



### **Windlesham Parish Council**

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## **MINUTES OF THE FULL COUNCIL MEETING OF WINDLESHAM PARISH COUNCIL** **Held on Tuesday 23<sup>rd</sup> July 2024, at 7.15pm held at St Anne's Church Centre, 45** **Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council

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

Cllr Turner took the Chair

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		<b>Action</b>
<b>C/24/28</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs R Jennings-Evans, Hartshorn, Hills, Harris and Malcaus Cooper.	
<b>C/24/29</b>	<b>Declarations of interest</b>  There were no specific declarations of interest made however it was noted that dependent on discussion surrounding agenda item 10, Cllrs Hardless, Richardson, Lewis and Marr may recuse themselves due to predetermination.	
<b>C/24/30</b>	<b>Public question time</b>  <b>There were no public present.</b>	
<b>C/24/31</b>	<b>Exclusion of the press and public.</b>  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/24/49      Greenspace Procurement C/24/50      To approve previous confidential resolutions C/24/51      Allotments Update	

	<p>C/24/52 Potential Sale of Hook Mill Lane Update</p> <p><b>Members resolved to move agenda item 16 to the end agenda and should any contractual discussion be required to move into the confidential part of the meeting.</b></p>	
C/24/32	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Full Council meetings held on the 14<sup>th</sup> May 2024 <b>were approved and signed</b> by Cllr Turner.</li> </ul>	Cllr Turner
C/24/33	<p><b>Committee and Sub-Committee Minutes</b></p> <ol style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 14<sup>th</sup> May 2024, 29<sup>th</sup> May 2024, 12<sup>th</sup> June 2024, and the 3<sup>rd</sup> July 2024 <b>were approved and signed</b> by Cllr White &amp; Stevens.</li> <li>The minutes of the Personnel Committee meeting held on the 9<sup>th</sup> July 2024 <b>were approved and signed</b> by Cllr Turner <ul style="list-style-type: none"> <li>Recommendation to amend some of the HR policies –agenda item 9</li> </ul> </li> <li>The minutes of the Communications Committee meeting held on the 9<sup>th</sup> July 2024 <b>were approved and signed</b> by Cllr Turner.</li> </ol> <p>Members noted the open minutes of the recent village committee and sub-committee meetings and agreed the following recommendations therein:</p> <ul style="list-style-type: none"> <li><u>Bagshot Committee</u> – 7<sup>th</sup> May 2024</li> <li><u>Windlesham Committee</u> – 29<sup>th</sup> May 2024</li> <li><u>Lightwater Committee</u> – 2<sup>nd</sup> July 2024 and EGM 17<sup>th</sup> July 2024 including the following recommendations <ul style="list-style-type: none"> <li>To request that the Lightwater Cemetery Fencing and Topographical Survey be funded at top level from a Full Council budget or General Reserve – See agenda item 17.</li> </ul> </li> </ul>	<p>Cllrs White &amp; Stevens</p> <p>Cllr Turner</p> <p>Cllr Turner</p>
C/24/34	<p><b>To consider appointing an additional Councillor to the Personnel Committee</b></p> <p>Members were reminded that at the May Full Council meeting appointments were made to all standing committees.</p> <p>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.</p> <p>Cllr Hardless has now indicated his desire to join the Personnel Committee.</p> <p>Members were asked to consider appointing Cllr Hardless.</p> <p><b>Cllr Hardless proposed, Cllr Richardson seconded, and it was resolved unanimously to appoint Cllr Hardless to the Personnel Committee.</b></p>	

C/24/35	<p><b>To consider an amendment to the Personnel Committee and CGR working party Terms of Reference</b></p> <p><b>Personnel Committee Terms of Reference</b></p> <p>Members were asked to approve the amendment to clause n below, to include a reference to workplace culture and behaviours.</p> <p><i>‘in accordance with appropriate council policy and processes, and review them as necessary, including considerations of workplace culture and behaviour’.</i></p> <p><b>It was unanimously resolved to accept the above amendment.</b></p> <p><b>CGR Working Party Terms of Reference</b></p> <p>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:</p> <ul style="list-style-type: none"> <li>• Contracts and Assets including Land <ul style="list-style-type: none"> <li>○ To consider an impact risk assessment specifically relating to current contracts, and assets including land.</li> </ul> </li> </ul> <p>Cllr Richardson suggested the clause above should include future contracts.</p> <p><b>A vote was taken and it was resolved with 8 in favour, 0 against and 4 abstentions to add the following to the CGR terms of reference:</b></p> <ul style="list-style-type: none"> <li>• <b>Contracts and Assets including Land</b> <ul style="list-style-type: none"> <li>○ <b>To consider an impact risk assessment specifically relating to both current and future contracts that may be impacted, as well as assets including land.</b></li> </ul> </li> </ul> <p>Please note that, following the meeting Cllr Richardson requested it be recorded that all WVC Councillors present abstained from voting.</p>	
C/24/36	<p><b>HR Policies for review</b></p> <p>Councillors were asked to note that at Full Council meeting held in May 2024, it was resolved to appoint a working party to review the policies during 2024.</p> <p>The working party members are as follows:</p> <p>Cllr Turner Cllr Malcaus Cooper Cllr Jennings- Evans Cllr Marr</p> <p>Both the working party and the HR Committee have reviewed the HR policies and Members are now asked to review and adopt the following policies noting the amendments and recommended new policies.</p>	

	<p>Absence Policy –CHANGES FOR REVIEW – Clause 2.4 changes to wording around sick leave whilst on annual leave. -<b>Personnel Committee Members resolved to approve these changes.</b></p> <p>Dignity at Work Policy -<b>Personnel Committee Members resolved to make reference to a whistleblowing policy in clause 6.</b></p> <p>Disciplinary Policy - NO CHANGES</p> <p>Equality and Diversity Policy - NO CHANGES</p> <p>Flexible Working Policy – CHANGES FOR REVIEW – Clause 4: number of requests and Clause 6: Timeframe dealing with requests. - <b>Personnel Committee Members resolved to approve these changes.</b></p> <p>Grievance Policy – <b>Personnel Committee Members resolved to make reference to a whistleblowing policy in clause 1.3.10</b></p> <p>Health and Safety Statement – NO CHANGES</p> <p>Lone Working Policy – CHANGES - Minor wording amendment - <b>Personnel Committee Members resolved to approve these changes.</b></p> <p>Recruitment Policy – <b>Personnel Committee Members resolved to change the wording in clause 4.1 to reflect that the staffing sub-committee is responsible for recruitment of the Clerk.</b></p> <p>TOIL Policy – NO CHANGES</p> <p>Training Policy – NO CHANGES</p> <p>Internal Privacy Policy – NO CHANGES</p> <p>Personnel Committee Members also unanimously resolved that Council should consider both a whistleblowing policy and probationary policy.</p> <p><b>It was resolved to refer to the whistleblowing policy as a speak up policy, to approve the other changes and adopt the above policies.</b></p>	
C/24/37	<p><b>Community Governance Review – working party verbal update</b></p> <p>Note: Due to established predetermination on the matter Cllrs Hardless, Richardson, Lewis and Marr recused themselves, leaving 8 remaining Cllrs.</p> <p>Cllr Turner gave a verbal update and presented the following working party recommendations to Members for consideration:</p> <p>It was recommended that the Clerk, on behalf of the Full Council, write to the CEO of Surrey Heath Borough Council to obtain written confirmation that SHBC has received the CGR request and to ascertain how the request will be processed and the expected timescales. Additionally, the working party recommended that WPC request the opportunity to make representations to the SHBC working party, committee, or Full Council that will be reviewing the request prior to any formal decision being made.</p>	



	<p><b>Cllr Gordon proposed, Cllr Willgoss seconded, and it was resolved with 8 in favour, 0 against and 0 abstentions, to accept the above recommendation with the following additional request:</b></p> <p><b>That WPC have sight of the SHBC paper for presentation to Council prior to SHBC's consideration of the request</b></p>	Clerk
<b>C/24/38</b>	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £40,054.13 and explained the individual items.</p> <p><b>It was resolved the payments (Appendix A) in the total sum of £40,054.13 be authorised and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/24/39</b>	<p><b>Bank reconciliations</b></p> <p>Members were asked to review the bank reconciliations for May 24 and June 24.</p> <p><b>Members noted the reconciliations as presented and resolved that either Cllr Malcaus Cooper or Cllr Rebecca Jennings-Evans in the absence of Cllr Malcaus Cooper, would continue to sign off the reconciliations.</b></p>	
<b>C/24/40</b>	<p><b>Budget Monitoring Report</b></p> <p>Members were presented with the budget monitoring report up to the 23<sup>rd</sup> July 2024, detailing any overspends, and transfers or virements for approval.</p> <p>Actions required</p> <ul style="list-style-type: none"> <li>○ Councillors were asked to note levels of expenditure shown and the associated balance sheet approving the overspends shown; <b>NOTED</b></li> <li>○ Councillors were 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. - <b>APPROVED</b></li> <li>○ Councillors were asked to approve entering a contract with Mailchimp at £16 per month (£192pa) with the costs to be taken from the marketing budget. <b>APPROVED</b></li> <li>○ Councillors were asked to note the table of commitments shown under item 6. The aim is to update this monthly to ensure that the Council has an up-to-date understanding of commitments made and reserves available. <b>NOTED</b></li> </ul> <p><b>Councillors either noted or approved the contents and actions in the Actual vs Budget report as of 23<sup>rd</sup> July 2024 along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p>	

<b>C/24/41</b>	<p><b>Council to consider delegating authority to the Clerk to spend from tree maintenance EMR</b></p> <p>Members were reminded 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.</p> <p>To ensure ad hoc tree works can be carried out as necessary, without the need to convene a meeting, Members were asked to consider giving the Clerk delegated authority to spend from tree maintenance EMR.</p> <p><b>It was resolved unanimously to delegate authority to the Clerk to approve expenditure from the Tree Maintenance EMR for tree maintenance.</b></p> <p><b>Additionally, Councillors requested notification of any major tree works are being carried out within the villages.</b></p>	
<b>C/24/42</b>	<p><b>Trees:</b></p> <p><b>a. To consider re-surveying the Parish Council tree stock</b></p> <p>Members were asked to decide if they wished to commission the SHBC contractor to conduct a survey on Parish trees at the same time the SHBC tree survey is carried out.</p> <p>The cost is £3.41 per tree, with an estimated total of between £1,657.26 + VAT and £2,387 + VAT. Members noted that this rate was contingent upon WPC's tree survey being conducted concurrently with SHBC's tree survey.</p> <p><b>Members resolved to approve the above survey and to fund from the tree EMR.</b></p> <p><i>20:17 Cllr White left the meeting</i>  <i>20:19 Cllr White rejoined the meeting</i></p> <p><b>b. To take part in Surrey County Council's <a href="#">1.2 Million Tree Strategy</a> to plant trees, hedgerows, fruit trees or other tree planting within the Parish.</b></p> <p>Members were asked to consider if they would like to take part in the SCC tree planting scheme.</p> <p>Members were informed that the council would be responsible for planting the trees and having a watering and maintenance programme in place for a period of 3 years.</p> <p>Members were also informed that the indicative figures for the initial watering and maintenance programme were £1,710 per tree</p>	

	<p><u>Funding</u></p> <p>Members were asked 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.</p> <p><b>It was resolved unanimously not to take part in this scheme.</b></p>	
<b>C/24/43</b>	<p><b>To consider a request from the Lightwater Committee to fund the perimeter fencing for the Lightwater Cemetery and topographical survey</b></p> <p>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.</p> <p>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.</p> <p>Quotes have been sought, and the indicative pricing is as follows:</p> <ul style="list-style-type: none"> <li>• Topographical Survey: up to £10,000</li> <li>• Fencing: up to £18,300 + VAT</li> </ul> <p><u>Action</u></p> <p>Members were asked to review the above request and financial information provided and decide:</p> <ol style="list-style-type: none"> <li>1. Whether, in line with the Committee Terms of Reference, they approve the spend of over £15k on this project</li> </ol> <p>And if the spend is approved</p> <ol style="list-style-type: none"> <li>2. Whether the Full Council will agree to fund this project from the General Reserve</li> </ol> <p><b>It was resolved to approve a spend of over £15k if the Lightwater Committee funded the works from the Lightwater Village budget lines/EMR's. It was also agreed that the Lightwater Village Committee could make a further request to Full Council for funding once a detailed scope of works was available for the topographical survey.</b></p>	<b>LW Committee</b>
<b>C/24/44</b>	<p><b>Outside Organisations</b> - To receive any reports from representatives on outside organisations</p> <p>Cllr White reported that the James Butler Almshouses held an afternoon tea at the end of June, during which they planted two trees in memory of the late June Green and Jill Ward, who were trustees at the almshouses.</p>	

	<p>Cllr Gordon – Informed Members that the Bagshot Doctors surgery is carrying out a patient participation survey.</p> <p>Cllr Turner – Informed members that the Lightwater Society were currently liaising with local voluntary groups to ensure a more unified approach within the village.</p> <p>Cllr Lewis reported that the Windlesham Society politely declined the officer to have a representative from the Council on the committee.</p>	
<b>C/24/45</b>	<p><b>Clerks Update</b></p> <p><b>Christmas Trees and Festive Lighting</b></p> <p>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.</p> <p>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.</p> <p><b>Bank Mandates</b></p> <p>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.</p> <p><b>Parish Council Newsletter</b></p> <p>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.</p> <p><b>Cemetery Review Update</b></p> <p>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:</p> <p>Bagshot: The committee agreed that the Bagshot Councillors will conduct a walkaround and discuss the outcomes at the next Committee meeting.</p> <p>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.</p>	

	<p>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.</p> <p><b>Windmill Field Playground</b></p> <p>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).</p> <p>Officers are currently investigating several funding opportunities, including the Veolia Environmental Trust, the National Lottery Awards for All England, and the Postcode Society Lottery.</p> <p>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.</p> <p>A full update will be provided at the September Full Council meeting for review and a decision on whether Full Council will approve the £65K spend (including the use of the £15k playground EMR).</p> <p>Cllr Lewis raised safety concerns regarding the condition of the playground and the Clerk informed Members that monthly inspections were carried out by qualified play inspectors. All risks noted by Cllr Lewis had either been rectified or were reported as low risk and would be monitored. The Clerk also informed Members that in light of the concerns raised, a qualified Member of the Greenspace Team would be further assessing the playground the following day (24<sup>th</sup> July). Cllr Lewis requested that she be present at the site inspection. The Clerk noted Cllr Lewis's request and said she would contact Greenspace and ascertain when they were scheduled to visit.</p> <p><b>War Memorials</b></p> <p>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.</p> <p><b>Surrey Heath Borough Council Pre-Submission Surrey Heath Local Plan (2019-2038): (Regulation 19)</b></p> <p>Members were informed that the Council has been invited to participate in the Pre-Submission Surrey Heath Local Plan (2019-2038): (Regulation 19)</p>	
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	<p>The Publication period is open for the submission of representations from 7 Aug 2024 at 12:00 to 20 Sep 2024 at 12:00.</p> <p><b>Members agreed that the Planning Committee would consider a response to this consultation.</b></p>	
<b>C/24/46</b>	<p><b>Correspondence</b></p> <p><b>None</b></p>	
<b>C/24/47</b>	<p><b>To consider the greenspace procurement market engagement report</b></p> <p>Members were 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.</p> <p>The market engagement has been completed, and Members were presented with the outcomes and asked to note the key response summary and recommendations.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li>1. Decision on Tender Approach: <ul style="list-style-type: none"> <li>○ Members are asked to decide between proceeding with a multi-lot or a single-lot approach for the tender.</li> </ul> </li> <li style="margin-left: 40px;">If Proceeding with Multi-Lot Approach:</li> <li style="margin-left: 80px;">Specification of Lots: <ul style="list-style-type: none"> <li>○ Determine the number of lots to be included in the tender.</li> <li>○ Define the scope and content of each lot.</li> </ul> </li> <li>3. Contract Term in Context of Potential Community Governance Review: <ul style="list-style-type: none"> <li>○ Approve an initial contract term of 3 years, with provisions for optional extensions.</li> <li>○ Ensure that the contract includes provisions for termination to accommodate changes arising from a Community Governance Review.</li> </ul> </li> <li>4. Delegation of Authority: <ul style="list-style-type: none"> <li>○ 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 and proceed with the tender process</li> </ul> </li> </ol> <p><b>Members discussed the report presented and its recommendations.</b></p> <p><b>The remainder of the discussion was moved to the confidential part of the meeting due to references to existing contract terms.</b></p>	

<b>C/24/48</b>	<p><b>Exclusion of the press and public.</b> 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>C/24/49 Greenspace Procurement  C/24/50 To approve previous confidential resolutions  C/24/51 Allotments Update  C/24/52 Potential Sale of Hook Mill Lane Update</p>	
<b>C/24/49</b>	<p><b>To consider the greenspace procurement market engagement report - continued</b></p> <p><b>Cllr Gordon proposed, Cllr Hardless seconded, and it was resolved unanimously to defer a decision until October/November 2024.</b></p> <p><b>Members noted that the WPC could continue with the existing contract until November 25. However, the Clerk reminded Members that a tender process could take some time, and the Council could be at risk if a decision were deferred too long.</b></p>	
<b>C/24/50</b>	<p><b>To approve previous confidential resolutions</b></p> <p><b>It was resolved to approve the confidential resolutions from the May 2024 Full Council meeting.</b></p>	
<b>C/24/51</b>	<p><b>Allotment Lease Update</b></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><b>It was resolved to carry out the actions as detailed in the confidential report.</b></p> <p><i>21:32 Cllr Gordon left the meeting</i>  <i>21:34 Cllr Gordon rejoined the meeting.</i></p>	
<b>C/24/52</b>	<p><b>Potential sale of Hook Mill Lane Update</b></p> <p><b>Members were asked to read the business case and supporting documentation presented and a vote was taken.</b></p> <p><b>Members unanimously voted in favour of proceeding with the sale of the Hook Mill Lane depot site and delegated authority to the Clerk, Cllr Turner, Cllr White and Cllr Hardless to obtain firm quotes from land agents and appoint based on best value.</b></p>	<b>Clerk, Cllrs Turner, White &amp; Hardless</b>

	<b>There being no further business the meeting closed at 21:41</b>	



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	ZENTECH 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, emai	
					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				



# **Windlesham Parish Council**

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

**Held on Wednesday 23<sup>rd</sup> July 2024 at 6.30pm at St Annes Church Centre, 45 Church Road, Bagshot**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P	Richardson	P
Du-Cann	P				

**In attendance:** Jo Whitfield –Clerk to the Council

Cllr Stevens took the Chair

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

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		<b>Action</b>
<b>PLAN/24/24</b>	<b>Apologies for absence</b>  No apologies for absence	
<b>PLAN/24/25</b>	<b>Declarations of interest</b>  None	
<b>PLAN/24/26</b>	<b>Public question time</b>  No public were present.	
<b>PLAN/24/27</b>	<b>Exclusion of the press and public.</b>  There were no matters to be dealt with after exclusions to the press and public.	
<b>PLAN/24/28</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>	
24/0642/FFU	<b>Dukes Wood , Bracknell Road, Bagshot, Surrey, GU19 5HX</b> Formation of a new vehicular access and driveway with entrance gates following the removal of both existing entrances and driveways with associated works and boundary treatment.  <b>No Objection</b>	FPA
24/0653/DTC	<b>42 – 44, London Road, Bagshot Surrey</b> Submission of details to comply with condition 6(f) (contamination remediation verification) of planning permission APP/D3640/W/20/324505089 [SU/18/1083] (relating to the 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).  <b>Members resolved to note this application</b>	Details to comply
	<b>Lightwater Applications</b>	
24/0576/CES	<b>18 High View Road Lightwater Surrey GU18 5YF</b> Certificate of lawfulness for the proposed addition of a temporary static caravan.  <b>Members inquired whether the caravan was already in situ and requested more information regarding its intended use.</b>	Certificate Proposed Development
24/0600/DTC	<b>34 Curley Hill Road Lightwater Surrey GU18 5YH</b> Submission of details to comply with condition 6 (hard and soft landscaping) attached to planning permission 23/0041/FFU for Erection of a side and front extension at lower ground floor level, erection of a single storey rear and side extension and enlargement of existing terrace to front at ground floor level, creation of a first floor, enlargement of patio to the rear, alterations to external materials and other alterations.  <b>Members resolved to note the application and ask that SHBC confirm compliance.</b>	Details to Comply
24/0578/FFU	<b>160 Macdonald Road, Lightwater, Surrey, GU18 5YB</b> Erection of single storey rear extension following demolition of existing, garage conversion and insertion of rooflights.  <b>No Objection subject to SHBC specifying controls over site access and advising the applicant of the requirement for a full arboriculture report.</b>	FPA
24/0615/FFU	<b>73 Keswick Drive, Lightwater, Surrey, GU18 5XE</b> Erection of front dormer extension, new roof light to the rear, internal alterations and landscaping to provide 2 extra parking spaces.  <b>No Objection</b>	FPA
	<b>Windlesham Applications</b>	

24/0611/FFU	<p><b>Thatched Cottage , School Road, Windlesham, Surrey, GU20 6PA</b> Erection of a single storey rear extension following partial demolition of existing rear element.</p> <p><b>Members of the Committee wished to make the following comment:</b> This is a sensitive application as the dwelling is a listed building which is located in the Church Road conservation area within the Green Belt. Pre-application advice has been sought from SHBC and the applicant has sought to address the concerns raised by SHBC in the design. We request that SHBC confirms that its concerns have been adequately addressed. It is noted that this is a single storey rear extension which is not visible from a public road or footpath. However, bricks and roof tiles should match the existing ones, as is proposed. The works will involve the partial demolition of the existing garden room and also the internal wall between the garden room and the kitchen. We assume that these rooms were added as part of the extension in 1987 and that the works will not involve the demolition of any part of the original fabric of the cottage, constructed in 1810. The Listed Building Officer will need to review the application and will undoubtedly consider this point.</p>	FPA
24/0630/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Submission of details to comply with conditions 6 (ground investigation), 8 (surface water management) and 19 (existing and proposed levels) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>Members of the Committee wished to make the following comment:</b> Many of the documents and plans submitted are of a technical nature. Pursuant to conditions, 6, 8 and 19, SHBC is required to consider the material provided and if satisfied, give written approval, and we rely on SHBC in this respect. In particular, we ask SHBC to consider whether the measures set out in Surface Water Drainage Protection and Maintenance during Construction Report dated 10 June 2024 are sufficient to protect the existing downstream drainage network and surrounding land from flooding and contamination during the construction period. The Drainage System Schedule of Maintenance Report dated 10 June 2024 deals with the maintenance and safe operation of the drainage system throughout its lifetime post construction, including maintenance schedule, actions required, frequency and where responsibility lies. We rely on the expertise of SHBC to ensure that the identified tasks and frequency are reasonable and meet industry best practice standards.</p>	Details to Comply
24/0639/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Submission of details to comply with conditions 17 (construction transport management plan) and 24 (construction environmental management plan) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p>	Details to Comply

