expenditure commitment by resolution of the Council.

The Chairman shall:

- a) Agree the minutes of the Personnel Committee at Full Council meetings subject to approval.

Windlesham Community Governance Review Working Group.

Group Type	Working Party in conjunction with the Clerk, reporting to Full Council.
Purpose of the group	To conduct an impact risk assessment aimed at identifying, analysing, and evaluating potential impacts or consequences stemming from the CGR process. This assessment will propose mitigation strategies for addressing the impacts of the proposed CGR review on both the Parish Council and its residents. It will also evaluate the CGR process itself and anticipate its potential outcomes, should it be implemented.
Membership	Cllr Harris, Cllr Hartshorn, Cllr Malcaus Cooper, Cllr Stevens, Cllr R Jennings-Evans, Cllr D Jennings-Evans, Cllr Turner, Cllr Willgoss, Cllr White, Cllr Du-Cann, Cllr Hills, Cllr Gordon, Cllr Bakar
Terms of Reference	<p>Specific Purposes; <u>Overall</u></p> <ul style="list-style-type: none"> Consider the strategic response of the Parish Council to the request for a CGR. In conjunction with the Clerk to develop, a plan of action to deliver the 'strategic response', for approval by Full Council. Consider responses as required to external developments as they occur on all aspects of the CGR, for approval by Full Council Devise a negotiating plan, for recommendation to the Full Council, on all aspects of de-grouping should this appear to be or is the actual outcome. Consider the impact on the Parish Council and the residents of Bagshot Lightwater and Windlesham and recommend solutions that will ensure no residents are disadvantaged by the proposed CGR review, process, and outcomes. Offer practical assistance to the Clerk in managing additional workload resulting from the request and the implementation of a CGR <p><u>Specific</u></p> <ul style="list-style-type: none"> Legal and Governance: <ul style="list-style-type: none"> Review legal advice and make recommendations to the Full Council regarding proposed actions concerning the request for a CGR and all subsequent steps related to the CGR process and its outcomes. This encompasses responses within the Parish Council as well as interactions with external entities involved in the process. Review and suggest any alterations to the governance and organisation of the Parish Council aimed at safeguarding the Council's position and the interests of Bagshot, Lightwater, and Windlesham residents in the event that degrouping becomes a possibility. Contracts and Assets including Land <ul style="list-style-type: none"> To consider an impact risk assessment specifically relating to current contracts, and assets including land. Financial <ul style="list-style-type: none"> Review and make recommendations to the Full Council of a detailed financial model and plan devised by the RFO on the impact of the CGR on financial budgets, reserves, assets and cash flows for the Parish Council both at the top level and by village. This will include the impact of the CGR on these items including village precepts and Council projects if degrouping were to occur.

	<ul style="list-style-type: none"> ○ Review and make recommendations on the financial model and plan as the CGR develops. ○ Review and recommend steps taken to protect the financial position of the Parish Council and the residents of Bagshot and Lightwater should Windlesham village degroup. • People & Organisation <ul style="list-style-type: none"> ○ Support the Clerk to ensure that she and other Parish Council staff continue to be engaged and motivated in their work despite the inevitable high workload and destabilization caused by the CGR. To this end ensure the ongoing retention of all Parish Council staff. ○ Review any proposals from the Clerk to ensure the Parish Council remains an effective organisation throughout the CGR process and if degrouping was the outcome. • Communications <ul style="list-style-type: none"> ○ Review and make recommendations on the development and implementation of a Communications plan during the CGR process and its outcome. This should make all stakeholders and residents of the three villages aware of the positive benefits taken by the Parish Council to date and the risks and implications of degrouping. ○ To consider effective, balanced, and responsive communications to residents on information and views placed in the public domain, press, or social media on the reasons for a CGR and its process and outcomes by the WVC, and other external bodies (e.g. SHBC councillors , groups and associations, and individuals).
Reporting to	The Full Council
Delegated Powers	The working group has no decision-making powers or powers to spend.
Quorum	Four group members , with a minimum of 2 Bagshot Members and 2 Lightwater Members.
Budget	The working group has no power to spend and must report back to the Full Council.
Frequency of Meetings	As required.
Transparency	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
Date of Formation;	
Agreed End Date	

Agenda Item 9 – HR Policies for Review

Full Council July 2024

Members will recall that at the May Full Council meeting (minute ref: C/24/17) it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group:

Cllr Turner
Cllr Marr
Cllr Jennings-Evans

Shared files of all HR policies were circulated for review and amendment/comment and the Personnel Committee has also reviewed the documents.

Members are asked to review the following Personnel Committee resolution and adopt the attached policies:

Absence Policy –CHANGES FOR REVIEW – Clause 2.4 changes to wording around sick leave whilst on annual leave. -Members resolved to approve these changes.

Dignity at Work Policy -Members resolved to make reference to a whistleblowing policy in clause 6.

Disciplinary Policy - NO CHANGES - Approved

Equality and Diversity Policy - NO CHANGES - Approved

Flexible Working Policy – CHANGES FOR REVIEW – Clause 4: number of requests and Clause 6: Timeframe dealing with requests. Members resolved to approve these changes.

Grievance Policy – Members resolved to make reference to a whistleblowing policy in clause 1.3.10

Health and Safety Statement – NO CHANGES - Approved

Lone Working Policy – CHANGES - Minor wording amendment Members resolved to approve these changes.

Recruitment Policy –Members resolved to change the wording in clause 4.1 to reflect that the staffing sub-committee is responsible for recruitment of the Clerk.

TOIL Policy – NO CHANGES - Approved

Training Policy – NO CHANGES - Approved

Internal Privacy Policy – NO CHANGES- Approved

It was unanimously resolved that Council should consider both a whistleblowing policy and probationary policy. It was agreed that Cllr Turner in conjunction with the Clerk, will draft both policies for review at the next Personnel Committee meeting.

It was also resolved that all policies will be updated to reflect these additions.

JW
Clerk to the Council
July 2024

WINDLESHAM PARISH COUNCIL ABSENCE POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-220125	Reviewed at Full Council meeting 25 th January 2022
V2.0-221129	Reviewed at Full Council meeting 29 th November 2022
V2.0-231128	Reviewed at Full Council meeting 28 th November 2023
V3.0-240709	Reviewed at the Personnel Committee 9 th July 2024

1 Introduction

- 1.1 The Council is committed to the care and well-being of its employees. The purpose of this policy is to ensure all staff members have access to information relating to sickness and absence and are aware of the steps they must follow when absent from work.
- 1.2 By managing sickness and absence, the Council will continue to provide a high quality service to members of the public.

This policy covers:

- sickness leave
- unauthorised absence and lateness
- annual leave
- compassionate and/or emergency leave
- time off in lieu
- medical appointments
- maternity/paternity/adoption/parental leave

2 Sickness leave

- 2.1 The Council recognises that there will be occasions when staff members are unable to work due to sickness. The Council provides a sick pay scheme for its employees as detailed in contracts of employment.
- 2.2 If an employee is unable to attend work due to sickness, they must inform their line manager, giving the reason for sickness, the likely duration and the expected date of return. This must be done as soon as practical on the first day of absence, or within 1 hour of starting their shift work pattern, so that service levels can be maintained. Only in exceptional circumstances will the Council accept notification of absence from a third party. Regular contact, at intervals agreed with line manager at the start of absence, must be maintained with the line manager during a period of absence.
- 2.3 For absence of seven days or less, employees are required to complete the self-certification documentation as outlined in the Employment Rights Act 1996. For all absences which exceed a seven day period, a medical certificate is required.
- 2.4 If an employee is unable to attend work due to sickness, going away on a holiday (whether pre-booked or not) or taking part in other outside activities or attending, conferences, meetings, sports or leisure activities during sick leave may be deemed to be a breach of the Parish Council's rules if it is inconsistent with your illness or injury, and you may be subject to disciplinary action. However, the fact that you are on sick leave and you are unable to enjoy a

booked leave period does not affect your entitlement to paid annual leave under the Working Time Regulations and any such leave that is lost due to sickness may be re- booked.

- 2.5 Employees who are frequently absent could be suffering from poor health which may require medical investigation. The Council will offer support and guidance in consultation with the employee and will consider referral to occupational health specialist services if deemed appropriate.
- 2.6 All sickness absence will be recorded. The Council will investigate and assess whether further action is necessary if periods of absence due to short-term self-certification sickness reach unacceptable levels, or if patterns emerge.
- 2.7 The Council takes a sympathetic view towards genuine ill health problems and will provide a supportive approach to employees who have been subject to long-term sickness. An employee returning to work following a period of long-term sickness will be supported on their return to work, and the following options may be considered:
- Phased return to work
 - Change of role or working pattern
 - Provision of specialist equipment / reasonable adjustments
- 2.8 Where an employee has returned from any period of sickness, a return to work interview will be conducted by their line manager.
- 2.9 In cases where an employee's absence reaches excessive levels or there is a lack of information about the circumstances of the sickness absence, the Council may request medical information about their condition from their GP.
- 2.10 Any medical information received by the Council will be treated as strictly confidential. Any expense in obtaining medical information from the GP will be met by the Council.

3 Unauthorised absence and lateness

- 3.1 Unauthorised absence occurs when an employee fails to attend work and has not made arrangements with their line manager.
- 3.2 Where an employee returns to work following an unauthorised absence, they will be required to attend a meeting with their line manager to explain their absence. The employee will be expected to take any unauthorised absence from their annual leave entitlement, or if no entitlement remains, pay will be deducted for the period of unauthorised absence. Unauthorised absence may result in disciplinary action being taken.
- 3.3 There may be occasions when it is unavoidable to be late for work. The employee should contact their line manager to explain the reasons for any delay. The employee will be

expected to make up any time lost at work due to lateness. Persistent lateness may result in disciplinary action being taken.

4 Annual Leave

- 4.1 Details of annual leave entitlements are included in an employee's contract.
- 4.2 The annual leave period runs from 1st January to 31st December. Annual leave entitlement may only be carried over from one year's entitlement to the next, with the express consent of the Council.
- 4.3 Requests for annual leave are at the discretion of an employee's line manager, with consideration of the operational requirements of the Council being taken into account before a decision is made. Annual leave requests will not be unreasonably refused.
- 4.4 Where two or more employees request annual leave on the same dates, it may not be operationally possible to grant all the requests. approval will be at the discretion of the Clerk.

5 Compassionate and/or emergency leave

- 5.1 Compassionate leave is at the overall discretion of the Clerk and requests will be considered on an individual basis.
- 5.2 The length of paid compassionate leave granted is at the discretion of the Clerk but is limited to a maximum of **5** working days. Where a situation requires an extended period of leave beyond **5** working days, other options should be discussed including use of TOIL, annual leave and/or a period of unpaid leave.
- 5.3 Requests for emergency leave are at the discretion of the Clerk. The Council recognises that each individual's personal circumstances will dictate what may be deemed as an emergency, however in order to achieve consistency, in general paid emergency leave of one day will be granted in the following circumstances:
 - To provide assistance or make arrangements for the provision of care for a dependant who is ill or injured
 - On the occasion of an unexpected disruption or termination of arrangements for the care of a dependant.

- 5.4 Employees are expected to use the day's paid emergency leave to make any ongoing care arrangements for dependents. Any additional requests for leave should be considered as requests for annual leave and assessed using the Council's annual leave guidelines.

6 Time off in lieu (TOIL)

- 6.1 The standard Council working week is 37 hours. Employee's individual weekly hours are detailed in their employment contracts.
- 6.2 The Council recognises an employee's right to receive recompense for working beyond their contracted hours. Employees have a right to be paid at agreed National Joint Council (NJC) overtime rates. Any paid overtime must be agreed in advance with the clerk or in the case of the clerk the Chairman of Council along with the Chairman of the Personnel Committee.
- 6.3 The Council operates the use of TOIL and welcomes employee's consideration of management of the Council salary budget. However, the accrual of TOIL must be in line with the current TOIL policy and all TOIL requests will be considered in the same way as annual leave requests, with the need to maintain operational effectiveness.

7 Medical appointments

- 7.1 Employees are expected to arrange medical appointments out of normal working hours wherever possible.
- 7.2 The Council recognises this is not always possible. Where it is necessary to make an appointment during normal working hours, employees are encouraged to make the appointments at either the start or end of the day where possible to minimise disruption to the work of the Council.
- 7.3 In-patient appointments or procedures taking the whole day will be treated as sick leave in accordance with the procedures outlined in this policy.

8 Maternity/paternity/adoption/parental leave / Shared Parental Leave

- 8.1 The Council recognises an employee's right to maternity/paternity/adoption/parental leave as set out in the relevant legislation.

WINDLESHAM PARISH COUNCIL DIGNITY AT WORK POLICY

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Version & Date	Amendments made
V1.0-221129	Adopted at Full Council meeting 29 th November 2022
V1.0-231128	Adopted at Full Council meeting 28 th November 2023
V1.0-240709	Reviewed at the Personnel Committee 9 th July 2024

Windlesham Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

1 Purpose

Windlesham Parish Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Windlesham Parish Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

2 Scope

This policy covers bullying and harassment of and by clerks/chief officers and all employees engaged to work at Windlesham Parish Council. Should agency staff, or contractors have a complaint connected to their engagement with Windlesham Parish Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the vice chair / council's personnel / staffing committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

Version: 1.0-231128

Adopted: November 2022

Last Reviewed: July 2024

Next Review Date: July 2025

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

3 The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Windlesham Parish Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality opportunities policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic

Version: 1.0-231128

Adopted: November 2022

Last Reviewed: July 2024

Next Review Date: July 2025

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

4 What Type of Treatment amounts to Bullying or Harassment?

‘Bullying’ or ‘harassment’ are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person’s dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person’s appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

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Bullying and harassment can occur through verbal and face to face interactions but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable, and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due to their association with someone else (such as harassment related to their partner having a disability for example).

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

5 Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

6 Reporting Concerns -please also refer to the Council Whistleblowing policy if one is in place.

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk/chief officer or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk/chief officer or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk/chief officer, your nominated manager or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the personnel/staffing committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without

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prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk/chief officer or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk/chief officer or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

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Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

This is a non-contractual policy and procedure which will be reviewed from time to time.

WINDLESHAM PARISH COUNCIL

DISCIPLINARY POLICY

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V2-220125	Reviewed at Full Council meeting 25 th January 2022. Replaced staffing committee with Personnel committee
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V2-231128	Reviewed at Full Council meeting on 28 th November 2023
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1 Introduction

1.1 This policy is based on and complies with the 2015 ACAS Code of Practice

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(<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS [Discipline and Grievances at work \(acas.org.uk\)](https://www.acas.org.uk/discipline-and-grievances-at-work) guide.

