



Windlesham Parish Council

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

Held on Tuesday 10th December 2024 at 10:00am at the Lightwater Library, Guildford Road, Lightwater

Councillors	
Hardless	A
Lewis	P
Marr	P
McGrath	-
Richardson	P

In attendance: Sarah Wakefield – Assistant Clerk

P - present

A – apologies

PA – part of meeting

- no information

Cllr Lewis took the Chair

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		Action
WVC/24/45	Apologies for absence Apologies from Cllrs Hardless were reported and approved.	
WVC/24/46	Declarations of Interest No declarations of interest.	
WVC/24/47	Public question time No public questions.	
WVC/24/48	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: WVC/24/60 Confidential Correspondence	
WVC/24/49	Committee and Sub-Committee Minutes	

	The minutes of the Windlesham Village Committee meetings held on the 11 th September 2024 and 28 th October 2024 were approved and signed by Cllr Lewis.	Cllr Lewis
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WVC/24/50	Payments for Approval <p>The Assistant Clerk presented a list of expenditure transactions for approval, in the sum of £19,117.50</p> <p>It was resolved payments in the total sum of £19,117.50 be authorised and the Chairman signed the Expenditure Transactions Approval List.</p>	Cllr Lewis
WVC/24/51	Committee finances – Income & Expenditure <p>Members were presented with an income and expenditure report up until the 25th November 2024 prepared by the Council's RFO.</p> <p>Members commented that the note under item number 7 of the expenditure list was incorrectly described as "wildflowers" and requested that it be amended.</p> <p>Members noted the rest of the report.</p>	
WVC/24/52	Windlesham Cemetery <p>a) Cemetery fees and charges- to review the cemetery fees and charges</p> <p>The committee was asked to review the fees and charges for Windlesham Cemetery and to decide whether to make a recommendation to Full Council for ratification. Members were provided with the following documents for review:</p> <ul style="list-style-type: none"> - Price comparison with local cemeteries - Current price list - Windlesham Cemetery Profit and Loss (prepared by the RFO) - Burial data between May 2021 and July 2024 - Burial Trends between July 2023 and July 2024 - Remaining burial space available <p>Members engaged in a detailed discussion regarding the cemetery fees and charges, emphasising the need to review the cemetery regulations. Particular attention was drawn to the need for further discussions regarding fee structures for residents who have moved into care homes outside the Parish.</p> <p>During the meeting, it was also noted that Members sought clarification on the increase in maintenance expenditure, which rose from £28,829 as of 31 March 2023 to £38,285 as of 31 March 2024 in the RFO's Profit and Loss report.</p>	

	<p>Members unanimously resolved to recommend the following adjustments to cemetery fees, effective from April 2025, for ratification by Full Council:</p> <ul style="list-style-type: none"> • Adjust the purchase price of resident and non-resident half plots to be exactly half the price of a full plot. • Implement a 5% increase in resident and non-resident fees across all categories, rounded up to the nearest whole number. • Remove the "Full-sized grave plot for future use (when purchased at the same time as #1)" from the price list. <p>Members also agreed on the need to review the Cemetery Regulations, particularly to address rates for residents who have moved into care homes. Additional discussions on this matter will be scheduled for the next committee meeting.</p> <p>b) Ashes Half Plot Provision- to discuss quotes received to expand the ashes half plot provision</p> <p>Members were reminded that quotes were sought for the following scope of work to expand the ashes half plot provision:</p> <ul style="list-style-type: none"> • Tree removal- remove the conifers and laurels behind the bench and stump grind the old stumps. • Hedge and tree work- cut back trees and hedges around the boundary. • Levelling the area- level the ground, remove any surplus soil and prepare for new grass. • New grass- provide quote to seed and/or turf the area. <p>Members were presented with three quotes and were asked to determine whether they wished to proceed with any of the options provided.</p> <p>Members unanimously resolved to proceed with Quote 1 as presented. Members also requested that it was investigated if the turf could be watered by the contractor.</p>	
WVC/24/53	<p>Windlesham Traffic & Infrastructure: Speed Survey project- to agree speed survey locations</p> <p>Members were presented with recommendations from an SCC Senior Traffic Engineer regarding the proposed speed survey locations in Windlesham Village. The engineer recommended conducting 18 speed surveys at specific locations, which were also highlighted on an accompanying map.</p> <ul style="list-style-type: none"> • Chertsey Road x 2 • Updown Hill • Church Road x 2 • Pound Lane 	

	<ul style="list-style-type: none"> • Broadway Road • Thorndown Lane • Woodlands Lane • Heathpark Drive x 2 • Kennel Lane (B386) x 3 • School Road x 2 • Snows Ride • Hatton Hill <p>Members noted that each speed survey would cost £180 and that a previous resolution had approved up to £3,000 from the Windlesham CIL for this purpose.</p> <p>After discussion, Members unanimously resolved to proceed with all 18 recommended speed surveys and to increase the budget allocation to £3,240, with the additional funds also sourced from Windlesham CIL.</p>	
WVC/24/54	<p>Windlesham Neighbourhood Plan Review- to discuss an application to Locality for a grant</p> <p>Members were asked to decide whether to proceed with the Locality grant application, requesting £3,581 in funding, based on the Planning Consultant's fee proposal.</p> <p>Members unanimously resolved to proceed with the Locality grant application, requesting £3,581. It was further agreed that the Assistant Clerk and Cllr Marr would collaborate to complete and submit the application.</p>	Assistant Clerk & Cllr Marr
WVC/24/55	<p>Windmill Field Playground Replacement- to agree playground tender evaluation and consultation arrangements</p> <p>Members were informed that the tender document for the replacement of the Windmill Field Playground is now live on Government Contract Finder. Following the tender submission deadline of 27th January 2025, the tenders will be opened and evaluated by an agreed number of members alongside the Assistant Clerk.</p> <p>Members were requested to:</p> <ul style="list-style-type: none"> • Nominate two councillors to work alongside the Clerk and Assistant Clerk in opening and evaluating the tenders. <p>Members unanimously resolved to nominate Cllrs Lewis and Marr to open and evaluate the tenders alongside the Assistant Clerk.</p> <ul style="list-style-type: none"> • Decide whether to proceed with a public consultation on the three highest-scoring playground designs. 	Cllr Lewis & Cllr Marr

	<p>Members unanimously resolved to proceed with a public consultation on the three highest-scoring playground designs.</p> <ul style="list-style-type: none"> • If proceeding, finalise the format, location, and timing for hosting the public consultation of the selected playground designs. <p>Members unanimously resolved to conduct an online and in person consultation, delegating authority to the Clerk in conjunction with the Chair and Vice chair to finalise the format.</p>	Clerk, Chair and Vice-chair
WVC/24/56	<p>Grants- Members were asked to consider a grant application from 'The Over 60's Luncheon Club'</p> <p>Members were asked to decide if they wished to grant £750 to The Over 60's Luncheon Club to help with the purchase of a fridge, meals and hall hire.</p> <p>Members unanimously resolved to grant £750 for the above purposes.</p>	
WVC/24/57	<p>Clerks Update</p> <p>The Assistant Clerk provided the following update:</p> <p>1) Windlesham Cemetery Drainage: At the last Committee meeting, members requested quotes from specialist cemetery drainage companies for groundwater risk assessments. To date, two quotes have been received, both approximately £6,000 Ex VAT. A third quote is pending and will be presented to members at their next meeting.</p> <p>2) Historical Memorials: At the last meeting, members agreed to reinstate five additional memorials and to contact companies specialising in the restoration of four deferred historical memorials for quotes and advice. To date, two quotes have been received for reinstating the additional memorials, and a third quote is awaited. Once received, all quotes will be presented to members at their next meeting. However, no responses have been received from specialist conservation companies so far.</p> <p>3) Planting of Sweet Chestnut Tree in Windlesham Cemetery Members agreed to replant five trees in Windlesham Cemetery. Earlier this year, four trees were planted; however, the selected Sweet Chestnut could not be sourced due to an import ban. The original supplier has since confirmed they only have very small Sweet Chestnut trees in stock and will not be offering larger ones. As a result, quotes will be sought from alternative suppliers.</p> <p>Members suggested that alternative tree species should be considered, as the Sweet Chestnut tree is difficult to source.</p> <p>4) Windlesham Christmas Tree: Officers are aware that the Christmas tree provided by WPC was decorated without an Event Coordinator confirming adherence to the Council's risk</p>	Assistant Clerk