	<p>Members of the Committee wished to make the following comment:</p> <p>In the report prepared by Milestone Transport Planning dated June 2024, there are a number of references to “sensitive receptors” and the need to protect them from noise, dust, vibrations, traffic, lighting etc. However, this term is not defined and the report is rather vague and open to interpretation in this respect. We would have expected specific references to the need to protect the interests of the residents in the houses along Heathpark Drive which back onto the site. There are also likely to be areas which are sensitive from a wildlife perspective eg bat corridors and roosts, badger setts and birds’ nests.</p> <p>We agree with the comments made by Environmental Health in their email of 16 July 2024, that in order to protect neighbouring residents, noisy activities on site which are audible at the site boundary should not commence before 8am.</p> <p>Point 4.4 of the report states: “Consultation with local people will provide them with the opportunity to raise issues and discuss matters directly with the appointed contractor, either face to face or using the contact details provided.” It is not clear to us whether it is proposed that there will be an actual consultation event(s) which residents can attend. Perhaps this could be made clear. We feel that residents would welcome such an opportunity to raise concerns and ask questions.</p> <p>Whilst facilities are provided on site for washing the wheels of lorries, inevitably some dirt and debris will be deposited on Woodlands Lane. There is no reference to this in the report and it will need to be cleared on a timely basis. There might be an intention to include this in a separate agreement and we request that SHBC ensures that this is considered.</p>	
24/0631/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>Submission of details to comply with conditions 7 (existing and proposed levels) and 21 (services) attached to reserved matters approval 20/0318/RRM dated 5 April 2024.</p> <p>Members of the Committee wished to make the following comment:</p> <p>The documents submitted are of a technical nature, relating to the topography of the site and routes for the installation of the utilities network (gas, electricity, water, broadband cables) and we therefore request that they are reviewed by SHBC.</p> <p>We have noted the assessment in the covering email of 5 July 2024 from Mark Hendy that as the service runs are designed to follow the roads and footpaths through the built-up part of the residential development, this will avoid any impacts on retained tree and ecological features. This email also contains measures relating to the protection of badgers and their setts in the context of the installation of these services and we support these measures.</p>	Details to Comply
24/0637/FFU	<p><b>Turpins, School Road, Windlesham, Surrey, GU20 6PA</b></p> <p>Erection of single storey rear extension.</p> <p><b>No Objection</b></p>	FPA

24/0609/CEU	<p><b>Twelve Oaks Woodlands Lane Windlesham Surrey GU20 6AT</b>  Certificate of Lawful Existing Development for the construction of a foundation trench as the lawful commencement of planning permission 18/0315 [for the erection of 7 five bedroom and 1 four bedroom two storey dwellings with integral/detached garaging with access from Rye Grove and Scutley Lane following the demolition of existing buildings].</p> <p><b>Members of the Committee wished to make the following comment:</b>  This application is supported by a statutory declaration by the applicant's construction director, Mr Marcus Mainwairing, dated 29 May 2024, a sales invoice from London Concrete dated 28 March 2022 and photos of the trench, stated to have been taken on 24 and 26 March 2022.  The digging of a trench for foundations can constitute a "material operation" for the purposes of determining when a development has begun.  Planning permission was granted on 28 March 2019, with the development to begin within 3 years. We have noted that the digging of the trench and pouring of the concrete are stated to have taken place between 23 and 26 March 2022, in the very last days of the 3 year period. However, the current application has been submitted after a further period of more than two years.  We rely on SHBC to determine whether it wishes to make further enquiries to verify the position, perhaps including a site visit, particularly as this is a significant development of 8 large houses.</p>	Certificate of Existing Use
24/0612/CEU	<p><b>Windlesham Court Cottage London Road Windlesham Surrey GU20 6LJ</b>  Certificate of lawfulness to retain an existing pergola/lean-to extension on the southern elevation of the house.</p> <p><b>No Objection with the following comments:</b>  A Certificate of Lawfulness was granted on 15 March 2024 for significant other works to this dwelling (24/0047/CEU). We understand from the Application Form that pre-application advice has been sought from SHBC and that it was agreed that the applicant should submit an application for a Certificate of Lawfulness to regularise the construction of this pergola/lean-to. We have also noted that the Officer's Report seems to accept that this lean-to was constructed in April 2020 (point 1.3), ie more than 4 years ago (the qualifying period under transitional arrangements). This is supported by the invoice from the builder dated 31 May 2020 and the applicant's written declaration.</p>	Certificate of Existing Use

There being no further business, the meeting closed at 19:00

**Windlesham Parish Council**

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

Held on Wednesday 14<sup>th</sup> August 2024 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater

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

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

Cllr Stevens took the Chair

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

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		Action
PLAN/24/29	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr White.	
PLAN/24/30	<b>Declarations of interest</b>  Cllr Marr declared a pecuniary interest in application no. 24/0589/LLB. Cllr Marr also declared a non-pecuniary interest in application no. 24/0137/FFU.  Cllr Richardson declared a non-pecuniary interest in applications 24/0589/LLB and 24/0137/FFU.	
PLAN/24/31	<b>Public question time</b>  No public were present.	
PLAN/24/32	<b>Exclusion of the press and public.</b>	



	There were no matters to be dealt with after exclusions to the press and public.	
<b>PLAN/24/33</b>	<p><b>Members to consider a response to the Pre-Submission Surrey Heath Local Plan (2019-2038): (Regulation 19). The Publication period is open for the submission of representations from 7 Aug 2024 at 12:00 to 20 Sep 2024 at 12:00.</b></p> <p><b>Members resolved not to issue a collective response as a Council but acknowledged that individual members could respond on their own if they chose to do so.</b></p>	
<b>PLAN/24/34</b>	<p><b>Government Planning Consultation</b>  <b>Members are asked to decide if the Council wishes to participate in the consultation outlined below, noting the deadline date of the 24th September 2024.</b></p> <p><b>Members resolved to defer a response until next the planning meeting on 4<sup>th</sup> September 2024.</b></p>	
<b>PLAN/24/35</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>		
24/0499/FFU	<p><b>The Cedars, 2 High Street, Bagshot, Surrey, GU19 5AE</b>  External alterations work to existing office building and car park, including replacement windows, new entrance gates, fenestration changes, erection of cycle store, conversion of existing garage to bin store</p> <p><b>No objection with the following comments and concerns:</b></p> <p><b>The loss of parking spaces will have a detrimental effect on the residents in Cedar Close.</b>  <b>Members noted that the building is on the local heritage asset list and in a conservation area. They request that SHBC ensure the materials used are sympathetic to the area and the windows, fenestration and gate be in keeping with the area.</b></p>	FPA	29 <sup>th</sup> August 2024
24/0623/CES	<p><b>11 College Ride, Bagshot, Surrey, GU19 5EW</b>  Certificate of Lawfulness (proposed) for replacement roof including installation of in-roof solar panels to front elevation, replacement roof tiles, install cladding to the front and sides of the existing dormer windows and removal of existing chimney from the front roof slope.</p> <p><b>No objection with the following comments:</b>  <b>Members noted that the property is on the edge of the Bagshot conservation area and that the work is sympathetically completed.</b></p>	CES	

	<b>Members also questioned if the outlined work (removal of the chimney and reroofing with different style tiles) required a full planning application.</b>		
	<b>Lightwater Applications</b>		
24/0694/FFU	<b>26 Grasmere Road, Lightwater, Surrey, GU18 5TJ</b> Conversion of existing bungalow to a two-storey dwelling, including increase in ridge height, single storey front extension, Juliet balconies to rear elevation, new chimney, solar panels on the roof and fenestration changes following demolition of existing rear conservatory.  <b>No objection</b>	FPA	20 <sup>th</sup> August 2024
24/0686/FFU	<b>14 Curley Hill Road, Lightwater, Surrey, GU18 5YG</b> Erection of a two-storey front extension, a single storey rear extension with roof terrace over, a replacement second storey new roof over, changes to fenestration, internal alterations, with associated landscaping and levelling.  <b>Objection for the following reasons:</b> <b>Despite the revisions to the application, members remain concerned about the potential for overdevelopment of the site, particularly due to the excessive bulk and height of the proposed extension. Additionally, members noted that the proposed extension is not in keeping with the character of the road or the surrounding properties.</b>	FPA	22 <sup>nd</sup> August 2024
24/0681/CES	<b>1 The Close, Lightwater, Surrey, GU18 5RH</b> Certificate of lawfulness (proposed) for a proposed dropped kerb.  <b>No objection</b>	Certificate Proposed Development	20 <sup>th</sup> August 2024
24/0712/FFU	<b>31 Northfield, Lightwater, Surrey, GU18 5YR</b> Erection of a single storey rear infill extension and changes to fenestration including roof lights and internal alterations.  <b>No objection</b>	FPA	3 <sup>rd</sup> September 2024
24/0746/GPT	<b>10M Medium Pole to the side of, 1 The Close, Lightwater, Surrey, GU18 5RH</b> Erection of a telecommunications pole 10m in height.  <b>No objection</b>	GPT	
	<b>Windlesham Applications</b>		
24/0664/FFU	<b>2 Crees Meadow, Windlesham, Surrey, GU20 6QA</b>	FPA	16 <sup>th</sup> August 2024

	<p>Erection of a front boundary wall with side access gate and replacement timber fence along roadside boundary wall.</p> <p><b>Objection for the following reasons:</b>  <b>The walls and fence are out of keeping with the appearance and design of the Windmill Field estate and would have a negative impact on the open plan character of the estate, in particular due to the prominent position of the property at the entrance to the estate. A significant number of neighbours have objected and stated that the proposal would be in breach of covenants within the estate.</b>  <b>Members request that SHBC conduct a site visit.</b></p>		
24/0137/FFU	<p><b>Greenacre Broadway Road Windlesham Surrey GU20 6DA</b>  Erection of a detached car port.  Ref: APP/D3640/W/24/3345130  If you wish to make comments, or modify/withdraw your previous representation, you can do so online at <a href="https://acp.planninginspectorate.gov.uk">https://acp.planninginspectorate.gov.uk</a>.</p> <p><b>Members confirmed that previous comments still stand and agree with the conditions which have been set by SHBC.</b></p>	FPA	23 <sup>rd</sup> August 2024
24/0693/FFU	<p><b>Lavershot Hall, Flat 6, London Road, Windlesham, Surrey, GU20 6LE</b>  Construction of mansard roof to accommodate an additional bedroom with ensuite.</p> <p><b>Comment as follows:</b>  <b>The property is located in the Green Belt and increases of up to 30% are generally considered acceptable for extensions/alterations and treated as not resulting in a disproportionate addition over and above the size of the original dwelling. The proposal would result in an increase in volume of 29.5% and floorspace of 35% for flat 6.</b>  <b>Although the increase in floorspace exceeds 30%, members felt that the proposal would not result in a disproportionate addition and therefore do not object in principle. The percentage increase is for this flat alone and the proposed bedroom and bathroom are modest additions to a relatively large building. We also understand that the addition will be set in from the external roof parapet and will not exceed 2.4 metres in height.</b>  <b>It is stated that natural grey slate will be used. We request that SHBC ensures that all materials are in keeping with the building and that the windows match the original style.</b>  <b>Members also commented if the building is structurally secure enough to support further</b></p>	FPA	23 <sup>rd</sup> August 2024

	<b>alterations and request that Building Control review it.</b>		
24/0688/NM A	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>Application for non-material amendment to condition 1 attached to reserved matters approval 20/0318/RRM dated 5 April 2024 to allow for elevational and internal revisions to Haldon, Danbury, Sherwood, Charnwood, Charnwood Corner, Whitleaf and Kielder house types.</p> <p><b>Comment as follows:</b>  <b>Members understand that the revisions involve the substitution of the patio doors which were originally proposed with larger bi-fold doors, together with minor internal revisions to improve the internal layout. We also understand that in some cases, the doors would need to be repositioned or a window omitted. We have no objection in principle if this is the full extent of the amendments and rely on SHBC to ensure that this is the case as a large number of houses are affected.</b></p>	Non Material Amendment	26 <sup>th</sup> August 2024
24/0684/FFU	<p><b>Store Yard Adjacent Oak Tree Cottage, New Road, Windlesham, GU20 6BJ</b></p> <p>Erection of 2m high green painted metal palisade perimeter fencing, following the removal of an existing 1.2m high wooden panel fence</p> <p><b>No objection with the following comment:</b>  <b>Members have no objection in principle to this fence. However, it is noted that the site is surrounded by trees on adjacent land. We agree with the requirement set out in the Arboricultural Officer's email of 31 July 2024, that the applicant should submit a Tree Method Statement, detailing how the fence will be installed, including how the holes for the posts will be dug and secured in the ground.</b></p> <p><b>Members asked that SHBC ensure that the public footpath that lies between the Store Yard and Oak Tree Cottage is not encroached upon in any way by the new perimeter fencing and also that the public footpath remains fully open and passable for walkers on completion of the works.</b></p>		
24/0589/LLB	<p><b>Pound Meadow, Pound Lane, Windlesham, Surrey, GU20 6B</b></p> <p>Listed building consent for the stabilisation of the chimney along with superstructure repairs and redecoration to main building.</p>	Listed Building Consent (Alter/Extend)	29 <sup>th</sup> August 2024

	<p><i>Cllr Marr left the meeting 11:45am</i></p> <p><b>No objection</b></p>		
24/0708/FFU	<p><b>Woodlands House, Westwood Road, Windlesham, Surrey, GU20 6LX</b></p> <p>Erection of a part two storey, part single storey side extension with first floor balcony, following the demolition of an existing swimming pool wing and link extension. Minor alterations (reduction) to the existing entrance lobby and the addition of a porch and the addition of a first floor front extension. An enlarged rear terrace and outside covered entertainment area, to include an outdoor kitchen.</p> <p><i>Cllr Marr returned to the meeting 11:50am</i></p> <p><b>Comment as follows:</b>  <b>This property is located in the Green Belt. Extensions and alteration to existing buildings are not deemed to be inappropriate development in the Green Belt provided they do not result in “disproportionate additions over and above the size of the original building” (cl154(c) NPPF 2023). Increases in size of up to 30% are generally viewed as acceptable. There does not seem to be a Planning Statement accompanying this application, which is unusual for alterations on this scale. However, using the figures given on the diagrams, there will be an increase in internal area (GIA) of 18.94% and external area (GEA) of 26.95%. There are no figures for volume. We request that SHBC confirm the percentage increases in floorspace and volume.</b></p> <p><b>This is a large house, and the works are extensive and there is a concern about their potential impact on the openness of the Green Belt. There is a particular concern about the increased bulk at first floor level and the resulting scale and dominance of the property.</b></p>	FPA	3 <sup>rd</sup> September 2024
24/0561/FFU	<p><b>Rose Cottage, 85 Chertsey Road, Windlesham, Surrey, GU20 6HD</b></p> <p>Erection of a part single part two storey side and rear extensions, following demolition of existing outbuildings, changes to fenestration and internal alterations.</p> <p>AMENDED PLANS  WPC originally submitted a No Objection on the 3<sup>rd</sup> July 2024</p> <p><b>Comment as follows:</b></p>	FPA	21 <sup>st</sup> August 2024

	<b>WPC previously submitted a response of “no objection” on 5 July 2024 and do not propose to make a further submission.</b>		
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**There being no further business, the meeting closed at 12:00**



### **Windlesham Parish Council**

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Surrey  
GU18 5RG

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

**Held on Wednesday 4<sup>th</sup> September 2024 at 11:00am at All Saints' Church Hall,  
Broadway Road, Lightwater**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	A	Marr	P
White	P	Stevens	A	Richardson	A
Du-Cann	P				

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

Cllr Marr took the Chair

Surinder Gandhum- Lightwater Resident

Ned Ozgul- Lightwater Resident

Sarah Ozgul- Lightwater Resident

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

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		<b>Action</b>
<b>PLAN/24/36</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllrs Stevens, Richardson and Turner.	
<b>PLAN/24/37</b>	<b>Declarations of interest</b>  Cllr White declared a non-pecuniary interest in application no. 24/0793/FFU as she knows the applicant.	
<b>PLAN/24/38</b>	<b>Public question time</b>  <u>Surinder Gandhum- Lightwater Resident</u>	

	<p>Mr. Gandhum confirmed his attendance at the meeting regarding planning application 24/0793/FFU, pertaining to his property. He informed the committee that documentation relating to two Oak trees, both of which are subject to Tree Preservation Orders, was available on the SHBC planning portal. He also requested permission to present two additional photographs that were not included in the submitted documents.</p> <p>The committee agreed to review the photographs when the application was discussed later in the agenda.</p>	
<b>PLAN/24/39</b>	<p><b>Exclusion of the press and public.</b></p> <p>There were no matters to be dealt with after exclusions to the press and public.</p>	
<b>PLAN/24/40</b>	<p><b>Government Planning Consultation</b>  <b>Members were asked to decide if the Council wished to participate in the consultation outlined in the papers, noting the deadline date of the 24th September 2024.</b></p> <p><b>Members unanimously resolved not to submit comments as a committee but noted that individuals were free to submit their own comments if they wished.</b></p>	
<b>PLAN/24/41</b>	<p><b>To consider planning applications and planning appeals received prior to this meeting:</b></p>	

	<b>Bagshot Applications</b>		
24/0740/FFU	<p><b>31 Waverley Road, Bagshot, Surrey, GU19 5JL</b>  Garage conversion including replacement of garage door with a window and new side window.</p> <p><b>No objection with the following comments:</b>  <b>Members expressed concerns about parking, highlighting that Waverly Road is a busy road, and any reduction in available parking could have a negative impact on traffic.</b></p>	FPA	9 <sup>th</sup> September 2024
24/0747/FFU	<p><b>Woodlands, Dukes Covert, Bagshot, Surrey, GU19 5HU</b>  Erection of a timber, pre-fabricated, single-storey granny annexe, for ancillary use to the main dwelling.</p> <p><b>No objection with the following comments:</b>  <b>Members request that it is conditioned that the annexe be used solely as accommodation ancillary to the main dwelling and that the annexe should be retained within the curtilage of the host dwelling. A separate curtilage should not be created, and the</b></p>	FPA	9 <sup>th</sup> September 2024



	annexe should not be sold, sub-let or rented independently to the occupation of the main house. It was also noted that that the property is within the greenbelt.		
24/0771/NM A	<p><b>Penny Hill Park Hotel and Spa, RFU Training Facility, London Road, Bagshot, Surrey, GU19 5EU</b></p> <p>A non-material amendment application pursuant to planning permission 24/0283/FFU [relating to the erection of new temporary training accommodation building and a new temporary store] to allow amendments to fenestration details to temporary training building; a revised roof profile (replacing a barrel roof with a pitched roof) to temporary store building; a revised external finish to three sides of the temporary store building (east, north and west) and cladding on the temporary training building; and substitution of revised Arboricultural Method Statement and Tree Protection Plan [variations to Conditions 3, 4 and 5 of permission 24/0283/FFU].</p> <p><b>No objection</b></p>	NMA	
24/0780/FFU	<p><b>41 London Road, Bagshot, Surrey, GU19 5DT</b></p> <p>Erection of part single part two storey side extension.</p> <p><b>No objection with the following comments:</b>  <b>Members raised concerns about construction lorries parking along the A30 and the potential impact on traffic flow. They also noted that, as the property is visible from the road, it is important to ensure that the building's appearance is in keeping with the surrounding area.</b></p>	FPA	16 <sup>th</sup> September 2024
24/0734/FFU	<p><b>32 Cedar Close, Bagshot, Surrey, GU19 5AD</b></p> <p>Erection of a pair of semi-detached dwellings following demolition of existing dwellinghouse.</p> <p><b>Objection for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>Overdevelopment of the site.</b></li> <li>• <b>Concerns about access during construction, particularly with construction traffic.</b></li> <li>• <b>Parking issues post-construction, especially during morning school runs.</b></li> <li>• <b>The proposed development is not in keeping with the character of neighbouring houses.</b></li> <li>• <b>Potential concerns regarding water pressure and drainage in the area.</b></li> </ul> <p><b>It was noted that WPC previously objected to an application for a large extension on this site in 2023. It was also noted that the application will be called in by Cllr White.</b></p>	FPA	19 <sup>th</sup> September 2024

24/0774/FFU	<p><b>38 London Road, Bagshot, Surrey, GU19 5HN</b> Change of Use from residential dwelling (Use Class C3) to a private medical clinic (Use Class E) and a managers flat (Use Class C3). Part retrospective to include the resurfacing of driveway and parking area.</p> <p><b>Objection for the following reasons:</b> The new application does little to mitigate the loss of residential housing in an area already over supplied in terms of private medical clinics and care home.</p> <p><b>Members reiterated their previous concerns regarding the proposal (no. 24/0346/FFU), specifically about the increased volume of vehicles entering and exiting the site. They emphasized the need for adequate on-site parking to prevent vehicles from spilling onto the road and causing further congestion.</b></p>	FPA	19 <sup>th</sup> September 2024
24/0797/FFU	<p><b>2 Cedar Close, Bagshot, Surrey, GU19 5AD</b> Erection of single storey rear extension, internal alterations and changes to fenestration.</p> <p><b>No objection</b></p>	FPA	24 <sup>th</sup> September 2024
	<b>Lightwater Applications</b>		
24/0696/FFU	<p><b>48 Grasmere Road, Lightwater, Surrey, GU18 5TJ</b> Erection of 2 detached dwellings with associated parking and landscaping following demolition of existing bungalow.</p> <p><b>Objection for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• Overdevelopment of the plot, with the proposed structure being an overbearing 3-story property.</li> <li>• Loss of green space.</li> <li>• Reduction in available parking.</li> <li>• Demolition of a bungalow, reducing housing diversity.</li> <li>• Significant loss of privacy and natural light for neighbouring properties.</li> <li>• Negative impact on the street scene, making it appear more urban.</li> <li>• Resident concerns about the recent felling of a large copper beech tree, which is not mentioned in the tree report.</li> </ul>	FPA	5 <sup>th</sup> September 2024
24/0779/FFU	<p><b>57 Guildford Road, Lightwater, Surrey, GU18 5SA</b> Installation of two rapid electric vehicle charging stations and ancillary equipment within the car park of Co-Op Food.</p>	FPA	16 <sup>th</sup> September 2024