- 1.2 The policy is designed to help Council employees improve unsatisfactory conduct and performance in their job. Wherever possible, the Council will try to resolve its concerns about employees' behaviour informally, without starting the formal procedure set out below.
- 1.3 The policy will be applied fairly, consistently in accordance with the Equality Act 2010.
- 1.4 This policy confirms:
 - 1.4.1 informal coaching and supervision will be considered, where appropriate, to improve conduct and / or attendance.
 - 1.4.2 the Council will fully investigate the facts of each case
 - 1.4.3 the Council recognises that misconduct and unsatisfactory work performance are different issues. The disciplinary policy will also apply to work performance issues to ensure that all alleged instances of employees' underperformance are dealt with fairly and in a way that is consistent with required standards. However, the disciplinary policy will only be used when performance management proves ineffective. For more information see ACAS "Performance Management" at <https://www.acas.org.uk/index.aspx?articleid=6608>
 - 1.4.4 employees will be informed in writing about the nature of the complaint against them and given the opportunity to state their case
 - 1.4.5 employees will be provided, where appropriate, with written copies of evidence and relevant witness statements in advance of a disciplinary hearing.
 - 1.4.6 employees may be accompanied or represented by a companion – a workplace colleague, a trade union representative or a trade union official - at any investigatory, disciplinary or appeal meeting. The companion is permitted to address such meetings, to put the employee's case and confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case
 - 1.4.7 the Council will give employees reasonable notice of any meetings in this procedure. The employee must make all reasonable efforts to attend. Failure to attend any meeting may result in it going ahead and a decision being taken. An employee who does not attend a meeting will be given the opportunity to be represented and to make written submissions
 - 1.4.8 if the employee's companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an alternative date that is within five working days of the original meeting date
 - 1.4.9 any changes to specified time limits in the Council's procedure must be agreed by the employee and the Council
 - 1.4.10 information about an employee's disciplinary matter will be restricted to those involved in the disciplinary process. A record of the reason for disciplinary action and the action taken by the

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Council is strictly confidential to the employee. The employee's disciplinary records will be held by the Council in accordance with the General Data Protection Regulation (GDPR).

- 1.4.11 audio or video recordings of the proceedings at any stage of the disciplinary procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- 1.4.12 employees have the right to appeal against any disciplinary decision. The appeal decision is final.
- 1.4.13 if an employee who is already subject to the Council's disciplinary procedure raises a grievance, the grievance will normally be heard after the completion of the disciplinary procedure and whenever possible by different people.
- 1.4.14 disciplinary action taken by the Council can include a written warning, final written warning or dismissal.
- 1.4.15 this procedure may be implemented at any stage if the employee's alleged misconduct warrants this.
- 1.4.16 except for gross misconduct when an employee may be dismissed without notice, the Council will not dismiss an employee on the first occasion that it decides there has been misconduct.
- 1.4.17 if an employee is suspended following allegations of misconduct, it will be on full pay and only for such time as is necessary. Suspension is not a disciplinary sanction. The Council will write to the employee to confirm any period of suspension and the reasons for it.
- 1.4.18 the Council may consider mediation at any stage of the disciplinary procedure where appropriate (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process that requires the consent of affected parties.

2 Examples of misconduct

- 2.1 Misconduct is employee behaviour that can lead to the employer taking disciplinary action. The following list contains some examples of misconduct: The list is not exhaustive.
 - 2.1.1 unauthorised absence
 - 2.1.2 poor timekeeping
 - 2.1.3 misuse of the Council's resources and facilities including telephone, email and internet
 - 2.1.4 inappropriate behaviour
 - 2.1.5 refusal to follow reasonable instructions
 - 2.1.6 breach of health and safety rules.

3 Examples of gross misconduct

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- 3.1 Gross misconduct is misconduct that is so serious that it is likely to lead to dismissal without notice. The following list contains some examples of gross misconduct: The list is not exhaustive
 - 3.1.1 bullying, discrimination and harassment
 - 3.1.2 incapacity at work because of alcohol or drugs
 - 3.1.3 violent behaviour
 - 3.1.4 fraud or theft
 - 3.1.5 gross negligence
 - 3.1.6 gross insubordination
 - 3.1.7 serious breaches of council policies and procedures e.g. the Health and Safety Policy, Equality and Diversity Policy, Data Protection Policy and any policies regarding the use of information technology
 - 3.1.8 serious and deliberate damage to property
 - 3.1.9 use of the internet or email to access pornographic, obscene or offensive material
 - 3.1.10 disclosure of confidential information.

4 Suspension

- 4.1 If allegations of gross misconduct or serious misconduct are made, the council may suspend the employee while further investigations are carried out. Suspension will be on full pay. Suspension does not imply any determination of guilt or innocence, as it is merely a measure to enable further investigation.
- 4.2 While on suspension, the employee is required to be available during normal hours of work in the event that the council needs to make contact. The employee must not contact or attempt to contact or influence anyone connected with the investigation in any way or to discuss this matter with any other employee or councillor.
- 4.3 The employee must not attend work. The council will make arrangements for the employee to access any information or documents required to respond to any allegations.

5 Examples of unsatisfactory work performance

- 5.1 The following list contains some examples of unsatisfactory work performance: The list is not exhaustive. Any unsatisfactory performance must be properly investigated.
 - 5.1.1 inadequate application of management instructions/office procedures
 - 5.1.2 inadequate IT skills
 - 5.1.3 unsatisfactory management of staff

5.1.4 unsatisfactory communication skills.

6 The Procedure

- 6.1 Preliminary enquiries_ The council may make preliminary enquiries to establish the basic facts of what has happened in order to understand whether there may be a case to answer under the disciplinary procedure.
- 6.2 If the employee's manager believes there may be a disciplinary case to answer, the council may initiate a more detailed investigation undertaken to establish the facts of a situation or to establish the perspective of others who may have witnessed misconduct.
- 6.3 Informal Procedures. Where minor concerns about conduct become apparent, it is the manager's responsibility to raise this with the employee and clarify the improvements required. A file note will be made and kept by the manager. The informal discussions are not part of the formal disciplinary procedure. If the conduct fails to improve, or if further matters of conduct become apparent, the manager may decide to formalise the discussions and invite the employee to a first stage disciplinary hearing.
- 6.4 If theft or fraud is involved Council may consider the involvement of a specialist prior to contacting the Police, this would be determined by Council.

7 Disciplinary investigation

- 7.1 A formal disciplinary investigation may sometimes be required to establish the facts and whether there is a disciplinary case to answer.
- 7.2 If a formal disciplinary investigation is required, the Council's Personnel Committee will appoint an Investigator/s who will be responsible for undertaking a fact-finding exercise to collect all relevant information. The Investigator will be independent and will normally be a councillor. If the Personnel committee considers that there are no councillors who are independent (for example, because they all have direct involvement in the allegations about the employee), it will appoint someone from outside the Council. The Investigator will be appointed as soon as possible after the allegations have been made. The Personnel committee will inform the Investigator of the terms of reference of the investigation. The terms of reference should specify:
 - 7.2.1 the allegations or events that the investigation is required to examine
 - 7.2.2 whether a recommendation is required
 - 7.2.3 how the findings should be presented. For example, an investigator will often be required to present the findings in the form of a written report
 - 7.2.4 who the findings should be reported to and who to contact for further direction if unexpected issues arise or advice is needed.

- 7.3 The Investigator/s will be asked to submit their findings within 20 working days of appointment where possible. In cases of alleged unsatisfactory performance or of allegations of minor misconduct, the appointment of an investigator may not be necessary and the Council may decide to commence disciplinary proceedings at the next stage - the disciplinary meeting Section 8
- 7.4 The Personnel committee will notify the employee in writing of the alleged misconduct and details of the person undertaking the investigation. The employee may be asked to meet an investigator/s as part of the disciplinary investigation. The employee will be given sufficient notice of the meeting with the Investigator/s so that he/she has reasonable time to prepare for it. The letter will explain the investigatory process and that the meeting is part of that process. The employee will be provided with a copy of the Council's disciplinary procedure. The Council will also inform the employee that when he/she meets with the Investigator/s, he/she will have the opportunity to comment on the allegations of misconduct.
- 7.5 Employees may be accompanied or represented by a workplace colleague, a trade union representative or a trade union official at any investigatory meeting.
- 7.6 If there are other persons (e.g. employees, councillors, members of the public or the Council's contractors) who can provide relevant information, the Investigator should try to obtain it from them in advance of the meeting with the employee.
- 7.7 The Investigator/s has no authority to take disciplinary action. His/her role is to establish the facts of the case as quickly as possible and prepare a report that recommends to the Personnel committee whether or not disciplinary action should be considered under the policy.
- 7.8 The Investigator's report will contain his/her recommendations and the findings on which they were based. He/she will recommend either:
- 7.8.1 the employee has no case to answer and there should be no further action under the Council's disciplinary procedure
- 7.8.2 the matter is not serious enough to justify further use of the disciplinary procedure and can be dealt with informally or
- 7.8.3 the employee has a case to answer and a formal hearing should be convened under the Council's disciplinary procedure.
- 7.9 The Investigator/s will submit the report to the Personnel committee which will decide whether further action will be taken.
- 7.10 If the Council decides that it will not take disciplinary action, it may consider whether mediation would be appropriate in the circumstances.

8 The disciplinary meeting

- 8.1 If the Personnel committee decides that there is a case to answer, it will appoint a sub-committee of three councillors, to formally hear the allegations. The sub-committee

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will appoint a Chairman from one of its members. The Investigator shall not sit on the sub-committee.

- 8.2 No councillor with direct involvement in the matter shall be appointed to the sub-committee. The employee will be invited, in writing, to attend a disciplinary meeting. The sub-committee's letter will confirm the following:
 - 8.2.1 the names of its Chairman and other two members
 - 8.2.2 details of the alleged misconduct, its possible consequences and the employee's statutory right to be accompanied at the meeting
 - 8.2.3 a copy of the information provided to the sub-committee which may include the investigation report, supporting evidence and a copy of the Council's disciplinary procedure
 - ~~8.2.4~~ the time and place for the meeting. The employee will be given reasonable notice of the hearing so that he /she has sufficient time to prepare for it that witnesses may attend on the employee's and the Council's behalf and that both parties should inform each other of their witnesses' names at least two working days before the meeting
 - 8.2.5 that the employee may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official
- 8.3 The purpose of the disciplinary meeting hearing is for the allegations to be put to the employee and then for the employee to give their perspective. It will be conducted as follows:
 - 8.3.1 the Chairman will introduce the members of the sub-committee to the employee and explain the arrangements for the hearing
 - 8.3.2 the Chairman will set out the allegations and invite the Investigator to present the findings of the investigation report (if there has been a previous investigation)
 - 8.3.3 the Chairman will invite the employee to present their account
 - 8.3.4 the employee (or the companion) will set out his/her case and present evidence (including any witnesses and/or witness statements)
 - 8.3.5 any member of the sub-committee and the employee (or the companion) may question the Investigator and any witness
 - 8.3.6 the employee (or companion) will have the opportunity to sum up
- 8.4 The Chairman will provide the employee with the sub-committee's decision with reasons, in writing, within five working days of the meeting. The Chairman will also notify the employee of the right to appeal the decision.
- 8.5 The disciplinary meeting may be adjourned to allow matters that were raised during the meeting to be further investigated by the sub-committee.

9 Disciplinary action

9.1 If the sub-committee decides that there should be disciplinary action, it may be any of the following:

9.1.1 First written warning

9.1.2 If the employee's conduct has fallen beneath acceptable standards, a first written warning will be issued. A first written warning will set out:

- the reason for the written warning, the improvement required (if appropriate) and the time period for improvement
- that further misconduct/failure to improve will result in more serious disciplinary action
- the employee's right of appeal that a note confirming the written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

9.2 Final written warning

9.3 If the offence is sufficiently serious, or if there is further misconduct or a failure to improve sufficiently during the currency of a prior warning, the employee will be given a final written warning. A final written warning will set out:

- 9.3.1 the reason for the final written warning, the improvement required (if appropriate) and the time period for improvement
- 9.3.2 that further misconduct/failure to improve will result in more serious disciplinary action up to and including dismissal
- 9.3.3 the employee's right of appeal
- 9.3.4 that a note confirming the final written warning will be placed on the employee's personnel file, that a copy will be provided to the employee and that the warning will remain in force for a specified period of time (e.g. 12 months).

10 Dismissal

10.1 The Council may dismiss:

10.1.1 for gross misconduct

10.1.2 if there is no improvement within the specified time period, in the conduct which has been the subject of a final written warning

10.1.3 if another instance of misconduct has occurred and a final written warning has already been issued and remains in force.

10.2 The Council will consider very carefully a decision to dismiss.

10.21 If an employee is dismissed, he/she will receive a written statement of the reasons for his/her

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dismissal, the date on which the employment will end and details of his/her right of appeal.

10.22 If the sub-committee decides to take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

10.23 Action taken as a result of the disciplinary meeting will remain in force unless it is modified as a result of an appeal

11 The appeal

11.1 An employee who is the subject of disciplinary action will be notified of the right of appeal. His/her written notice of appeal must be received by the Council within five working days of the employee receiving written notice of the disciplinary action and must specify the grounds for appeal.

11.2 The grounds for appeal include;

11.2.1 a failure by the Council to follow its disciplinary policy

11.2.2 the sub-committee's disciplinary decision was not supported by the evidence

11.2.3 the disciplinary action was too severe in the circumstances of the case

11.2.4 new evidence has come to light since the disciplinary meeting.

11.3 Where possible, the appeal will be heard by a panel of three members of the Personnel committee who have not previously been involved in the case. This includes the Investigator. There may be insufficient members of the Personnel committee who have not previously been involved. If so, the appeal panel will be a committee of three members of the Council who may include members of the Personnel committee. The appeal panel will appoint a Chairman from one of its members.

11.4 The employee will be notified, in writing, within 10 working days of receipt of the notice of appeal of the time, date and place of the appeal meeting. The employee will be advised that he/she may be accompanied by a companion - a workplace colleague, a trade union representative or a trade union official.

11.5 At the appeal meeting, the Chairman will:

11.5.1 introduce the panel members to the employee

11.5.2 explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the disciplinary decision

11.5.3 explain the action that the appeal panel may take.

11.6 The employee (or companion) will be asked to explain the grounds for appeal.

11.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, usually within five working days of the appeal hearing.

11.8 The appeal panel may decide to uphold the disciplinary decision of the Personnel committee, substitute a less serious sanction or decide that no disciplinary action is necessary. If it decides to

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take no disciplinary action, no record of the matter will be retained on the employee's personnel file.

11.9 If an appeal against dismissal is upheld, the employee will be paid in full for the period from the date of dismissal and continuity of service will be preserved.

11.10 The appeal panel's decision is final.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

WINDLESHAM PARISH COUNCIL EQUALITY & DIVERSITY POLICY

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1 Our commitment

- 1.1 The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.
- 1.2 This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.
- 1.3 Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

2 The law

- 2.1 It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics" as laid out in the Equalities Act 2010.
- 2.2 Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.
- 2.3 The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for people with disabilities to make use of services. In

addition, service providers have an obligation to think ahead and address any barriers that may impede people with disabilities from accessing a service.

3 Types of unlawful discrimination

- 3.1 **Direct discrimination** is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

- 3.2 **Indirect discrimination** is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

- 3.3 **Harassment** is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

- 3.4 **Associative discrimination** is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

- 3.5 **Perceptive discrimination** is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

- 3.6 **Third-party harassment** occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

- 3.7 **Victimisation** occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because he/she made or supported a complaint or raised a grievance under the Equality Act 2010, or because he/she is suspected of doing so.

However, an employee is not protected from victimisation if he/she acted maliciously or made or supported an untrue complaint.

- 3.8 Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a person with disabilities at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

4 Equal opportunities in employment

- 4.1 The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

4.2 Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

4.3 Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

4.4 Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within

these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices and data protection policy.

5 Dignity at work

- 5.1** The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

5.2 People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

5.3 Training

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment.

6 Your responsibilities

- 6.1** Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.
- 6.2** Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

7 Grievances

- 7.1** If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.
- 7.2** The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

8 Monitoring and review

- 8.1** This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.