	<p>assessment. To ensure compliance with Council procedures, the Event Coordinator must sign the risk assessment shared by the office before the decorations can be removed. Alternatively, the Council's tree supplier has offered to remove the decorations when taking down the tree.</p> <p>Members noted the update.</p>	
WVC/24/58	<p>Correspondence</p> <p>The Assistant Clerk informed the committee that correspondence had been received from a resident regarding the potential purchase of a strip of land in Windlesham. It was reported that the office is currently investigating the ownership of the land in question.</p> <p>Members confirmed once further investigation had been completed, the request should be included on the next committee meeting agenda.</p>	
WVC/24/59	<p>Exclusion of the press and public</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>WVC/24/60 Confidential Correspondence</p>	
WVC/24/60	<p>Confidential Correspondence</p> <p>Members reviewed correspondence regarding a cemetery fee request and decided to discuss the matter at their next committee meeting in March 2025.</p>	

There being no further business, the meeting closed at 12:24.

Windlesham PL for Month No 9

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/11/2024	1943	157	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Cem maint - November 24 work
10/12/2024	WVC/24/56	158	GRANTS WPC	GRANTS	750.00	0.00	750.00	4650	540	750.00	Grant to Over 60's Lunch Club
TOTAL INVOICES					2,880.00	426.00	3,306.00			2,880.00	
VAT ANALYSISCODE OTS @ 0.00%					750.00	0.00	750.00				
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,880.00	426.00	3,306.00				

Windlesham PL for Month No 9

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
13/12/2024	4862	159	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Int - Walker (W'shm) 12 Dec 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 11

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
30/01/2025	10869	160	ONE CALL	ONECA	49.50	9.90	59.40	4060	500	49.50	Frost damage repair - St Johns
TOTAL INVOICES					49.50	9.90	59.40			49.50	
VAT ANALYSISCODE S @ 20.00%					49.50	9.90	59.40				
TOTALS					49.50	9.90	59.40				

Windlesham PL for Month No 10

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
31/01/2025	1972	161	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maint - Jan 25
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 11				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
28/02/2025	1985	162	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maint (Feb 25 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				

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

**INCOME AND EXPENDITURE REPORT AS AT 3 February 2025
WINDLESHAM VILLAGE (Cost centres 500-550)**

The schedule below reflects the Income and Expenditure report for Windlesham Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period to 3 February 25. Reference should be made to the 'Actual Year to Date' column as this reflects total income/expenditure in the period starting 1 April 24 with the 'Current Annual' reflecting the Annual Budget.

Councillors should note that the accounting records for 2024-25 reflect the Top-Level costs separately with the individual village accounts reflecting only those items over which the village has separate control. (Greenspace costs are included despite these being on a central contract as the intention is to re-tender which may result in individual village contracts).

Income

Income for the village is derived from the following sources:

	Actual YTD	Budget Full Year
	£	- £
- Burial fees	71,699	55,000
- Precept	68,366	68,366
- Other income	3,581	0
- Interest received	3,568	2,468
- Allotment fees	0	512
- CIL income (see note below)	0	0

Income is budgeted as an annual total but is received periodically over the year, notably the Precept which is paid in two tranches. The first tranche was received on 1 April 24 with the second tranche received on 28 June 24. Interest received arises from the balances held on deposit by the Council details of which are received in the early part of the following month. Allotment fees are recorded as a top level income stream.

Burial fees include two non-resident burials (and related costs) giving rise to combined income of £15,600 and contributing to a significant performance improvement against budget.

Other income relates to a grant received from Locality which is to be used to offset the cost of a planning consultant in relation to the Windlesham Village Plan.

CIL income is also received periodically but is not budgeted for and is transferred to an EMR as and when received for use within the village. The current balance stands at £57,182 of which £53,000 has been committed to various projects leaving a balance of £4,282

Expenditure

Total expenditure for the period 1 April 23 to 3 February 2025 is £82,802 against a total budget of £112,736 with funds of £16,188 transferred from EMRs giving a net spend of £66,614.

For the period 1 April 24 to 19 Aug 24 the following points should be noted:

		Actual YTD £		Budget Full Year - £
-	500/4060	Cemetery maintenance	33,398 (1)	29,610
-	500/4062	Cemetery maintenance - EMR	0 (2)	25,000
-	510/4160	Greenspace contingency	117 (3)	1,000
-	510/4165	Greenspace contract	23,483 (4)	26,400
-	530/4500	Councillor allowances and training	7,199 (5)	9,063
-	540/4650	Grants	2,100 (6)	3,000
-	510/4185	Planting	2,026 (7)	1,889
-	505/4100	Windlesham War Memorial	100 (8)	550
-	535/4060	Maintenance	7,500 (9)	0
		75,923		96,512
	Other items	6,879		16,224
		<u>82,802</u>		<u>112,736</u>

- (1) Cemetery maintenance – the year-to-date cost includes an amount of £5,400 to cover payment for 3 x noticeboards, £3,040 to cover maintenance of memorials (phase 2) and £48 for Cemetery mapping. The former has been transferred from the Windlesham CIL EMR (325) the latter two from the Cemeteries EMR (335). An amount of £720.00 was also paid to install the noticeboards. The main element of the cost is the monthly maintenance charge of £2,130.
- (2) The Cemetery maintenance – EMR covers an amount agreed during the budget process that would be allocated to a specified EMR to cover future maintenance of the cemetery. No expenditure on this cost element is currently anticipated rather the amount will be transferred to the EMR along with similar amounts for Lightwater and Windlesham.
- (3) The Greenspace contingency spend reflects £117 as the cost of installation and removal of the Tommy soldiers and poppy installation for Remembrance Day.
- (4) The Greenspace contract currently covers the three villages and, as noted above, 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 (£10,000) for employing a procurement consultant. This was discussed at the March Full Council meeting (c/23/217). Current costs are based on a 43/33/24 split as

resolved via a change to the terms of reference at the Full Council meeting on 14 May 24 (FC/24/09). This will require an adjustment of budget to reflect the new split. This can only be done as a virement at an FC meeting. The current charge reflects 11 months greenspace cost plus £540 for initial procurement consultant cost. Note tha the monthly charge was increased for 2025 and now stands at £2,022.13pcm

- (5) 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. This will lead to an annual cost of £8,750, assuming all Councillors take the allowance, with any surplus over budget being taken from the general reserve. Costs will be reduced following the resignation of 1 councillor with no replacement yet elected.
- (6) *The grants budget stands at £3,000 with the following grants, totalling £2,100, made in the year to date:*
 - a payment of £800 to the Windlesham Darby & Joan Club;
 - a payment of £150 to the Surrey Heath Neighbourhood Watch (C/24/66);
 - a payment of £400 to Windlesham Scouts for replacement tables (WVC/24/43);
 - a payment of £750 to the Over 60's Lunch Club.
- (7) Planting costs are £2,026 to cover Wildflowers planting for the year. An additional cost of £200 has been paid to fence of some trees on Bosman Drive which has been taken from the Windlesham CIL EMR (325)
- (8) The identified spend relates to the purchase of poppy wreaths for the Remembrance Day service in the village. No other expenditure has been incurred in the year to date on the War Memorial but maintenance and repair is planned. It is anticipated that the budget will be spent in the period.
- (9) The maintenance cost reflects the payment £7,500 to cover the cost of the WVC contribution to the Broadway Road lighting project. The amount has been offset by a corresponding transfer from EMR325 Windlesham CIL (WVC/22/72).