	<b>No objection</b>		
24/0776/FFU	<p><b>160 Macdonald Road, Lightwater, Surrey, GU18 5YB</b> Erection of single storey rear extension and garage conversion with insertion of rooflights.</p> <p><b>No objection with the following comments:</b> Members asked that the it is conditioned that the garage is not used for separate residential use. Members also stressed the need for a full tree protection plan (as recommended by the Arboricultural Officer) and a traffic management plan given the narrow access lane which joins Macdonald Road next to a bus stop.</p>	FPA	16 <sup>th</sup> September 2024
24/0772/FFU	<p><b>Holly Cottage, 166 Macdonald Road, Lightwater, Surrey, GU18 5YB</b> Erection of a detached outbuilding to be used as a home office/gym.</p> <p><b>No objection with the following comments:</b> Members requested that the any permission must be conditional on the outbuilding being solely used as accommodation ancillary to the main dwelling and made subject to a full aboricultural survey and tree protection plan. Members also expressed concern about the size and height of the proposed outbuilding and its proximity to neighbours, which could potentially lead to a loss of light.</p>	FPA	18 <sup>th</sup> September 2024
24/0793/FFU	<p><b>The Old Haveli, 92 Guildford Road, Lightwater, Surrey, GU18 5RP</b> Erection of detached garage on new concrete base.</p> <p>Cllr Marr read out Mr &amp; Mrs Ozgul's objection (which was also available to view on the SHBC planning portal).</p> <p><i>Cllr Marr suspended standing orders to allow the residents present to speak.</i></p> <p>Mr &amp; Mr Ozgul expressed their concerns regarding the application, while Mr Gandhum presented 2 photos of the Oak trees, which are protected by Tree preservation orders (TPOs).</p> <p><b>Objection for the following reasons:</b></p> <ul style="list-style-type: none"> <li>• <b>Significant loss of light to the neighbouring property.</b></li> <li>• <b>Overdevelopment of the site.</b></li> <li>• <b>Loss of parking in an already congested location.</b></li> <li>• <b>Members concurred with the tree officer's recommendation that a comprehensive</b></li> </ul>	FPA	19 <sup>th</sup> September 2024

	<p>arboricultural method statement, arboricultural impact assessment, and tree protection plan be completed in relation to the mature protected Oak trees.</p> <p>Additionally, members recommended that a Lightwater SHBC Councillor be asked to call in the application so it can be reviewed by the SHBC committee, along with a site visit if necessary.</p>		
	<b>Windlesham Applications</b>		
24/0557/FFU	<p><b>Coopers Green, School Road, Windlesham, Surrey, GU20 6PA</b></p> <p>Widening of existing driveway gates by 0.6m and replacement gates.</p> <p>Replacement of a section of dilapidated fencing to the east of the gates to match newer fencing to the west of the gates, in order to give consistency to the frontage.</p> <p><b>No objection</b></p>	FPA	11 <sup>th</sup> September 2024
24/0782/CES	<p><b>43 Updown Hill, Windlesham, Surrey, GU20 6DL</b></p> <p>Certificate of lawfulness (proposed) for the replacement of the existing roof.</p> <p><b>No objection with the following comment:</b>  <b>Members understand from the Application Form that the applicant has obtained pre-application advice from SHBC that full planning permission is not required and that a Certificate of Lawfulness is appropriate. We also understand that the replacement tiles will match the current tiles, and the house will therefore look the same after the roof has been replaced.</b></p>	CES	

**There being no further business, the meeting closed at 12:00**



### **Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S BAGSHOT VILLAGE COMMITTEE**  
**Held on Tuesday 30<sup>th</sup> July 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

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

		Action
<b>BVC/24/01</b>	<b>To appoint a Chair and Vice Chairman of the Committee for the ensuing year</b>  Cllr White proposed, Cllr Hills seconded, and it was unanimously resolved to appoint Cllr Willgoss as Chair of the committee.  Cllr White proposed, Cllr Bakar seconded, and it was unanimously resolved to appoint Cllr Du Cann as Vice chair of the committee.	
<b>BVC/24/02</b>	<b>Apologies for Absence</b>  No apologies for absence were received.	
<b>BVC/24/03</b>	<b>Declarations of Interest</b>  No declarations of interest.	
<b>BVC/24/04</b>	<b>To note the Committee's Terms of Reference</b>  Members noted the Terms of Reference.	
<b>BVC/24/05</b>	<b>Public question time</b>	

	No public questions.	
<b>BVC/24/06</b>	<b>Exclusion of the press and public</b>  There were no exclusions to the press and public.	
<b>BVC/24/07</b>	<b>Committee and Sub-Committee Minutes:</b>  The minutes of the Bagshot Village Committee meeting held on the 7 <sup>th</sup> May 2024 <b>were approved</b> and <b>signed by Cllr Willgoss</b> .	<b>Cllr Willgoss</b>

<b>BVC/24/08</b>	<b>Payment lists for approval</b>  There were no payments for approval.	
<b>BVC/24/09</b>	<b>Committee Finances</b>  The Committee noted the report.	
<b>BVC/24/10</b>	<b>Traffic and Infrastructure</b>  <b>a) To discuss traffic calming measures in the village</b>  It was noted that members had reviewed the plans drafted by Highways for the traffic calming measures and the 7.5-ton restriction. It was also confirmed that members will conduct a walk around with a highways Engineer to discuss the plans in detail.  Members were informed that they have been asked if they would consider allocating additional funds to continue the process of improving the pavements in the High Street to the standard of that outside the Bus stop or Roka. To date, no specific areas or cost estimates have been confirmed.  Members were asked to decide if they would like to request more information and cost estimates in order to make an informed decision about allocating additional funds from the Bagshot CIL for pavement improvement works.  <b>Members unanimously resolved to ask for further information and cost estimates regarding the pavement works.</b>   <b>b) To discuss community Speed Watch in Bagshot Village</b>  Members were informed that only four volunteers have expressed an interest in getting involved in the community speed watch in Bagshot Village.  Members were asked if they wished to proceed with the speed watch.  <b>Due to lack of interest, members unanimously decided not to proceed with the community speed watch project.</b>	<b>Assistant Clerk</b>

BVC/24/11	<p><b>Bagshot Phone Box-</b> to discuss the restoration and re purpose of an adopted red phone box.</p> <p>Members were reminded that it had been resolved to renovate the adopted red phone box on Church Road to house an AED but due to increased costs they decided to defer the renovation until resident's views on the project were known. A consultation was put together by the Communications Officer, but its publication was put on hold until it could be reviewed by members at the meeting.</p> <p>Members were asked to decide:</p> <ol style="list-style-type: none"> <li>1) Would they like to proceed with the consultation, and if so, are they happy with the survey as outlined above?</li> </ol> <p><b>Members unanimously resolved to not proceed with the consultation as presented.</b></p> <ol style="list-style-type: none"> <li>2) Would they prefer to formally investigate if the Church would permit the installation of the AED on the outside of the Church Centre?</li> </ol> <p>It was clarified that the Windle Valley Fundraisers were responsible for raising the funds for the AED.</p> <p><b>Members unanimously agreed to notify the Windle Valley Fundraisers that the Parish Council would not proceed with restoring the phone box to house the AED. Instead, they recommended that the group approach St. Anne's Church to seek a formal agreement to install the AED on the exterior of the church centre.</b></p> <ol style="list-style-type: none"> <li>3) If it is decided that the Red Phone Box is not renovated to house the AED, members are asked to consider alternative ideas for its future use.</li> </ol> <p><b>Members discussed various options for the future use of the phone box, including the possibility of removing the glass and creating a flower display. They requested that the company responsible for supplying and watering the village's hanging baskets be contacted to provide a quote for maintaining a floral arrangement within the phone box.</b></p>	Assistant Clerk
BVC/24/12	<p><b>Bagshot Cemetery-</b> to discuss an improvement plan for the cemetery</p> <p>Members were asked to provide any recommendations from their walk around of the cemetery and if they would like to proceed with seeking quotes for any work identified.</p> <p><b>Members identified the following areas that required attention and unanimously resolved to further investigate or obtain quotes for the following:</b></p>	

	<ul style="list-style-type: none"> <li>• Repair and reinstatement of the crosses on the memorials which are close to the chapel (the specific memorials are to be identified by members)</li> <li>• Repair or replace broken tiles in the chapel entrance (obtain quotes)</li> <li>• Remove/cut large Yew tree on large grave (Assistant Clerk to investigate which grave this relates to and in first instance try to contact grave owner)</li> <li>• New memorial wall- put down new block paving (obtain advice and quotes)</li> <li>• Reinstatement the pathways in the cemetery (obtain advice on the most suitable materials and methods to use, taking into account the upcoming drainage works and any additional considerations necessary when working in close proximity to graves. Seek quotes once advice received)</li> <li>• Plant two new trees on the Chapel Lane side. Possibly Cherry trees. (members to identify the species of tree for quotes)</li> <li>• Remove the green plastic grass and replace with an industrial mat. To be funded from the Bagshot Cemetery EMR.</li> <li>• Re plant the wildflower area (obtain advice and quotes)</li> <li>• New carpet in the Chapel (obtain quotes)</li> <li>• Investigate the removal of the fencing around a laid down memorial and get quotes to reinstate and tidy (Assistant Clerk to identify the memorial)</li> </ul> <p>Members also mentioned that the paving at the old memorial wall requires weeding and the benches cleaned but it was confirmed that this is covered by the greenspace contract and would be followed up.</p>	<p>Assistant Clerk</p> <p>Assistant Clerk</p>
BVC/24/13	<p><b>School Lane Field</b></p> <p><b>a) Drainage-</b> to discuss an improvement plan for the cemetery</p> <p>Members were reminded that at the last meeting they decided to defer making a decision on a drainage solution for School Lane Field until further advice had been received.</p> <p>The correspondence provided in the papers from the Environment Agency and SCC were noted and the Assistant Clerk gave a verbal update following a meeting with a SHBC Drainage Engineer. He confirmed the following:</p> <ul style="list-style-type: none"> <li>• The pond was extended in 2010 as part of a flood defence to protect houses on neighbouring roads.</li> <li>• A bund was created at the same time around the back of the field, also to act as a flood defence.</li> <li>• The engineer advised against the level of work previously quoted for and suggested targeting particular areas of concern.</li> </ul>	



	<ul style="list-style-type: none"> <li>Options could include reinstating the pathway with a permeable material to allow better access and drainage.</li> <li>It was recommended to wait until winter to reassess which areas flood.</li> <li>Any drainage/groundworks would require a planning application, but the Environment Agency would not need to be notified.</li> </ul> <p>Members were asked to decide, based on the advice, if they wished to proceed with tendering for a drainage solution at School Lane Field.</p> <p><b>Members decided not to proceed at this time but instead unanimously agreed to seek quotes and advice regarding the reinstatement of the pathway. It was agreed that advice would be required with regards the type of aggregate and the positioning of the pathway.</b></p> <p><b>b) Pond-</b> to discuss the condition of the pond</p> <p>Members were presented with quotes from two organisations to include a site visit and recommendations.</p> <p>Members were asked to decide if they would like to proceed with a site visit from one of the organisations and if so to confirm which one and decide how they wish to fund it.</p> <p><b>Members unanimously resolved to proceed with quote 2 and agreed to fund form the Bagshot Village Reserve.</b></p>	Assistant Clerk
BVC/24/14	<b>Grants</b> No grants.	
BVC/24/15	<b>Clerks Update</b> The Assistant Clerk gave the following updates: <ul style="list-style-type: none"> <li>The restoration and repair of the identified historical memorials in the cemetery have been completed.</li> <li>The official opening of Freemantle Playground will take place on Friday 2<sup>nd</sup> August between 12pm and 2pm.</li> </ul>	
BVC/24/16	<b>Correspondence</b> No correspondence.	
BVC/24/17	<b>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.</b>  No exclusions to the press and public.	

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**There being no further business, the meeting closed at 19:51**



### **Windlesham Parish Council**

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

**Held on Wednesday 11<sup>th</sup> September 2024 at 7:00pm at the The Link, St John the Baptist Church, Church Road, Windlesham**

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

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

Tony Murphy- Windlesham Resident  
Jeremy Russell-Lowe- Windlesham Resident  
Paula Harrington- Windlesham Resident  
Pete Harrington- Windlesham Resident  
Fiona Burlinson- Windlesham Resident  
Windlesham Resident

Cllr Rebecca Jenning-Evans- WPC (Lightwater Village)  
Cllr Valerie White- WPC (Bagshot Village)

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

Cllr Hardless took the Chair

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		<b>Action</b>
<b>WVC/24/19</b>	<b>Apologies for absence</b>  No Apologies were received.	
<b>WVC/24/20</b>	<b>Declarations of Interest</b>  No declarations of interest.	
<b>WVC/24/21</b>	<b>Public question time</b>  <u>Tony Murphy- Windlesham Resident</u> posed the following question: I am Tony Murphy; Elector of this Parish and I am predetermined.	

	<p>That is, predetermined in favour of democracy, openness and transparency of governance and towards agile Parish councils of a scale suited to a well-defined community with councillors on the ground and in close touch with their community to fulfil their primary role as our representatives.</p> <p>I understand that comments and questions are to be based on the agenda and will conform to that. My comment is on the agenda – in fact on the agenda itself.</p> <p>It is that the matter of most immediate concern to our Local Democracy, is excluded from the agenda and must therefore represent a limitation on freedom of speech and on public engagement with those we have chosen, by vote to represent us. This in turn is in conflict with Representation of the People Act(s) of Parliament which are fundamental to our form of democracy with its unwritten constitution.</p> <p>The item I refer to is for a Community Governance Review put to the SHBC in March of this year and only now the subject of a “consultation”, designed to test support of the request – in a process which may appear as designed to fail.</p> <p>I would like to know why this matter has not previously been the subject of debate, in public with the electors, so that we can be well informed and be able to fulfil our duty of scrutiny.</p> <p>Cllr Hardless noted Mr Murphy’s question.</p> <p><u>Fiona Burlinson- Windlesham Resident</u> made the following comments in reference to Item 8 on the agenda:</p> <p>Mrs Burlinson inquired whether the proposed community building at Heathpark Woods had been considered by the doctor’s surgery in Lightwater, which has expressed interest in having a presence in Windlesham. She also noted that it would be unfortunate if the community building was not developed and instead replaced with additional housing.</p> <p>Cllr Hardless noted Mrs Burlinson’s comments and said the Community Building would be discussed under item 8.</p> <p><u>Jeremy Russell-Lowe- Windlesham Resident</u> made the following comments in relation to Item 8 on the agenda:</p> <p>Mr Russell-Lowe referenced a 2021 Full Council meeting during which members confirmed there had been no formal discussions between Windlesham Parish Council (WPC) and the developer about taking over the Heathpark Woods Community building. Although he said he made the assumption there may have been informal discussions. He expressed concern that the building, intended for the Windlesham community, particularly Heathpark Woods, might be adopted by the WPC without proper community consultation. He said he also believed that the WPC's previous discussions lacked transparency and openness.</p> <p>Cllr Hardless acknowledged Mr Russell-Lowe’s comments and stated that the issue would be discussed in more detail under Item 8. He reiterated the WPC's commitment to transparency throughout the process.</p>	
<b>WVC/24/22</b>	<b>Exclusion of the press and public.</b>	

	<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><b>No items to be excluded.</b></p>	
<b>WVC/24/23</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <p>The minutes of the Windlesham Village Committee meetings held on the 29<sup>th</sup> May 2024 <b>were approved</b> and <b>signed by Cllr Hardless.</b></p>	<b>Cllr Hardless</b>

<b>WVC/24/24</b>	<p><b>Payments for Approval</b></p> <p>No payments for approval.</p>	
<b>WVC/24/25</b>	<p><b>Committee finances – Income &amp; Expenditure</b></p> <p>Members were presented with an income and expenditure report up until the 19<sup>th</sup> August 2024 prepared by the Council's RFO.</p> <p>Cllr Richardson raised two questions concerning the RFO's report. First, she inquired which Cemetery EMR had been used to fund the Phase 2 memorial repairs. Secondly, she questioned the £2,026 expense for wildflower planting. The Assistant Clerk clarified that the memorial repairs were funded from the top-level Cemetery EMR and agreed to follow up with the RFO regarding the wildflower planting costs.</p> <p>Cllr Hardless inquired about any burial trends observed over the past year. The Assistant Clerk confirmed that in recent years, ashes plots have been more popular than full burials.</p> <p><b>Members noted the report.</b></p>	
<b>WVC/24/26</b>	<p><b>Adoption of Heathpark Woods Community Building</b></p> <p>Members were presented with the papers and Business Case for the adoption of the Heathpark Woods Community Building, which had already been circulated to members by the Clerk.</p> <p>The Committee were asked to confirm if they wished to make any recommendations to Full Council.</p> <p>Cllr Richardson inquired whether any prior agreements had been made by the Parish Council and sought clarification on whether the committee was revisiting a previous decision or starting the process anew.</p> <p>In response, Cllr Hardless confirmed that, based on previous reports provided by the Clerk, there was no indication of any prior agreement or commitment regarding the adoption of the building by WPC. He further explained that the committee would review the presented business case and make recommendations to the Full Council, where those recommendations would be considered for final decision.</p>	

	<p><i>Cllr Hardless suspended standing orders to allow Jeremy Russell-Lowe and Tony Murphy to speak.</i></p> <p>The Assistant Clerk confirmed that the papers relating to Item 8, including the business case for the adoption of the community building have been published on the Parish website and they are available for the public to view should they wish to.</p> <p>Cllr Richardson expressed concerns about making decisions on the community building too early, given that part of the community it is intended to serve does not yet exist. She also pointed out that Windlesham already has a Field of Remembrance, which requires significant time, effort, and financial resources to maintain. Cllr Richardson raised concerns that managing the new building could impact the precept if revenue generation falls short, particularly since WPC lacks experience in running a successful revenue-generating operation.</p> <p>Cllr Lewis echoed Cllr Richardson's concerns.</p> <p>Cllr Marr referenced the business case, noting that the hall would need to be hired for 47 hours per week to remain viable. She agreed with the RFO's assessment that the council faces considerable financial risk, making the project unsustainable in the long term.</p> <p>All members shared concerns that the hall's success would heavily depend on volunteer support, and they questioned whether there would be enough bookings to ensure its financial viability.</p> <p><b>Cllr Hardless proposed, and it was unanimously resolved to recommend to Full Council that WPC do not adopt the Heathpark Woods Community Building.</b></p>	
WVC/24/27	<p><b>Windlesham Cemetery</b></p> <p><b>a) Historical Memorials</b></p> <p>Members were asked to decide if they would like to proceed with seeking quotes for the repair of any further headstones in the cemetery.</p> <p>It was confirmed that Cllr. Hardless, Marr, and Richardson, along with Moira Nairn, conducted a walk-through of the cemetery. During their inspection, they identified five additional headstones in the oldest section of the cemetery that they recommend for repair (listed below).</p> <p>G28a- Lucy Moir</p> <p>K2- Elizabeth Finlay</p> <p>G1-a- Eveline Maria Mereweather</p>	

	<p>C4- Lyon</p> <p>F2-Alice Fear</p> <p><b>Cllr McGrath proposed, Cllr Lewis seconded, and it was unanimously resolved to seek quotes to repair the 5 additional memorials listed above.</b></p> <p>Members also discussed the 5 memorials listed below for which a decision had been deferred.</p> <p>B33- Cornelius</p> <p>K14- Cawthorne</p> <p>Vault 1- Baillieu</p> <p>A10&amp;A11- Cochrane</p> <p>R17- Clark</p> <p><b>Cllr Richardson proposed, Cllr Lewis seconded, and it was unanimously resolved to proceed with seeking quotes from companies which specialised in the restoration and conservation of historic memorials.</b></p> <p><b>b) Wildflower Area and Cemetery Maintenance</b></p> <p><u>Wildflower area:</u> Members were asked to decide if they wish to proceed with the quote as presented for the removal and reinstallation of the wooden post to designate the wildflower sections in the cemetery, and if so, to agree how to fund it.</p> <p><b>Members unanimously resolved to postpone until the next wildflower season and requested that the posts which are currently in the cemetery be stored away either in the cemetery shed or another safe location.</b></p> <p><u>Cemetery maintenance:</u> Members were requested to confirm if they wished to obtain a quote from the cemetery greenspace contractor for an additional day of work, and if so, to confirm the scope of work for that day.</p> <p><b>Cllr Richardson proposed, Cllr Marr seconded, and it was unanimously agreed that with the grass cutting season nearing its end, it was unnecessary to proceed with the request for an additional day's work.</b></p> <p><b>c) Cemetery Drainage</b></p> <p>Members noted that they had read the advice from the drainage specialist, grave digger and ICCM regarding ground water risk assessments.</p> <p>Members were presented with a quote previously obtained from a cemetery drainage company for a groundwater risk assessment.</p>	<p><b>Assistant Clerk</b></p> <p><b>Assistant Clerk</b></p> <p><b>Assistant Clerk</b></p>
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	<p>Members were asked to decide if they wished to seek further quotes for the recommended groundwater risk assessment.</p> <p><b>Cllr Richardson proposed, Cllr Lewis seconded, and it was unanimously resolved to seek additional quotes for a groundwater risk assessment, with the results to be reviewed at the next committee meeting. It was also agreed that the assessment would be funded from the Windlesham Cemetery EMR.</b></p> <p><b>d) Half Plots</b></p> <p>Members were asked to review the proposed options for the provision of additional half plots in Windlesham Cemetery and to determine whether they wished to proceed with any of the options listed below:</p> <ol style="list-style-type: none"> <li>1) Establish half plots along the hedge line at the back of the new section.</li> <li>2) Establish a half plot section within the current LE and ME sections.</li> <li>3) Develop new half plots in the area adjacent to the turning circle.</li> </ol> <p><b>Cllr Richardson proposed, Cllr Marr seconded, and it was unanimously agreed to explore two options: establishing a new half-plot section within the current LE and ME areas and developing a new section adjacent to the turning circle. Members agreed to conduct a site visit of the LE and ME sections to better visualise the proposal. The Assistant Clerk was instructed to obtain quotes for opening up a new section dedicated to half plots.</b></p>	<p>Assistant Clerk</p> <p>Assistant Clerk</p>
WVC/24/28	<p><b>Windlesham Traffic &amp; Infrastructure</b></p> <p><b>a) Broadway Road Bridge Lighting Project- Update</b></p> <p>Cllr Lewis provided the following update regarding the lighting project- Cllr Lewis reported that work to install the lighting and ANPR camera under the bridge are completed.</p> <p><b>Members noted the update.</b></p> <p><b>b) Speed Survey Project- Update</b></p> <p>Cllr Lewis reported that the surveys had been delayed due to the recent elections. However, Cllr Lewis, Cllr Tear, and SCC Highways had been actively coordinating on locations for 8 surveys.</p> <p>It was reiterated that in November 2023 the following locations for speed surveys had been approved by the committee:</p>	