WINDLESHAM PARISH COUNCIL FLEXIBLE WORKING POLICY

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Version & Date	Amendments made
V1.0-231128	Adopted at the Full Council meeting held on the 28 th November 2023
V1.0-240709	Reviewed at the Personnel Committee held on the 9 th July 2024

Version: 1.0-231128
Adopted: November 2022
Last Reviewed: July 2024
Next Review Date: July 2025



Windlesham Parish Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

1 What is flexible working

Every staff member has a contract of employment that sets out the working hours. A request to work flexibly is a request from the employee to change either the number of working hours, when or where they are worked. Flexible working does not mean a member of staff can work the hours they wish from day-to-day, week-to-week.

Flexible working arrangements take account of employees' preferences, interests and non-work responsibilities whilst also meeting the needs of the council. Common examples of flexible working include part-time working; zero-hours / casual working; variable hours; flexitime; job-sharing; term-time working; compressed hours; career breaks; and sabbaticals.

Flexible working can result in benefits to councils, in that such arrangements can help make the most of today's diverse workforce and improve the council's ability to recruit and retain staff. It is good practice to make flexible working open to all staff.

This policy has been written to explain the process which we will use to respond to requests by staff to vary hours, pattern or place of work.

2 Scope

You have a statutory right to request a change to your contractual terms and conditions of employment to work flexibly, regardless of whether you work full or part-time or have a temporary contract of employment. It does not apply to agency staff.

3 Policy

Our policy is to comply with both the spirit and the letter of the law on the right to request flexible working. To this end its aim is to inform all staff of their right to request flexible working and to ensure those rights are understood and that staff feel confident any decisions regarding their requests will be handled objectively, fairly, free from discrimination, and that staff will not be treated detrimentally because they have asked for flexible working arrangements.

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4 What Type of Treatment amounts to Bullying or Harassment?

To apply for flexible working, please provide the following information in writing, and submit this to the Clerk. In the case of the Clerk, the request should be submitted to the Chair of the Council:

- The date of the application,
- A statement that this is a statutory request,
- Details of how you would like to work flexibly and when you want to start,
- An explanation of how you think flexible working might affect the council and how this could be dealt with, e.g. if you're not at work on certain days, and,
- A statement saying if and when you've made a previous application.

You can only make two statutory requests in any 12-month period. You are asked to let us know if you are making the request because you consider the change could be a reasonable adjustment to support a disability. In such a case some of the requirements of this policy would not apply (i.e. the minimum period of service; one request per annum).

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5 Responding to your request

Once we receive your written request, we will arrange a discussion with you as soon as possible, unless we agree immediately to your request. It may be that we need to ask you to supply further details before the meeting. If there is likely to be a delay in discussing your request, we will inform you. You may be accompanied at the meeting by a work colleague.

Having the right to request a change to your working arrangements does not necessarily mean that your request will be accepted. Your request will be fully discussed at the meeting. We will carefully consider your request looking at the benefits of the requested changes on working conditions for you as an employee and the council and weighing these against any adverse impact of implementing the changes.

Having considered the changes, you are requesting and weighing up the advantages, possible costs and potential logistical implications of granting the request, we will write to you with the decision. The decision will be either:

- To accept the request and establish a start date, with or without a trial period and review date. Where the request is granted, we will set out what changes will be made to your terms and conditions of employment, or,
- To propose an alternative, which may require further discussion, or,
- To confirm a compromise agreed at the discussion, or,

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Next Review Date: July 2025



- To reject the request, setting out the reasons, how these apply to the application and the appeal process.

Requests to work flexibly will be considered objectively, however we may not always be able to grant a request to work flexibly if it cannot be accommodated. If we turn down your request, it will be because of one, or a combination of the following reasons, and we will explain why.

- The burden of additional costs is unacceptable to the council
- Detrimental effect on the council's ability to deliver for the community
- Inability to re-organise work among existing staff
- Inability to recruit additional staff
- Detrimental impact on quality
- Detrimental impact on performance
- Insufficiency of work during the periods the employee proposes to work
- Planned structural changes to the council

If you are only looking for an informal change for a short period to your working hours or conditions, for instance to pursue a short course of study, we may consider allowing you to revert back to your previous conditions after a specified period, e.g. three months, or after the occurrence of a specific event, such as the end of a course of study.

You must be aware that if your request is approved you do not have a statutory right to make more than two further requests for a period of 12 months, although you may still ask without the statutory right.

6 Timeframe for dealing with requests

We will do what we can to respond to your request as soon as possible although the law requires the consideration process to be complete **within two months** of first receiving a request, including any appeal. If the request cannot be dealt with within three months, we may ask to extend the consideration process, provided you agree to the extension.

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7 Handling requests in a fair way

We may receive more than one request to work flexibly closely together from different employees and it may or may not be possible to accept all requests. If we agree to a request for flexible working arrangements this does not mean that we can also agree to a similar change for another employee. Each case will be considered on its merits looking at the business case in the order they have been received. We may need to take others' contractual terms into account and we may ask you if there is any room for adjustment or compromise before coming to a decision.

Version: 1.0-231128

Adopted: November 2022

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Next Review Date: July 2025

8 Appealing the decision

If we decline your request and you wish to appeal, you must do so, in writing, within 5 days of receiving the letter informing you of the outcome. We will then write to you to arrange a meeting to discuss your appeal. This meeting will be held as soon as reasonably possible and will normally be with a sub-committee of councillors. You may wish to be accompanied at that meeting by a work colleague.

There may be circumstances when the council is unable to meet within the required timeframes, in which case a meeting will be held as soon as is practically possible.

9 The effect on your contract of employment

Any change in your hours or pattern of work will normally be a permanent change to your contractual terms and conditions. This means that you will not automatically be able to revert back to the previous working pattern (unless otherwise agreed). So, for example, if your new flexible working pattern involves working reduced hours, you will not automatically be able to revert to working full time hours.

Changes to your working pattern may affect other terms and conditions of employment. For example, reducing your hours of work will mean that your pay and leave will be pro-rated accordingly. Your pension may also be affected.

Any changes to your terms and conditions as a result of a change to your working pattern will be confirmed in your decision letter, however if you have further queries about how a proposed change to your pattern of work might affect your terms and conditions please speak to the Clerk or Chair of the Council in the first instance.

10 Data protection

When managing a flexible working request, we will process personal data collected in accordance with the data protection policy. Data collected from the point at which we receive a flexible working request is held securely and accessed by, and disclosed to, individuals only for the purposes of managing their request for flexible working. Inappropriate access or disclosure of employee data constitutes a data breach and should be reported in accordance with the data protection policy immediately. It may also constitute a disciplinary offence, which will be dealt with under the disciplinary procedure.

This is a non-contractual procedure which will be reviewed from time to time.

WINDLESHAM PARISH COUNCIL GRIEVANCE POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.2-220125	Reviewed at Full Council meeting 25 th January 2022
V1.2-220125	Reviewed at Full Council meeting 29 th November 2022
V1.2-231128	Reviewed at Full Council meeting 28 th November 2023
V1.2-240709	For review at the Personnel Committee held on the 9 th July 2024

1 Introduction

- 1.1 This policy is based on and complies with the 2015 ACAS Code of Practice (<http://www.acas.org.uk/index.aspx?articleid=2174>). It also takes account of the ACAS guide on discipline and grievances at work. (https://www.acas.org.uk/media/1043/Discipline-and-grievances-at-work-The-Acas-guide/pdf/DG_Guide_Feb_2019.pdf). It aims to encourage and maintain good relationships between the Council and its employees by treating grievances seriously and resolving them as quickly as possible. It sets out the arrangements for employees to raise their concerns, problems or complaints about their employment with the Council. The policy will be applied fairly, consistently and in accordance with the Equality Act 2010.
- 1.2 Many problems can be raised and settled during the course of everyday working relationships. Employees should aim to settle most grievances informally with their line manager.
- 1.3 This policy confirms:
- 1.3.1 employees have the right to be accompanied or represented at a grievance meeting or appeal by a companion who can be a workplace colleague, a trade union representative or a trade union official. This includes any meeting held with them to hear about, gather facts about, discuss, consider or resolve their grievance. The companion will be permitted to address the grievance/appeal meetings, to present the employee's case for his /her grievance/appeal and to confer with the employee. The companion cannot answer questions put to the employee, address the meeting against the employee's wishes or prevent the employee from explaining his/her case.
 - 1.3.2 the Council will give employees reasonable notice of the date of the grievance/appeal meetings. Employees and their companions must make all reasonable efforts to attend. If the companion is not available for the proposed date of the meeting, the employee can request a postponement and can propose an

alternative date that is within five working days of the original meeting date unless it is unreasonable not to propose a later date

- 1.3.3 any changes to specified time limits must be agreed by the employee and the Council
- 1.3.4 an employee has the right to appeal against the decision about his/her grievance. The appeal decision is final
- 1.3.5 information about an employee's grievance will be restricted to those involved in the grievance process. A record of the reason for the grievance, its outcome and action taken is confidential to the employee. The employee's grievance records will be held by the Council in accordance with the General Data Protection Regulation (GDPR)
- 1.3.6 audio or video recordings of the proceedings at any stage of the grievance procedure are prohibited, unless agreed by all affected parties as a reasonable adjustment that takes account of an employee's medical condition
- 1.3.7 if an employee who is already subject to a disciplinary process raises a grievance, the grievance will normally be heard after completion of the disciplinary procedure
- 1.3.8 if a grievance is not upheld, no disciplinary action will be taken against an employee if he/she raised the grievance in good faith
- 1.3.9 the Council may consider mediation at any stage of the grievance procedure where appropriate, (for example where there have been communication breakdowns or allegations of bullying or harassment). Mediation is a dispute resolution process which requires the consent of affected parties
- 1.3.10 Employees can use all stages of the grievance procedure if the complaint is not a code of conduct complaint about a councillor. Employees can use the informal stage of the council's grievance procedure (paragraph 4) to deal with all grievance issues, including a complaint about a councillor. Employees cannot use the formal stages of the council's grievance procedure for a code of conduct complaint about a councillor. If the complaint about the councillor is not resolved at the informal stage, the employee can contact the monitoring officer of Surrey Heath Borough Council who will inform the employee whether or not the complaint can be dealt with under the code of conduct. If it does not concern the code of conduct, the employee can make a formal complaint under the council's grievance procedure (see paragraph 5).

In all cases employees can refer to the Council's whistleblowing policy if one is in place.

- 1.3.11 If the grievance is a code of conduct complaint against a councillor, the employee cannot proceed with it beyond the informal stage of the council's grievance procedure. However, whatever the complaint, the council has a duty of care to its employees. It must take all reasonable steps to ensure employees have a safe working environment, for example by undertaking risk assessments, by ensuring staff and councillors are properly trained and by protecting staff from bullying, harassment and all forms of discrimination
- 1.3.12 If an employee considers that the grievance concerns his or her safety within the working environment, whether or not it also concerns a complaint against a councillor, the employee should raise these safety concerns at the first opportunity with his or her line manager at the informal stage of the grievance procedure. The council will consider whether it should take further action in this matter in accordance with any of its employment policies (for example its health and safety policy or its dignity at work policy) and in accordance with the code of conduct regime

2 Informal grievance procedure

- 2.1 It is in the best interests of the council and its employees if grievances are resolved informally and as quickly as possible. As soon as a problem arises, the employee should raise it with his/her manager to see if an informal solution is possible. Both should try to resolve the matter at this stage. If the employee does not want to discuss the grievance with his/her manager (for example, because it concerns the manager), the employee should contact the Chairman of the personnel committee or, if appropriate, another member of the personnel committee. If the employee's complaint is about a councillor, it may be appropriate to involve that councillor at the informal stage. This will require both the employee's and the councillor's consent.

3 Formal grievance procedure

- 3.1 If it is not possible to resolve the grievance informally and the employee's complaint is not one that should be dealt with as a code of conduct complaint (see above), the employee may submit a formal grievance. It should be submitted in writing to the Chair of the personnel committee. If the employee does not want to discuss the grievance with his/her manager (for

example, because it concerns the manager), the employee should contact the Chair of the Council.

- 3.2 The personnel committee will appoint a sub-committee of three members to hear the grievance. The sub-committee will appoint a Chair from one of its members. No councillor with direct involvement in the matter shall be appointed to the sub-committee.

4 Investigation

- 4.1 If the sub-committee decides that it is appropriate, (e.g. if the grievance is complex), it may appoint an investigator to carry out an investigation before the grievance meeting to establish

the facts of the case. The investigation may include interviews (e.g. the employee submitting the grievance, other employees, councillors or members of the public).

- 4.2 The investigator will summarise their findings (usually within an investigation report) and present their findings to the sub-committee.

5 Notification

- 5.1 Within 10 working days of the Council receiving the employee's grievance (this may be longer if there is an investigation), the employee will normally be asked, in writing, to attend a grievance meeting. The written notification will include the following:

- 5.1.1 the names of its Chair and other members
- 5.1.2 a summary of the employee's grievance based on his/her written submission
- 5.1.3 the date, time and place for the meeting. The employee will be given reasonable notice of the meeting which will normally be within 25 working days of when the Council received the grievance
- 5.1.4 the employee's right to be accompanied by a workplace colleague, a trade union representative or a trade union official
- 5.1.5 a copy of the Council's grievance policy
- 5.1.6 confirmation that, if necessary, witnesses may attend (or submit witness statements) on the employee's behalf and that the employee should provide the names of his/her witnesses as soon as possible before the meeting
- 5.1.7 confirmation that the employee will provide the Council with any supporting evidence in advance of the meeting, usually with at least five days' notice
- 5.1.8 findings of the investigation if there has been an investigation
- 5.1.9 an invitation for the employee to request any adjustments to be made for the hearing (for example where a person has a health condition).

6 The grievance meeting

- 6.1 At the grievance meeting:

- 6.1.1 the Chair will introduce the members of the sub-committee to the employee

- 6.1.2 the employee (or companion) will set out the grievance and present the evidence
 - 6.1.3 the Chair will ask the employee questions about the information presented and will want to understand what action he/she wants the Council to take
 - 6.1.4 any member of the sub-committee and the employee (or the companion) may question any witness
 - 6.1.5 the employee (or companion) will have the opportunity to sum up the case
 - 6.1.6 a grievance meeting may be adjourned to allow matters that were raised during the meeting to be investigated by the sub-committee.
- 6.2** The Chairman will provide the employee with the sub-committee's decision, in writing, usually within five working days of the meeting. The letter will notify the employee of the action, if any, that the Council will take and of the employee's right to appeal.
- 6.3** Notes must be taken by an individual who is not part of the sub committee and these notes must be agreed by the employee and the Chairman

7 The appeal

- 7.1** If an employee decides that his/her grievance has not been satisfactorily resolved by the sub-committee, he/she may submit a written appeal to the personnel committee. An appeal must be received by the Council within five working days of the employee receiving the sub-committee's decision and must specify the grounds of appeal.
- 7.2** Appeals may be raised on a number of grounds, e.g.:
- 7.2.1 a failure by the Council to follow its grievance policy
 - 7.2.2 the decision was not supported by the evidence
 - 7.2.3 the action proposed by the sub-committee was inadequate/inappropriate
 - 7.2.4 new evidence has come to light since the grievance meeting.
- 7.3** The appeal will be heard by a panel of three members of the personnel committee who have not previously been involved in the case. There may be insufficient members of the personnel committee who have not previously been involved. If so, the appeal panel will be a committee

of three Council members who may include members of the personnel committee. The appeal panel will appoint a Chair from one of its members.