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 12

Committee Report

Windlesham500 Windlesham Cemetery

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Burial fees	0	71,699	55,000	(16,699)			130.4%	
Windlesham Cemetery :- Income	0	71,699	55,000	(16,699)			130.4%	0
4005 Ashes interment	0	4,390	6,153	1,764		1,764	71.3%	
4050 Rates	0	1,248	1,361	114		114	91.7%	
4060 Maintenance	0	33,398	29,610	(3,788)		(3,788)	112.8%	8,488
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%	
Windlesham Cemetery :- Indirect Expenditure	0	39,035	62,124	23,089	0	23,089	62.8%	8,488
Net Income over Expenditure	0	32,664	(7,124)	(39,788)				
6000 plus Transfer from EMR	0	8,488	0	(8,488)				
Movement to/(from) Gen Reserve	0	41,152	(7,124)	(48,276)				

505 Windlesham Heritage

4100 War Memorial	0	100	550	450		450	18.2%	
Windlesham Heritage :- Indirect Expenditure	0	100	550	450	0	450	18.2%	0
Net Expenditure	0	(100)	(550)	(450)				

510 Windlesham Grounds Maintenance

4160 Greenspace Contingency	0	117	1,000	883		883	11.7%	
4165 Greenspace Contract	2,022	23,483	26,400	2,917		2,917	88.9%	
4185 Planting	0	2,026	1,889	(137)		(137)	107.3%	200
4190 Christmas Trees	0	0	1,953	1,953		1,953	0.0%	
4220 Playground Repairs & Renewal	0	326	3,400	3,074		3,074	9.6%	
Windlesham Grounds Maintenance :- Indirect Expenditure	2,022	25,951	34,642	8,691	0	8,691	74.9%	200
Net Expenditure	(2,022)	(25,951)	(34,642)	(8,691)				
6000 plus Transfer from EMR	0	200	0	(200)				
Movement to/(from) Gen Reserve	(2,022)	(25,751)	(34,642)	(8,891)				

515 Windlesham Allotments

1030 Allotment Fees	0	0	512	512			0.0%	
Windlesham Allotments :- Income	0	0	512	512			0.0%	0
Net Income	0	0	512	512				

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>525 Windlesham Administration</u>								
1076 Precept	0	68,366	68,366	0			100.0%	
1800 Other Income	0	3,581	0	(3,581)			0.0%	
1900 Interest Received	0	3,568	2,468	(1,100)			144.6%	
Windlesham Administration :- Income	<u>0</u>	<u>75,515</u>	<u>70,834</u>	<u>(4,681)</u>			<u>106.6%</u>	<u>0</u>
4950 Hall Hire	4	278	965	687		687	28.8%	
Windlesham Administration :- Indirect Expenditure	<u>4</u>	<u>278</u>	<u>965</u>	<u>687</u>	<u>0</u>	<u>687</u>	<u>28.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(4)</u>	<u>75,237</u>	<u>69,869</u>	<u>(5,368)</u>				
<u>530 Windlesham Councillors</u>								
4500 Cllr Allowances, Training & Ex	0	7,199	9,063	1,864		1,864	79.4%	
Windlesham Councillors :- Indirect Expenditure	<u>0</u>	<u>7,199</u>	<u>9,063</u>	<u>1,864</u>	<u>0</u>	<u>1,864</u>	<u>79.4%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(7,199)</u>	<u>(9,063)</u>	<u>(1,864)</u>				
<u>535 Windlesham Council Buildings</u>								
4060 Maintenance	0	7,500	0	(7,500)		(7,500)	0.0%	7,500
Windlesham Council Buildings :- Indirect Expenditure	<u>0</u>	<u>7,500</u>	<u>0</u>	<u>(7,500)</u>	<u>0</u>	<u>(7,500)</u>		<u>7,500</u>
Net Expenditure	<u>0</u>	<u>(7,500)</u>	<u>0</u>	<u>7,500</u>				
6000 plus Transfer from EMR	0	7,500	0	(7,500)				
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>				
<u>540 Windlesham Grants</u>								
4650 Grants	0	2,100	3,000	900		900	70.0%	
Windlesham Grants :- Indirect Expenditure	<u>0</u>	<u>2,100</u>	<u>3,000</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>70.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,100)</u>	<u>(3,000)</u>	<u>(900)</u>				
<u>550 Windlesham Capital Projects</u>								
4195 Tree Maintenance/Surgery	0	(0)	0	0		0	0.0%	
4915 Festive Lights	0	464	2,392	1,928		1,928	19.4%	
4950 Hall Hire	0	175	0	(175)		(175)	0.0%	
Windlesham Capital Projects :- Indirect Expenditure	<u>0</u>	<u>639</u>	<u>2,392</u>	<u>1,753</u>	<u>0</u>	<u>1,753</u>	<u>26.7%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(639)</u>	<u>(2,392)</u>	<u>(1,753)</u>				
Windlesham :- Income	<u>0</u>	<u>147,214</u>	<u>126,346</u>	<u>(20,868)</u>			<u>116.5%</u>	
Expenditure	<u>2,026</u>	<u>82,802</u>	<u>112,736</u>	<u>29,934</u>	<u>0</u>	<u>29,934</u>	<u>73.4%</u>	
Net Income over Expenditure	<u>(2,026)</u>	<u>64,412</u>	<u>13,610</u>	<u>(50,802)</u>				
plus Transfer from EMR	<u>0</u>	<u>16,188</u>	<u>0</u>	<u>(16,188)</u>				

Detailed Income & Expenditure by Budget Heading 03/03/2025

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(2,026)	80,600	13,610	(66,990)				
Grand Totals:- Income	0	147,214	126,346	(20,868)			116.5%	
Expenditure	2,026	82,802	112,736	29,934	0	29,934	73.4%	
Net Income over Expenditure	(2,026)	64,412	13,610	(50,802)				
plus Transfer from EMR	0	16,188	0	(16,188)				
Movement to/(from) Gen Reserve	(2,026)	80,600	13,610	(66,990)				

Item 8- Windlesham Cemetery

a) Cemetery Regulations

Members have been sent the current cemetery regulations and asked to review and highlight any sections they felt required attention.

Next steps:

1. Identify necessary amendments to existing regulations.
2. Cemetery Coordinator to draft updated cemetery regulations for approval.
3. Implement changes with a clear communication strategy.