	<ul style="list-style-type: none"> <li>• Broadway Road; (Longfield &amp; Greenacre)</li> <li>• Woodlands Lane, (on bend)</li> <li>• Chertsey Road (nr. Surrey Cricketers)</li> <li>• HeathPark Drive (nr. Birch Road)</li> <li>• Updown Hill (outside shops halfway up)</li> <li>• School Road/Snows Ride</li> <li>• Church Road (on hill between Pound Lane &amp; Rectory Lane)</li> </ul> <p>Cllr Lewis reported that, following discussions with SCC Highways, it was confirmed that recent speed surveys on Broadway Road had been completed and the data could be utilised. It was suggested that a new survey be conducted on Kennel Lane instead. She also reiterated that there was no cost implications involved in changing the location of the survey.</p> <p><b>Cllr Lewis proposed, Cllr Richardson seconded, and it was unanimously agreed to replace the speed survey for Broadway Road with one on Kennel Lane.</b></p>	
WVC/24/29	<p><b>Windlesham Neighbourhood Plan Review</b></p> <p><b>a) WNP Review Working Group and correspondence</b></p> <p>Cllr Marr provided an update to the committee and confirmed that a Planning Consultant had been instructed to do various items of work and he has prepared an initial review of the plan compared against planning legislation and the emerging plan and various other items in the toolkit as well. She confirmed it would be circulated to members and the working party.</p> <p>Cllr Marr read out correspondence in response to a question raised by a resident at the May 2020 meeting, requesting an updated explanation of the tangible benefits of the Windlesham Neighbourhood Plan (WNP). The original question can be found in the public meeting papers.</p> <p>Cllr Marr explained that one of the primary benefits of having a Neighbourhood Plan is the increased share of Community Infrastructure Levy (CIL) payments, which rises from 15% to 25%. These funds are directly allocated to the village, contributing to projects such as the new noticeboards in Windlesham Cemetery and the proposed replacement of the Windmill Field Playground.</p> <p>The key advantage of the WNP, Marr noted, is its planning policies, which are regularly referenced when making recommendations to the planning committee. For example, the housing density policy was successfully upheld in a recent planning application. Other frequently used policies include those on design, parking, and the scale of development, all of which have been instrumental when drafting objections to various applications.</p> <p>Cllr Marr emphasised that these policies have proven beneficial, and the upcoming review of the WNP will allow for a more</p>	

	<p>detailed examination, potential amendments, and the introduction of additional policies, provided time and funding are available.</p> <p><b>b) Locality Grant</b></p> <p>At the last Committee meeting, members resolved to apply for Locality's basic grant funding once the application window opened. However, members were informed the following considerations needed to be addressed before an application can be made:</p> <ul style="list-style-type: none"> <li>• A detailed budget breakdown for the required support must be completed before an application can be submitted. Members were asked to decide whether they would like the WNP Review Working Party to handle this task and provide a recommendation at the next committee meeting.</li> <li>• Members also needed to decide whether to apply for the additional £8,000 grant, taking into account the eligibility criteria.</li> </ul> <p><b>Cllr Marr proposed, Cllr Hardless seconded, and it was unanimously resolved that the WNP Review Working Party handle the task to provide a detailed budget breakdown for the required support, to be presented to the committee at the next committee meeting.</b></p> <p><b>Cllr Marr confirmed that advice would be taken in regards eligibility to apply for the additional £8,000 grant and this would also be discussed at the next committee meeting.</b></p> <p><b>Due to the limited funding window, members agreed that an EGM may need to be called before the next committee meeting.</b></p>	
<b>WVC/24/30</b>	<p><b>Windmill Field Playground</b></p> <p><b>a) Windmill Field Playground replacement</b></p> <p>Members discussed in detail the funding options which had already been explored with SHBC. These options are all detailed in the associated papers.</p> <p>The Assistant Clerk confirmed that she had been in contact with the SCC fund administrators and that after making an initial application for the Large fund, it was confirmed by the fund administrators that the project was more suited to the Small fund. The fund administrators also confirmed that the project could be split into two; play equipment and safety surfacing. It was confirmed that SCC Cllr Tear had endorsed the application to the Small Fund. However, it was also requested that he be contacted again to discuss another funding opportunity he had previously mentioned in conversation with Cllr. Lewis.</p> <p><u>It was also confirmed that at the Full Council meeting in September the playground would be reviewed, and members would be asked to make a decision whether Full Council will approve the £65K spend (including the use of the £15K playground EMR).</u></p>	



	<p>Members noted that the gate at the playground no longer stays closed and that no further adjustments could be made to rectify the issue.</p> <p>Following a site visit, Cllr Lewis commented that SHBC had confirmed that they would continue to monitor the gate and, in the interim, put the spring casing bask over the spring to ensure fingers could not be trapped in it.</p> <p><b>Members unanimously resolved to replace the gate as part of the playground replacement and to continue to monitor it for any further deterioration.</b></p> <p><b>d) To consider the removal and replacement of litter bins in the playground</b></p> <p>Cllr Lewis asked that it was considered that the open topped bin in the playground was removed and replaced with a closed topped version.</p> <p><b>Members unanimously resolved to replace the bin with a closed topped version when the playground is replaced.</b></p>	
<b>WVC/24/31</b>	<p><b>Remembrance Sunday-</b> to discuss arrangements for Remembrance Sunday</p> <p><b>Cllr McGrath proposed, Cllr Richardson seconded, and it was unanimously resolved to lay two wreaths, one at the War Memorial and one at the WFor and agreed to donate £50 per wreath. It was also agreed that Cllrs Lewis and Richardson would lay the wreaths and would decide between themselves who would lay each one.</b></p>	
<b>WVC/24/32</b>	<p><b>Christmas Tree Switch on</b></p> <p><b>Members unanimously agreed that the Christmas tree light switch on would take place on 30<sup>th</sup> November between 4pm-4:30pm. It was also agreed that the SHBC Mayor would switch officially switch on the lights, with the Windlesham Scouts also in attendance.</b></p> <p>No other arrangements were agreed or discussed.</p>	
<b>WVC/24/33</b>	<p><b>Grants-</b> members were asked to consider grant applications from the Darby and Joan Club, Harper Asprey &amp; the Air Ambulance Charity</p> <p>The Committee reviewed a grant application from the Windlesham Darby &amp; Joan Club for £800 to help with the costs of providing coach trips, teas and a Christmas lunch with entertainment for the over 60's of Windlesham and surrounding villages.</p> <p><b>Cllr McGrath proposed, Cllr Lewis seconded, and members unanimously resolved to grant the full amount of £800.</b></p>	

	<p>The Committee reviewed a grant application from the Harper Asprey for £6,550 to help towards running costs of their veterinary surgery for one month.</p> <p><b>Members unanimously resolved to recommend this grant application is deferred to Full Council.</b></p> <p>The Committee reviewed a grant application from the Air Ambulance Charity Kent, Surrey, Sussex for £500 to help towards operating costs towards medical emergency response.</p> <p><b>Members unanimously resolved to recommend this grant application is deferred to Full Council.</b></p>	
<b>WVC/24/34</b>	<p><b>Clerks Update</b></p> <p>No update.</p>	
<b>WVC/24/16</b>	<p><b>Correspondence</b></p> <p>There was no correspondence to consider.</p>	
<b>WVC/24/18</b>	<p><b>Exclusion of the press and public</b></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>	

**There being no further business, the meeting closed at 20:57.**

Agenda Item 7 - Full Council – 24<sup>th</sup> September 2024

External Audit Conclusion for the accounting year 2023-2024

The external audit opinion has now been received from PKF Littlejohn. The annual return has been passed with no issues and a copy is attached.

**Recommendation**

Councillors are asked to note the contents of this report and to accept the audit opinion and approve the annual return and certificate.

Joanna Whitfield  
Clerk to the Council  
September 2024

## Windlesham Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2024

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

	Notes
1. The audit of accounts for <b>Windlesham Parish Council</b> for the year ended 31 March 2024 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Windlesham Parish Council</b> on application to:	
(a) <u>JOANNA WHITFIELD - CLERK TO THE COUNCIL</u> <u>THE COUNCIL OFFICES</u> <u>THE AVENUE</u> <u>LIGHTWATER GU18 5RG</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>11AM - 1PM MONDAY, WEDNESDAY +</u> <u>THURSDAY</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of £ <u>2</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>J WHITFIELD - CLERK TO THE COUNCIL</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>5/08/2024</u>	(e) Insert the date of placing of the notice



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

### WINDLESHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

23/04/2024

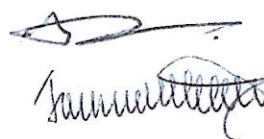
and recorded as minute reference:

C/23/237

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk



www.windleshampc.gov.uk



## Section 2 – Accounting Statements 2023/24 for

### WINDLESHAM PARISH COUNCIL

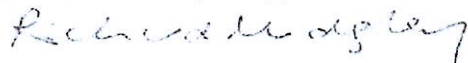
	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	968,285	962,252	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	327,000	347,791	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	115,560	266,747	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	112,669	145,539	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	335,924	433,362	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	962,252	997,889	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	962,835	992,212	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	284,303	379,991	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

15/04/2024

I confirm that these Accounting Statements were approved by this authority on this date:

23/04/2024

as recorded in minute reference:

C/23/238

Signed by Chair of the meeting where the Accounting Statements were approved





Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of Windlesham Parish Council – SU0083

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

*PKF Littlejohn LLP*

Date

01/08/2024

Item 8 - Appointment of Internal Auditor for 2024-25  
Full Council 24<sup>th</sup> September 2024

1. Introduction

- 1.1 The Council must appoint a suitably qualified internal auditor to carry out the annual internal audit. This is a legal requirement. Mark Mulberry of Mulberry and Co Ltd has carried out this role for the past 11 years.
- 1.2 As a qualified accountant, with many years of experience in the Parish sector, who is completely independent of the Council, Mark meets the key criteria of independence and competence.
- 1.3 There is no maximum time period for which an internal auditor can be engaged. It is recommended that we continue to use Mark Mulberry as our internal auditor as he has a significant level of knowledge of Windlesham and is a leading provider of internal audit services to parishes in the Surrey and Sussex Area.
- 1.4 Discussions were held at the Full Council meeting held in January 2024 (minute ref: **C/23/160b**) where **Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved to appoint Company Mark Mulberry and Co Ltd for 2024-25 and 2025-26 as per the recommendation of the RFO.**

Councillors are asked to:

1. Note the appointment of Mark Mulberry as the Council's internal auditor for 2024-2025

Agenda Item 9 – Full Council Meeting 24 September 24  
Renewal of Contract for Insurance

**Background**

The Council requires insurance following the expiry of the current three-year contract with our existing provider on 30 September 24. The insurance will cover the areas below and is based on our current requirements with some amendments to more accurately reflect the replacement cost of Council buildings:

- Property damage
- Money
- Business interruption
- Employers Liability
- Public and Products Liability
- Fidelity guarantee (up to £1.5m)
- No claims disc. & applic. of excess protection
- Libel and slander
- Officials indemnity
- Personal accident
- Legal expenses
- Data breach expenses

**Quotations received**

Quotes have been sourced from our current provider and via a broker, Came & Co, who have provided their best quotation available. The providers were asked to quote for a one year and three year contract. The quotes are shown below:

	Provider 1 *	Provider 2
Annual Premium	£5,244.48	£8,215.78
Contract term	1 year	1 year
Annual Premium	£5,244.48	£8,215.78
Contract term	3 years	3 years

\* *Note that the contract terms require that life rings are available on site at the pond though they are not covered by insurance. Indicative costs suggest that these would cost in the region of £50 each to replace.*

**Recommendation**

Both quotations gave the same cost for both a one year and three-year contract, the latter effectively shielding the Council from any price increases over the period. Given the quotations received and the information available I would recommend that the Council enters a three-year contract with Provider 1 with effect from 1 October 24.

PAYMENTS

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
19/07/2024	19 JUL 24	99	MR PRINCE	PRINCE	1,380.00	0.00	1,380.00	4060	300	1,380.00	5 x mem repairs - Bagshot
								335		-1,380.00	5 x mem repairs - Bagshot
								6000	300	1,380.00	5 x mem repairs - Bagshot
28/07/2024	2969	100	GREENLANDS	GREE	130.00	26.00	156.00	4160	310	130.00	Rep & rehang gate - Bagshot PF
TOTAL INVOICES					1,510.00	26.00	1,536.00			1,510.00	
VAT ANALYSISCODE					OTS @ 0.00%	1,380.00	0.00	1,380.00			
VAT ANALYSISCODE					S @ 20.00%	130.00	26.00	156.00			
TOTALS					1,510.00	26.00	1,536.00				

Bagshot PL for Month No 5

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/07/2024	5 JULY 24	102	COSTCO	COSTCO	40.93	8.18	49.11	4220	310	40.93	Sweets for Fremantle Rd openin
								345		-40.93	Sweets for Fremantle Rd openin
								6000	310	40.93	Sweets for Fremantle Rd openin
TOTAL INVOICES					40.93	8.18	49.11			40.93	
VAT ANALYSISCODE S @ 20.00%					40.93	8.18	49.11				
TOTALS					40.93	8.18	49.11				

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
15/07/2024	3618	658	NP TREE MANAGEMENT	NPTREE	720.00	144.00	864.00	4195	210	720.00	Water maint package x 5 trees
										-720.00	Water maint package x 5 trees
								6000	210	720.00	Water maint package x 5 trees
31/07/2024	202416	659	ST ANNES PCC	ANNE	200.00	0.00	200.00	4950	425	50.00	LVC - 2 July 24
								4950	325	37.00	Cos/Per - 23 July; FC - 30 Jul
								4950	425	37.00	Cos/Per - 23 July; FC - 30 Jul
								4950	525	26.00	Cos/Per - 23 July; FC - 30 Jul
								4950	325	50.00	BVC - 30 July 24
30/07/2024	2407001	660	POLARIS CONSULT	POLARIS	2,250.00	450.00	2,700.00	4165	310	967.50	Greenspace contract procuremen
								4165	410	742.50	Greenspace contract procuremen
								4165	510	540.00	Greenspace contract procuremen
TOTAL INVOICES					3,170.00	594.00	3,764.00	3,170.00			
VAT ANALYSISCODE OTS @ 0.00%					200.00	0.00	200.00				
VAT ANALYSISCODE S @ 20.00%					2,970.00	594.00	3,564.00				
TOTALS					3,170.00	594.00	3,764.00				



## Top Level for Month No 5

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2024	2039511	661	SURREY HEATH	SHBC01	7,874.34	1,574.87	9,449.21	4165	310	3,385.97	Greenspace contract - Aug 24
								4165	410	2,598.53	Greenspace contract - Aug 24
								4165	510	1,889.84	Greenspace contract - Aug 24
01/08/2024	2039512	662	SURREY HEATH	SHBC01	130.78	26.16	156.94	4220	310	65.39	Play insp - Aug 24 School Lane
								4220	410	65.39	Play insp - Aug 24 LW Rec
02/08/2024	20240377	663	PKF LITTLEJOHN	PKFL	1,365.00	273.00	1,638.00	4445	225	1,365.00	Ext Audit fees - 2023-24
02/08/2024	4357	664	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	400	190.00	Internment - Perry (L)
								4005	500	190.00	Internment - Lewis (W)
31/07/2024	1829	665	ZENTECH IT	FRE01	300.78	60.16	360.94	4440	225	260.78	M365 July licences + support
								4425	225	40.00	M365 July licences + support

TOTAL INVOICES	10,050.90	1,934.19	11,985.09
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10,050.90
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VAT ANALYSISCODE	OTS	@ 0.00%	380.00	0.00	380.00
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VAT ANALYSISCODE	S	@ 20.00%	9,670.90	1,934.19	11,605.09
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TOTALS	10,050.90	1,934.19	11,985.09
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Top Level for Month No 5			Order by Invoices Entered												
							Nominal Ledger Analysis								
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description				
07/08/2024	3632	666	NP TREE MANAGEMENT	NPTREE	290.00	58.00	348.00	4195	210	290.00	Mill Pond, Wind. - oak tree wo				
								395		-290.00	Mill Pond, Wind. - oak tree wo				
								6000	210	290.00	Mill Pond, Wind. - oak tree wo				
					TOTAL INVOICES					290.00	58.00	348.00		290.00	
					VAT ANALYSISCODE S @ 20.00%					290.00	58.00	348.00			
TOTALS					290.00	58.00	348.00								

Top Level for Month No 5				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/08/2024	668	667	SUZIE KIERNAN	SK - EXP	39.96	0.00	39.96	4435	225	39.96	SK expenses - to 8 Aug 24
TOTAL INVOICES					39.96	0.00	39.96			39.96	
VAT ANALYSISCODE OTS @ 0.00%					39.96	0.00	39.96				
TOTALS					39.96	0.00	39.96				

Top Level for Month No 5				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/08/2024	4435	668	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	300	190.00	Intern - Majewski (W)
								4005	500	190.00	Intern - Keir (B)
TOTAL INVOICES					380.00	0.00	380.00			380.00	
VAT ANALYSIS					CODE	OTS	@ 0.00%	380.00	0.00	380.00	
TOTALS					380.00	0.00	380.00				

Windlesham PL for Month No 4

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/07/2024	1893	136	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds maint - July 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 PL for Month No 5				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
13/08/2024	2039568	137	SURREY HEATH	SHBC01	218.00	43.60	261.60	4220	500	218.00	Replace 2 x flat seat swings
TOTAL INVOICES					218.00	43.60	261.60			218.00	
VAT ANALYSISCODE S @ 20.00%					218.00	43.60	261.60				
TOTALS					218.00	43.60	261.60				

Windlesham PL for Month No 5				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/08/2024	W138	138	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - 16 Aug (Edwards)
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				

## Agenda Item 12 – Full Council 24 September 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 July 24.

<b>WINDLESHAM PARISH COUNCIL - CASH AT HAND</b>			
<b>Account</b>	<b>Acct type</b>	<b>Int. Rate</b>	<b>31 Jul 24</b>
Barclays Bank	Current	0.00%	696,495
Santander Bank	Instant access	1.06%	200,316
RBS account	Instant access	1.57%	46,890
Skipton BS *	Annual interest	3.10%	67,628
Cambridge & Counties	180 day notice	4.41%	226,205
Hampshire Trust *	12 month deposit	3.70%	65,984
Redwood Bank *	95 day notice	3.45%	66,271
	<b>TOTAL</b>		<b>1,369,789</b>
<b>Account type</b>			
Current account			696,495
Instant access accounts			247,206
Medium term accounts			426,088
			<b>1,369,789</b>
* - 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 £1,369,789. Of this £736,568 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has decreased by £35,141 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 15 Aug 24



Agenda Item 13 – Full Council Meeting 24 September 24  
Budget Monitoring Report to 27 August 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. **General Reserve less Committed amounts**

The table below shows the General Reserve less amounts committed by Council Resolutions. The recommended level of reserve is a minimum of 3 months of the net revenue expenditure, for 2024-25 this is £126,301.

WINDLESHAM PARISH COUNCIL - GENERAL RESERVE STATUS AS AT 20 AUGUST 24			
			Balance at
			01 Apr 24
<b>General Reserve (1 April 24)</b>			226,179.79
<b>Committed:</b>			
1	Legal and associated costs re: CGR	C/23/225	(40,000.00)
2	Excess of agreed cost of Council Office refurbishment over EMR330 Repairs and Maintenance	C/23/113	(15,952.62)
3	Christmas Trees - costs in excess of budget	C/24/21(b)	(1,755.00)
4	Legal costs re: purchase of the allotment site	C/24/26	(20,000.00)
			(77,707.62)
<b>General Reserve before allotment purchase</b>			148,472.17

3. **Actions required**

- (i) Councillors need to note levels of expenditure shown and the associated balance sheet approving the overspends shown;
- (ii) In order to ensure security of data the Council should approve entering a standalone contract with Zentech, our IT services provider, to backup the data held on Microsoft 365. This would include e-mail, OneDrive, SharePoint and Teams data at a cost of £150 per annum.

4. **Income generated**

	Year to date	Budget
1000 Burial fees	£36,451 (1)	£77,351
1030 Allotment fees	£38 (2)	£1,970
1076 Precept	£505,201 (3)	£505,201
1900 Interest received	£7,265 (4)	£9,492
Total income	<u>£548,955</u>	<u>£594,014</u>

- (1) Income from burial fees arises as follows: Bagshot - £328; Lightwater - £8,775; Windlesham - £27,348;
- (2) Allotment fees are billed in August/September 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).

## 5. Overspends and Transfers

Councillors are asked to note the Actual vs Budget report as at 27 August 24 along with the corresponding Balance Sheet and Income and Expenditure reports attached.

Expenditure for the year to date is £199,710 against a full year budget of £594,014 – approximately 33.6% and is broadly similar to that expected given an even spread of costs (after deduction of the £75K Cemetery EMR amounts). Of this expenditure a sum of £36,320 has been transferred from EMRs to offset the total spend.

The following overspends against budget have been noted:

### (1) 4185 Planting

The annual planting invoice for the three villages has been received for a total of £5,873 - £10 over budget.

### (2) 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 £3,464 have been incurred and set against EMR395 Tree Works and will continue to be for the remainder of the period.

### (3) 4220 Playground Repairs and Renewals

Account 4220 shows expenditure of £15,528 giving an underspend of £472 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 received from SHBC. Prior to the receipt of SHBC funds this was showing as an overspend in the previous report. 65,407

### (4) 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.

### (5) 4430 Licences and Subscriptions

Expenditure of £5,297 gives rise to an overspend of £306.

*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. Cost are split in the ratios agreed at the meeting on
- (3) 4300 Salaries and related payroll costs – the salary and related costs show a charge of £65,407 covering the existing 5 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	Lightwater	Windlesham	Total
Budget for the year		£5,000	£3,000	£3,000	£11,000
Reversal of year end accruals:					
- Bagshot PFA re: maintenance of facilities and open space	BVC23/62	(£957)			(£957)
- Lightwater Community Cinema	LVC23/43		(£1,000)		(£1,000)
- Lightwater Connected grant for fete	LVC23/43		(£250)		(£250)
Grants awarded in 2024-25:					
- Bagshot PFA re: maintenance of facilities and open space	BVC/23/62	£957			£957
- Bagshot Society re: venue hire, publicity, planting	BVC/23/78	£697			£697
- Lightwater Library Assoc. re: induction loop installation	LVC/24/27		£930		£930
- Lightwater Community Cinema	LVC/24/16		£750		£750
Grant expenditure per I&E		£697	£430	£0	£1,127
Committed for 2024-25					
- Little Christmas trees on shop fronts		£1,000			
Total grant expenditure		£1,697	£430	£0	£1,127
Available budget		£3,303	£2,570	£3,000	£9,873

## 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.

- (2) 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 from the general reserve. This was approved at the FC meeting on 23 July 24 (C/24/40).
- (3) 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). This was approved at the FC meeting on 23 July 24 (C/24/40).
- (4) As part of the insurance renewal process it became clear that the whilst our user data is stored on the Microsoft 365 system there is currently no external backup. This provides a clear risk that records will become unavailable should the system suffer a serious fault or breakdown. Backup is available via our IT service provider as a standalone system at a cost of £2.50 per month per user. At a minimum the Council should approve backup for the 5 office staff at a cost of £12.50 per month, £150pa.