- 7.4 The employee will be notified, in writing, usually within 10 working days of receipt of the appeal of the time, date and place of the appeal meeting. The meeting will normally take place within 25 working days of the Council's receipt of the appeal. The employee will be advised that he/she may be accompanied by a workplace colleague, a trade union representative or a trade union official.
- 7.5 At the appeal meeting, the Chair will:
 - 7.5.1 introduce the panel members to the employee
 - 7.5.2 explain the purpose of the meeting, which is to hear the employee's reasons for appealing against the decision of the personnel sub-committee
 - 7.5.3 explain the action that the appeal panel may take.
- 7.6 The employee (or companion) will be asked to explain the grounds of appeal.
- 7.7 The Chairman will inform the employee that he/she will receive the decision and the panel's reasons, in writing, within five working days of the appeal meeting.
- 7.8 The appeal panel may decide to uphold the decision of the personnel committee or substitute its own decision.
- 7.9 The decision of the appeal panel is final.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

WINDLESHAM PARISH COUNCIL HEALTH & SAFETY STATEMENT

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council 23 rd February 2021
V2.0-220125	Reviewed at Full Council 25 th January 2022 (addition - All Contractors working on behalf of the Council must be insured and be working to Health and Safety standards and complete Health and Safety checks.)
V2.0-220125	Reviewed at Full Council 25 th October 2022
V2.0-231128	Reviewed at Full Council 28 th November 2023
V2.0-240709	Reviewed at the Personnel Committee being held on the 9 th July 2024

Version 2.0-231128

Adopted: July 2020

Last Reviewed: July 2024

Review Date: July 20254

1 Statement

- 1.1 Windlesham Parish Council (Council) is committed to ensuring the health, safety and welfare of its employees, customers, and others throughout their interaction with the Council.
- 1.2 It is the policy of this Council to encourage all employees to be not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.
- 1.3 In order to achieve the objectives of this policy this Council will comply with all of its legal duties by ensuring that:-
- Each employee is given such comprehensible, relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
 - Managers assess risks and introduce preventative and protective measures, so far as is reasonably practicable or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
 - The working environment is maintained in a condition that is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
 - Adequate facilities and arrangements are maintained to enable staff and their representatives to raise issues of health and safety.
 - Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
 - Procedures are devised that ensure the effective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures.
- 1.4 Every member of staff has a legal duty to co-operate with the Council to assist in complying with all of its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels and

Contractors. Each individual has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

- 1.5 The Parish Council will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed annually or earlier if so required by legislation or additional material or in light of organisational changes.
- 1.6 All Contractors working on behalf of the Council must be insured and be working to Health and Safety standards and complete Health and Safety checks.

Signed:

Chairman of the Parish Council

Parish Clerk

Date:

Date:

This policy will be reviewed annually or earlier if so required by legislation or additional material.

WINDLESHAM PARISH COUNCIL

LONE WORKER POLICY

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V2.0-221129	Reviewed at Full Council meeting 29 th November 2022 (amendments made to clause 5.1)

Version 2.0-231128

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Next Review Date: July 2025

V2.0-231128	Reviewed at Full Council meeting 28 th November 2023
V2.0-240709	Reviewed at the Personnel Committee held on the 9 th July 2024

1 Purpose of this policy and procedure

- 1.1 The council recognises that some of our staff work alone, and where this is the case, seeks to ensure the health and safety of all lone workers. This document:
- Raises awareness of the safety issues relating to lone working,
 - Identifies and assesses potential risks to an individual working alone,
 - Explains the importance of reasonable and practicable precautions to minimise potential risk,
 - Provides appropriate support to lone workers, and,
 - Encourages reporting of all incidents associated with lone working so that they can be adequately managed and used to help reduce risks and improve working arrangements for the future.

2 The scope of this policy

- 2.1 It applies to all staff, whether full time, part time or temporary workers. It does not apply to councillors.

3 Policy

- 3.1 We will protect staff from the risks of lone working, as far as is reasonably practicable. Working alone is not in itself against the law and it is often safe to do so. However, the

council's policy is to consider carefully and deal with any health and safety risks for those who work alone.

4 Definition

4.1 'Lone Worker' refers to people who work by themselves without work colleagues either during or outside normal working hours. Examples include:

- A caretaker who opens and closes a hall either early in the morning or late at night
- A groundsman tending to green space
- Office workers who work alone in the premises, and,
- Homeworkers.

4.2 Any worker under the age of 18 years, or anyone working in confined spaces is not permitted to work on their own.

5 Responsibilities

5.1 All staff have a responsibility for the health and safety of work colleagues. The key responsibilities are as follows:

Managers

- Will try to avoid the need for lone working as far as is reasonably practicable;
- Ensure that the worker is competent to work alone and the job can be done safely by one person.
- Ensure that all lone working activities must be formally risk assessed. This should identify the risk to lone workers; any control measures necessary to minimise those risks; and emergency procedures;
- Arrangements for lone working must be made clear to staff and the details of what can or cannot be done while working alone explained;
- Lone workers must be informed of the hazards and understand the necessary control measures that need to be put in place and have the opportunity to contribute to the risk assessment;
- Must raise the alarm if staff cannot be contacted or do not return as anticipated
- Must ensure that all staff are aware of this lone working policy and procedure and provide appropriate levels of training and guidance on lone working.
- Have access to their team's next of kin information in the case of an emergency
- A check is carried out at the end of the lone working period.

- Emergency procedures are in place so that lone workers can obtain advice and assistance if required.

Lone workers

- Take reasonable care of themselves and others who may be affected by their work
- To follow any instruction given by management or the council
- Raise with their line manager any concerns they have in relation to lone working
- Not to work alone where there is inadequate information to undertake a risk assessment.
- Inform their line manager at the earliest opportunity in the event of an accident, incident of violence or aggression whilst working alone
- Ensure that another member of staff, preferably your manager, is aware you are working alone, where you are, what you are doing and what time you expect to finish. Always keep your outlook calendar up to date.
- Make sure you have some means of communication with someone in the event of an emergency, such as a mobile phone or two-way radio.
- Ensure you have access to appropriate first aid equipment.
- Know where your nearest emergency exit is and the Company's emergency evacuation procedures.
- Make sure intruders cannot access the premises by checking that all windows and external doors are securely locked.
- Take all reasonable steps to ensure your own safety and welfare.
- Know the risks of aggressive and violent behaviour by customers and familiarise yourself with appropriate measures for controlling such risks in terms of conflict resolution skills.
- If you ever feel threatened, walk away. The safety and wellbeing of our employees is paramount

Staff

- To be aware of colleagues working on their own and alert to unexpected changes of routine, unanticipated periods where there is no communication.
- Buddies should ensure they maintain and share up to date contact details (see below)

6 Risk Assessments

6.1 Managers must complete (or ensure the completion of) a Lone Working Risk Assessment to and update as appropriate. The risk assessment should be reviewed by the lone worker before undertaking the work and communicated to all relevant staff or councillors.

6.2 People who work alone will of course face the same risks in their work as those doing similar roles/tasks. However, they may additionally encounter hazards such as:

- Sudden illness

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- Faulty equipment
- Travelling alone
- Remote locations
- Abuse from members of the public
- Animal attacks

7 Ways in which lone working risks can be reduced

- 7.1 Every lone working environment and situation is different, and therefore it is not possible to implement a 'one size fits all' approach. Where there is regular or anticipated lone working, the council will devise and implement a lone working plan that meets the needs and risks of their particular circumstances. The plan should be proportionate to any risks that are identified from the risk assessment. The plan for a groundsman lone working with machinery will be more detailed than an administrator working late in the office. This should be written down and communicated to all relevant staff and where appropriate, councillors.
- 7.2 Below are some example strategies that could be implemented (on their own or combined):
- Signing-in and Out book
 - Electronic (or hard copy) diaries to be kept up to date with meeting/visit/lone working details
 - Agreed times and method of contact
 - Buddy scheme

8 Buddy scheme

- 8.1 The following information should be written down and kept by the lone worker and their buddy, next of kin and manager (see the Lone Working Buddy Form):-
- Name and contact details of the lone worker
 - Name, relationship and contact details of the buddy
 - Name, relationship and contact details of the lone worker's next of kin
 - Name, relationship and contact details of the lone worker's manager
 - Any 'code word' that would indicate that the lone worker needs assistance
 - Note: All these details must be kept securely in line with data protection legislation

- 8.2 If you change your contact details, you must let your buddy and manager know.
- 8.3 In circumstances where a buddy system is appropriate as a way of reducing the risks identified in the risk assessment, the buddy must have relevant details about your lone working, that may include;
- where you are going (address or area if there is no address);
 - details of the purpose (i.e. preparing the hall, grass cutting, meeting);
 - contact details of anyone you intend to meet (any additional contact details for the location you are visiting);
 - your mode of transport;
 - when you are expected to return;
- 8.4 Your buddy must know what to do if you do not return or make contact at the anticipated/agreed time.

9 Health and wellbeing

- 9.1 In order to ensure your personal safety, it is important that you share any details of any aspects of your health that could lead to increased risk with your manager or specific councillors. This includes pregnancy. You can then jointly plan to mitigate any potential risks caused by your circumstances. This information will be treated on a strict 'need to know' basis with your confidentiality of the utmost importance.

10 Reporting incidents

- 10.1 Any incidents or perceived risks encountered while lone working should be recorded, reviewed and acted upon. The report should include:
- A brief note of what happened, when, and who was involved,
 - For any work-related aggression (verbal or physical) including threatening behaviour, all of the details of the incident and of the perpetrator should be captured, which could then be used if the police take any formal prosecution action. This might be particularly important for more serious incidents of work-related violence, and,
 - In either instance, this might also include recording details of any circumstances you think might have contributed to the incident, e.g. the context of the interaction, perceptions about the condition of the perpetrator, or any environmental circumstances. This information would then support us to review our risk assessment process and see if any additional measures are needed.

- 10.2 If you feel unsafe, unwell, or become injured call the emergency services if you need immediate assistance. If possible, call your manager, buddy or councillor or colleague to let them know (or ask someone to do so on your behalf).
- 10.3 Call your manager if your plans change because you feel unwell or if you have a domestic emergency when working alone.
- 10.4 This is a non-contractual procedure which will be reviewed from time to time.

WINDLESHAM PARISH COUNCIL RECRUITMENT POLICY

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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-220223	Reviewed at Full Council meeting 25 th January 2022
V2.0-221129	Reviewed at Full Council meeting 29 th November 2022. (Amendments made to clauses 5.6 & 6)
V2.0-231128	Reviewed at Full Council meeting 28 th November 2023
V2.0-240709	Reviewed at the Personnel Committee held on the 9 th July 2024

1 Introduction

- 1.1 This policy provides guidance to those involved in selecting staff for the council.
- 1.2 The Council has made clear its commitment to equal opportunities for all by the adoption of an Equal Opportunities Statement ([click here](#)). All selection processes must take place within the framework laid down by this policy.
- 1.3 The Council will also use the employment guidance provided in the National Joint Council for Local Government Services 'green book' ([click here](#))
- 1.4 All those involved in selecting candidates for employment should be aware that legislation increasingly regulates employment behaviour. Failure to follow certain basic steps can lead to an aggrieved candidate referring a matter to an employment tribunal.

2 Aims

- 2.1 The key aims of the Councils recruitment policy are:
 - To maximise the effectiveness of the recruitment and selection process
 - To ensure the recruitment and selection processes are consistent, fair and transparent, and in accordance with legislation
 - To ensure the recruitment and selection processes are in accordance with the Councils' Equal Opportunities Statement

3 Applications

- 3.1 The Council will provide a job description and person specification for each vacancy, and these documents will form the basis for the selection process. The Clerk will be responsible for ensuring these are reviewed and reflect the current responsibilities of the role.
- 3.2 The person specification will include a list of skills, experience and qualifications which are essential and/or desirable for the role. Candidates will be assessed and selected for interview against the person specification criteria.
- 3.3 The job description and person specification will be included in the recruitment pack, which will also provide details of working hours, pay scales and type and length of contract.
- 3.4 Any vacancy will be advertised in the public domain using one or all of the following: a) Local newspapers b) Parish Council Notice Board c) Parish Council Website d) Any other appropriate publication or location.

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- 3.5 The Council will consider the viability of part-time and/or job share candidates for each role and will make clear in its advertisement if this will be considered.
- 3.6 The council uses application forms for recruitment in respect of all staff. All potential applicants should be directed to apply formally through the official contact named in the advertisement.

4 Shortlisting

- 4.1 The filling of the position for Parish Clerk will be the responsibility of a designated Staffing Sub-Committee as appointed, in line with the Personnel Committee Terms of Reference.
- 4.2 The filling of other positions will be the responsibility of the Parish Clerk and the Staffing Sub-Committee as appointed, in line with the Personnel Committee Terms of Reference
- 4.3 The Clerk will in the first instance assess the applications. The applications will then be assessed by both the Chair of Council , Chair or Vice-Chair of Personnel and any other nominated Councillors in line with the Personnel Committee Terms of Reference.
- 4.4 Any Member with a personal connection to any of the candidates will be excluded from the entire selection process.
- 4.5 As soon as possible after the closing date for applications, candidates will be selected for interview by assessing the information in their application form against the job description and person specification.

5 Interviews

- 5.1 The Personnel/Staffing Sub-Committee will agree the composition of the interview panel in line with the Personnel Committee Terms of Reference.
- 5.2 To ensure a consistent and fair approach, all candidates will be asked the same questions, with supplementary questions structured around each candidate to enable individuals to demonstrate their relevant skills and abilities. The questions will vary depending on the vacancy.
- 5.3 The interview panel must take extreme care to ensure they do not imply discrimination by asking questions about personal circumstances which are unrelated to the job. Such questions are contrary to the Council's Equal Opportunities Statement.
- 5.4 Each member of the interview panel will take notes to support their assessment of the candidates' suitability of the role, and the panel may agree a scoring system to help

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objectively assess the candidates.

- 5.5 Once all the candidates have been interviewed, the panel members should compare their notes and agree the most suitable candidate, ensuring their decision is based on the criteria in the job description and person specification.
- 5.6 Candidates may request appropriate reasonable adjustments, if required for the interview.

6 Notification and appointment

- 6.1 Post interview arrangements are the responsibility of the Clerk, or where the vacancy is for the Clerk role, the Council Chairman.
- 6.2 Candidates should be notified as soon as possible of the outcome. A verbal offer of appointment may be made to the successful candidate but must be formally confirmed in writing. The offer is conditional on obtaining satisfactory references and, where applicable, proof of eligibility to work in the UK and any copies of qualification certificates.
- 6.3 If unsatisfactory responses to references are received, the Council may reconsider the offer of appointment. If the offer is subsequently withdrawn, the Council may make an offer to one of the original unsuccessful candidates or decide to begin the recruitment process again.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

All candidate data will be stored in line with our Data Protection Policy.

WINDLESHAM PARISH COUNCIL TIME OFF IN LIEU (TOIL) POLICY

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Version & Date	Amendments made
V1.0-220125	Adopted at the Full Council meeting 25 th January 2022
V1.0-220125	Adopted at the Full Council meeting 29 th November 2022
V1.0-231128	Adopted at the Full Council meeting 28 th November 2023
V1.0-240709	Reviewed at the Personnel Committee held on the 9 th July 2024

1 Introduction

- 1.1 The Council recognises that staff may be required to work extra time over their contracted hours in order to support service delivery objectives. Hours worked by employees may exceed their contracted hours due to: evening meetings, weekend work, call outs outside of standard working hours, or there may be an occasional unplanned, yet urgent need to extend the working day.
- 1.2 Windlesham Parish Council recognises its duty to protect the health and safety of its staff by ensuring that they do not work too many hours and that they are recompensed by taking time off in lieu (TOIL) for extra time that they work.