Members are asked to confirm if there are any changes/amendments they wish to make to the current Cemetery Regulations.

Attachment: Windlesham Cemetery Regulations, Revised April 2023



Windlesham Parish Council

REGULATIONS GOVERNING THE CEMETERIES WINDLESHAM, SURREY

(FULL VERSION – REVISED APRIL 2023)

The Cemeteries at Bagshot and Windlesham in Surrey are owned and operated by Windlesham Parish Council acting as the Burial Authority and are covered by the following regulations:

1. Administration.

- a. All requests for interments and memorials must be made by written application to the Clerk to the Council using the designated application forms and be received at least 5 working days before the burial date.
- b. The Council reserves the right to amend or suspend these regulations at any time as deemed necessary.

2. Cemetery Admission.

- a. The cemetery will be open to the public every day of the year from 9am to dusk :
- b. No person shall:
 1. wilfully create any disturbance in the cemetery;
 2. commit any nuisance in a cemetery;
 3. wilfully interfere with any burial taking place in a cemetery;
 4. wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
 5. play at any game or sport in the cemetery.
- c. Anyone found in breach of the regulations above may be subject to prosecution.
- d. Visitors must conduct themselves in an orderly manner at all times and children must be accompanied by a responsible adult.
- e. Dogs must be kept under proper control and owners must clear up any dog mess within the cemeteries.
- f. The use of radios or other audible device is prohibited (except as part of a funeral service).
- g. No person may drop any litter or display any notice.
- h. No person may fly tip or deposit garden waste.
- i. No pesticides or insecticides may be used.
- j. No vehicle (except as part of a funeral service or memorial installation) may enter the cemetery unless the user is registered disabled and no vehicles are permitted to drive on grassed areas within the cemetery.
- k. No person shall place or leave any prohibited items within the cemetery, including dangerous objects, glass containers, beverage cans or any other offensive or noxious item.

3. Fees

- a. Fees for all cemetery services will be reviewed periodically.
- b. In determining whether the fees payable are at resident or non-resident rate the last permanent address of the deceased will be used. If a resident of the Parish has been accommodated in a care/nursing home outside of the Parish in the 12 months prior to the date of death resident fees will apply.
- c. All cemetery fees, whether for interments or memorials, are to be paid in advance.

4. Exclusive Right of Burial – Full Size and Half Size Plots

- a. Full sized burial plots and half sized ashes plots are available at Windlesham cemetery. The allocation of these plots will be in strict rotation subject to ground conditions, unless there are exceptional circumstances in which case a grave may be allocated in another part of the cemetery.
- b. **A Deed of Grant** issued by the Council entitles the purchaser, his or her executors, administrators or assignee to the Exclusive Right of Burial for fifty years, from the date of purchase, in the specified plot. The Deed of Grant must be produced on demand to verify entitlement.
- c. All applications for burial must be signed by the registered owner of the Exclusive Right of Burial.
- d. If the registered owner of the Exclusive Right of Burial has deceased then the beneficiaries of the estate must contact the Clerk to the Council to transfer ownership.
- e. Windlesham Parish Council may agree to buy back the Exclusive Right of Burial for an unused plot. Any refund will be based on the sum paid at the time of purchase, irrespective of current cemetery fees, and will incur a 10% administration fee or £100 whichever is the greater.
- f. All reserved burial plots shall remain at all times the property of Windlesham Parish Council and should the plot not be used before the expiration of the Exclusive Right of Burial then the exclusive right will expire.
- g. Any Exclusive Right of Burial due to expire may be renewed at the discretion of the Clerk at the fees then current.
- h. The owner of the Exclusive Right of Burial may assign it to someone else by Deed or Will but the assignee cannot exercise it until he has in writing notified the Council who will alter the records accordingly.

5. Interments - Burials

- a. In normal circumstances no more than two coffins or caskets are permitted in any one grave. A grave plot will no longer be available for the burial of a coffin or casket once ashes have been interred in that grave and a grave will not be reopened for a second burial unless the first burial was made at a depth of 7ft.
- b. The outline of the grave space will be a maximum of 7ft x 3ft.
- c. Coffins only of wood or other biodegradable material will normally be permissible (other materials must be agreed by the Council) and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.
- d. No interments shall be at a depth exceeding 8ft, nor less than 3ft below the level of the adjoining grave.
- e. No interment shall take place unless the coffin can be separated from any other coffin already in the grave by a layer of earth not less than 6 inches in depth.

- f. The grave digging will be arranged by the Clerk upon receipt of the applicable interment fee.
- g. No burial shall take place until the Registrar's Certificate of Disposal or the Coroner's Order for Burial is lodged with the Clerk of the Council.
- h. Interments may only take place between 10am and 4pm on weekdays where at least 2 working days' notice has been given and acknowledged by the Council. Burials within this period will only be permitted in exceptional circumstances.
- i. Cremated remains (ashes) may be interred at the memorial walls or in full sized or half sized grave plots upon application, and payment of the appropriate fee. Where ashes are to be interred within grave plots the written permission of the owner of the Exclusive Right of Burial for that plot must be obtained.
- j. The scattering of ashes is not currently permitted anywhere within the three cemeteries nor is the unauthorised burial of ashes in any cemetery without the presence of a member of Council Staff.

6. Memorials – Grave Plots

- a. Temporary markers and memorials, including wooden crosses will be removed after 12 months of burial. Temporary markers must not exceed 3ft in height above ground.
- b. Permission must be obtained by the Council before any memorial or other physical feature is erected on a grave or before any additional inscription is added to a memorial. The owner of the Exclusive Right of Burial must sign the memorial application form. No memorial may be erected without the permission of the owner of the Exclusive Right.
- c. All memorials must be erected in accordance with NAMM (National Association of Memorial Masons) or BRAMM (British Register of Accredited Memorial Masons) recommended codes of practice and must be installed in full accordance with BS8415 and therein shall remain the sole risk of the owner of the Exclusive Right of Burial for that plot. All memorials shall be kept in repair by their owners, and if not kept in good repair, they may be repaired or laid flat by the Council at the expense of the owner. The Council shall not be responsible for any damage or breakage which may occur through any cause whatsoever including vandalism or storm.
- d. All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non-rusting clamps. No fixed memorial shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling. Where a headstone is designed to accommodate ashes the Council must be made aware of this fact and no ashes may be interred in the headstone without Council's permission.
- e. No memorial shall have commercial advertising of any description. The Council shall approve the shape of the memorial and the inscribed wording.
- f. No memorial shall have a photograph attached (whether temporary or permanent) without Council's permission. When seeking permission, the person with the Exclusive Rights of Burial must complete an application and submit a copy of the photo for approval. Photos must be no larger than 100mm x 100mm in size.
- g. Kerb sets and other forms of grave surrounds, including all types of edging materials, protruding above ground level, are not permitted.

- h. The Council reserves the right to remove any unauthorised memorial and the right to recover the costs incurred for the removal of the unauthorised memorial.
- i. All memorials shall have the number of the grave space cut in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such works shall be at the expense of the owner of the monument.
- j. Two working days' notice shall be given to the Council before a monument is fixed. Any monumental mason wishing to work in any of the three cemeteries must make themselves known at the Windlesham Parish Office, The Avenue, Lightwater, GU18 5RG before conducting any work.
- k. The size of a memorial shall not exceed 3ft in height from ground level and 3ft in width .
- l. Memorials shall not be painted (unless prior approval has been given by the Council).
- m. Memorial benches, shrubs and trees may be placed in a chosen spot within the cemetery or in the three villages with council approval. Benches will be maintained by the Council unless prior agreements have been made with the Clerk to the Council. However, if in the opinion of the Clerk to the Council, any repairs are required, the applicant(s) will be informed and given a period of 4 weeks in which to complete and necessary weeks
- n. Benches must adhere to the Windlesham Memorial Bench policy.
- o. Only those memorial masons that can provide written proof that they conform to the NAMM Code of Practice may operate within the three cemeteries.