## **6. Virements**

There are no virements required at this time.

## **7. 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 19 AUGUST 24					
	Account	Balance at 31 Jul 24	Committed <i>Note</i>	Adj balance 31 Jul 24	
	General Reserve (1 April 24)	226,179.79	(77,707.62)	148,472.17	See separate schedule
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	67,382.18	(66,100.00)	1,282.18	Windmill Field playground - £50,000; Various Broadway Road lights - £7,500; Cemetery noticeboards - £4,800; Speed surveys - £3,000; Cemetery hedges - £800 ;
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	24,650.00		24,650.00	Repair memorials in Bagshot Cemetery BVC/23/76
336	EMR 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; LVC/23/46; Removal of dedication - £4,000; Land LVC/23/59 transfer - £1,500; Additional legal questions arising - £2,000
345	EMR Bagshot Village	13,549.56	(4,200.00)	9,349.56	Phone box renovations - £4,000; Face painting at Freemle Road playground opening - £200 BVC/23/57; DVC/23/58
346	EMR Bagshot grants	317.00		317.00	
350	EMR Lightwater Village	19,059.90	(18,300.00)	759.90	Cemetery funding - £18,300 (c/24/43)
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; Various Bagshot Chapel - £20,000; Gomer Road playground £2,500
390	EMR Civic Functions	1,143.87		1,143.87	
395	EMR Tree Works	45,065.75	(23,990.00)	21,075.75	Estimated cost of tree works to be taken from EMR - no provision in budget Budget discussion
	Capital Reserve & EMRs	734,089.45	(302,243.00)	431,846.45	
	Total Reserves	961,569.24	(379,950.62)	581,618.62	

## Income &amp; Expenditure by Budget 27/08/2024

Month No: 5

## Account Code Report

	Actual Last Year	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>							
1000 Burial fees	72,976	36,451	77,351	40,900			47.1%
1030 Allotment Fees	1,703	38	1,970	1,933			1.9%
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	7,265	9,492	2,227			76.5%
1950 CIL Income	174,308	0	0	0			0.0%
<b>Total Income</b>	<b>614,538</b>	<b>548,955</b>	<b>594,014</b>	<b>45,060</b>			<b>92.4%</b>
<b><u>Overhead Expenditure</u></b>							
4005 Ashes interment	6,820	3,160	7,680	4,520		4,520	41.1%
4050 Rates	2,087	1,394	3,048	1,654		1,654	45.7%
4055 Pavilion Utilites	50	0	500	500		500	0.0%
4060 Maintenance	54,249	27,598	48,910	21,312		21,312	56.4%
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	439	3,000	2,562		2,562	14.6%
4165 Greenspace Contract	93,214	41,622	120,000	78,378		78,378	34.7%
4185 Planting	5,374	5,873	5,863	(10)		(10)	100.2%
4190 Christmas Trees	5,341	0	5,745	5,745		5,745	0.0%
4195 Tree Maintenance/Surgery	31,935	2,644	0	(2,644)		(2,644)	0.0%
4220 Playground Repairs & Renewal	109,607	15,528	16,000	472		472	97.0%
4300 Salaries	93,389	42,655	105,681	63,026		63,026	40.4%
4340 Local Government Pension	27,535	12,358	32,515	20,157		20,157	38.0%
4345 HMRC Payroll	24,615	10,394	29,982	19,588		19,588	34.7%
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	441	5,000	4,559	5,000	(441)	108.8%
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	485	600	115		115	80.8%
4430 Licences & Subscription	4,067	5,297	4,991	(306)		(306)	106.1%
4435 Office Expenses	2,090	1,173	2,400	1,227		1,227	48.9%
4440 ICT Costs	9,441	647	6,557	5,910		5,910	9.9%
4445 Audit	1,544	(96)	1,620	1,716		1,716	(5.9%)
4455 Telecoms & Security	1,733	569	1,795	1,226		1,226	31.7%
4500 Cllr Allowances, Training & Ex	30,115	12,416	32,627	20,211		20,211	38.1%

Continued over page

## Income &amp; Expenditure by Budget 27/08/2024

Month No: 5

## 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	131	10,240	10,109		10,109	1.3%
4550 Office Building Costs	7,033	2,959	7,804	4,845		4,845	37.9%
4555 HMLD Building Costs	6,963	3,546	7,946	4,400		4,400	44.6%
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	1,127	11,000	9,873	2,250	7,623	30.7%
4905 Pavilion Capital Project	0	0	15,000	15,000		15,000	0.0%
4915 Festive Lights	11,201	2,211	7,176	4,965		4,965	30.8%
4950 Hall Hire	1,457	490	3,501	3,011		3,011	14.0%
<b>Total Overhead</b>	<b>578,901</b>	<b>199,710</b>	<b>594,014</b>	<b>394,304</b>	<b>7,250</b>	<b>387,054</b>	<b>34.8%</b>
<b>Total Income</b>	<b>614,538</b>	<b>548,955</b>	<b>594,014</b>	<b>45,060</b>			<b>92.4%</b>
<b>Total Expenditure</b>	<b>578,901</b>	<b>199,710</b>	<b>594,014</b>	<b>394,304</b>	<b>7,250</b>	<b>387,054</b>	<b>34.8%</b>
<b>Net Income over Expenditure</b>	<b>35,637</b>	<b>349,244</b>	<b>0</b>	<b>(349,244)</b>			
plus Transfer from EMR	129,500	36,320	0	(36,320)			
less Transfer to EMR	174,308	0	0	0			
<b>Movement to/(from) Gen Reserve</b>	<b>(9,171)</b>	<b>385,564</b>	<b>0</b>	<b>(385,564)</b>			

Item 14 - Skipton Building Society –to review account and bank signatories

Members will be aware that at present the Council has an account with the Skipton Building Society that as of the 31<sup>st</sup> of July had a balance of £67,628.11.

Due to the complex signing rights, two signatories are required to authorise any transactions on this account. The current signatories are:

Cllr White

Keith Hand – Ex Councillor left the Council in May 2015– deceased 17<sup>th</sup> April 2017

Karen Holland – Ex Clerk who left the Council in April 2015

John Winterton – Ex Councillor who left the Council in May 2015

As per minute ref: C23/20 the nominated signatories are **the Clerk, RFO, Cllr White, Cllr Malcaus Cooper and Cllr Jennings-Evans**

The Council has now been informed that in order to change the signatories, the Council must pass a resolution noting the dates that the above Councillors/Clerk left the Council.

Action

Councillors are asked to formally note the above.



## Item 15 - Grants for Consideration

Members are asked to consider the attached grant applications.

**Surrey Heath Neighbourhood Watch** has requested £450 towards the printing costs of their quarterly newsletter. See the attached grant application form.

Members are to note that this grant will cover the whole parish.

Harper Asprey and the Air Ambulance Charity Kent, Surrey, Sussex submitted the attached grant applications to the Windlesham Committee, which was considered at their 11<sup>th</sup> September meeting. The committee felt the whole Parish benefit from the services provided by both organisations and therefore requested Full Council review the application as a Parish wide grant.

**Harper Asprey** has requested £6,550 towards the running costs of their veterinary surgery.

**Air Ambulance Charity Kent, Surrey, Sussex** has requested £500 to help towards the operating costs for medical emergency response.

Current grant budgets are as follows:

Bagshot:	£4,303 (note £1,000 is tentatively committed to the Bagshot High Street miniature Christmas Trees)
Lightwater:	£2,570
Windlesham:	£2,200

Members are asked to consider the above grants and decide if they wish to allocate any funds from each committee grant budget.



WINDLESHAM PARISH COUNCIL

APPLICATION FORM

GRANT UNDER £500

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☐

Windlesham ☒

Name of Organisation/Group	SURREY HEATH NEIGHBOURHOOD WATCH SUPPORT GROUP
Contact Name	[REDACTED]
Position within the organisation/group	TREASURER
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	TO HELP WITH THE COST OF PRINTING OUR QUARTERLY NEWSLETTER WHICH GOES TO ABOUT 2000 RESIDENTS IN BAGSHOT. LIGHTWATER AND WINDLESHA THE NEWSLETTERS INCLUDE ARTICLES FROM SURREY HEATH POLICE ALONG WITH OTHER CRIME PREVENTION INFORMATION FOR THE SECURITY OF HOMES, PEOPLE, CARS, BIKES AS WELL AS ONLINE SECURITY. THE NEWSLETTERS ARE ALSO AVAILABLE VIA OUR WEBSITE.
Total cost of purpose/project	£ 1,920
Amount of grant requested:	£ 45

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

Signed...

Name.....

Position in organisation.....  
TREASURER

14/08/2024

Date.....

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

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

**For official use**

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



**WINDLESHAM PARISH COUNCIL**  
**COMMUNITY INFRASTRUCTURE LEVY FUNDING**  
**APPLICATION FORM GRANTS OVER £1000**  
**Please complete all details in BLOCK CAPITALS**

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

**Bagshot** ☐

**Lightwater** ☐

**Windlesham.** ☒ **X**

Name of Organisation	Harper Asprey Wildlife Rescue
Registered Charity Number (if applicable)	1143603
Contact Name	[REDACTED]
Position within the organisation	Fundraiser
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	supportingwildlife@hawr.co.uk
Total cost of purpose/project	£19,650
Amount of grant requested	£6,550
Detail grants received (or applied for but not yet determined) from other sources:	Grants received £700.00 Grants not yet determined: Sir Edward Lewis Foundation £5,000 Oldhurst Trust £6550 Stephen Clark Charitable Settlement £6,550 Michael Davis Charitable Settlement £6,550
What are your organisation's objectives?	To relieve the suffering of wildlife in need of care and attention and, in particular, to provide and maintain rescue homes or other facilities for the reception, care and treatment of such wildlife to enable rehabilitation and release back into the wild.  To promote humane behaviour towards wildlife by providing appropriate care, protection, treatment and security for wildlife which is in need of care and attention by reason of injury, sickness, poor circumstances or ill usage and to educate the public in matters pertaining to wildlife welfare in general and the prevention of cruelty and suffering of wildlife.
For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	This grant is towards the running costs of our veterinary surgery for one month. It costs us £6,550 every month. The evidence-based need is as follows: 1. All animals need to be triaged by our Vet on arrival to determine their medical condition 2. Once determined the animal is put on a treatment plan or has surgery 3. The animal remains in the Surgery ICU until they are stable and move to the rehabilitation wing 4. The animal continues treatment in the rehabilitation wing until ready for release

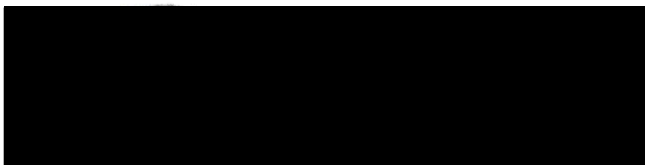
I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes X

No ☐

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

Signed



Position in organisation Fundraiser  
Date 30 July 2024

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

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**For official use**

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



**From:** [REDACTED]  
**To:** [Clerk @ WPC](#)  
**Subject:** Grant Application  
**Date:** 19 August 2024 14:32:55  
**Attachments:** [windlesham pc COMPLETED GRANT APPLICATION aUGUST 2024.docx](#)  
[Consolidated Financial Summary to March 2023.pdf](#)  
[25555-kssaa\\_magazine\\_a5\\_five-year-strategy-2022-2027\\_print.pdf](#)  
[KSS Safeguarding Policy Aug 2022.pdf](#)

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Dear Parish Clerk,

Please find attached a grant application form on behalf of Air Ambulance Charity Kent Surrey Sussex (KSS). Also attached are documents which should give all the necessary information on our strategic plan, our finances, governance, and safeguarding. Our Annual Report is available on our website, and includes details of our Board of Trustees and senior management.

Serious emergencies are not rare. Most people don't expect a life-threatening emergency, but they can happen to anyone at any time without warning. KSS undertook over 3000 missions last year.

We are a three-county regional charity which delivers its service at a very local level. Your parish is part of our responsibility, and the residents of your parish are all potential beneficiaries of our life-saving emergency service. We are part of your community. For example, we are currently engaging with parish councils to support optimal location of defibrillators in residential areas.

Inflation continues to have a huge impact on our operating costs, especially the volatile price of fuel. It currently costs over £51000 per day to provide our service, which we undertake on 365 days per year. 88% of our funding comes from supporters within the communities we serve, so your support is as critical as our care. Every grant counts!

We also recognise the constraints on council finances. We have requested a grant of £500, but any grant you can afford (whether above or below that amount) in accordance with your council's budget, policies, and priorities will be greatly valued and appreciated by us. It will be put to very good use.

Please submit our application to the most appropriate meeting of your Council. Thank you for your assistance.

Kind regards,

[REDACTED]  
KSS Volunteer  
Community Fundraising



Please Indicate  
which village  
fund you wish  
to apply to:

Bagshot ☐

**WINDLESHAM PARISH COUNCIL**

**APPLICATION FORM  
GRANT UNDER £500**

Please complete all details in **BLOCK CAPITALS**



Lightwater ☐

Windlesham ☒ **YES**

Name of Organisation/Group	AIR AMBULANCE CHARITY KENT SURREY SUSSEX
Contact Name	[REDACTED]
Position within the organisation/group	COMMUNITY FUNDRAISING MANAGER
Telephone number	[REDACTED]
Address of organisation/group	AAKSS, ROCHESTER CITY AIRPORT, MAIDSTONE ROAD, CHATHAM, KENT
Postcode	ME5 9SD
Email address	community@aakss.org.uk
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	<p>OUR AIM IS AN END TO PREVENTABLE LOSS OF LIFE FROM MEDICAL EMERGENCY. WE FULFIL THIS AIM BY PROVISION OF HEMS (HELICOPTER EMERGENCY MEDICAL SERVICE). HEMS BRINGS A&amp;E RESOURCES, INCLUDING DOCTORS AND PARAMEDICS, DIRECT TO THE PATIENT AT THE SCENE OF EMERGENCY. SOME SURGICAL PROCEDURES MAY BE UNDERTAKEN THERE, INCLUDING ADMINISTRATION OF ANAESTHETICS AND BLOOD TRANSFUSIONS. PLUS RAPID TRANSFER TO THE MOST APPROPRIATE HOSPITAL TRAUMA CENTRE.</p> <p>GRANT IS REQUESTED AS A CONTRIBUTION TO THE OPERATING COSTS OF HEMS – HELICOPTERS, RAPID-RESPONSE VEHICLES, MEDICAL EQUIPMENT, FUEL, HIGHLY-TRAINED CREWS.</p> <p>Main evidence is the continuing increase in demand for our service.</p>
Total cost of purpose/project	£ 18 MILLION ANNUALLY; £51000 DAILY
Amount of grant requested:	£ 500



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

.....

.....

Position in organisation.....COMMUNITY FUNDRAISING MANAGER

..... Date.....19/06/2024.....

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

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

**For official use**

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

## Agenda Item 16 – Full Council Meeting 24 September 24 Renewal of Contract for Electricity Supply

### Background

The current contract for provision of electricity to the Council expires on 25 September 2024 covering the following five accounts, all held under separate but co-terminous contracts.

- (i) The Council Offices (S 20 0000 3516 580)
- (ii) The Pavilion, Broadway Road, Lightwater (S 20 0000 3530 219)
- (iii) HML Depot, Hook Mill Lane (S 20 0005 2492 784)
- (iv) Bagshot Chapel, School Lane, Bagshot (S 20 0000 3502 355)
- (v) Church Yard Shed, Church Road, Windlesham (S 20 0002 7545 756)

The locations are billed monthly with only the Council offices reflecting any significant level of usage. The remaining four items show a total of less than £10 for the last 5 billing periods, with most of the charges raised being for the daily standing charge. Suppliers were contacted either directly or via price comparison sites. The details of the individual quotations per supplier are shown in Appendix 1 comparing contract prices for a contract term of one, two or three years.

### Summary of results

The results are summarised in the table below:

	Supplier 1	Supplier 2	Supplier 3	Supplier 4
<b><i>The Council Offices, Lightwater</i></b>				
Current Annual Cost	£1,304.94	£1,304.94	£1,304.94	£1,304.94
3 year contract	£2,216.22	£1,767.69	£1,763.95	£1,735.85
2 Year contract	£2,265.48	£1,749.84	£1,738.99	£1,702.70
1 year contract	£2,314.80	£1,770.37	£1,726.51	£1,701.66
<b><i>The Pavilion, Broadway Rd, Lightwater</i></b>				
Current Annual Cost	£232.15	£232.15	£232.15	£232.15
3 year contract	£497.27	£327.69	£339.72	£434.63
2 Year contract	£508.33	£319.56	£337.42	£414.49
1 year contract	£519.37	£328.91	£339.72	£420.25
<b><i>Hook Mill Lane Depot</i></b>				
Current Annual Cost	£147.39	£147.39	£147.39	£147.39
3 year contract	£342.91	£217.26	£224.79	£317.82
2 Year contract	£350.53	£209.92	£224.68	£314.24
1 year contract	£358.15	£220.79	£224.59	£334.74
<b><i>Bagshot Chapel</i></b>				
Current Annual Cost	£144.47	£144.47	£144.47	£144.47
3 year contract	£338.80	£213.72	£221.10	£314.53
2 Year contract	£346.33	£206.41	£221.06	£311.03
1 year contract	£353.85	£217.33	£221.03	£331.53
<b><i>Church Yard Windlesham</i></b>				
Current Annual Cost	£142.92	£142.92	£142.92	£142.92
3 year contract	£336.75	£215.35	£219.00	£312.66
2 Year contract	£344.23	£204.40	£219.00	£209.19
1 year contract	£351.71	£211.70	£219.00	£329.70

It should be noted that whilst Option 1 appears higher than the other 3 options this option is effective from 25 September 24. Options 2,3 and 4 reflect the current available prices at the time of writing (3 Sept 24) and are valid only for 48 hours. I am advised that these rates are likely to increase as we get nearer to the end of the month, particularly as the price cap will rise on 1 October 24, and so should be seen as indicative only.

In all cases the contract rates are better than the variable rates available and as such we should enter a contract rather than move to a variable rate. This would eliminate the price risk of the energy supply and so is recommended.

The Council should note that individual contracts will be in place for each location allowing them to be separated in the event of a split in the Council following the decision of the CGR. Whilst the name of the contract holder may need to be changed it is not envisaged that this will cause a significant issue with the provider as the contract will essentially be ongoing. The only exception to this may be Hook Mill Lane where the Council would need to cancel the contract in the event of a sale.

### **Recommendation**

The following recommendations arise from the quotations:

- That the Council should resolve to enter a three-year contract with the chosen provider;
- That the RFO be given delegated authority to enter the contract on behalf of the Council based on the best available option at the time of instruction. To ensure that this is done on the latest available information revised quotes will be obtained prior to choosing the supplier. This will ensure that the best available deal is chosen.

## Appendix 1: Price comparisons by site

<b>The Council Offices, Lightwater S 20 0000 3516 580</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>	<b>Supplier 4</b>
<i>Current Annual usage</i>	<i>£1,304.94</i>	<i>£1,304.94</i>	<i>£1,304.94</i>	<i>£1,304.94</i>
<b>3 Year Contract</b>				
- estimated annual cost	£2,216.22	£1,767.69	£1,763.95	£1,735.85
- unit charge	35.369p	26.530p	25.900p	26.980p
- daily standing charge	153.790p	67.000p	60.000p	45.000p
<b>2 Year Contract</b>				
- estimated annual cost	£2,265.48	£1,749.84	£1,738.99	£1,702.70
- unit charge	34.617p	26.250p	25.500p	26.450p
- daily standing charge	150.510p	65.000p	60.000p	42.000p
<b>1 Year Contract</b>				
- estimated annual cost	£2,314.80	£1,770.37	£1,726.51	£1,701.66
- unit charge	33.864p	25.940p	25.300p	26.360p
- daily standing charge	147.240p	74.000p	60.000p	40.000p
<b>The Pavilion, Broadway Rd, Lightwater S 20 0000 3530 219</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>	<b>Supplier 4</b>
<i>Current Annual usage</i>	<i>£232.15</i>	<i>£232.15</i>	<i>£232.15</i>	<i>£232.15</i>
<b>3 Year Contract</b>				
- estimated annual cost	£497.27	£327.69	£339.72	£434.63
- unit charge	30.895p	25.270p	26.300p	22.860p
- daily standing charge	111.070p	58.000p	60.000p	90.330p
<b>2 Year Contract</b>				
- estimated annual cost	£508.33	£319.56	£337.42	£414.49
- unit charge	31.582p	25.090p	25.800p	22.940p
- daily standing charge	113.540p	56.000p	60.000p	84.710p
<b>1 Year Contract</b>				
- estimated annual cost	£519.37	£328.91	£339.72	£420.25
- unit charge	32.268p	24.740p	26.300p	23.440p
- daily standing charge	116.010p	59.000p	60.000p	85.660p
<b>Hook Mill Lane Depot S 20 0005 2492 784</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>	<b>Supplier 4</b>
<i>Current Annual usage</i>	<i>£147.39</i>	<i>£147.39</i>	<i>£147.39</i>	<i>£147.39</i>
<b>3 Year Contract</b>				
- estimated annual cost	£342.91	£217.26	£224.79	£317.82
- unit charge	30.895p	25.270p	26.300p	23.440p
- daily standing charge	111.070p	58.000p	60.000p	85.660p
<b>2 Year Contract</b>				
- estimated annual cost	£350.53	£209.92	£224.68	£314.24
- unit charge	31.582p	25.090p	25.800p	22.940p
- daily standing charge	113.540p	56.000p	60.000p	84.710p
<b>1 Year Contract</b>				
- estimated annual cost	£358.15	£220.79	£224.59	£334.74
- unit charge	32.268p	24.740p	25.400p	22.860p
- daily standing charge	116.010p	59.000p	60.000p	90.330p

<b>Bagshot Chapel</b>				
<b>S 20 0000 3502 355</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>	<b>Supplier 4</b>
<i>Current Annual usage</i>	<i>£144.47</i>	<i>£144.47</i>	<i>£144.47</i>	<i>£144.47</i>
<b>3 Year Contract</b>				
- estimated annual cost	£338.80	£213.72	£221.10	£314.53
- unit charge	30.895p	25.270p	26.300p	23.440p
- daily standing charge	111.070p	58.000p	60.000p	85.660p
<b>2 Year Contract</b>				
- estimated annual cost	£346.33	£206.41	£221.06	£311.03
- unit charge	31.582p	25.090p	25.800p	22.940p
- daily standing charge	113.540p	56.000p	60.000p	84.710p
<b>1 Year Contract</b>				
- estimated annual cost	£353.85	£217.33	£221.03	£331.53
- unit charge	32.268p	24.740p	25.400p	22.860p
- daily standing charge	116.010p	59.000p	60.000p	90.330p
<b>Church Yard, Windlesham</b>				
<b>S 20 0002 7545 756</b>	<b>Supplier 1</b>	<b>Supplier 2</b>	<b>Supplier 3</b>	<b>Supplier 4</b>
<i>Current Annual usage</i>	<i>£142.92</i>	<i>£142.92</i>	<i>£142.92</i>	<i>£142.92</i>
<b>3 Year Contract</b>				
- estimated annual cost	£336.75	£215.35	£219.00	£312.66
- unit charge	30.895p	24.740p	25.400p	23.440p
- daily standing charge	111.070p	59.000p	60.000p	85.660p
<b>2 Year Contract</b>				
- estimated annual cost	£344.23	£204.40	£219.00	£209.19
- unit charge	31.582p	25.090p	25.800p	22.940p
- daily standing charge	113.540p	56.000p	60.000p	84.710p
<b>1 Year Contract</b>				
- estimated annual cost	£351.71	£211.70	£219.00	£329.70
- unit charge	32.268p	25.270p	26.300p	22.860p
- daily standing charge	116.010p	58.000p	60.000p	90.330p



# WINDLESHAM PARISH COUNCIL

## APPLICATION FORM

### GRANT UNDER £500

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☒

Lightwater ☒

Windlesham ☒

Name of Organisation/Group	SURREY HEATH NEIGHBOURHOOD WATCH SUPPORT GROUP
Contact Name	[REDACTED]
Position within the organisation/group	TREASURER
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	TO HELP WITH THE COST OF PRINTING OUR QUARTERLY NEWSLETTER WHICH GOES TO ABOUT 2000 RESIDENTS IN BAGSHOT, LIGHTWATER AND WINDLESHAM. THE NEWSLETTERS INCLUDE ARTICLES FROM SURREY HEATH POLICE ALONG WITH OTHER CRIME PREVENTION INFORMATION FOR THE SECURITY OF HOMES, PEOPLE, CARS, BIKES AS WELL AS ONLINE SECURITY. THE NEWSLETTERS ARE ALSO AVAILABLE VIA OUR WEBSITE.
Total cost of purpose/project	£ 1,920
Amount of grant requested:	£ 450

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

Signed... [REDACTED]

Name... [REDACTED]

Position in organisation... TREASURER

14/08/2024

Date.....