2 Definition of Time off in Lieu (TOIL)

- 2.1 Time off in lieu (TOIL) is time taken as additional leave instead of overtime pay by employees working beyond their contractual or normal working hours.

3 Purpose

- 3.1 The purpose of this policy and procedure is to ensure that managers and employees are aware of and understand the council's TOIL arrangements.
- 3.2 This policy addresses the informal daily working arrangements of staff in terms of Time off in Lieu (TOIL) rather than long term alterations to work patterns. Staff interested in permanent / long term working pattern alterations should consult the Clerk for guidance in the first instance.

4 Principles governing the use of TOIL

- 4.1 The requirement for overtime may be due to a variety of reasons such as an increased volume of regular work, a temporary crisis in resourcing, to cover absences, to catch up on slipping deadlines or to resource one off projects that cannot be carried out within working hours. This policy also applies to officers who are required to attend evening meetings and requested to work at weekends.

5 TOIL rates

- 5.1 Time off accumulated through TOIL arrangements must be equal to time actually worked.

6 Accruing TOIL

- 6.1 The accrual of TOIL will commence once a member of staff has worked over their scheduled work hours for a day, on a day where they are not scheduled to work and for attendance at evening meetings. Working additional hours (i.e. accruing TOIL) should as far as possible be agreed in advance with the Clerk (except attendance at evening meetings, which is pre-agreed) who has responsibility for authorising the Time off in Lieu for staff and keeping the appropriate records. The Personnel Committee will conduct a quarterly review of TOIL records.

7 Redeeming TOIL

- 7.1 Taking back TOIL time is to be agreed by the Clerk and in the case of the Clerk redeeming TOIL, by agreement from Council Chairman and the Chairman of the Personnel Committee.
- 7.2 TOIL time must be taken within 3 months of the time accruing to avoid excessive amounts of time accumulating. In the event that time accrued does not equate to a standard working day for any staff member by the end of the 3-month period, it is acceptable to carry over TOIL time until the equivalent of a working day has accrued. Once hours equating a working day have accrued, staff members will be expected to take the leave within the following month.
- 7.3 Staff may not take TOIL time off in advance of accruing the time.
- 7.4 The operation of TOIL depends on mutual trust. Any suspected abuse of TOIL, such as claiming more hours than actually accrued, may be treated as a disciplinary matter.

WINDLESHAM PARISH COUNCIL TRAINING & DEVELOPMENT POLICY

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Version & Date	Amendments made
V1.0-231128	Adopted at Full Council meeting 28 th November 2023
V1.0-240709	Reviewed at the Personnel Committee held on the 9 th July 2024

1 Introduction

- 1.1.** The council recognises that training and development for staff and councillors is a major investment in its ability to deliver effective services and will seek to create a culture of continuing development.
- 1.2.** The council will comply with the principles of the National Training Strategy for Town and Parish Councils and will subscribe to the Surrey Association of Local Councils and Society of Local Council Clerks to ensure staff and councillors may attend their training.

2 Policy Commitments

- 2.1 Windlesham Parish Council is committed to the training and development of both councillors and employees and the objectives of this Learning and Development Policy are to:
- Encourage Councillors and employees to undertake appropriate learning and development activities
 - Allocate learning in a fair manner
 - Ensure all learning is evaluated to assess its value
- 2.2 Windlesham Parish Council believes that investing in the training and development of both its Members and employees:
- Improves the quality of the services and facilities provided by Windlesham Parish Council
 - Helps enable the organisation to achieve its corporate aims and objectives
 - Improves the skill base of employees and Members to produce confident, highly qualified staff and knowledgeable Members working as an effective and efficient team
 - Demonstrates that employees are valued
- 2.3 The Parish Council recognises that its Members and employees are its most important resource and is committed to making sufficient financial provision for training and development within the annual budget.

3 Training Plan

- 3.1 The learning and development process will:
- 3.2 Identify learning needs by considering Windlesham Parish Council's objectives as well as individual requirements
- 3.3 Plan and organise learning and development activities to meet those specific needs
- 3.4 Ensure the appropriate activity is delivered
- 3.5 Evaluate the effectiveness of the learning and development activity
- 3.6 The Personnel Committee will be responsible for determining, meeting and monitoring the training needs of staff and councillors, and managing the allocated budget.
- 3.7 All new employees will receive basic induction in the workings of the Council, Council policies, governance, health and safety and welfare. Job specific training, which has been identified through the recruitment process or annual appraisals, will be drawn up by the Clerk for

approval by the Personnel Committee to ensure all training is relevant, fit for purpose and is carried out in a cost-effective manner.

- 3.8 All new councillors will receive an induction pack prepared by the Clerk and will be invited to attend an induction meeting with the Clerk and Chairman of the Council following the parish elections every four years, where they will receive basic induction in the workings of the Council, Council policies and governance. This will also include Council finance, assets, health, safety and welfare. Specific mandatory learning (such as an understanding of the Code of Conduct for Councillors) will be included as well as an assessment of any essential learning needed to effectively carry out the role.
- 3.9 Both employees and Members will be asked to identify any on-going development needs. Learning needs may also be identified through:
- 3.9.1** Legislative requirements
 - 3.9.2** Changes in legislation
 - 3.9.3** Changes in systems
 - 3.9.4** Availability of new or revised qualifications
 - 3.9.5** Accidents
 - 3.9.6** Professional error
 - 3.9.7** Introduction of new equipment
 - 3.9.8** New working methods and practices
 - 3.9.9** Complaints to the Council
 - 3.9.10** Devolved services / delivery of new services
 - 3.9.11** Employees who wish to attend a learning course should discuss this with their line manager/Council; all requests will be considered in relation to the Council's needs.

4 Professional Qualifications

- 4.1 All staff members will be encouraged to pursue professional qualifications appropriate to the needs of the parish council and relevant to the individual's role. Each request for professional qualifications will be considered on an individual basis.
- 4.2 It will be a requirement of the clerk's role to hold the Certificate in Local Council Administration (CiLCA) qualification or equivalent, or commit to achieving it within eighteen months of appointment.
- 4.3 If approved by the council, the financial cost of registering for and submitting the CiLCA portfolio will be paid by the council. The council will financially support SALC training for CiLCA and the cost to re-submit once if a candidate is unsuccessful. Travel expenses will be paid in accordance with the council's current Policy.

- 4.4 Additional higher-level qualifications or specific qualifications relevant to the role will be discussed as part of the annual appraisal or in the case of a councillor must be discussed informally with the clerk and chairman of the council prior to being put forward for consideration by the council. The council may agree to meet the cost, or part thereof, of a qualification, which will be of mutual benefit to both the council and staff member.

5 Staff Personal Development

- 5.1 The council recognises that training and development for staff often provides continuous professional development for the staff member, while enhancing specific skills. Training courses for personal development are motivational for staff members and consistently leads to improved performance in their current role. Equally, the council acknowledges that such personal development will occasionally lead staff members to seek alternative employment to maximise their new or improved skills.
- 5.2 Where there is clear benefit to the council, payment for any personal development training will be made by the council, and the staff member will be expected to use their new or improved skills in their existing role within the council.
- 5.3 Where the cost of the personal development training course exceeds £500, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.4 Where the cost of the personal development training course exceeds £1,000, the staff member will repay to the council the full cost of the training if they leave the employment of the council within 12 months of completion of the training, and 50% of the cost of the training if they leave the employment of the council after 12 months, but within 24 months of the completion of the training. Agreement to this condition will be recorded in the staff member's file.
- 5.5 The provisions within part 5 of this policy do not apply to any training course deemed compulsory for the staff member to carry out their existing role, for example due to a change of regulations or insistence on particular qualifications.

6 Members Training and Development

- 6.1 The Council recognises that Members should attend regular training sessions to update and improve their understanding of matters affecting local government. It supports and

encourages councillors to attend training events, conferences and seminars provided by organisations including the Surrey Association of Local Councils.

- 6.2 Councillors are expected to review the available training from Surrey ALC and to book any courses they wish to attend. All courses available can be viewed on the Councillor SharePoint [Training & Events \(sharepoint.com\)](https://sharepoint.com)

7 Record Keeping and Evaluation of Training

- 7.1 The Clerk will keep records of all training of staff and councillors.
- 7.2 Councillors and staff are encouraged to share the knowledge gained and to circulate training presentation papers for in-house use. They are also encouraged to provide feedback on the value and effectiveness of the training undertaken highlighting the implications of new legislation, guidance and/or best practice for the on-going efficiency and effectiveness of the parish council.

8 Data Protection Training

- 8.1 Windlesham Parish Council ensures that those with day to day responsibility for enabling the demonstration of compliance with the General Data Protection Regulation (GDPR) and good practice are able to demonstrate the competence in their understanding of the GDPR and good practice, and how this should be implemented within Windlesham Parish Council.
- 8.2 The Clerk keeps records of the relevant training undertaken by each person who has this level of responsibility.
- 8.3 Windlesham Parish Council also ensures that these staff members remain informed about issues relating to the management of personal information, where appropriate by contact with external bodies. Windlesham Parish Council maintains a list of relevant external bodies, the most important of which is the Information Commissioner's Office (www.ico.gov.uk).
- 8.4 Windlesham Parish Council ensures that all staff understand their responsibility to ensure that personal information is protected and processed in accordance with Windlesham Parish Council's procedures, taking into account any related security requirements.
- 8.5 All employees/ staff are given training to enable them to process personal information in accordance with Windlesham Parish Council's procedures. The training is relevant to the role that each employee performs within Windlesham Parish Council.
- 8.6 The Clerk is responsible for organising relevant training for responsible individuals and staff generally, and for maintaining records of the attendance of staff at relevant training at appropriate times across Windlesham Parish Council's business cycle.

9 Policy Review

- 9.1 This policy will be reviewed annually or earlier if so required by legislation or additional material.

WINDLESHAM PARISH COUNCIL -INTERNAL PRIVACY NOTICE

YOUR PERSONAL DATA – WHAT IS IT?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom namely the UK- General Data Protection Regulation (the UK-GDPR), the Data Protection Act 2018 and other legislation relating to personal data and rights such as the Human Rights Act.

WHO ARE WE?

This Privacy Notice is provided to you by Windlesham Parish Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall or room, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);

- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of hall rental facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 7 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection

with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by visiting this website <https://gdpr-info.com/data-protection-contact-form/> or email.

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page: www.windleshampc.gov.uk. This Notice was last updated in October 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Windlesham Parish Council Data Protection Officer: GDPR-Info Ltd

Email: dpo@gdpr-info.com

PAYMENTS

Bagshot PL for Month No 3

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
20/06/2024	825577	96	WICKSTEED	WICKS	26,500.00	5,300.00	31,800.00	4220	310	13,500.00	Freemantle Rd playground equip
								380		-13,500.00	Freemantle Rd playground equip
								6000	310	13,500.00	Freemantle Rd playground equip
								4220	310	13,000.00	Freemantle Rd playground equip
TOTAL INVOICES					26,500.00	5,300.00	31,800.00			26,500.00	
VAT ANALYSISCODE S @ 20.00%					26,500.00	5,300.00	31,800.00				
TOTALS					26,500.00	5,300.00	31,800.00				

Bagshot PL for Month No 3

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
08/05/2024	146-24	97	ANGEL FACES	ANGELF	150.00	0.00	150.00	4220	310	150.00	Face painting 6 Ju;ly 24 SLF
								345		-150.00	Face painting 6 Ju;ly 24 SLF
								6000	310	150.00	Face painting 6 Ju;ly 24 SLF
TOTAL INVOICES					150.00	0.00	150.00			150.00	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					150.00	0.00	150.00				

Bagshot 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
19/05/2024	2950	98	GREENLANDS	GREE	180.00	36.00	216.00	4220	310	180.00	BPF - remove dog bin & replace
TOTAL INVOICES					180.00	36.00	216.00			180.00	
VAT ANALYSISCODE S @ 20.00%					180.00	36.00	216.00				
TOTALS					180.00	36.00	216.00				

Lightwater PL for Month No 3

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
21/06/2024	4199	55	NEIL CURTIS	NEIL	150.00	0.00	150.00	4060	400	150.00	Test dig - 159c, 57b,50b
TOTAL INVOICES					150.00	0.00	150.00			150.00	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					150.00	0.00	150.00				

Top Level for Month No 3

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
22/06/2024	0167	649	ASTORIA ELECTRICAL	ASTORIA	300.00	60.00	360.00	4550	235	300.00	replace 2x5ft lights to LED eq
20/01/2024	1396	650	LIGHT ANGELS	LIGHTA	1,390.70	278.14	1,668.84	4195	350	463.57	Electrics - Xmas tree power
								4195	450	463.57	Electrics - Xmas tree power
								4195	550	463.56	Electrics - Xmas tree power
TOTAL INVOICES					1,690.70	338.14	2,028.84			1,690.70	
VAT ANALYSISCODE S @ 20.00%					1,690.70	338.14	2,028.84				
TOTALS					1,690.70	338.14	2,028.84				

Top Level for Month No 3

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
28/06/2024	4211	651	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	400	190.00	Internment - Walters (L'water)
								4005	500	190.00	Internment - Perrett (Wind)
27/06/2024	113952	654	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella sample (office)
TOTAL INVOICES					415.00	7.00	422.00			415.00	
VAT ANALYSISCODE OTS @ 0.00%					380.00	0.00	380.00				
VAT ANALYSISCODE S @ 20.00%					35.00	7.00	42.00				
TOTALS					415.00	7.00	422.00				

Top Level 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
01/07/2024	2039383	652	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace - July 24
								4165	410	2,598.53	Greenspace - July 24
								4165	510	1,889.84	Greenspace - July 24
01/07/2024	2039384	653	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Gym Insp - LW Rec/School Lane
								4220	410	65.39	Gym Insp - LW Rec/School Lane
TOTAL INVOICES					8,005.12	1,601.03	9,606.15			8,005.12	
VAT ANALYSISCODE S @ 20.00%					8,005.12	1,601.03	9,606.15				
TOTALS					8,005.12	1,601.03	9,606.15				

Top Level for Month No 3				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
30/06/2024	1789	655	ZEN TECH IT	FRE01	643.31	128.66	771.97	4430	225	259.70	Microsoft 365 monthly licence
								4435	225	323.61	Printer inks etc
								4425	225	60.00	Support - password reset, email
TOTAL INVOICES					643.31	128.66	771.97			643.31	
VAT ANALYSIS CODE S @ 20.00%					643.31	128.66	771.97				
TOTALS					643.31	128.66	771.97				

Windlesham PL for Month No 3

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
21/06/2024	4197	133	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - Sleet (21 June 24
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 3

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
30/06/2024	1872	134	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Cemetery Maint - June 24 work
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

Agenda Item 12 – Full Council 23 July 24

Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorized bank signatory, should sign off the reconciliations once reviewed. Below are the reconciliations for June 24

WINDLESHAM PARISH COUNCIL - CASH AT HAND				
Account	Acct type	Int. Rate	31 May 24	30 Jun 24
Barclays Bank	Current	0.00%	521,272	745,722
Santander Bank	Instant access	1.06%	199,968	200,145
RBS account	Instant access	1.57%	46,777	46,827
Skipton BS *	Annual interest	3.10%	64,595	64,595
Cambridge & Counties	180 day notice	4.41%	224,547	225,361
Hampshire Trust *	12 month deposit	3.70%	65,984	65,984
Redwood Bank *	95 day notice	3.45%	66,271	66,271
	TOTAL		1,189,414	1,414,904
Account type				
Current account			521,272	745,722
Instant access accounts			246,744	246,971
Medium term accounts			421,397	422,211
			1,189,414	1,414,904
* - Annual interest only				

****** Members are asked to note that to date the Clerk only has online access to the Barclays, Cambridge & Counties and Redwood bank accounts

Overall cash position

Net assets held by the Council as at 30 June 24 is £1,414,904 – see attached balance sheet. Of this £737,868 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £33,841 since 1 April 24 (£771,709).