7. Memorial Wall

- a. Plaques must be 6 inches (15.24 cms) square and of bronze or bronze anodised aluminium.
- b. No plaques may be attached to any memorial wall except by the Council.
- c. Permission for a wall memorial plaque must be made in writing to the Clerk to the Council.
- d. All memorials at the memorial wall (whether fixed or not) are subject to the same memorial application as any other memorial. Council reserves the right to refuse any application.
- e. No more than one item is allowed at a memorial wall plot. The item must not exceed 6" x 6" in diameter and must not be more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.

8. Maintenance

- a. Plot owners are responsible for maintaining their individual plots which must not exceed 7ft in length or be wider than the headstone plinth. After the grave has settled and been levelled, it may be planted with grass, flowers or low growing shrubs but once planted must not be neglected so as to become unsightly. Conifers and shrubs should not exceed 3ft in height or grow over the width of the grave or they will have to be removed.
- b. The Council reserves the right to remove any neglected, damaged, decayed or artificial tributes as well as any unauthorised articles such as fences, ornaments etc that are not an integral part of a memorial.
- c. Grass cutting and ground work maintenance will be carried out by Windlesham Parish Council throughout the cemetery (but not on specific grave plots). No-one is permitted

to mow or do any maintenance outside of their grave plot. The frequency of ground work maintenance within the cemeteries will be determined by the weather.

- d. The Council reserves the right to carry out levelling or infilling of graves where necessary until such time as the settlement of the ground has ceased. This period usually lasts for 12 months. Owners are respectfully reminded not to plant this area of the grave whilst settlement occurs.

Item 8- Windlesham Cemetery

b) Tree Planting

Last year, members undertook a tree replanting program in Windlesham Cemetery, with the planting of a Sweet Chestnut tree deferred due to an import ban. Suppliers have indicated that obtaining a Sweet Chestnut in the required size remains challenging. As a result, advice was sought from the SHBC Tree Officer. He has recommended planting a Liquidamber tree, due to its fantastic red colours in the Autumn. It is a deciduous tree growing eventually up to **20m tall** but taking around 50 years to achieve this height.



The previous tree officer recommended the following species of tree during the first phase of re planting:

Hornbeam

Dawn Redwood

Tsuga Heterophylla (Western Hemlock)

Douglas Fir

Liriodendron Tulip

Ginkgo biloba

Members are asked to decide if they wish to seek quotes for the planting and maintenance (to include watering) of a Liquidamber tree or to agree on an alternative tree species.

Item 8 – Windlesham Cemetery

c) Cemetery Drainage

Background & Past Resolutions:

The pathway which runs through the right-hand side section of the cemetery tends to flood during periods of prolonged rain and members requested that quotes to improve the drainage in that area were sought.

Drainage in cemeteries is complex due to physical, environmental, and practical constraints and it has been advised by the ICCM that a water risk assessment in the cemetery is undertaken before any drainage solutions are discussed.

At a previous Committee meeting, members were presented with a quote from a company who specialises in cemetery drainage. The quote included a site investigation, a survey and a final report. It was also noted that next steps would require additional quotes for a drainage design and implementation. Members agreed to seek additional quotes. Members also agreed to fund from the Windlesham Cemetery EMR.

Quotes:

Three companies were approached to provide a quote for a Groundwater Risk Assessment to include site investigation, walk over survey, groundwater monitoring and reporting.

	Proposal	Price EX VAT
Quote A	Site Investigation, Walkover Survey, Groundwater Monitoring and Report	£5,615
Quote B	Walkover Survey, Groundwater Monitoring and Report	£6,495
Quote C	Phase 1: Desktop Assessment *If Phase 1 assessment finds no likelihood of groundwater being present, there would be no need to take Phase 2 forward	£962 (estimate)
	Phase 2: Site Investigation (if required)	£4000 (indicative cost only)

Attachments:

Quote A

Quote B

Quote C

Action:

Members are asked to review the quotes and decide whether they would like to proceed with any of the quotes presented.

C1169 - Windlesham Parish Council

Date: 20.05.2024

Project:

Quote No: CDS-CC-2366

Fee Proposal

Item Description	Quantity	Unit	Price	Total
Stage 1 - Site Investigation, Walkover Survey and Letter Report				5 615.00
Project establishment	2	pcs	75.00	150.00
Basic Utilities/Services Search (gas/electric/BT/water/sewerage)	1	pcs	400.00	400.00
Provision of WLS Rig & Crew	1	pcs	1 050.00	1 050.00
Install 3m 50mm water monitoring well with flush cover	3	pcs	160.00	480.00
Senior Engineer to Attend site	1	day	715.00	715.00
Mileage (Car)	160	mileage	0.75	120.00
Groundwater Quality Suite	3	pcs	370.00	1 110.00
Envirocheck Modular Report	1	pcs	450.00	450.00
Provide Groundwater Risk Assessment Report	12	hour	95.00	1 140.00
Subheading subtotal:				5 615.00
Subtotal:				5 615.00
Tax (20%):				1 123.00
Total (GBP):				6 738.00

The quotation is provided subject to the acceptance of the terms and conditions attached to the quotation provided by . Acceptance of our terms and conditions will be assumed to be approved unless a written notice is provided to the contrary. The reader should pay attention to any specific inclusions/exclusions which are highlighted in the covering letter attached to the quotation, which may alter the standard terms and conditions.

Quotes remain valid for a period of 90 (ninety) days from date of issue. Should works related to this quotation be sought after this time, prices shall be reviewed.

<div></div>	<div></div>						
<div>FEE ESTIMATE</div>	<table><tr><td>Enquiry/Project Number:</td><td>E19258</td></tr><tr><td>Quote Number:</td><td>1</td></tr><tr><td>Date:</td><td>29/11/2024</td></tr></table>	Enquiry/Project Number:	E19258	Quote Number:	1	Date:	29/11/2024
Enquiry/Project Number:	E19258						
Quote Number:	1						
Date:	29/11/2024						

Location:	Windlesham Cemetery, St John the Baptist, Church Rd, Surrey
Postcode:	GU20 6BL
Sent to:	Sarah Wakefield Windlesham Parish Council By email only
Invoices will be sent to the addressee, unless otherwise agreed	
Summary: Proposal: New drainage. Superficial Geology: Not recorded Solid Geology: Windlesham Formation comprising sands, clays and silts over the London Clay. Bedrock Aquifer status: Secondary A Aquifer Site within Flood Zone 1. Site is not within a groundwater source protection zone. Potential ground conditions: Nearest BGS boreholes indicate surface soils comprise sands over sandy clay of the Windlesham Formation. London clay recorded from a depth of ~30m. Groundwater recorded around 2.4m. Shallower perched groundwater may be present. It is proposed to undertake window sample boreholes across the proposed area for new drainage. Due to the potential presence of groundwater based on preliminary assessment, boreholes are proposed to be installed and monitored for groundwater presence and levels. Findings and groundwater risk assessment to be issued within a letter report, and include online groundwater drainage recommendations if required.	
We also draw your attention to our specific terms and conditions which are attached to this quote.	
Client Supplied Information: Location of the proposed new drainage	
Prepared By:	