APPLICATION FORM

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

The completed form should be returned to The Clerk to Windlesham Parish Council,

The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

Please indicate which village fund you wish to apply to:

For official use ☐ Windlesham ☐ Lightwater ☐ Bagshot

Date Received	Name of Organisation/Group
Date of Council meeting	Contact Name
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	Telephone number
Minute number	Address of Organisation/Group
Postcode	
Email address	
For what purpose/project is the grant requested?	
What is the evidence/need for the purpose/project?	
Total cost of purpose/project	
Amount of grant requested	

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

Signed.....

Name.....

Position in organisation.....



**Item 17 - To re-consider a motion from the Windlesham Committee to approve the spend of up to £65k on the replacement of Windmill Field Playground and to release £15k of the Playground Repairs and Renewals earmarked reserves for this project.**

**Background**

Members are aware that Windmill Field needs replacement. In particular the safety surface is developing large gaps due to shrinkage which has been flagged for monitoring on both the annual and monthly playground inspections.

At the WVC meeting held on the 6<sup>th</sup> March, the Committee unanimously resolved to allocate a budget of between £60,000 and £65,000 for the replacement of Windmill Field Playground.

At the March Full Council meeting (Minute Ref: C/23/206) Cllr Malcaus Cooper proposed, Cllr Hardless seconded and it was resolved unanimously to approve a spend up to 65k provided that at least 50% or more of the funds are sourced externally, with the majority of the funding coming from the landowner (SHBC). No decision was made on the use of the £15k Playground Repairs and Renewals EMR.

**Update**

SHBC has been approached for the following funding:

- **Local Community Improvement Fund** – You will note from SHBC guidance that this fund is for non-parished areas and WPC is not eligible. [Local Community Improvement Fund guidance notes | Surrey Heath Borough Council](#)
- **Capital Bid** – WPC is not eligible due to the management agreement in place.
- **Surrey Heath Lottery grant fund** – You will note from the SHBC information this grant is not currently accepting applications [Surrey Heath Lottery grant fund | Surrey Heath Borough Council](#)
- **Ward Councillor Community Fund Grant up to £500** – checking with RFO.
- **Community Fund 50% of projects over £2k to a maximum of £15k** – As a statutory authority WPC is not eligible for this fund, see SHBC website [About the fund | Surrey Heath Borough Council](#)

SCC Your Fund Surrey has confirmed that the project will be considered by the smaller fund if disaggregated. Cllr Tear has been contacted requesting his support of the project and we are optimistic that we will be able to give a positive update at the meeting.

**Action**

**In line with the Committee Terms of Reference any resolution to spend over £15k must be ratified by Full Council. As things stand, WPC has been unable to secure funds from the land owner (SHBC) therefore, the Council is asked to read the information above and consider if they wish to:**

- a) **Approve the spend of up to £65k to replace the playground, without grant funding from SHBC.**
- b) **Approve the request for the £15k held in the Playground Repairs & Renewals EMR to be ringfenced for this project.**

**Please Note: the availability of the Playground EMR funds may be dependent on the resolution reached at item 27 on the agenda. It is recommended that the Council make a decision that is subject to the outcome of item 29.**



Agenda Item 18- To consider arrangements for Remembrance Day  
Full Council 24<sup>th</sup> September 2024

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

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

In recent years, the Council has agreed a donation of £50 per wreath.

Last year

Windlesham Village Committee agreed to increase the number of wreaths the Council supplied to 2. 1 to be laid at the WFOR and 1 to be laid at the War Memorial. It was also agreed by the WVC Committee to reduce their contribution per wreath from £50 to £25.

Lightwater Village Committee supplied 1 wreath to be laid at the Lightwater War Memorial

Bagshot Village Committee supplied 1 wreath to be laid at the Bagshot War Memorial

Funding

Historically the Remembrance Wreath donations are funded from the War Memorial budget and the available budgets for 24/25 are as follows:

Windlesham £550

Lightwater £610

Bagshot £4,050

Members should be aware that the current budgets are likely insufficient to cover the upcoming war memorial condition surveys and any necessary repairs.

Action

1. Members are asked to decide how many wreaths each committee will lay
2. How much each Committee wishes to donate to cover the cost of the wreaths
3. Which Councillors will represent each committee at the laying of the wreaths

JW

Clerk to the Council

September 24

## **Item 19 - Adoption of Heathpark Woods Community Building**

### **Introduction**

The Council has received a proposal from Persimmon Homes regarding the adoption of a new community building within the Heathpark Woods development in Surrey Heath. This report outlines the details of the proposal and considerations for the Council ahead of the Full Council meeting in September, where members will decide whether to take on the community building.

### **Proposal Overview**

- Developer: Persimmon Homes
- Project: Heathpark Woods Community Building
- Location: Heathpark Woods, Surrey Heath
- Estimated Completion: Early 2027

### **Key Features of the Proposal:**

- Construction: Persimmon Homes will construct the community building along with a car park and landscaped areas.
- Freehold Transfer: Upon completion, the freehold of the building will be transferred to an agreed end user at minimal cost.
- Fit-Out Specification: A set specification for the building's fit-out will be provided by Persimmon Homes.
- Long-Term Maintenance: The purchaser will bear full responsibility for the maintenance of the building and its surrounding areas without any commuted sum from Persimmon Homes.

### **Community Building Details**

The community building will be constructed as per the approved drawings, including the site layout, landscaping, and specific plans for the building itself. These details have been fully agreed upon as part of the Reserved Matters Application (RMA), with no anticipated changes.

### **Utilities and Infrastructure:**

- Electric Vehicle Charging Points (EVCP): The building will be equipped with two EVCPs.
- Connections: The building will have both gas and electric connections.

### **Maintenance and Legal Considerations**

- Maintenance: The end user will be responsible for the ongoing maintenance of the building, car park, and landscaping areas.
- Legal Costs: The end user will need to cover their own legal costs related to the purchase of the site.

### **Timeline**

- Enabling Works: Persimmon Homes will begin enabling works on the site over the next few months.
- Construction Commencement: Construction is expected to start once all planning requirements are met, likely in early 2025.

- **Completion:** The community building is anticipated to be ready by early 2027. However, this timeline is a high-level estimate and will be confirmed once the construction program is set.

### **Conclusion**

The proposal from Persimmon Homes presents an opportunity for Windlesham Parish Council to acquire a new community building, which could serve as a valuable asset for local residents. However, the Council must carefully weigh the financial and legal responsibilities that come with this acquisition. The decision to adopt the Heathpark Woods community building will be made at the Full Council meeting in September, where these factors will be thoroughly considered.

### **Action**

**The Council needs to read the attached business case, along with the attached plans, and decide if they would like to proceed with the adoption of the new community building:**

# Business Case for the Adoption of a Heathpark Woods Community Hall by the Parish Council

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## Executive Summary

This business case outlines the strategic, social, and economic benefits of the parish council adopting and managing the new Heathpark Woods development community hall, as well as the alternative option of adopting the building to be managed by a charitable trust. The acquisition and management of this community hall by the parish council could significantly enhance community cohesion, provide a versatile venue for events, and generate potential revenue streams, contributing to the overall development and well-being of the community while complementing existing village facilities.

However, it is crucial for Members to carefully consider all associated risks, particularly the significant financial risks currently indicated by the available figures. While project costs can only be estimated at this stage, it appears unlikely that the level of hired hours would be sufficient to offset the ongoing operating costs of the hall. This, combined with the initial set-up costs, could expose the Council to financial strain, potentially necessitating the use of existing reserves or an additional charge on the precept to finance the project if the Council were to manage the building. The alternative, of a charitable trust managing the building is not without risk to the Council and will also need careful consideration.

# Objectives

**Enhance Community Engagement:** Create a central hub for social, cultural, and recreational activities, fostering a sense of community.

**Provide a Versatile Venue:** Offer a space for various events such as meetings, educational workshops, and health and wellness groups. Additionally, the building could be used as a satellite office for the Parish Council and an outreach base for Councillors and voluntary sector groups.

**Generate Revenue:** Develop sustainable income streams through rental fees, events, and partnerships.

## Strategic Alignment

The adoption of the community hall aligns with the parish council's strategic goal to improve the quality of life for residents by providing essential services and promoting community cohesion.

It would also:

- Enhance community facilities
- Encourage civic participation
- Promote local culture and heritage

## Option 1 – Council to adopt and manage the building

### Benefits

#### Social Benefits:

- **Increase Community Interaction:** A venue for community events will encourage interaction among residents in the immediate vicinity, of all ages and backgrounds.
- **Support for Local Organisations:** Provide a space for local clubs, groups, and non-profits to meet and operate.
- **Enhance Well-being:** Host fitness classes, mental health workshops, and social gatherings contributing to the physical and mental well-being of residents.

#### Economic Benefits:

- **Revenue Generation:** Rental income from private events, business meetings, and community group activities.
- **Job Creation:** Potential for part-time employment opportunities in hall management, maintenance, and event coordination.

#### Cultural Benefits:

**Cultural Events:** Provide another venue for local artists, musicians, and performers, enhancing cultural vibrancy in the community.

### Risks

#### Operational Risk:

- **Community Engagement:** Risk of underutilisation, where a lack of community engagement and event bookings can result in financial losses and wasted resources

Additionally, low participation and engagement levels could weaken the community's vibrancy and effectiveness.

- Other communities or organisations offering similar benefits could draw away members and resources.
- Compliance & Liabilities: Ensuring compliance with health and safety regulations and other standards is another critical area, as non-compliance can lead to fines or closure. Liability risks are also significant, including potential accidents or injuries on the premises, which could lead to costly legal actions and insurance claims.
- Governance: The parish council must ensure that the hall's management is effective, transparent, and accountable. Poor governance can result in mismanagement, conflicts of interest, and operational inefficiencies. Additionally, there is a risk of volunteer burnout or insufficient volunteer engagement, which can compromise the hall's operations and programming.

Mitigation: Establishment of a dedicated strategic plan with clear operational guidelines.

### Reputation Risks:

- Negative Publicity: Bad press or negative social media exposure can harm the community's reputation and member trust.
- Conflict Resolution: Poor handling of conflicts can exacerbate issues and damage relationships within the community.
- Community Resistance

Mitigation: Engage with the community through consultations and surveys to ensure support and address concerns.

**Financial Risk – see financial analysis below**

## Financial Analysis

### Initial Costs:

Acquisition: the transfer or purchase of the community hall is anticipated to be a nominal fee.

### Operating costs

The detailed costings for the proposed Heathpark Woods Community Hall are shown in Appendix 1 and give a total cost for the initial year of £72,260. The numbers are based on the information available at this time from similar sized centres and include estimates and assumptions as reflected in the notes to the calculations. As such these numbers should not be regarded as definitive. The costs are summarised in the table below:

Heathpark Woods summary costings			£
- Staffing			31,834
- Utilities			10,679
- Security			2,142
- Property			8,905
- Other			100
			53,660
- Capital items (one off costs)			18,600
			72,260

The following points should be noted:

- Staffing costs are based on WPC employing an Administrator, Cleaner and Caretaker. These costs could be reduced if staff were employed on a contractor basis though this would depend on the availability of staff. There would also be other administrative costs associated with the employment of staff that would fall upon the existing staff/councillors.
- The figures include a maintenance reserve for future major works. This would include redecoration of the centre, replacement of fixtures and fittings and similar items. The amounts budgeted would be held in an EMR. Ongoing maintenance costs are included separately.
- The Capital items are to purchase furniture for the hall, office and meeting rooms, electrical appliances for the kitchen and various miscellaneous items that may arise. These are likely to be one-off costs for the initial fit out with minor replacement costs coming from the standard maintenance budget.

### **Revenue projections**

Revenue for the Community Hall could be derived from three sources:

- Series bookings for community groups/businesses (nursery, dance classes etc).
- Ad hoc bookings from the local community for parties or events.
- Hosting for council-backed events – fairs, markets, exhibitions.
- Partnerships and sponsorships, partnering with local businesses and organisations for sponsored events and activities.
- The space could also be used for WPC/Village committee meetings thereby reducing the costs incurred in other areas.

### **Financial Risk**

The financial risk to the Council lies in the ability to cover the costs from the revenue generated. The alternative would be to add an amount to the precept to cover any losses foreseen. The level of revenue generated is difficult to forecast at the current time but is likely to take time to develop. There is also a need to factor in the total level of demand in the Parish that cannot currently be satisfied by other community assets (Field of Remembrance, Briars Centre, 3 x Church halls, various clubs).

A review of the charging structures for a sample of local halls shows the following rates charged to commercial users for hourly hall hire:

- Field of Remembrance, Windlesham	£22
- St John's Church, Windlesham	£22
- Briars Centre, Lightwater	£25
- All Saints Church, Lightwater (commercial)	£25
- All Saints Church, Lightwater (one-off)	£30

Given the location of the hall it is likely that it would require an hourly rate of £22 to be competitive. To effectively match the ongoing costs of £53,660pa this would require the hall to be hired for 2,440 hours, equivalent to an average of almost 47 hours per week over a year. For each reduction in costs of £1,144 the weekly usage required would fall by 1 hour meaning that should sufficient savings arise from the indicative costings then the hire requirement would fall. Note that this would not cover the element of one-off costs which would require either a drawdown from existing reserves or a charge in the precept.

Given the numbers involved the Council will incur significant financial risk in its adoption of the Community Hall. There will be a need for additional funding to be used to pay for the initial set-up costs plus a potential charge to reserves if the hall does not generate a surplus on running costs. This is not sustainable in the long term. The level of usage required would suggest that, particularly in the early years, this would be the case. The alternative would be to provide funding through a charge to the precept which may be difficult at a time when demands on the Council are already increasing. (This would be particularly relevant in the case of a separation of the Council under the CGR which would potentially leave Windlesham ratepayers more exposed assuming the centre were to pass to a new Parish Council.)

## Implementation Plan

Phase 1:

- Engage with stakeholders for input and support.
- Secure approval from the parish council and relevant authorities.

Phase 2:

- Finalise acquisition terms.
- Equip the hall with the necessary facilities and amenities.

Phase 3:

- Launch and Operation
  - Launch a marketing campaign to promote the hall.
  - Establish a booking system and management team.
  - Host an inaugural event to introduce the hall to the community.

## Conclusion

With careful planning and management, the hall could become a thriving hub of activity, benefiting all residents in the immediate vicinity and surrounding area. However, while adopting the community hall presents an opportunity for the parish council to enhance community engagement and generate revenue it carries significant financial risk which should not be ignored.



## Option 2: Council to adopt the building, for management by a charitable trust.

### Benefits

When a parish council owns a community building that is run by a charitable trust, several benefits can arise from this arrangement. Below are the key advantages:

#### **Operational Flexibility**

- If built on a strong base of volunteers a charitable trust can reduce staffing costs and increase community involvement in the building's operations.
- The trust can design and implement programs, events, and services that are specifically tailored to meet the needs of the local community, making the building a vibrant and relevant hub for residents.

#### **Reduced Financial Burden on the Parish Council**

- By transferring operational responsibilities to a charitable trust, the parish council can reduce its financial and administrative burden, freeing up resources for other community needs.
- The council retains ownership of the asset while benefiting from the trust's management, sharing the responsibility for maintaining the building and ensuring its use aligns with community needs.

#### **Enhancement of Parish Council's Reputation**

- Partnering with a charitable trust can enhance the parish council's reputation as a community-focused body that promotes social value and supports local initiatives.
- The arrangement can showcase the council's commitment to enabling community-led management and decision-making, reinforcing its role as a facilitator of local empowerment.

### Risks

Running the Heathpark Woods community building through a charitable trust presents several risks to the Parish Council. Here are the key risks that should be considered:

#### **Financial Sustainability**

- Charitable trusts often rely on donations, grants, and fundraising activities. If these sources of income are insufficient, the trust may struggle to cover operational costs, maintenance, and unexpected expenses.

#### **Maintenance and Upkeep**

- The trust will be responsible for the ongoing maintenance of the building and its surrounding areas, which can be a significant financial burden. Without a commuted sum from Persimmon Homes, these costs could escalate over time.
- If funds are insufficient, there might be a temptation to defer maintenance, which can lead to deteriorating conditions and higher costs in the long run.

### **Regulatory and Compliance Issues**

- The trust must comply with regulations governing charitable organisations, including reporting requirements, governance standards, and restrictions on how funds can be used.
- A charitable trust requires a board of trustees, who must act in the best interest of the trust. Poor governance or conflicts of interest could lead to legal issues or mismanagement of the building.

### **Operational Challenges**

- Charitable trusts often rely heavily on volunteers for day-to-day operations. A lack of skilled or committed volunteers could impact the effectiveness of the building's management.
- The trust may face challenges in maintaining high-quality services or programming if resources are limited, affecting the building's attractiveness and utility to the community.

### **Liability and Legal Risks**

- The trust could be held liable for accidents or damages occurring on the property. Adequate insurance is essential, but this adds to the operational costs.
- The trust must comply with various legal requirements, including health and safety regulations, employment laws (if it hires staff), and property management laws. Failure to comply could result in fines or legal action.

### **Sustainability and Succession**

- The long-term success of the trust depends on strong leadership. High turnover in trustees or key volunteers could lead to instability and challenges in strategic planning.
- If the trust fails to achieve its objectives or manage the building effectively, it may face dissolution. The building's future in such a scenario could be uncertain, with ownership potentially reverting to the Parish Council.

### **Reputation Risks**

- If the trust is seen as ineffective or mismanages the building, it could damage the reputation of both the trust and the Parish Council. This could also affect future fundraising efforts and community support.

## **Financial Analysis**

### **Operating costs**

The centre could be run as a Charitable Trust though for it to do so it would require to be registered as such and would require its own bank accounts and set of books and records. This may present complications going forward and could have costs attached.

The detailed costings reflected in Appendix 1 provide the basis for the calculation of the costs that would be incurred if the centre were to be run as a Charitable Trust. If this were the case however the staffing costs would likely be reduced as most of the roles would become voluntary positions. (The level of cleaning required though would depend on the level and nature of the hirers). This would reduce costs significantly though would require somewhere in the region of £20k hire fees to break even – assuming the cost of capital items were either subject to a council grant or repaid over a period.

The following points should be noted:

- This method does require significant volunteer help which may be a problem given that the FoR is also a voluntary organisation and has to some extent denuded the pool of available volunteers.
- Some cleaning would be required so a source of cleaners would need to be found. Given the issues the Council has had in appointing cleaners for the main Council offices this may be an issue (it is difficult to find someone willing to work for only a few hours a week).
- Ultimately the Council would retain the liability for any losses incurred in the operation of the building. There would be no available reserves to cushion losses and, given that the centre may require time to reach the required hiring levels it is likely that initial losses would be incurred that would need to be funded. The Council would probably need an EMR with funds available to fund initial start-up costs and any future losses which would need to be raised from either the general reserves (with the restrictions noted elsewhere) or via the precept.

## Implementation Plan

Phase 1:

- Engage with stakeholders for input and support.
- Secure approval from the parish council and relevant authorities.

Phase 2:

- Finalise acquisition terms.
- Equip the hall with the necessary facilities and amenities.
- Establish a trust and management committee

Phase 3:

- Launch and Operation
  - Charitable trust to take over the management of the building and
    - Launch a marketing campaign to promote the hall.
    - Establish a booking system and management team.
    - Host an inaugural event to introduce the hall to the community.

## Conclusion

In conclusion, entrusting the management of a parish council-owned community building to a charitable trust could offer significant financial, operational, and community-centred benefits, transforming the building into a valuable asset for local residents. However, it is crucial for the Parish Council to carefully balance these advantages against potential risks and local factors that could influence the trust's success. Establishing the trust with robust governance, sound financial planning, and effective risk management strategies will be key to ensuring the building's long-term viability and positive impact on the community.