Members are asked to note the above reconciliations and agree that either Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper continue to sign off the above reconciliations.

Richard Midgley
RFO 11 July 24

Agenda Item 13 – Full Council Meeting 23 July 24
Budget Monitoring Report to 16 July 24

1. Budget 2024/25

The expenditure budget for 2024/25 was confirmed at a meeting on 10 January 2024 with a total expenditure budget of £594,014 and a precept requirement, after budgeted income of £88,813, totalling £505,021. SHBC have confirmed the tax base for 2024/25 of 8,376.95 for the Parish. The Band D equivalent precept is therefore £60.31 an increase of 44.42% over the prior year.

2. Actions required

- (i) Councillors need to note levels of expenditure shown and the associated balance sheet approving the overspends shown;
- (ii) Councillors are asked to approve any excess spend on electrical work related to the village Christmas trees over and above the levels currently in place and authorise any such spend to be funded from the general reserve.
- (iii) Councillors are asked to approve entering a contract with Mailchimp at £16 per month (£192pa) with the costs to be taken from the marketing budget.
- (iv) Councillors should note the table of commitments shown under item 6. The aim is to update this monthly to ensure that Council has an up to date understanding of commitments made and reserves available.

3. Income generated

		Year to date	Budget
1000	Burial fees	£25,625 ⁽¹⁾	£77,351
1030	Allotment fees	£23 ⁽²⁾	£1,970
1076	Precept	£505,201 ⁽³⁾	£505,201
1900	Interest received	£0 ⁽⁴⁾	£9,492
Total income		<u>£534,005</u>	<u>£594,014</u>

- (1) Income from burial fees arises as follows: Bagshot - £0; Lightwater - £4,453; Windlesham - £21,172;
- (2) Allotment fees are billed in August each year with smaller invoices for those that are let part way through the period;
- (3) The precept is generally received in two tranches in April and June each year. The first tranche was received on 1 April 24 the second on 28 June 24;
- (4) Interest arises on the bank accounts held by the Council and is paid monthly (four accounts) or annually (three accounts).

4. Overspends and Transfers

Councillors are asked to note the Actual vs Budget report as at 16 July 24 along with the corresponding Balance Sheet and Income and Expenditure reports attached.

Expenditure for the year to date is £170,435 against a full year budget of £594,014 – approximately 28.7% and is broadly similar that expected given an even spread of costs. Of this expenditure a sum of £33,841 has been transferred from EMRs to offset the total spend.

The following overspends against budget have been noted:

(1) 4195 Tree Maintenance/Surgery

No budget was reflected for this cost element with any expenditure resolved to be taken from the EMR as part of the budget process. Cost of £3,025 have been incurred and set against EMR395 Tree Works and will continue to be for the remainder of the period.

(2) 4220 Playground Repairs and Renewals

Account 4220 shows expenditure of £28,138 giving an overspend of £12,138 against budget. The main element of this sum relates to the Freemantle Road playground in Bagshot which was completed in the period at a cost of £26,500. Of this amount £13,500 was drawn from EMR380 Bagshot CIL with a further £13,000 due from SHBC. The latter has yet to be received but will be offset vs the Playground repairs and renewals account.

(3) 4420 Finance System

Expenditure of £3,229 has been incurred against a budget of £2,073. The charge covers the cost for the Rialtas system plus support for the full year and is significantly above the amount that was paid for 2023-24. This is reflected in the budget overspend.

(4) 4430 Licences and Subscriptions

Expenditure of £5,213 gives rise to an overspend of £222.

Councillors should also note the following:

(1) 4062 Cemetery maintenance EMR - covers an amount agreed during the budget process that would be allocated to a specified EMR to cover future maintenance of each cemetery. No expenditure on this cost element is currently anticipated instead the amount will be transferred to an EMR for each village.

(2) 4165 Greenspace Contract - currently covers the three villages but has been split to reflect the possibility that the contract will be split after the re-tendering process. The

budget reflected an increase to cover inflationary pressures and general increases in greenspace costs anticipated (based on the same contract terms) plus an element for employing a procurement consultant. The latter was actioned at the March Full Council meeting (C/23/217). Current costs of £7,874 per month reflect the current contract terms.

- (3) 4300 Salaries and related payroll costs – the salary and related costs show a charge of £52,601 covering the existing 4 staff plus the operations executive up to the time of her departure. This is in line with budget expectations.
- (4) 4500 Councillor Allowances – the budget for Councillors’ Allowances is based on the rates in place at the time of the budget. In the February 24 Full Council meeting it was resolved to increase the individual allowance to £1,750pa (C/23/183) from £1,661.40pa with an additional allowance for the Council Chair. This will lead to an annual cost of £33,250 versus a current budget of £32,627 (including training costs). Any surplus over budget will be taken from the general reserve as per the resolution. This assumes that all councillors claim the full allowance.
- (5) 4650 Grants - reflects a total budget of £11,000 split between the three villages. The table below shows movements on the account:

Bagshot (£5,000)

(i)	Reversal of y/e accrual re: Bagshot Playing Field Assoc for grant to maintain the facilities and open space	(£957)
(ii)	Payment of grant to BPFA as noted above	£957
(iii)	Grant to the Bagshot Society towards venue hire and publicity, planting and misc items	£697

Lightwater (£3,000)

(i)	Reversal of y/e accrual re: Lightwater Community Cinema	(£1,000)
(ii)	Reversal of y/e accrual re: Lightwater Connected fete	(£250)

Windlesham (£3,000)

No grants approved to date

Total expenditure	<u>(£553)</u>
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Other matters

(1) Village Christmas trees

In the Full Council meeting on 14 May 24 the Council approved a resolution to delegate authority to the Clerk to spend up to £2,500 per village tree (C/24/21(b)). This amount would cover the cost of purchase and installation of each tree along with the relevant electrical testing and certification. This amount – in total £7,500 –

would exceed the budget of £5,745 with any excess being funded from the general reserve in accordance with the resolution.

Further investigation suggests an indicative cost of around £2,050 for each tree and installation leaving £450 for the necessary electrical works. These works cannot be completed until September at the earliest to ensure that the certification is valid over the Christmas period. Depending on the nature of the work involved these amounts may be overspent. Council are asked to provide the Clerk with authority to spend in excess of the limit currently set and fund and such amounts form the general reserve.

- (2) The Communications Committee resolved to approve a subscription to Mailchimp in their meeting on 9 July 24 (COM/24/09) at a cost of £16 per month (£192pa). The subscription would allow the distribution of a subscription-based newsletter to residents and could also be used in other areas. This would be a rolling contract with costs posted to the Marketing budget (4640/225). Full Council should ratify this decision so that a contract can be entered into.

5. Virements

There are no virements required at this time.

6. Commitments

The Council has made various spending commitments either as part of the Full Council meetings or via Village Committees. The majority of these are to be set vs EMRs with some against the general reserve. The table below shows the commitments identified and their impact on the reserve levels and should allow Councillors to remain updated about the availability of funds.

The table does not show spending commitments against the current budget rather these will be identified separately and reflected in the income and expenditure reports going forward.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 11 JULY 24						
	Account	Balance at 11 Jul 24	Committed Note	Adj balance 11 Jul 24		
	General Reserve (1 April 24)	226,179.79	(40,000.00)	186,179.79	Potential costs related to CGR	
315	Capital Receipts	1,300.00		1,300.00		
320	EMR School Lane Play Equipment	35,742.54		35,742.54		
321	EMR Windmill Field playground	3,154.00	(3,154.00)	0.00	Windmill Field playground - £3,154	C/23/206
325	EMR Windlesham CIL	67,430.18	(66,148.00)	1,282.18	Windmill Field playground - £50,000; Broadway Road lights - £7,500; Cemetery noticeboards - £4,800; Speed surveys - £3,000; Cemetery hedges - £800; Cemetery mapping - £48	Various
330	EMR Repairs and Maintenance	26,047.38	(10,000.00)	16,047.38	Bagshot Chapel repairs	Budget discussion
331	EMR War Memorials	1,376.00		1,376.00		
335	EMR Cemeteries	26,030.00	(1,380.00)	24,650.00	Repair memorials in Bagshot Cemetery	BVC/23/76
336	Lightwater Cemetery maintenance	19,700.00	(10,000.00)	9,700.00	Topographical survey of LW Cemetery	LVC/23/54
340	EMR Lightwater Pavilion & Rec	130,641.91	(22,499.00)	108,142.91	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000	LVC/23/46; LVC/23/59
345	EMR Bagshot Village	13,590.49	(4,200.00)	9,390.49	Phone box renovations - £4,000; Face painting at Frementle Road playground opening - £200	BVC/23/57; BVC/23/58
346	EMR Bagshot grants	317.00		317.00		
350	EMR Lightwater Village	19,059.90		19,059.90		
351	EMR Lightwater grants	3,100.00	(1,500.00)	1,600.00	Lightwater Village sign - £500; Lightwater Community Cinema - £750; Lightwater Society - £250	
355	EMR Windlesham Village	15,279.15	(5,000.00)	10,279.15	Planning consultant for Neighbourhood Plan	WVC/23/20
360	EMR Lightwater CIL	0.00		0.00		
365	EMR Elections	14,820.00		14,820.00		
370	EMR Council Office Repairs	1,500.00		1,500.00		
375	EMR Playarea Repairs & Renewals	15,000.00	(15,000.00)	0.00	Windmill Field playground - £15,000	C/23/206
377	EMR IT Equipment	517.01		517.01		
378	EMR Training	900.00		900.00		
380	EMR Bagshot CIL	295,143.20	(122,500.00)	172,643.20	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Gomer Road playground £2,500	Various
390	EMR Civic Functions	1,143.87		1,143.87		
395	EMR Tree Works	46,075.75	(25,000.00)	21,075.75	Estimated cost of tree works to be taken from EMR - no provision in budget	Budget discussion
	Capital Reserve & EMRs	736,568.38	(286,381.00)	450,187.38		
	Total Reserves	964,048.17	(326,381.00)	637,667.17		

Income & Expenditure by Budget 01/07/2024

Month No: 4

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	72,976	25,625	77,351	51,726			33.1%
1030 Allotment Fees	1,703	23	1,970	1,947			1.2%
1040 Field of Remembrance Income	1,057	0	0	0			0.0%
1076 Precept	347,791	505,201	505,201	0			100.0%
1800 Other Income	650	0	0	0			0.0%
1900 Interest Received	16,053	3,155	9,492	6,337			33.2%
1950 CIL Income	174,308	0	0	0			0.0%
Total Income	614,538	534,005	594,014	60,009			89.9%
<u>Overhead Expenditure</u>							
4005 Ashes interment	6,820	2,780	7,680	4,900		4,900	36.2%
4050 Rates	2,087	1,114	3,048	1,934		1,934	36.6%
4055 Pavilion Utilites	50	0	500	500		500	0.0%
4060 Maintenance	54,249	24,010	48,910	24,900		24,900	49.1%
4062 Cemetery maintenance - EMR	0	0	75,000	75,000		75,000	0.0%
4070 Allotment Refunds	10	0	100	100		100	0.0%
4100 War Memorial	625	0	5,210	5,210		5,210	0.0%
4105 Bagshot Clock	0	0	500	500		500	0.0%
4160 Greenspace Contingency	4,592	309	3,000	2,692		2,692	10.3%
4165 Greenspace Contract	93,214	31,497	120,000	88,503		88,503	26.2%
4185 Planting	5,374	200	5,863	5,663		5,663	3.4%
4190 Christmas Trees	5,341	0	5,745	5,745		5,745	0.0%
4195 Tree Maintenance/Surgery	31,935	3,025	0	(3,025)		(3,025)	0.0%
4220 Playground Repairs & Renewal	109,607	28,138	16,000	(12,138)		(12,138)	175.9%
4300 Salaries	93,389	34,434	105,681	71,247		71,247	32.6%
4340 Local Government Pension	27,535	9,941	32,515	22,574		22,574	30.6%
4345 HMRC Payroll	24,615	8,226	29,982	21,756		21,756	27.4%
4350 Training	1,430	1,020	2,000	980		980	51.0%
4380 Elections	5,086	0	0	0		0	0.0%
4400 Legal/HR/Recruitment Costs	5,133	383	5,000	4,617	5,000	(383)	107.7%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	4,634	0	5,200	5,200		5,200	0.0%
4420 Finance System	1,295	3,229	2,073	(1,156)		(1,156)	155.8%
4425 External Finance Support	418	445	600	155		155	74.2%
4430 Licences & Subscription	4,067	5,213	4,991	(222)		(222)	104.5%
4435 Office Expenses	2,090	943	2,400	1,457		1,457	39.3%
4440 ICT Costs	9,441	386	6,557	6,171		6,171	5.9%
4445 Audit	1,544	(1,461)	1,620	3,081		3,081	(90.2%)
4455 Telecoms & Security	1,733	468	1,795	1,327		1,327	26.1%
4500 Cllr Allowances, Training & Ex	30,115	9,791	32,627	22,836		22,836	30.0%

Income & Expenditure by Budget 01/07/2024

Month No: 4

Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4525 Bagshot Chapel Building Costs	2,819	107	10,240	10,133		10,133	1.0%
4550 Office Building Costs	7,033	2,404	7,804	5,400		5,400	30.8%
4555 HMLD Building Costs	6,963	2,873	7,946	5,073		5,073	36.2%
4600 Annual Meeting & Civic Costs	2,418	404	2,000	1,597		1,597	20.2%
4640 Marketing	0	0	4,000	4,000		4,000	0.0%
4650 Grants	20,583	(553)	11,000	11,553	1,250	10,303	6.3%
4905 Pavilion Capital Project	0	0	15,000	15,000		15,000	0.0%
4915 Festive Lights	11,201	820	7,176	6,356		6,356	11.4%
4950 Hall Hire	1,457	290	3,501	3,211		3,211	8.3%
Total Overhead	578,901	170,435	594,014	423,579	6,250	417,329	29.7%
Total Income	614,538	534,005	594,014	60,009			89.9%
Total Expenditure	578,901	170,435	594,014	423,579	6,250	417,329	29.7%
Net Income over Expenditure	35,637	363,570	0	(363,570)			
plus Transfer from EMR	129,500	33,841	0	(33,841)			
less Transfer to EMR	174,308	0	0	0			
Movement to/(from) Gen Reserve	(9,171)	397,410	0	(397,410)			

Detailed Balance Sheet - Excluding Stock Movement

Month 4 Date 16/7/2024

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
100	Debtors	5,533	
105	VAT Control A/c	18,769	
200	Barclays Current Account	692,712	
205	Santander Account	200,145	
210	RBS Account	46,829	
215	Skipton Account	64,595	
225	Cambridge and Counties Account	225,361	
230	Hampshire Trust Bank	65,984	
235	Redwood Bank	66,271	
	Total Current Assets	1,386,198	
<u>Current Liabilities</u>			
500	Creditors	22,895	
501	Bagshot PL	1,315	
502	Lightwater PL	150	
503	Windlesham PL	380	
	Total Current Liabilities	24,740	
	Net Current Assets		1,361,459
	Total Assets less Current Liabilities		1,361,459
<u>Represented by :-</u>			
300	Current Year Fund	363,570	
310	General Reserves	260,021	
315	Capital Receipts	1,300	
320	EMR School Lane Play Equipment	35,743	
321	EMR Windmill Field playground	3,154	
325	EMR Windlesham CIL	67,430	
330	EMR Repairs and Maintenance	26,047	
331	EMR War Memorials	1,376	
335	EMR Cemeteries	26,030	
336	EMR Lightwater Cemetery Maint.	19,700	
340	EMR Lightwater Pavilion & Rec	130,642	
345	EMR Bagshot Village	13,590	
346	EMR Bagshot Grants	317	
350	EMR Lightwater Village	19,060	
351	EMR Lightwater Grants	3,100	
355	EMR Windlesham Village	15,279	
365	EMR Elections	14,820	
370	EMR Council Office Repairs	1,500	
375	EMR Playarea Repairs & Renewals	15,000	
377	EMR IT Equipment	517	
378	EMR Training	900	
380	EMR Bagshot CIL	295,143	
390	EMR Civic Functions	1,144	
395	EMR Tree Works	46,076	
	Total Equity		1,361,459

Item 14- Council to consider giving the Clerk delegated authority to spend from tree maintenance EMR

Members will be aware that under the scheme of delegation the Clerk is able to authorise expenditure on revenue items up to the amounts included for that class of expenditure in the approved budget up to £2,500. However, in the 24-25 budget no provision was made for tree maintenance as it was agreed that all expenditure will be funded from the tree maintenance EMR.