Item No	Description	Unit	Qty	Unit Rate	Total
Section A	Intrusive Investigation	Unit	Qty	Unit Rate	Total
A001	Engineer for site supervision incl walkover survey	Day	1	£595.00	£595.00
A002	Window sampling crew and rig (including liners)	Day	1	£995.00	£995.00
A003	Groundwater / gas monitoring installations in window sample holes	Nr	6	£145.00	£870.00
A004	Survey Exploratory Holes to 1cm Accuracy	Sum	1	£175.00	£175.00
A005	Provision of RAMS	Sum	1	£150.00	£150.00
				Subtotal	£2,785.00
Section B	In-situ Testing & groundwater monitoring	Unit	Qty	Unit Rate	Total
B001	Four weeks hire of data loggers for continuous groundwater monitoring in window sample boreholes	Sum	1	£550.00	£550.00
B002	Technician for groundwater monitoring in window sample boreholes (two visits fortnightly)	Day	2	£475.00	£950.00
E/O	Permeability tests in boreholes (if required)	Day	R/O	£475.00	Rate Only
				Subtotal	£1,500.00
Section C	Reporting, Assessment and Liaison	Unit	Qty	Unit Rate	Total
C001	Groundwater Risk Assessment Report	Sum	1	£2,000.00	£2,000.00
C002	Project Management	Hr	2	£105.00	£210.00
C003	Aftercare / Technical Advice / Liaise with regulators	Hr	R/O	£110.00	Rate Only
				Subtotal	£2,210.00
				Total (exc VAT)	£6,495.00

Terms & Conditions

Specific Terms

- Underground services information must be supplied to us prior to fieldwork.
- If you are asked to acquire services information this will delay fieldwork by a minimum of 15 working days and result in additional costs.
- We use site specific but standardised risk assessments and method statements. Additional H&S work is charged at £110/hr
- CDM regulations require us to check you are aware of your duties and that a CDM Principal Designer has been appointed.
- It is assumed that there are no access problems. Standing time is not expected but would be charged at £250/hr.
- Invoices will generally be sent after fieldwork then again after the final report, and monthly thereafter.
- Payment of our invoice within 30 days of invoice date. Prices are exclusive of VAT, which is currently at 20.0%.
- All rates are valid for sixty days from the quote date unless otherwise specified.
- GRM policy is to pass on logs to the BGS once projects are completed. Please let us know if you wish us to stop this.
- Unless itemised, reinstatement will be backfill with arisings. Alternative reinstatement will incur additional costs.

GRM Development Solutions Ltd - Terms & Conditions

A - THE AGREEMENT, THE PARTIES AND APPOINTMENT OF THE CONSULTANT FOR THE SERVICES A1 - This Agreement is between the Client and GRM Development Solutions Limited ("the Consultant"). The Clients details, Consultants services, and programme (optional) are set out in the fee document that accompanies this document. A2 - The Client appoints the Consultant to provide the services described in the fee document ("the Services"). A3 - In instructing the Consultant to commence the Services the Client agrees to these terms and conditions. **B - OBLIGATIONS OF THE CONSULTANT TO THE CLIENT** B1 - The Consultant shall exercise reasonable skill and care in the performance of the Services. B2- Subject to matters beyond the Consultant's reasonable control the Consultant shall use reasonable endeavours to perform the Services in accordance with the programme if any set out in the fee document and any changes thereto agreed with the Consultant. **C - OBLIGATIONS OF THE CLIENT TO THE CONSULTANT** C1 - The Client shall pay the Consultant for the performance of the Services the fees and expenses set out in the fee document. C2 - The Client shall supply to the Consultant in a timely fashion all relevant information in the possession of the Client or any of the Client's agents and any necessary instructions decisions consents or approvals. The Consultant shall not be liable for the consequences of delays to the Services arising from failure by the Client to comply with this obligation. C3 - If the Consultant has to carry out additional work and/or suffers delay or disruption in the performance of the Services for reasons beyond the Consultant's reasonable control the Client shall make an additional payment to the Consultant in respect of the additional work and/or the delay. C4 - Payment due to the Consultant under this Agreement shall become due for payment on submission of the Consultant's invoice and the final date for payment shall be 28 days thereafter. Interest shall be added to all amounts remaining unpaid thereafter and shall be calculated in accordance with the Late Payment of Commercial Debts (Interest) Act 1998. C5 - The Client shall not later than five days after the date on which payment becomes due give a notice specifying the amount (if any) of the payment made or proposed to be made and the basis on which that amount was calculated. The Client may not withhold any payment after the final date for payment of any sum due under this Agreement unless the Client gives not later than seven days before such final date a notice specifying the amount proposed to be withheld and the ground for withholding payment. **D - TERMINATION** D1- The Client may terminate the appointment of the Consultant in the event of a breach of this Agreement by the Consultant or in the event of the insolvency of the Consultant by two weeks' notice in respect of all of the Services. D2- If circumstances arise for which the Consultant is not responsible (including a breach of this Agreement by the Client or in the event of the insolvency of the Client) and which the Consultant considers make it irresponsible for the Consultant to perform all or any part of the Services the Consultant shall be entitled to terminate the appointment by two weeks' notice. D3- In the event of any termination the Client shall pay the Consultant a fair and reasonable amount on account of the fees due under C1 commensurate with the Services performed to the date of such termination and any outstanding expenses. D4- Termination of the Consultant's appointment under this Agreement shall not prejudice or affect the accrued rights or claims of either party. **E- COPYRIGHT LICENSE PUBLICITY AND CONFIDENTIALITY** E1- The copyright in all drawings and documents (including in electronic form) provided to the Client by the Consultant shall remain vested in the Consultant but the Client shall have a license to copy and use such drawings and documents for the purposes for which they were provided. In the event of the Client being in default of payment of any fees or other amounts due under this Agreement, the Consultant may revoke the license herein granted. The Consultant shall not be liable for the use by any person of any such drawings or documents for any purpose other than that for which the same were provided by the Consultant. E2- Neither party shall disclose to any other person any private or confidential information concerning the business of the other party unless so authorised by the other party. E3- The Consultant retains the right without permission and free of charge to use any information, calculations, conclusions or reports generated as it sees fit including for the commercial benefit of the consultant and its clients. **F- LIABILITY AND INSURANCE** F1 - Notwithstanding anything to the contrary contained in this Agreement the total liability of the Consultant under or in connection with this Agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise (other than in respect of personal injury or death) shall not exceed the sum of two million pounds, as covered by the GRM Professional Indemnity Insurance. The period of the Consultants liability is from the date hereof to 12 years after the completion of Services (or termination of this Agreement if earlier). F2 - Subject to F1 but notwithstanding otherwise anything to the contrary contained in this Agreement such liability of the Consultant for any claim or claims shall be further limited to such sum as it would be just and equitable for the Consultant to pay having regard to the extent of the Consultant's responsibility for the loss or damage suffered as a result of the occurrence or series of occurrences in question ("the loss and damage") and on the assumptions that: (i)- all other consultants and all contractors and all sub-contractors appointed in connection with the project in question shall have provided contractual undertakings on terms no less onerous than those set out in B1 to the Client in respect of the carrying out of their obligations; (ii)- there are no exclusions of or limitations of liability nor joint insurance or co-insurance provisions between the Client and any other party referred to in this clause and any such other party who is responsible to any extent for the loss and damage is contractually liable to the Client for the loss and damage; and (iii)- all such other consultants and all such contractors and sub-contractors have paid to the Client such proportion of the loss and damage which it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss and damage. F3 - No action or proceedings under or in respect of this Agreement whether in contract or in tort or in negligence or for breach of statutory duty or otherwise shall be commenced against the Consultant after the expiry of the period stated in F1. F4 - The Consultant shall maintain professional indemnity insurance as stated in F1 and shall maintain public liability insurance provided always in either case that such insurance is available at commercially reasonable rates and subject to all exceptions, exclusions and limitation to the scope of cover that are commonly included in such insurance at the time the insurance is taken out or renewed as the case may be. F5 - Save in respect of death or personal injury, the Client shall look only to the Consultant (and not to any individual) for redress if the Client considers that there has been any breach of this Agreement. The Client agrees not to pursue any claims in contract, tort or statute (including negligence) against any individual as a result of carrying out its obligations under or in connection with this Agreement at any time whether named expressly in this Agreement or not. In this Agreement "individual" shall mean any employee or member of the Consultant. Any such employee or member includes any officer or director of the company F6 - The consultant shall be under no liability related to deviance from advice and/or designs provided to the Client or his agents. F7 - If collateral warranties are required by 3rd parties GRM would use the Construction Industry Council standard form for consultants. **G - DISPUTES AND DIFFERENCES** G1 - The parties shall attempt in good faith to settle any dispute by mediation. Where this Agreement is a construction contract within the meaning of the Housing Grants, Construction and Regeneration Act 1996 either party may refer any dispute arising under this Agreement to adjudication in accordance with the Construction Industry Council Model Adjudication Procedure. **H - GENERAL** H1 - Neither party may assign or transfer any benefit or obligation under this Agreement without the prior written consent of the other party such consent not to be unreasonably withheld or delayed. H2 - Save in respect of the benefits or rights conferred on individuals pursuant to F5 nothing in this Agreement confers or purports to confer on any third party any benefit or any right to enforce any term of this Agreement under the Contracts (Rights of Third Parties) Act 1999. H3 - This Agreement shall be governed by and construed in accordance with the laws of the England and each party hereby submits to the non-exclusive jurisdiction of the courts of the said country. **I - NOTICES** I1 - Any notice under this Agreement shall be in writing and given by sending the same by fax or first class letter to the Client or the Consultant at the address shown on the fee document. For the avoidance of doubt any notice sent by e-mail shall not be an effective notice under this Agreement. Notices shall take effect when they have been received by the Client or the Consultant as the case may be.