# Appendix 1 – Operating Costs

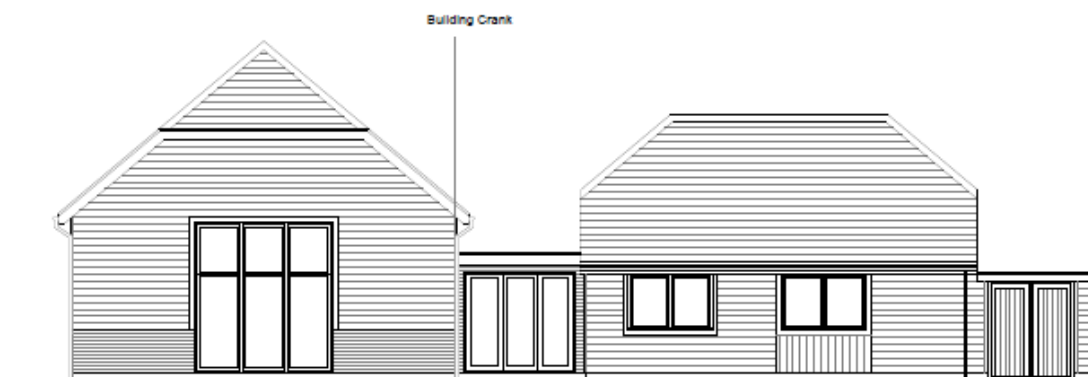
Appendix A: HEATHPARK WOOD COMMUNITY BUILDING - INDICATIVE COSTINGS (JULY 24)						
	Notes	£	£	Comments	Source	
<b>Expenditure</b>						
- Staffing	1			National minimum wage is £11.44		
- Manager/Administrator		10,920		£15 ph x 10 hours per week plus NI/pension (13% + 27%)	Assumes Administrator is a employed by the Council - pay at £15ph	
- Cleaner		9,994		£11.44 ph x 2 hours x 6 days plus NI/pension (13% + 27%)	Assumes cleaner is a employed by the Council - pay at National minimum wage	
- Caretaker		10,920		£15 ph x 2 hours x 5 days plus NI/pension (13% + 27%)	Assumes caretaker is a employed by the Council and is paid £14ph. Includes on call time	
			31,834			
- Utilities						
- Rates (property)		5,269		£439 x 11; £440.20 x 1	2024-25 rates for Council Offices	
- Gas		1,800		Assumes gas appliances fitted in kitchen/heating	Estimate	
- Electricity		1,601		Standing charge - £13.41pm; Electricity usage - £120pm. (Solar panels to be fitted which may reduce the electricity cost)	Council office monthly bill - 2 July 24. Monthly cost doubled due to size and likely use of centre	
- Water		809		6 month charge x 4 based on type and duration of usage	1 Mar - 31 Aug 24, Office water bill	
- Telephony/broadband		1,200		Charge assumes that the building will have broadband coverage and available telephones (office and meeting room space)	Estimate	
			10,679			
- Security						
- Alarm contract		162		Annual maintenance charge	Based on current WPC office charge	
- Entry system		240		Annual charge - assumes card system included in property design	Estimate	
- Fire prevention/alarm systems		240		Extinguishers/alarm system	Estimate	
- CCTV		1,500		Assumes CCTV is fitted as part of design brief	Based on current WPC office charge	
			2,142			
- Property						
- Insurance		800		Addn charge for Council to cover building/assets	Estimate	
- Maintenance		1,500		Should be minimal maintenance on a new building, will increase subsequently (window cleaning, misc repairs, replacement of damaged items etc)	Estimate	
- Maintenance reserve (EMR)	2	2,500		Large scale maintenance requirement - redecoration etc	Required for future maintenance requirements	
- Refuse collection		2,550		Includes general waste and food waste (£1,800); feminine hygiene (£750)	WEPC/Hants Council informative figures	
- PAT testing		120		Depends on appliances held	Estimate	
- Legionella testing		35		Annual charge for testing	Goodwater bill for Council office - 27 Jun 24	
- Cleaning materials		300		General cleaning materials incl. tools	Estimate	
- Hygiene services - supplies		500		Hand wash, loo rolls etc	Estimate	
- Hygiene services - fem hygiene		600		Feminine hygiene items	WEPC informative figures	
			8,905			
- Other						
- PRS licence		100		Required if music is played at the venue	Current PRS minimum charge	
			100			
- Capital items (one off costs)	3					
- Kitchen appliances		2,000				
- Kitchen equip (cups, cutlery etc)		600				
- Furniture		12,000				
- Computer/audio-visual equip		4,000				
			18,600			
Total expenditure			72,260			
Surplus/(deficit) for the period			(72,260)			
<b>Notes</b>						
1	Assumes that staff can be found to fill these positions. Reduced hours required may mean it is difficult to recruit for the positions. Hourly paid contract workers may reduce the cost if available					
2	The maintenance reserve is included to pay for future maintenance costs, replacement of capital items or major works such as redecoration					
3	Capital items are those that are required to make the centre fit for use and would include tables and chairs for the main hall, office furniture etc. There is no indication that these costs would be included in the initial build plan					



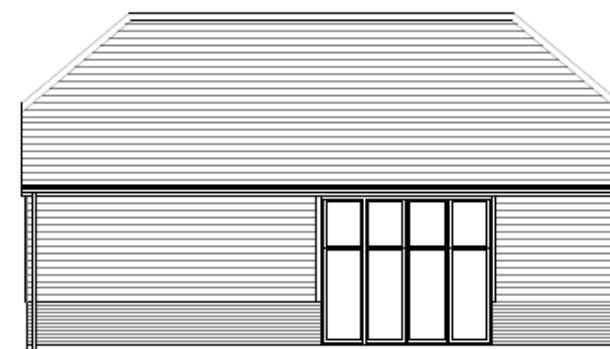




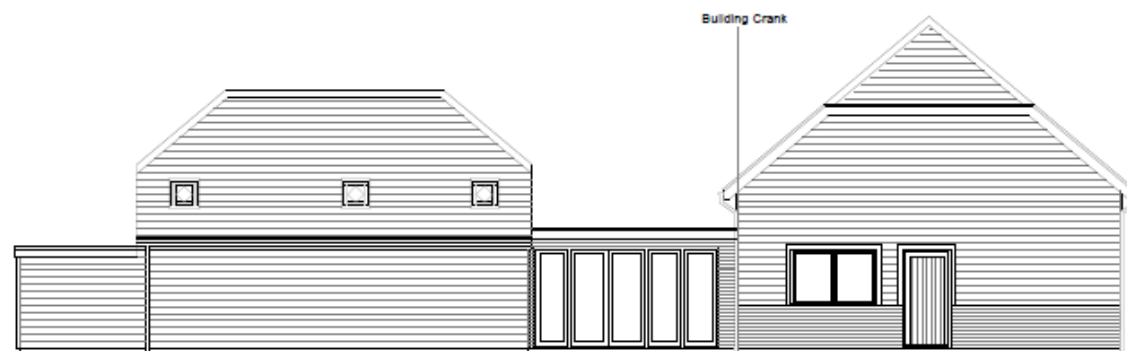
A3



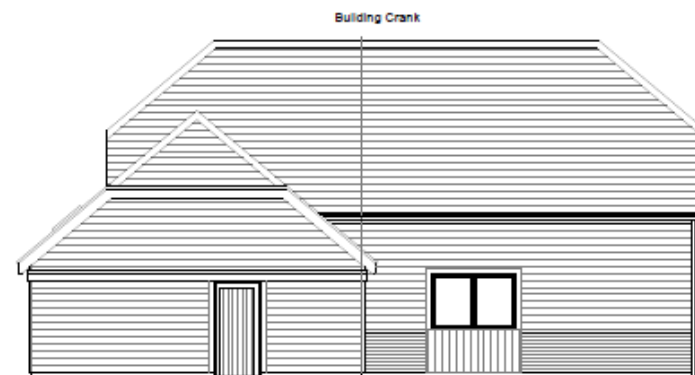
Front Elevation



Side Elevation



Rear Elevation



Side Elevation

scale 1:100



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Rev	Description	Date	By	Ch
A	Issued for Planning	05.03.20	AY	
B	Side elevation (bottom right corner) revised.	22.04.20	MD	
C	Revisions updated to show cycle store.	05.05.20	AY	
D	Revisions updated to show car door.	01.08.20	AY	
E	Revisions updated to suit sketch, issued for Planning.	09.08.20	AY	

Date	By	Ch
05.03.20	AY	
22.04.20	MD	
05.05.20	AY	
01.08.20	AY	
09.08.20	AY	

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Project: WOODLANDS LANE, Windlesham

Drawing: Community Centre  
Elevations

Client: Charles Church Southern Ltd and Vestal Developments Ltd.

Job no: PER5180427 Date: Feb/2020

Dwg no: CC-# Rev: E

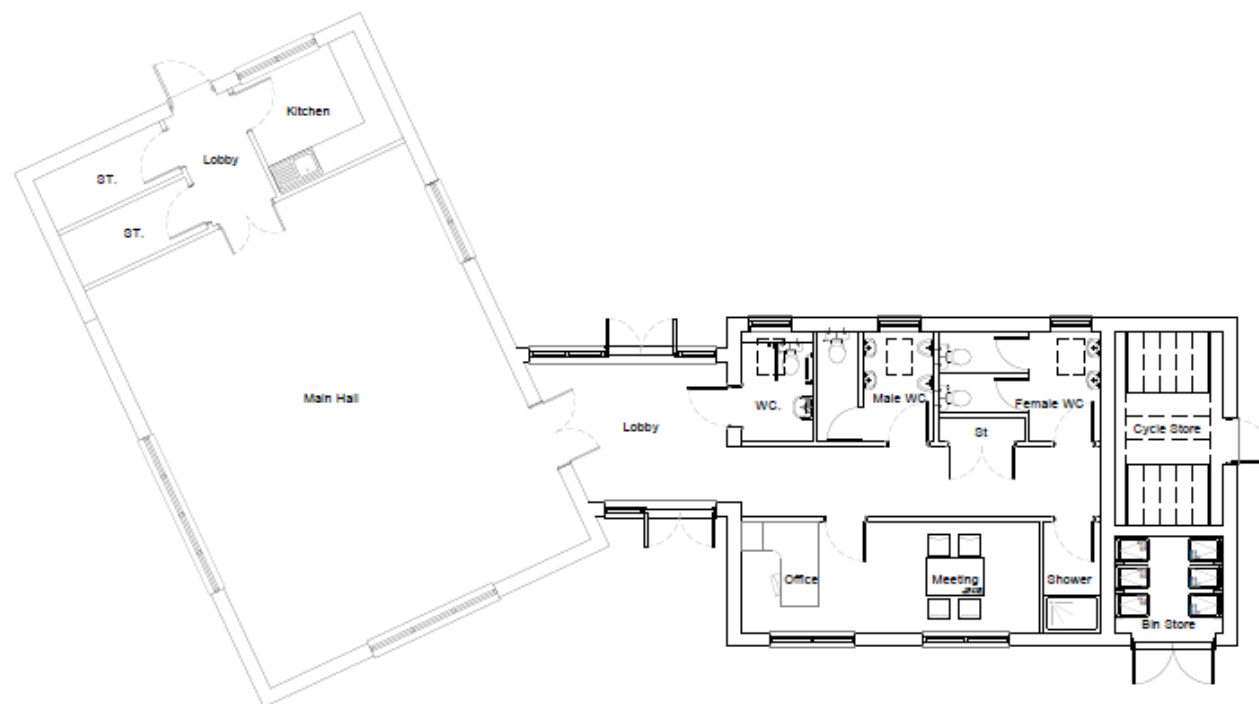
Author: MD Checker: Scale: 1:100 at A3

Status: PLANNING Office: Romsey

Client ref:



A3



Floor Plan

scale 1:100



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Rev	Description	Date	By	Ch
A	Issued for Planning	05.03.20	AT	
B	Cycle store and room dimensions added. 2x WC converted to storage.	05.03.20	PJG/JP	
C	Meeting and office partition wall omitted.	03.03.20	JP	
D	Bin store added to floor plan.	03.03.20	JP	
E	Updated to suit sketch, issued for Planning	09.08.20	JP	

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Project: WOODLANDS LANE, Windlesham

Drawing: Community Centre

Floor Plans

Client: Charles Church Southern Ltd and Vestal Developments Ltd.

Job no: PERSL80427

Dwg no: CC.p

Author: MD

Status: PLANNING

Client ref:

Date: Feb/2020

Rev: D

Scale: 1:100 at A3

Office: Romsey









## **Item 20 – To consider a motion from Cllrs Malcaus Cooper and Turner**

### **Motion :**

Members are asked to consider amending the Village Committee's terms of reference to transfer responsibility for Hook Mill Lane Depot, which is located in Lightwater, from the Council's top-level asset management to the Lightwater Village Committee. This will involve transferring all associated budgets and management responsibilities (subject to Financial Regulations) to the Lightwater Committee. It is also proposed that the current terms of reference are amended to reflect that any income derived from Hook Mill Lane Depot, including any sale proceeds, will be retained by the Village Committee for the benefit of Lightwater residents.

The purpose of this motion is to ensure that, in the absence of Lightwater's ability to generate any Community Infrastructure Levy (CIL) funds, the proceeds from the sale will go some way to address the imbalance in CIL funds across the Parish. This will give the Lightwater Committee the ability to mitigate the inevitable impact on Lightwater Village from surrounding developments, such as the upcoming Heathpark Wood development in Windlesham.

### **Background:**

Hook Mill Lane Depot was originally used by the Council's greenspace team. However, with the outsourcing of these services, the depot is no longer required by the Council. The land is subject to a covenant held by Thames Water and is crossed by electricity pylons, making its disposal more complex and potentially reducing its overall value.

### **Proposers:**

Cllr Katia Malcaus-Cooper  
Cllr Alf Turner

## **Item 21 – Hook Mill Lane – Intent to Market**

At the July Full Council meeting, it was resolved to delegate authority to the Clerk, Cllr Turner, Cllr White, and Cllr Hardless to obtain firm quotes from land agents to market the land and appoint based on best value. Please note this decision was based on the Council opting for an unconditional sale.

Three quotes have been obtained and delegated Members/Officer have met with the agents concerned to discuss the quotes provided and to explore the best possible approach to maximising the value of this asset for the parish.

**All agents proposed a different approach, however two agents felt that the Council should also consider a sale that is subject to planning, in order to obtain best value. Members are now asked to consider the information and options below and decide the most suitable course of action to ensure the best outcome for the community.**

### **Summary of Discussions**

**1. Auction:** To sell Hook Mill Lane Depot via public auction. This method offers a straightforward and time-efficient process, potentially attracting a wide range of buyers. However, there is some uncertainty regarding the final sale price, which would be determined by the highest bid on the day of the auction. It was noted that auction sales can sometimes achieve less than expected, particularly if there are unforeseen issues or if the market is not particularly strong at the time of sale and a reserve would need to be set to ensure that the land was not sold below market value.

**2. Unconditional Tender with Sealed Bids:** The second agent suggested marketing the site through an unconditional tender process, where interested parties would submit sealed bids. This method allows potential buyers to submit their best offer without knowing what others are bidding, potentially driving up the final sale price. However, this option also carries the risk of receiving lower offers if bidders are overly cautious. It does provide the advantage of a more controlled and private sales process.

**3. Sale Subject to Planning Permission:** Another option discussed was selling the Hook Mill Lane Depot subject to planning permission. Under this approach, the parish would enter into a contract with a buyer, contingent on the buyer obtaining the necessary planning permission for their intended development. This method could allow the parish to secure a higher sale price, as developers often value the certainty that comes with having planning permission in place. However, this option could prolong the sale process, as it would depend on the time required to secure planning approval.

### **Considerations and Recommendations**

**Engaging a Planning Consultant:** One recommendation was for the Parish Council to engage a planning consultant to investigate the planning limitations and potential of the site. This approach would involve obtaining planning advice to clarify what types of development might be permissible on the site. By exploring the site's planning potential, the parish could position the property to be sold subject to planning approval. This could significantly increase the site's value, as developers are often willing to pay a premium for land with clear development prospects.

Each option presents different advantages and challenges:

- **Auction** provides speed and simplicity but comes with the risk of a lower sale price.
- **Unconditional Tender** may yield a better price through competitive bidding but lacks the guarantee of an optimal outcome.
- **Sale Subject to Planning** offers the possibility of achieving the highest price, though it extends the timeline due to the planning approval process.
- **Planning Consultant Engagement** offers the potential for a higher sale price by making the site more attractive to developers, although it requires an initial investment of time and resources.

### **Recommendation**

Given the varied responses from the land agents, the Parish Council may wish to consider which option aligns best with its objectives. If the priority is to maximize the financial return, engaging a planning consultant to explore the site's full potential could be the most beneficial route. Alternatively, if the council seeks a quicker sale, the auction or tender process may be preferable.

**Item 22 - To consider a request from SALC for the Clerk and Chair of Council to give a presentation on the APM format at the Clerks and Councillors forums respectively.**

The Clerk has received a request from the Surrey Association of Local Councils (SALC) to speak about the format of the Windlesham Parish Council Annual Parish Meeting at the January Clerks Forum. SALC believes it would be beneficial for Windlesham Parish Council to share its insights and experiences with other Clerks and Councillors as they prepare for their own meetings next year.

In addition, the Chair of the Council has also been invited to deliver a similar presentation at the Councillors Forum.

These invitations provide an excellent opportunity to share good practice.

**Members are asked to consider the above request and decide if they would like both the Clerk and the Chair of Council to speak at these forums.**

**Item 23 – SHBC review of polling districts and polling places – To consider making representation.**

**Full Council 24<sup>th</sup> September 2024**

Surrey Heath Borough Council is required to carry out a review of its polling districts and polling places before January 2025 and Windlesham Parish Council has been invited to send a formal response to the consultation.

Attached is the consultation document for this review, which contains draft proposals and other supporting information.

**Action**

**Members are asked to read the attached document and decide if they wish to make a formal representation.**

**Please note: All responses to the consultation will be published on the SHBC website (with redactions as necessary).**

The deadline for consultation responses is **2 October 2024**.



# **Public Consultation Document Polling District and Polling Places Review for the Borough of Surrey Heath**

September 2024

Nick Steevens  
Chief Executive  
Surrey Heath Borough Council  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD



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## Contact information

Information on who can make representations and where to address representations is given on page 5. Should you wish to speak to someone about this review or want further information please contact

Rachel Whillis  
Democratic Services Manager  
Surrey Heath Borough Council  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

Telephone: 01276 707165  
Email: [vote@surreyheath.gov.uk](mailto:vote@surreyheath.gov.uk)

## **1. Background to this review**

The Electoral Registration Act 2013 introduced a formal process for the timings of compulsory reviews of UK Parliamentary polling districts and polling places. A full review of the whole borough must be undertaken at intervals of not less than five years. The next compulsory review must be completed by no later than January 2025.

This review also incorporates proposed changes to Surrey County Council divisions that was submitted to Parliament on 25 July 2024. Any material changes required arising from the Order's progression through Parliament will be subject to a further consultation.

## **2. The Review Process**

The main issues considered in the development of the proposals were:

- To seek to ensure that all electors in the district have such reasonable facilities for voting as are practicable in the circumstances.
- Where possible, no more than 2,250 electors should vote at any one polling station (not including postal voters); however, there can be more than one polling station in a polling place.
- Proposed future developments that will increase the number of dwellings and the potential number of electors in a ward or polling district over the next four years.
- To ensure that so far as is reasonable and practicable, the polling places are accessible to those who are disabled.
- Where possible to reduce the number of schools used as polling places.

This review document will be sent to all stakeholders, including the Returning Officer, local members of parliament, Councillors and local political parties. It will also be sent to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last until 2 October 2024. The timescale will allow for formal ratification of the final scheme of polling districts and polling places to be agreed at the Council meeting of Wednesday 11 December 2024.

A list of the proposed polling districts and polling places is attached as an Appendix B to this document. It is proposed that Surrey Heath will have 26 polling districts.

Information about the review can be found on the [open and upcoming consultations page on the Council's website](#).

Maps of the proposed polling districts can be requested by contacting the Democratic Services team via the contact details in Section 3.

## **3. Making representations**

Any registered elector in Surrey Heath may make representations to the Council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places where appropriate and to give reasons for the alternative.  
Any representations must be received by **Wednesday, 2 October 2024**.

All representations should be addressed to:

Polling Review  
Democratic Services  
Surrey Heath Borough Council  
Surrey Heath House  
Knoll Road  
Camberley  
Surrey  
GU15 3HD

If you prefer you can email your representations to [vote@surreyheath.gov.uk](mailto:vote@surreyheath.gov.uk)

Responses can also be submitted via [the Review of Polling Districts and Polling Places online form](#)

#### **4. Completion of the review**

The Council will publish:

- all correspondence received in connection with the review.
- all representations made by any person in connection with the review.
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

A report on the final proposed scheme of polling districts and polling places will be presented for formal ratification at the Council meeting of 11 December 2024

## 5. The timetable for this review

<b>Review Stage</b>	<b>Timescale</b>	<b>Comments</b>
Preliminary stage giving notice of the review	Monday, 2 September 2024	Notice of the review published on the Council's website and in the Council Offices.
Consultation Stage	Monday, 2 September to Wednesday, 2 October 2024	Sent to: <ul style="list-style-type: none"> <li>• Borough Councillors</li> <li>• County Councillors</li> <li>• Parish Councils</li> <li>• Acting Returning Officer</li> <li>• Political parties active within Surrey Heath</li> <li>• MP</li> <li>• Disability involvement groups</li> <li>• Posted on Council website</li> <li>• Links posted on social media channels</li> </ul>
Consideration of all representations	Thursday, 3 October 2024 – Friday, 29 November 2024	N/A
Publication of recommendations in the Council agenda	Tuesday, 3 December 2024	N/A
Formal ratification of new polling districts and polling places	Wednesday, 11 December 2024	Full Council meeting
Notice of Publication of Register of Electors	Monday, 3 February 2025	Notice published in at least one local paper plus website and office
New polling districts and polling places designated	Monday, 3 February 2025	Publication of the revised Register of Electors

## 6. Challenging the Outcome of the Review

Although the Electoral Commission has no initial role in the review process itself, it does have an important role in respect of considering representations and observations made that a Council has not conducted a review so as to:

- meet the reasonable requirements of the electors in the constituency, or a body of them (i.e. the reasonable requirements of a particular area of the authority have not been satisfactorily met); or
- take sufficient account of the accessibility to disabled persons of polling stations within a designated polling place.

## **7. Who may make a representation to the Electoral Commission?**

The following may make representations to the Electoral Commission:

- not less than 30 registered electors within the constituency
- any person who made representations to the Council when the review was being undertaken (except the Returning Officer)
- any person who is not an elector within the constituency who the Electoral Commission feels has sufficient interest in the accessibility of disabled persons.