To ensure ad hoc tree works can be carried out as necessary, without the need to convene a meeting Members are asked to consider giving the Clerk delegated authority to spend from tree maintenance EMR

Item 15a – Council to consider re-surveying the Parish Council tree stock

Members are asked to decide if they wish to commission the SHBC contractor to carry out a survey on Parish trees as part of the SHBC works.

In June 2022, the Council conducted a comprehensive survey of the majority of trees in the Parish and has since implemented a two-year work program to address the recommendations from the report.

Currently, a third of the surveyed trees are either due or overdue for reinspection, while the remaining trees are scheduled for inspection in 2025.

The SHBC Greenspace Contract Manager has informed the Parish Clerk that SHBC is about to reinspect their tree stock. If the Parish would like to resurvey their trees simultaneously, the SHBC contractor can perform this inspection, allowing WPC to benefit from the economies of scale associated with the SHBC contract. The work will adhere to the same specifications as the Core Surrey Heath Survey.

Specifically, for WPC, the cost to survey 486-700 trees is estimated at £3.41 per tree, totalling between £1,657.26 + VAT and £2,387 + VAT. The price range accounts for the previous survey not including trees at College Ride or High Curley. Please note, this rate is contingent upon WPC's tree survey being conducted concurrently with SHBC's tree survey.

Funding

Members are to note that this survey would be funded from the tree EMR, which currently stands at £46,000. The Responsible Financial Officer (RFO) has reviewed this reserve and indicated that if the survey is approved, the reserve could be significantly depleted by the necessary remedial works.

Item 15b - To take part in Surrey County Council's [1.2 Million Tree Strategy](#) to plant trees, hedgerows, fruit trees or other tree planting within the Parish.

Action

Members are asked to consider if they would like to take part in the SCC tree planting scheme below

Members are to note that as part of Surrey County Council's [1.2 Million Tree Strategy](#), they are looking for partners who would like to plant trees, hedgerows, fruit trees, or other tree planting within their sites.

Their project for this winter's planting is soon coming to a close and the deadline for expressions of interest is July 31st.

This coming year, SCC will again be offering full support and advice on planting and looking after trees.

If Members are interested in this tree planting scheme and would like to take part, or would like further information, the Council will need to fill out the Microsoft Form below (<https://forms.office.com/e/3VY5xph4b6>).

For consideration

The council would be responsible for planting the trees and having a watering and maintenance programme in place for a period of 3 years.

- Indicative figures for the initial watering and maintenance programme is £24 per tree per visit to water once a week between May and September, which equates to 20 visits at an approximate cost of £480 per tree per annum. With a cost over 3 years of £1440 per tree. Please keep in mind that the number of visits will be weather dependant and if there is a heatwave additional visits may be required.
- Planting – Indicative cost of £120 per tree
- Deer fencing and stakes – Indicative cost between £100-£150

Total indicative cost per tree £1,660 - £1,710 per tree

Funding

Members are to note that if the tree survey being discussed under item 15a is approved, the tree EMR, which currently stands at £46,000 could be significantly depleted by any necessary remedial works.

Item 16 – Greenspace Procurement – to review market engagement results

Members are reminded that at the March Full Council meeting (minute ref: C/23/217) it was unanimously resolved to proceed with market engagement for the greenspace procurement tender.

The market engagement is now complete, and Members are asked to read the attached report noting in particular the key response summary and recommendations below.

3.1. KEY RESPONSE SUMMARY AND RECOMMENDATIONS

KEY RESPONSES/ FEEDBACK	RECOMMENDATION
The proposed term (3+2) is acceptable to and welcomed by the market	<ul style="list-style-type: none"> Continue with 3+2 or 3+1+1 contract term Provide details of performance expectations for extension to motivate performance
A single contractor would result in increased quality, commitment, flexibility, better quality equipment used, reduced emissions, and lower prices.	Reconsider the multi-lot approach, ideally appointing a single contractor for all requirements.
The proposed approach (multiple lots awarded by village or service type) is not attractive to the market.	There is a real risk of receiving no compliant/ suitable bids if the multi-Lot approach is followed
Pricing linked to CPI	Fixed price for years 1 + 2, then annual uplift in line with CPI
Consider hybrid model of fixed pricing (schedule of rates), performance linked incentivisation, and cost-plus for unknown works.	This appears to be a sensible suggestion and should be considered.
Five suppliers responded to this market engagement.	The number of suppliers that have expressed interest to date indicated that a single stage Open Procurement is most appropriate.
Clarity of the Council's requirements in the tendering process.	<ul style="list-style-type: none"> Ensure an appropriate quality: price balance in the tender (higher price will disincentivise suppliers to respond). Ensure quality metrics for tender AND contract delivery are clearly articulated and tested. Consider supplier meetings as part of evaluation, if appropriate.
Other comments raised regarding the approach, commercial model and supplier risks.	Additional one to one engagement may be helpful to further understand supplier concerns and risks, and ensure successful delivery of the tender and contract.

Action

1. Decision on Tender Approach:

- Members are asked to decide between proceeding with a multi-lot or a single-lot approach for the tender.

If Proceeding with Multi-Lot Approach:

- Determine the number of lots to be included in the tender.
- Define the scope and content of each lot.

2. Contract Term in Context of Potential Community Governance Review:

- Approve an initial contract term of 3 years, with provisions for optional extensions.

- Ensure that the contract includes provisions for termination to accommodate changes arising from a Community Governance Review.
3. Delegation of Authority:
- Decide whether to delegate authority to the Clerk, in conjunction with 2 Councillors from each village, to finalise the finer details of the tender specifications.



Windlesham
Parish Council

Windlesham Lightwater Bagshot

POLARIS PROCUREMENT

WINDLESHAM PARISH COUNCIL GREENSPACE CONTRACTOR/S

Outcome of Pre-Tender Engagement:
PIN and Supplier Questionnaire Responses

25th JUNE 2024

CONTENTS

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6 & 7	3 & 3.1– Summary of the Key Responses and Recommendations
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9 & 10	5.1 & 5.2 - Contract Term
11 - 15	6.1 to 6.5 - Lotting Approach
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20 & 21	8.1 & 8.2 - Procurement Procedure
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1. BACKGROUND

- Windlesham Parish Council require a Grounds Maintenance Contractor/s to maintain all Parish owned greenspaces.
- As the value of the requirement will exceed the thresholds for Services stated in the Public Contracts regulations 2015, an above threshold formal procurement exercise will be required.
- Ahead of the formal procurement commencing, supplier engagement was carried out to understand the current market and level of interest, and to carry out soft market testing including feedback on dividing the requirement into multiple smaller Lots.
- Polaris Procurement and Consulting Ltd undertook this exercise for the Council. This slide set summarises the feedback from the market engagement.

2.1. MARKET ENGAGEMENT DETAILS

- Prior Information Notice published on Find a Tender on 07/06/2024, publicly available and visible to all market ([link](#)),
- PIN included link to questionnaire for soft-market engagement:



- 5 responses received to questionnaire*.

* In certain areas, one supplier used this as a sales opportunity rather than addressing the specific questions asked. These have largely been excluded from this summary. That supplier advised they are new to this industry and would operate a sub-contractor model.

- Market engagement responses will not be considered during any tender evaluation.
- Suppliers that did not participate in the engagement may still respond to the tender.

2.2. SUMMARY OF QUESTIONNAIRE CONTENTS

Interested suppliers were asked to provide:

- Company Details (Name, Contact, SME, if they are based in or have substantial operations in Surrey),
- Feedback/ comments on the following key areas that were of interest to the Council to inform and assist the development of the contracting model:
 - Contract Term,
 - Lotting structure,
 - Pricing model,
 - Procurement procedure,
 - Whether supplier is interested in collaborating with other suppliers,
 - Any other feedback on market conditions.

3. SUMMARY OF KEY RESPONSES AND POTENTIAL IMPACT

- The following slide provides a summary of the key messages received and themes identified from the market engagement, with a recommendation by Polaris Procurement in line with each piece of feedback.
- The remaining slides provide additional information and detailed feedback for each issue raised by the Council/ included in the questionnaire.

3.1. KEY RESPONSE SUMMARY AND RECOMMENDATIONS

KEY RESPONSES/ FEEDBACK	RECOMMENDATION
The proposed term (3+2) is acceptable to and welcomed by the market	<ul style="list-style-type: none"> Continue with 3+2 or 3+1+1 contract term Provide details of performance expectations for extension to motivate performance
A single contractor would result in increased quality, commitment, flexibility, better quality equipment used, reduced emissions, and lower prices.	Reconsider the multi-lot approach, ideally appointing a single contractor for all requirements.
The proposed approach (multiple lots awarded by village or service type) is not attractive to the market.	There is a real risk of receiving no compliant/ suitable bids if the multi-Lot approach is followed
Pricing linked to CPI	Fixed price for years 1 + 2, then annual uplift in line with CPI
Consider hybrid model of fixed pricing (schedule of rates), performance linked incentivisation, and cost-plus for unknown works.	This appears to be a sensible suggestion and should be considered.
Five suppliers responded to this market engagement.	<p>The number of suppliers that have expressed interest to date indicated that a single stage Open Procurement is most appropriate.</p> <ul style="list-style-type: none"> Ensure an appropriate quality: price balance in the tender (higher price will disincentivise suppliers to respond). Ensure quality metrics for tender AND contract delivery are clearly articulated and tested. Consider supplier meetings as part of evaluation, if appropriate.
Clarity of the Council's requirements in the tendering process.	
Other comments raised regarding the approach, commercial model and supplier risks.	Additional one to one engagement may be helpful to further understand supplier concerns and risks, and ensure successful delivery of the tender and contract.

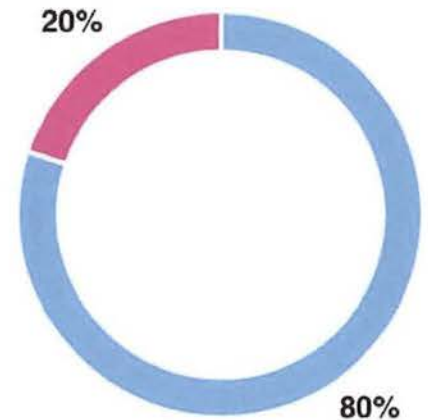
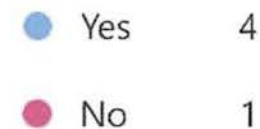
4. RESPONDENTS

5 SUPPLIERS* RESPONDED TO THE QUESTIONNAIRE:

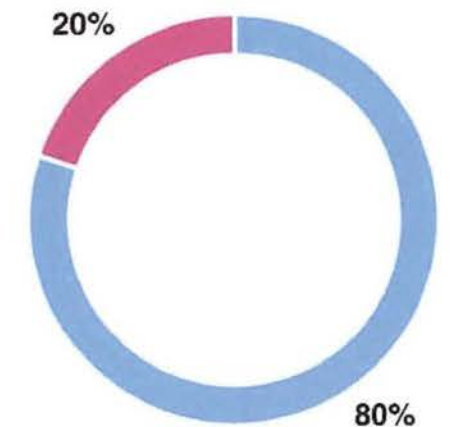
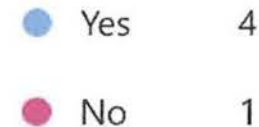
- Contractor A
- Contractor B
- Contractor C
- Contractor D
- Contractor E

**Note that one supplier advises that they are new to this industry and would operate a sub-contractor model*

SME?



SURREY BASED/ SUBSTANTIVE OPERATIONS IN SURREY?



5.1. CONTRACT TERM (Q)

Suppliers were asked:

“The Council is considering an initial contract term of 3 years, with optional extensions (subject to satisfactory performance) up to a total contract term of 5 years.

Please provide any comments you may have on this approach, or on any minimum/maximum contract terms that may be acceptable, or that may make the contract term more attractive/ unattractive.”

5.2. FEEDBACK ON CONTRACT TERM

- 3 suppliers confirmed a 3-year initial term was satisfactory.
- Performance based option to extend welcomed to incentivise ongoing performance.
- Clear and measurable performance criteria to achieve the extension should be provided.
- Regular reviews and feedback requested.
- 1 supplier would prefer a 5-year initial term as this would provide:
 - sufficient time to furnish a new contract with new plant and vehicles (longer depreciation period);
 - job security for staff in an unstable job market, to appeal to potential candidates,
 - the opportunity for the contractor to derive more value from the training investment made.
- 1 supplier did not respond to question.

6.1. LOTTING APPROACH (Q)

Suppliers were asked: “The contract/s will include the following services:

- Cemeteries,
- Greenspace, playgrounds, ponds etc,
- Other services such as fly tipping, graffiti, asbestos removal.