GRM Terms and Conditions Revision February 2021

Sarah Wakefield

From: [REDACTED]
Sent: 25 November 2024 15:38
To: Sarah Wakefield
Cc: [REDACTED]
Subject: 31054 Windlesham Cemetery flooding assessment
Attachments: Standard Terms and Conditions 2024.pdf

Dear Sarah

Many thanks for your enquiry. We are pleased to provide the following proposal.

Background

Windlesham Cemetery is located next to St John the Baptist Church, Church Road, Windlesham, GU20 6BL. A path and surrounding area within the old part of the cemetery is liable to flooding. An assessment of the cause of the flooding (i.e. groundwater or surface water) is required prior to planned drainage works and path replacement.

Objective

The objective of the work is to assess the cause of the flooding in part of Windlesham Cemetery.

Scope

We propose a phased approach, as follows:

- Phase 1: Desktop assessment
 - Desktop assessment of online information (topography, geology, hydrology)
 - Setup of project GIS
 - Preliminary assessment of the cause of flooding
 - Costed proposal for Phase 2 (site investigation), if necessary
 - Reporting in pdf format
- Phase 2: Site investigation – INDICATIVE SCOPE
 - Trial pitting and/or dynamic sampling and/or permeability testing, as appropriate, with supervision and logging by one of our hydrogeologists
 - Groundwater level monitoring, as appropriate
 - Assessment
 - Reporting (in pdf format)

It is possible that the Phase 1 assessment may find that there is no likelihood of groundwater being present and therefore no need to take a Phase 2 forward. The Phase 1 report would make relevant recommendations, including providing a design for Phase 2 investigation if needed.

Fees

The work will be undertaken on a fees and expenses basis. A budget estimate for Phase 1 (Desktop assessment), based on the scope of services described above, is provided in Table 1.

Table 1 Budget estimate (excl. VAT)

Grade	Associate Director	Senior	Consultant	Fees	Expenses	
Hourly Fee Rate	£125/h	£82/h	£55/h			
Phase 1: Desk Study	2	6	4	£962	£0	

An indicative price for Phase 2 (Site investigation) is in the order of £4000 (excl VAT).

Charges for time will be made as follows:

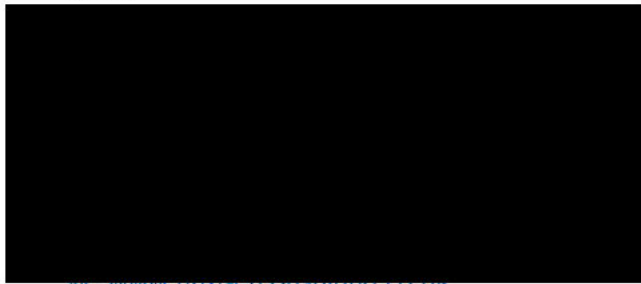
- Director £155/hr
- Associate Director £125/hr
- Principal Consultant £105/hr
- Senior Consultant £82/hr
- Project Consultant £65/hr
- Consultant: £55/hr
- Project Administration: £50/hr

Expenses will be charged at cost plus 15% and mileage at £0.59 per mile.

This proposal is valid for 30 days. Invoices will be prepared monthly for payment within 28 days. We reserve the right to withhold our services if payment is not received in accordance with the payment terms. Any additional work required will be carried out under the same terms of contract as this work and charged on a time and expenses basis at the rates above. It is assumed that the project will be completed within 3 months; fee rates may be subject to revision after this time. Fees will be subject to VAT. The terms and conditions are appended to this proposal.

Kind regards

Emilie



www.mrdsrconsulting.co.uk



**VISIONARY LEADERSHIP
AWARD WINNERS 2024!**

This message is private and confidential. If you have received this message in error, please notify us and remove it from your system.



From: Sarah Wakefield <Sarah.Wakefield@windleshampc.gov.uk>

Sent: 25 November 2024 13:27

To: Joe Gomme <jgomme@mrdsrconsulting.co.uk>

Cc: [Redacted]

Subject: RE: Cemetery Groundwater Risk Assessment

Dear [Redacted]

Many thanks for your e-mail.

Attached is a map outlining the three burial sections within Windlesham Cemetery. The primary area of concern, where we aim to implement a drainage solution, is marked with red diagonal stripes and includes the pathway highlighted in pink. We had assumed that a groundwater risk assessment would only be necessary for these highlighted areas, as the drainage works are intended to address flooding specifically in these locations. However, please let us know if you believe a broader assessment is required. Please note that we also plan to replace the pathway once the drainage issues have been resolved.


We have received guidance from the ICCM and reviewed advice on the Government website regarding the requirement to conduct a Groundwater Risk Assessment.