The Returning Officer may also make observations on any representations made to the Commission.

## **8. Review by the Electoral Commission**

The Electoral Commission is required to consider any such representations and observations and, after doing so, may direct the relevant Council to make any alterations it sees necessary to the polling places designated by the review.

Should a Council fail to make the alterations within two months of the direction being given, the Commission may make the alterations itself.

## Appendix A: Current Schedule of Polling Districts & Polling Places

Details of Polling District streets per polling district are available from Democratic Services

Ward	Polling District	Existing Polling Place	Proposed Changes
St Michaels	AA – St Michaels (West)	Bethel Prayer House Queen Mary Avenue, Camberley GU15 3BH	None
St Michaels	AB – St Michaels (East)	Adult Education Centre France Hill Drive Camberley GU15 3QE	Consideration of alternative polling place, as set out in Appendix B
Town	BA – Town	Camberley Theatre Knoll Road Camberley GU15 3SY	It is proposed to create a single polling district in Town ward and rename the polling district B - Town
Town	BB – The Terrace	Bethel Prayer House Queen Mary Avenue, Camberley GU15 3BH	It is proposed to create a single polling district in Town ward and rename the polling district B - Town
Old Dean	C – Old Dean	Surrey Heath Young People and Family Centre Kingston Road Camberley GU15 4AE	None
Watchetts	DA – Watchetts (West)	Camberley Guide Headquarters Crabtree Road	None

## Appendix A

Ward	Polling District	Existing Polling Place	Proposed Changes
Watchetts	DB – Watchetts' (East)	St Mary's Church Centre, Park Road Camberley GU15 2SR	polling district to incorporate the electors currently within the DC polling district.
Watchetts	DC – Watchetts (Outer)	St Mary's Church Centre, Park Road Camberley GU15 2SR	It is proposed to abolish this polling district and move the electors therein to DB – Watchetts (East)
St Pauls	EA – St Pauls (West)	St Paul's Church Hall, Church Hill Camberley GU15 2AD	It is proposed to create a single polling district in St Pauls ward and rename the polling district E – St Pauls
St Pauls	EB – St Pauls (East)	St Paul's Church Hall, Church Hill Camberley GU15 2AD	It is proposed to create a single polling district in St Pauls ward and rename the polling district E – St Pauls
Frimley	F – Frimley	St Peter's Church Hall Parsonage Way Frimley Green Road Frimley Camberley GU16 5HZ	It is proposed to divide the ward into two polling districts to reflect the county division boundaries and name the  FA – Frimley (West) FB – Frimley (East)
Parkside	G – Parkside *	St Francis' Church Hall Upper Chobham Road Frimley Camberley GU15 1EE	None

Ward	Polling District	Existing Polling Place	Proposed Changes
Heatherside	H - Heatherside	Heatherside Community Centre Martindale Avenue, Camberley GU15 1AX	None
Frimley Green	IA – Frimley Green (North)	Frimley Community Centre Balmoral Drive Frimley Camberley GU16 9AR	None
Frimley Green	IB – Frimley Green (South)	Frimley Green Youth Centre Wharfenden Way Frimley Green Camberley GU16 6PJ	It is proposed to designate Frimley Green Club, Sturt Road, Frimley Green, GU16 6HX
Frimley Green	IC – Frimley Green (Parsonage Way)	St Peter's Church Hall Parsonage Way Frimley Green Road Frimley Camberley GU16 5HZ	It is proposed to retain this polling district, subject to consultation on whether to merge it with IA – Frimley Green (North)
Mytchett & Deepcut	JA – Mytchett	The Mytchett Centre 140 Mytchett Road, Mytchett Camberley GU16 3AA	None
Mytchett & Deepcut	JB –Deepcut	Deepcut Village Centre Swordsman Road Deepcut Camberley GU16 6SR	None



Ward	Polling District	Existing Polling Place	Proposed Changes
Bagshot	KA – Bagshot (North)	Windle Valley Centre Park Street Bagshot GU19 5AQ	None
Bagshot	KB – Bagshot (South)	Connaught Pavilion Whitmoor Road, Bagshot GU19 5QE	None
Bagshot	KC – Windlesham North	Windlesham Club & Theatre Kennel Lane Windlesham GU20 6AA	None
Lightwater	LA – Lightwater (East)	All Saints Church Hall Broadway Road Lightwater GU18 5SJ	None
Lightwater	LB – Lightwater (West)	The Briars Centre Briars Avenue, Lightwater GU18 5YY	None
Bisley & West End	MA – Bisley	Bisley Village Hall School Close Bisley GU24 9DE	None
Bisley & West End	MB – West End	Tringham Hall Benner Lane West End GU24 9JP	None

## Appendix A

Ward	Polling District	Existing Polling Place	Proposed Changes
Windlesham & Chobham	NA – Windlesham South	Windlesham Club & Theatre Kennel Lane Windlesham GU20 6AA	None
Windlesham & Chobham	NB – Chobham	Chobham Village Hall Station Road Chobham GU24 8AQ	None
Windlesham & Chobham	NC – Valley End	Valley End Institute Highams Lane Valley End Chobham GU24 8TD	None

## Appendix B

### Existing polling districts, polling places and Acting Returning Officer's proposed representations

#### St Michaels Ward

<b>Number of Polling Districts:</b>	Two
<b>Number of Polling Places:</b>	Two
<b>Electorate:</b>	4,509
<b>Proposed changes:</b>	Consult on changing the polling place for AB St Michaels (East) polling district

Polling District	Electorate	Current Polling Place
AA – St Michaels (West)	1,854	Bethel Prayer House, Queen Mary Avenue, Camberley, GU15 3BH
AB – St Michaels (East)	2,655	Adult Education Centre, France Hill Drive, Camberley

Polling District	Electorate	Proposed Polling Place
AA – St Michaels (West)	1,854	Bethel Prayer House, Queen Mary Avenue, Camberley, GU15 3BH
AB – St Michaels (East)	2,655	It is proposed to consult on whether to retain the current polling place or designate a new polling place for this polling district.

#### Comments by the Returning Officer and Options Considered

It is proposed to consult on whether to retain the Adult Education Centre as the designated polling place for the AB polling district. The Centre is identified as a development site in the Local Plan. The following alternative venues will be considered as part of this review:

- St Tarcisius Church, 227 London Road, Camberley.
- New Apostolic Church, France Hill Drive, Camberley.

Representations on alternative options are also welcomed.

#### Town Ward

<b>Number of Polling Districts:</b>	Two
<b>Number of Polling Places:</b>	Two (One proposed)
<b>Electorate:</b>	4,421

**Proposed changes**

It is proposed to abolish the BA and BB polling districts and create a single polling district for the ward

<b>Polling District (current)</b>	<b>Electorate</b>	<b>Current Polling Place</b>
BA - Town	4,389	Camberley Theatre, Knoll Road, GU15 3SY
BB – The Terrace	32	Bethel Prayer House, Queen Mary Avenue, Camberley, GU15 3BH

<b>Polling District (proposed)</b>	<b>Electorate</b>	<b>Proposed Polling Place</b>
B - Town	4,421	Camberley Theatre, Knoll Road, GU15 3SY

**Comments by the Returning Officer and Options Considered**

It is proposed to abolish the BA and BB polling districts and create a single polling district for this ward. The new polling district will be given the reference 'B - Town'. The county division and borough ward boundaries are now coterminous, enabling this change. Camberley Theatre will be the designated polling place for this new polling district. The electors currently in BB polling district will have a new polling place.

**Old Dean Ward**

**Number of Polling Districts:** One  
**Number of Polling Places:** One  
**Electorate:** 3,975  
**Proposed changes** None, but representations are welcomed on whether to create a new polling district for the southern section of the ward.

<b>Polling District</b>	<b>Electorate</b>	<b>Current and Proposed Polling Place</b>
C – Old Dean	3,975	Surrey Heath Young People and Family Centre, Kingston Road, Camberley

**Comments by the Returning Officer and Options Considered**

Representations have been received prior to this review regarding the suitability of the current polling place for electors in the roads located to the south of the London Road, a busy A road that must be crossed to access the polling place. This area had been in the St Pauls ward prior to the changes to ward boundaries that came into effect in 2019, with electors voting at St Pauls Church. Alternative locations within

the area in Old Dean ward to the South of the A30 were sought following the publication of the boundary changes but no suitable options, including options for siting a temporary structure within the area, were identified.

Any such changes would necessitate the creation of a new polling district and the designation of a polling place for this polling district. The representation suggested designating St Pauls Church as the polling place for these electors. If this proposal was adopted, it would result in electors voting for different wards within the same polling place at borough council elections, which could cause confusion.

## Watchetts Ward

**Number of Polling Districts:** Three (One proposed)  
**Number of Polling Places:** Two  
**Electorate:** 4,162  
**Proposed changes:** It is proposed to abolish the DC polling district.

Polling District (current)	Electorate	Current Polling Place
DA – Watchetts (West)	1,351	Camberley Guide Headquarters, Crabtree Road, Camberley.
DB – Watchetts (East)	2,594	St Mary's Church Hall, Park Road, Camberley
DC – Watchetts (Outer)	217	St Mary's Church Hall, Park Road, Camberley

Polling District (proposed)	Electorate	Proposed Polling Place
DA – Watchetts (West)	1,351	Camberley Guide Headquarters, Crabtree Road, Camberley.
DB – Watchetts (East)	2,811	St Mary's Church Hall, Park Road, Camberley

## Comments by the Returning Officer and Options Considered

It is proposed to abolish the DC polling district and alter the boundary of the DB polling district to include this area, as the county division and borough ward boundaries are now coterminous. St Mary's Church Hall will be the designated polling place for this extended polling district.

## St Pauls Ward

**Number of Polling Districts:** Two (One proposed)  
**Number of Polling Places:** One  
**Electorate:** 4,026  
**Proposed changes:** It is proposed to abolish the EA and EB polling districts and create a single polling district for the ward.

<b>Polling District (current)</b>	<b>Electorate</b>	<b>Current Polling Place</b>
EA - St Pauls (West)	3,249	St Paul's Church, Church Hill, Camberley
EB - St Pauls (East)	777	St Paul's Church, Church Hill, Camberley

<b>Polling District (proposed)</b>	<b>Electorate</b>	<b>Proposed Polling Place</b>
E – St Pauls	4,026	St Paul's Church, Church Hill, Camberley

### **Comments by the Returning Officer and Options Considered**

It is proposed to abolish the EA and EB polling districts and create a single polling district for this ward. The new polling district will be given the reference 'E'. The county division and borough ward boundaries are now coterminous, enabling this change. St Paul's Church will be the designated polling place for this new polling district.

### **Frimley Ward**

**Number of Polling Districts:** One  
**Number of Polling Places:** One  
**Electorate:** 3,950  
**Proposed changes:** The options for consultation on the future of polling districts and polling places in this ward are set out below

<b>Polling District (current)</b>	<b>Electorate</b>	<b>Current Polling Place</b>
F - Frimley	3,950	St Peter's Church Hall, Parsonage Way, Frimley

<b>Polling District (proposed)</b>	<b>Electorate</b>	<b>Proposed Polling Place</b>
FA – Frimley (West)	1,928*	St Peter's Church Hall, Parsonage Way, Frimley
FA – Frimley (East)	*2,022	It is proposed to consult on the preferred polling place.

\*indicative numbers based on the anticipated split of polling districts to reflect the revised county division boundaries.

### **Comments by the Returning Officer and Options Considered**

The alteration of county council divisions necessitates the creation of a new polling district in the eastern part of Frimley ward. From May 2025, the section of the ward to the east of Lakeland Drive and Sycamore Drive (inclusive) will fall within Heatherside & Parkside county division, with the remainder of the ward remaining in the Camberley West & Frimley division (previously call Camberley West division). The new polling district will reflect the county division boundaries. A polling place will need to be designated for this new polling district. Options include:

- **St Peter's Church Hall, Parsonage Way.** The polling place would be outside the polling district. However, the Church Hall is currently the allocated polling place for the electorate that will be in the FB polling district. It would not cause the electorate any confusion to attend their current polling place, although if this proposal was adopted it would result in electors voting for different divisions within the same polling place at county council elections, which could cause confusion. This is the Returning Officer's preferred option.
- **Frimley Baptist Church, Balmoral Drive.** The polling place would be slightly outside the polling district. It could cause a degree of confusion for some electors within the Frimley Green ward, who would pass this polling place to attend their designated polling station at Frimley Community Centre, Balmoral Drive. This would be subject to the Church agreeing to its use as a polling place.
- **Lakeside School, Alphington Avenue.** This site is located centrally in the new polling district and has previously been allocated as a polling place for the eastern part of Frimley ward. The new facility at this site is not currently operational and its future use as a SEN school conflicts with the Returning Officer's intention to not use educational facilities where possible.

## Parkside Ward

**Number of Polling Districts:** One  
**Number of Polling Places:** One  
**Electorate:** 4,021  
**Proposed changes:** None

Polling District	Electorate	Current and Proposed Polling Place
G - Parkside	4,021	St Francis' Church Hall, Upper Chobham Road.

### Comments by the Returning Officer and Options Considered

The polling district and polling place in this ward are considered appropriate and there are no recommendations for changes.

## Heatherside Ward

**Number of Polling Districts:** One

**Number of Polling Places:** One  
**Electorate:** 5,912  
**Proposed changes:** None

Polling District	Electorate	Current and Proposed Polling Place
H - Heatherside	5,912	Heatherside Community Centre, Martindale Avenue, Camberley

### Comments by the Returning Officer and Options Considered

The polling district and polling place in this ward are considered appropriate and there are no recommendations for changes.

### Frimley Green Ward

**Number of Polling Districts:** Three  
**Number of Polling Places:** Three  
**Electorate:** 5,380  
**Proposed changes:** Proposed change of polling place for IB polling district.  
 Consultation to be undertaken on the future of IC polling district.

Polling District (current)	Electorate	Current Polling Place
IA – Frimley Green (North)	2,974	Frimley Community Centre, Balmoral Drive, Frimley
IB – Frimley Green (South)	2,368	Frimley Green Youth Centre, Wharfenden Way, Frimley Green
IC – Frimley Green (Parsonage Way)	38	St Peter's Church Hall, Parsonage Way, Frimley

Polling District (proposed)	Electorate	Proposed Polling Place
IA – Frimley Green (North)	2,974	Frimley Community Centre, Balmoral Drive, Frimley
IB – Frimley Green (South)	2,368	Frimley Green Club, Sturt Road
IC – Frimley Green (Parsonage Way)	38	St Peter's Church Hall, Parsonage Way, Frimley
It is proposed to consult on whether to merge this polling district with the IA polling district, with Frimley Community Centre, Balmoral Drive, Frimley as the designated polling place.		



## Comments by the Returning Officer and Options Considered

### IB – Frimley Green (South)

It is proposed to change the polling place for IB polling district to Frimley Green Club, Sturt Road. Due to non-availability of Frimley Green Youth Centre at the postponed Frimley Green election in June 2023 an alternative location was sought. Frimley Green Club was successfully used for that election and subsequently the Police and Crime Commissioner elections in May 2024 and the UK Parliamentary General Election in July 2024. No adverse comments on its use have been received. The continued use of Frimley Green Club avoids any disruption to the educational activities at Frimley Green Youth Centre. It is therefore proposed to designate Frimley Green Club as the polling place for this polling district.

### IC – Frimley Green (Parsonage Way)

It is proposed to review whether to retain the IC polling district, or merge it with IA polling district. Whilst it would be preferable to abolish a small polling district, which is possible as the county division and borough ward boundaries are now co-terminus, consideration has been given to the convenience for the electorate of this small polling district as their existing polling place is adjacent to their road. The polling place for IA polling district is therefore significantly less convenient than the existing arrangements for electors in Parsonage Way.

If the existing polling district is retained, it could be extended slightly to incorporate Bryant Close as this road is immediately adjacent to Parsonage Way. However, it is not proposed to redraw polling district boundaries to include the Ansell Road estate in the IC polling district as it is within a reasonable distance the polling place for IA polling district and the electorate is used to attending that polling place.

If this proposal was adopted, it would result in electors voting for different contests within the same polling place at county and borough council elections, which could cause confusion. However, it only affects a small number of electors and reflects existing arrangements for borough council elections.

The Returning Officer's preferred option is to retain the existing arrangements without alteration.

### Mytchett & Deepcut Ward

<b>Number of Polling Districts:</b>	Two
<b>Number of Polling Places:</b>	Two
<b>Electorate:</b>	5,916
<b>Proposed changes</b>	None

Polling District	Electorate	Current and Proposed Polling Place
JA - Mytchett	3,996	Mytchett Centre, 140 Mytchett Road, Mytchett GU16 6AA

JB - Deepcut	1,920	Deepcut Village Centre, Swordsmans Road,
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### Comments by the Returning Officer and Options Considered

The polling districts and polling places in this ward are considered appropriate and there are no recommendations for changes. However, the Returning Officer welcomes representations on whether the creation of a new polling district is required to serve the Mindenhurst development, with the intention of designating of a new polling place for that area.

### Bagshot Ward

**Number of Polling Districts:** Three  
**Number of Polling Places:** Three  
**Electorate:** 5,896  
**Proposed changes** None.

Polling District	Electorate	Current and Proposed Polling Place
KA – Bagshot (North)	3,433	Windle Valley Day Centre, Park
KB – Bagshot (South)	1,434	Connaught Pavillion, Whitmoor Road, Bagshot
KC – Windlesham (North)	1,029	Windlesham Club & Theatre, Kennell Lane, Windlesham

### Comments by the Returning Officer and Options Considered

The polling districts and polling places in this ward are considered appropriate and there are no recommendations for changes.

### Lightwater Ward

**Number of Polling Districts:** Two  
**Number of Polling Places:** Two  
**Electorate:** 5,411  
**Proposed changes:** None

Polling District	Electorate	Current and Proposed Polling Place
LA – Lightwater (East)	3,682	All Saints Church Hall, Broadway Road, Lightwater
LB – Lightwater (West)	1,729	Briars Centre, Briars Avenue, Lightwater

### Comments by the Returning Officer and Options Considered

The polling districts and polling places in this ward are considered appropriate and there are no recommendations for changes.

## Bisley & West End Ward

**Number of Polling Districts:** Two  
**Number of Polling Places:** Two  
**Electorate:** 7,151  
**Proposed changes:** None

Polling District	Electorate	Current and Proposed Polling Place
MA - Bisley	2,917	Bisley Village Hall, School Close, Bisley
MB – West End	4,234	Tringham Hall, Benner Lane, West End.

### Comments by the Returning Officer and Options Considered

The polling districts and polling places in this ward are considered appropriate and there are no recommendations for changes.

## Windlesham & Chobham Ward

**Number of Polling Districts:** Three  
**Number of Polling Places:** Three  
**Electorate:** 5,752  
**Proposed changes:** None

Polling District	Electorate	Current and Proposed Polling Place
NA – Windlesham (North)	2,509	Windlesham Club & Theatre, Kennell Lane, Windlesham
NB - Chobham	3,112	Chobham Village Hall, Station Road, Chobham
NC – Valley End	131	Valley End Institute, Highams Lane, Valley End

### Comments by the Returning Officer and Options Considered

The polling districts and polling places in this ward are considered appropriate and there are no recommendations for changes.

## **Appendix C**

### **Definitions and Criteria for Polling Districts and Polling Places**

#### **Definitions**

##### **Polling District**

A polling district is a geographical area created by the sub-division of a UK Parliamentary constituency for the purposes of a UK parliamentary election.

In England, each parish is to be a separate polling district, unless there are special circumstances. This means that a parish must not be in a polling district which has part or either a different parish within it, or any un-parished part of the local authority area within it, unless special circumstances apply. These special circumstances could arise if, for example, the parish has only a small number of electors and it is not practicable for the parish to be its own polling district.

##### **Polling Place**

A polling place is the building or area in which polling stations will be selected by the (Acting) Returning Officer. A polling place within a polling district must be designated so that polling stations are within easy reach of all electors from across the polling district.

Section 18B(4)(e) of the Representation of the People Act 1983 states that “the polling place must be small enough to indicate to electors in different parts of the district how they will be able to reach the polling place”. It is therefore considered that polling places should be defined more specifically than simply the polling district and by designating the name of the polling place (normally a particular building and its environs.)

##### **Polling Stations**

A polling station is the room or area within the polling place where voting takes place. Unlike polling districts and polling places, which are fixed by the local authority, polling stations are chosen by the relevant Returning Officer for the election.

#### **Criteria for Polling Districts and Polling Places**

There are a number of factors to take into account when considering polling districts and polling places. Electoral Commission Guidance lists the following key considerations:

##### **Polling District Boundaries:**

- **Boundaries:** Are they well defined? For example, do they follow the natural boundaries of an area? If not, is it clear which properties belong in the polling district?
- **Location:** Are there suitable transport links within the polling districts and how do they relate to the areas of the district which are most highly populated? Are there any obstacles to voters crossing the polling districts and reaching the polling place, e.g. steep hills, impassable main roads, railway lines, rivers etc.

### **Polling Places**

- **Location:** Is it reasonably accessible within the polling district? Does it avoid barriers for the voter? Are there convenient transport links?
- **Size:** Can it accommodate more than 1 polling station if required? If multiple polling stations are required, is the polling place ample enough to accommodate all voters going into and out of the polling stations, even when there is a high turnout?
- **Suitability:** Is the building readily available in the event of an unscheduled poll? Is there any possibility that the building may be demolished as part of a new development? Is the building accessible to all those entitled to attend the polling place?

The Returning Officer will be mindful of Electoral Commission Guidance with regard to the allocation of no more than 2,250 electors to a polling station.

Consideration will be given to the confusion and delays which could be caused by allocating separate polling districts to the same polling place and therefore, where possible, this will be avoided.

In practice, the review of polling districts and places will involve an element of compromise between several factors, including those listed above. The availability of car parking at a venue and preventing the use of schools unless absolutely necessary are factors which will be taken into account when reviewing polling district boundaries and polling places. The accessibility of a polling place is a key consideration for the Returning Officer.

## Item 24 - Clerks Update

### Christmas Trees and Festive Lighting

Members are informed that the Christmas trees will be in situ and ready for the light switch on from the 29th of November.

Please note: The lighting on the lamp columns will be switched on across all three villages on the 29th of November at 4 pm.

#### IMPORTANT

Members should also note that if any additional arrangements for decorating the tree are made, the group facilitating the decoration must provide insurance documentation and risk assessments to the office before the activity takes place.

The tree pit electrics in Bagshot have been assessed and will require remedial work, which is scheduled to be completed in September. 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. Planned dates for publication are as follows:

1<sup>st</sup> October 2024

12<sup>th</sup> December 2024

If Councillors would like any specific information included in the newsletter please submit to the Communications Officer at least a week before the publication date.