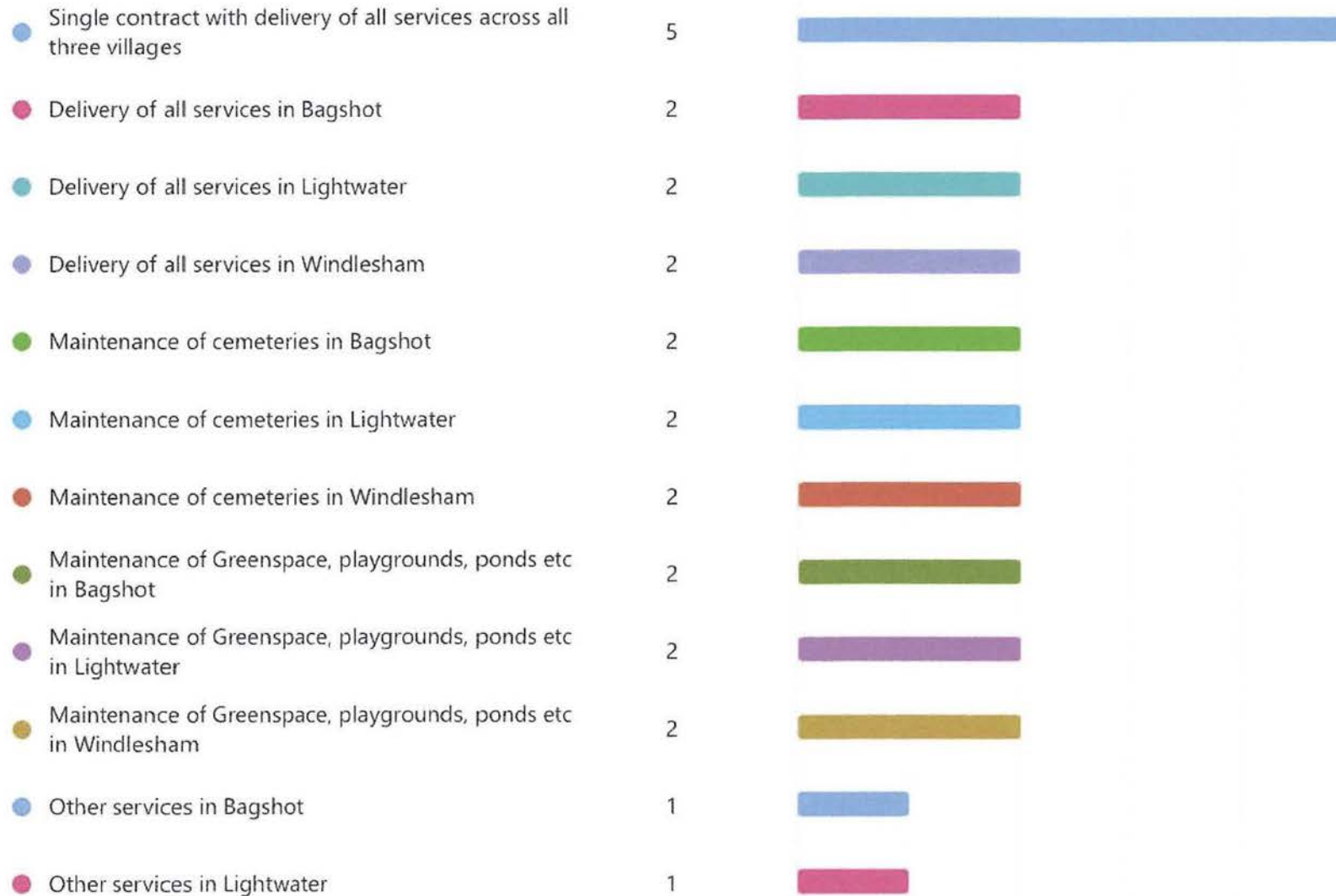
The Council is considering the following commercial models to deliver these requirements:

1. appointment of a single contractor to deliver all services across the whole parish;
2. appointment of three contractors: one contractor to deliver all services in each village;
3. appointment of up to nine contractors: disaggregating the contract by service specifics AND village, with individual contractors appointed to deliver the groups of services set out above in each village only.

Please advise which option(s) you would be capable of delivering and interested in tendering for (please select as many as relevant).

(Note – the response to this question will assist the Council in determining the level of market interest in combining the contracts, or in appointing them as separate contracts)”

6.2. RESPONSE TO LOTTING APPROACH



6.3. RESPONSE TO LOTTING APPROACH (2)

SUPPLIER	RESPONSE
Contractor A	ONLY selected “Single contract with delivery of all services across all three villages”
Contractor C	
Contractor D	
Contractor E	Selected all options except ‘Other Services’ (in any area)
Contractor B	Selected all options <i>(note that this supplier advises that they are new to the industry and operate a sub-contractor model)</i>

6.4. COMMENTS ON LOTTING APPROACH (Q)

Suppliers were asked:

“The Council invites supplier feedback on the various options set out above, including:

- details of your preferred contracting model AND the reasons for this/ benefits you believe this would bring to the Council,
- any risks or disadvantages you foresee based on any of the contracting models.

In particular the Council is interested in how suppliers perceive opportunities to achieve contract synergies, economies of scale, lower charges and increased quality, from the options listed.”

6.5. SUPPLIER COMMENTS ON LOTTING APPROACH

The overwhelming response was that a single contractor to deliver all requirements is the preferred approach, and that this would be the most economical choice for the council. Reasons provided included:

- Multiple lots is likely to increase the price as organisations will factor in levels of overhead recovery for staff and assets.
- The amount of time needed to manage 3 to 9 separate contractors will be greatly increased.
- Inconsistent approach, performance and quality through multiple suppliers.
- Utilising one company would allow the contractor to staff accordingly/ potentially employ full time staff,
 - Staff take ownership of an area when working on a contract full time, allowing a certain level of pride in the work produced and increased quality.
 - It is feasible to bring staff in from outside areas to carry out specific tasks but it is not as attractive to us as there is less revenue, and more difficult to schedule.
 - Allows flexibility for the client when assistance is needed in other roles.
- Utilising one company would allow:
 - sharing vehicles & machinery across the areas, allowing easy budgeting and scheduling of tasks, and asset depreciation,
 - establish a local depot to reduce travelling, emissions and offering greater cost effectiveness on individual tasks.
- From a client point of view it is often easy to have a single point of contact, instead of having to deal with a variety of different contractors.

7.1. PRICING MODELS (Q)

Suppliers were asked:

“The Council would welcome market feedback on suitable pricing models.

We would be interested in:

- suggested payment mechanisms for this type or contract and/ or first-hand experiences of alternative models for the services described,
- feedback regarding appropriate pricing indices to calculate pricing alterations and why,
- any key variables that may impact price,
- tolerance levels before triggering price increase/ decreases.”

7.2. FEEDBACK ON PRICING MODELS

- The more lots bundled together will see a greater saving on overheads and management costs.
- We would usually invoice monthly with variations if applicable, to an agreed schedule of rates.
- Most of our contracts are fixed price for 2 years before CPI increases.
- The Council should consider a hybrid pricing model that combines elements of fixed price, performance-based, and cost-plus models to balance predictability, flexibility, and performance incentives. Using a custom grounds maintenance index, which includes CPI, PPI, and ECI, can provide a more accurate reflection of cost changes.
- Key variables such as labor, materials, equipment, and fuel costs should be monitored, with threshold-based adjustments or periodic reviews to manage price increases or decreases. This approach ensures that pricing remains fair and reflective of actual cost variations, promoting a sustainable and high-quality grounds maintenance service.
- The preferred payment mechanism is an annual sum paid 1/12. Generally works are cyclical and covered monthly or annually and allows flexibility within the contract which is essential with current climates. As long as KPI's are adhered it is a simple effective method.
- We have suffered greatly with inflation and experienced 27% increase in our operating costs recently as we are greatly affected by a few key variables such as labour, fuel and plant costs however annual pricing increases linked to CPI /RPI are the fairest way of applying annual increases. Our pricing remains firm for the contract period so at this stage, foresee few variables that would affect the contract price greatly, other than normal inflation.

7.3. PRICING MODELS 2 (Q)

Suppliers were asked:

“Further to the previous question, and to question 9 (lotting/ preferred contracting model), the Council would like to understand how the contract/ Lot structure may affect the suppliers approach to pricing, and the extent to which multiple contract awards or Lotting may encourage lower or discounted rates.”

7.4. FEEDBACK ON PRICING MODELS (2)

- The Council's approach to contract and lot structure can significantly impact supplier pricing strategies:
 - Offering multiple contracts or lots can enhance competition, drive down prices, and encourage specialisation, while also increasing administrative complexity.
 - To maximise cost savings and service quality, the Council should consider bundling options, performance-based incentives, tiered bidding strategies, and balancing the scope and scale of lots. This approach can help achieve lower or discounted rates, while ensuring high-quality grounds maintenance services..
- Multiple contract awards would affect our pricing as it would be doubtful if we could utilise full time staff, if individual tasks or villages were awarded. We would be required to bring in external staff and tasks which takes further time and money to complete the tasks, thus making them more expensive.
- If we were to price tasks or areas individually we would more than likely apply an hourly rate to each task however if we were to have the benefit of pricing for the lot as one, we can calculate our ultimate costs and apportion them amongst the lots which would derive much more value for the client. We would also be able to build in less risk on one lot.
- If lots are to be based geographically and sites to contain multiple activities we would prefer to price on an integrated cost pa according to specification rather than a unit rate per m.

8.1. PROCUREMENT PROCEDURE (Q)

Suppliers were asked to provide feedback on whether the procurement procedure followed (for example if the Council selected the Restricted rather than the Open procedure) would influence their decision to tender, and to provide details of any perceived risks, barriers to entry, comments on evaluation criteria, and tendering timescales.

8.2. FEEDBACK ON PROCUREMENT PROCEDURE

- The current contract being bundled into the SHBC contract offers the greatest cost saving possible. Having a different (read higher) specification would serve Windlesham better. The stand alone price, before being bundled with SHBC, was 100% higher
- We tender for a variety of works and have worked under many tenders and regulations. One client in particular is value driven so once the quality thresholds have been met, which removes small companies with no formalised quality or accreditation, it leaves SME's and corporate's and then award is made purely on the cheapest price. However meeting certain quality standards on paper does not necessarily result in quality grounds maintenance and it opens up the opportunity for contractors to price low to win work and cut corners to make them profitable which results in unhappy clients. A quality driven tender allows the client to review the price but also understand how the work will be carried out and see the feasibility of the proposal. It allows for interpretation of the contacts and a greater control over contractor selection. A meeting of the contractors before award also allows the client to decide who they will be working with and what type of service they will receive. No tender guarantees the right award as the best submission and presentation can potentially secure a contract but it allows for a more subjective contract award. Certain specification or if were purely price driven, would only affect our decision not to tender.
- A 6-8 week tender timeframe is acceptable along with a 3 month mobilisation period.

9.1. ANY OTHER FEEDBACK (Q)

Suppliers were asked to provide any other comments:

Please provide any other information that you feel may be relevant to the Council in relation to this upcoming procurement and the approaches being considered, including any feedback on wider market conditions and how they may impact this procurement and/ or contract.

9.2. OTHER FEEDBACK

- The approach so far is commendable and refreshing and engaging the market really is beneficial.
- The key to a successful tender is identifying what values are important to the client e.g price, quality, resident happiness, SME vs corporate etc. It would be beneficial if it were identified if the contract is price or quality driven at tender stage. Some contractors focus on volume of work and a low price and some focus on quality and customer satisfaction so if we can identify certain standards it does help us with the tender submission.

Item 17 – Motion from Lightwater Committee for Council to consider funding Lightwater Cemetery fencing and topographical survey

Background

In light of the Full Council resolution minute ref: C/23/191, where it was resolved that each village committee would develop a tailored cemetery improvement plan to address capacity constraints and enhance aesthetic appeal, the Lightwater Committee resolved to conduct a topographical survey with the aim of extending the cemetery. Additionally, the committee agreed to obtain quotes to install chestnut pale fencing around the perimeter of the cemetery.

Quotes have been sought, and the indicative pricing is as follows:

- Topographical Survey: up to £10,000
- Fencing: up to £18,300 + VAT

At the Lightwater Committee meeting held on 2nd July 2024, Members resolved to propose a motion to Full Council requesting that the cemetery fencing, and topographical survey be classified as top-level expenses.

Funding

Lightwater Village Committee have various sources of funding available to complete the work, comprising the following:

		£	
Budget 2024-25			
4060/400	Maintenance	16,300	Includes £5k for survey work, £5k for fencing and £5k as a contribution for hedging to be completed in 2025-26
4062/400	Cemetery maintenance - EMR	25,000	Maintenance EMR agreed as part of the budget working proposals
EMR			
336	Lightwater Cemetery Maint	19,700	Includes £10k transferred to the reserve from the Cemeteries reserve under resolution C/24/08 (14 May 24)
		61,000	

If these amounts are not to be utilised then the Council would have to determine where Top Level funding could be drawn from. There are no surplus funds in the Top-Level budget for 2024-25 so any funding would have to be taken from the brought forward general reserve, the anticipation being that the results for this year would show a balanced budget and therefore no additional surplus/deficit arising from expenditure.

On 1 April 24 the General Reserve stood at £226k though the Council have resolved to provide up to £40k for costs related to the ongoing CGR effectively reducing the available balance. There are other demands on the general reserve, most notably the requirement to fund the purchase of the allotment site. The source of funding for this purchase, estimated at a total cost of £120k, has not been determined with no definitive resolution made at the 14 May 24 Full Council meeting. There is however potential for at least part of the funding to be taken from the general reserve thereby denuding it further and reducing it to a level potentially below that recommended by JAG Practitioner's Guide.

Action

Members are asked to review the above motion and financial information provided and decide:

1. Whether, in line with the Committee Terms of Reference, they approve the spend of over £15k on this project

And if the spend is approved

2. Whether Full Council will agree to fund this project from the General Reserve

Item 19 - Clerks Update

Christmas Trees and Festive Lighting

Officers are awaiting the final quotes for the supply and installation of the Christmas trees. In line with minute ref: C/24/21B, the Clerk will engage a supplier based on best value, up to a maximum of £2,500 per village.

Permissions have been requested for the festive lights to be sited on the lamp columns. The tree pit electrics in Bagshot have been assessed and will require remedial work, which is scheduled to be completed over the summer. Following discussions with the tree provider, they are hopeful that the work carried out last year at the Lightwater and Windlesham tree pits is sufficient. Electrical safety tests will be conducted in September.

Bank Mandates

The application for Unity Bank has been submitted, and all necessary forms have been completed. We are now waiting for the bank to contact the signatories.

Parish Council Newsletter

At the last Communications Committee meeting it was resolved to proceed with the production of a quarterly newsletter, which will be available in the Autumn.

Cemetery Review Update

Following a resolution at the February Full Council meeting, each village committee will formulate a tailored cemetery improvement plan aimed at addressing capacity constraints and enhancing aesthetic appeal. The village updates are as follows:

Bagshot: The committee agreed that the Bagshot Councillors will conduct a walkaround and discuss the outcomes at the next Committee meeting.

Lightwater: The committee has agreed to conduct a topographical survey of the cemetery and the land immediately behind it to inform decisions on future expansion. Additionally, the boundary fence will be replaced in preparation.

Windlesham: The committee has agreed to investigate the drainage in the old section of the cemetery. Alongside this, they are considering options to incorporate additional burial space.

Windmill Field Playground

At the March Full Council meeting, and in line with the Committee Terms of Reference, Members were asked to approve spending up to £65,000 to replace Windmill Field playground. It was unanimously resolved to approve the expenditure, provided that at least 50% or more of the funds are sourced externally, with the majority of the funding coming from the landowner (SHBC).

Officers are currently investigating several funding opportunities, including the Veolia Environmental Trust, the National Lottery Awards for All England, and the Postcode Society Lottery.

Additionally, the initial application to Surrey County Council (SCC) for the Larger Community Projects fund has been submitted. An application will also be submitted to the Surrey Heath Borough Council (SHBC) Community Grant Scheme as soon as it opens.

A full update will be provided at the September Full Council meeting for review and for a decision on whether Full Council will approve the £65K spend (including the use of the £15k playground EMR).

War Memorials

Officers are liaising with conservators regarding structural and condition surveys for all war memorials within the Parish. Additionally, indicative quotes have been sought to refurbish the lettering on the Lightwater and Windlesham memorials. Early indications suggest that the Windlesham Village Committee will need to approve funding for re-lettering at their next Committee meeting, whereas Lightwater has sufficient funds within this year's budget and the work can be authorised under delegated authority. Please note that all three war memorials are Grade II listed, and all works will be approved by SHBC planning.