The Agreement between the Client and Consultant shall comprise the Proposal and the Terms of Contract. The Agreement shall be governed by and construed in all respects in accordance with the laws of England and each party submits to the non-exclusive jurisdiction of the English courts.

Terms of Contract

1. The Consultant shall exercise reasonable skill and care in the performance of the Services.
2. Subject to matters beyond the Consultant's reasonable control the Consultant shall use reasonable endeavours to perform the Services in accordance with the Programme set out in the Proposal.
3. The Client shall pay the Consultant the fees and expenses set out in the Proposal for the performance of the Services.
4. The Client shall supply the consultant without charge and in a timely fashion with all necessary and relevant information in the possession of the Client or any of the Client's agents consultants or contractors and with any necessary instructions decisions consents or approvals. The Consultant shall be entitled to rely upon the accuracy and completeness of all information and data furnished by or through the Client, and shall not be responsible for finding any error or omissions contained therein or liable for any consequences of such errors or omissions.
5. Payments due to the Consultant shall become due for payment within 28 days of submission of the Consultant's invoices. Any delay in settlement will lead to liability for interest charges at 4% over the current Cooperative Bank base rate.
6. The client may not withhold any payment of any sum due unless the client gives not later than seven days before such due date a notice specifying the amount proposed to be withheld and the ground for withholding payment or if there is more than one ground, each ground and the amount attributable to it.
7. We reserve the right to withhold our services if payment is not received in accordance with the payment terms.
8. All sums due are exclusive of VAT the amount of which shall be paid by the Client to the Consultant at the rate and in the manner prescribed by law.
9. The Consultant reserves ownership in all copyright and other intellectual property rights in its Work Product (reports, drawings, results, analysis, opinion or similar) and other deliverables. Subject to receipt of payment in full the amount due for the Services, the Consultant grants the Client a non-exclusive licence to use the copyright and other intellectual property rights in the Work Product to the extent and for the purposes envisaged in the Proposal and such licence shall, unless expressly agreed otherwise by the Consultant in writing, not extend to a right to sub-licence or assign the rights so licensed. The Consultant shall not be liable for the use by any person of any Work Product for any purpose other than that for which the same were provided by the Consultant.
10. Neither party shall disclose to any other person any private or confidential information concerning the business of the other party unless so authorised by the other party save in the proper course of that party's duties or to either party's professional advisers or insurers or as required or permitted by law. The Consultant reserves the right to use an outline description of the Services in its marketing material.
11. Notwithstanding anything to the contrary in this Agreement and without prejudice to any provision in this Agreement whereby liability is excluded or limited to a lesser amount, the liability of the Consultant under or in connection with this Agreement whether in contract or in tort, in negligence, for breach of the statutory duty or otherwise (other than in respect of personal injury or death), shall not exceed in aggregate a multiple of ten times the total of the fees payable to the Consultant by the Client.
12. The period of the Consultant's liability is six years after completion of the Services or such earlier date as may be prescribed by law. No action or proceedings under or in respect of the Services, whether in contract, in tort, in negligence for breach of statutory duty or otherwise shall be commenced against the Consultant after the expiry of the period of liability.
13. The Consultant shall maintain public liability insurance and professional indemnity insurance sufficient to cover the Consultant's liabilities hereunder for a period of six years after completion of the Services provided always in either case that such insurance is available at commercially reasonable rates and subject to all exceptions, exclusions and limitation to the scope of cover that are commonly included in such insurances at the time the insurance is taken out or renewed as the case may be.
14. Further and notwithstanding anything to the contrary contained in this Agreement and without prejudice to any provision in this Agreement whereby liability is excluded or limited to a lesser amount, the liability of the Consultant, if any, for any loss or



damage ("the loss or damage") in respect of any claim or claims shall not exceed such sum as it would be just and equitable for the Consultant to pay having regard to the extent of the Consultant's responsibility for the loss or damage and on the assumptions that:

- (i) all other consultants and advisers, contractors and sub-contractors involved in the Project shall have provided contractual undertakings to the Client on terms no less onerous than those set out in [this Agreement] in respect of the carrying out of their obligations in connection with the Project; and
- (ii) there are no exclusions of or limitations of liability nor joint insurance or coinsurance provisions between the Client and any other party to the Project and that any such other party who is responsible to any extent for the loss or damage is contractually liable to the Client for the loss or damage; and
- (iii) all the parties referred to in (i) above, have paid to the Client such proportion of the loss or damage which it would be just and equitable for them to pay having regard to the extent of their responsibility for the loss or damage.

- 15. Save in respect of personal injury or death, the Client shall look only to the Consultant (and not to any of the Consultant's personnel including any company officer or director) for redress if the Client considers that there has been any breach of Agreement.
- 16. In no event shall the Consultant be liable for any indirect, special, consequential, punitive or exemplary losses or damages (for the avoidance of doubt to include loss of profits; loss of business; depletion of goodwill; loss of anticipated savings; loss of goods; loss of contract; loss of use; or loss or corruption of data or information) which the client may suffer as a consequence of the performance of the Services by the Consultant. In no event shall the Consultant be liable for financial loss of any kind without limitation regardless of cause.
- 17. Each of the parties reserve the right to forthwith terminate the Agreement in the event of breach of any of these Terms and Conditions by the other Party, where the breach is capable of remedy and it has not been remedied after 14 days notice of such breach (notice having been given of the reasonable remedy required) or immediately upon giving notice in the event of a fundamental breach by the other party which is incapable of remedy; or any insolvency or bankruptcy proceedings or procedures being instigated against or by the other party in any jurisdiction.
- 18. If circumstances arise for which the Consultant is not responsible and which the Consultant considers make it irresponsible for the consultant to perform all or any part of the Services, the Consultant shall be entitled to terminate the appointment of the Consultant by two weeks' notice. In the event of termination, save in the event of the insolvency of the Consultant, the Client shall pay the Consultant a fair and reasonable amount on account of the fees due commensurate with the Services provided to the date of termination and payments of the Services to which the Consultant is irrevocably committed and any outstanding expenses.
- 19. Termination of the Consultant's appointment shall not prejudice or affect the accrued rights or claims of either party.
- 20. The parties shall attempt in good faith to settle any dispute by mediation.
- 21. Neither party may assign or transfer any benefit or obligation under this agreement without the prior written consent of the other party.
- 22. Save in respect of the benefits or rights conferred on the Consultant's personnel pursuant to item 13. , nothing in this agreement confers or purports to confer on any third party any benefit or any right to enforce any term of this Agreement under the Contracts (Rights of Third Parties) Act 1999.
- 23. Any notice under this Agreement shall be in writing and given by sending the same by fax or first class letter to the Client or Consultant at the address shown in the Proposal. For avoidance of doubt any notice sent by email shall not be effective under this Agreement. Notices shall take effect when they have been received by the Client or Consultant as the case may be.
- 24. No party will be bound to perform any of its obligations if and to the extent that it is prevented from doing so due to circumstances outside its reasonable control including act of God, strike, lock out or accident. If either party waives the performance of an obligation of the other that waiver will not imply a general waiver of that obligation or a waiver of any other obligation.

Item 8- Windlesham Cemetery

d) Cemetery bins

Members will be aware that there is an ongoing issue with fly tipping in the cemetery. The greenspace contractor for the cemetery has advised the following cause of action:

- Remove the three existing bins- wire bin in old section, bunker style bin in the old, old section and black garden style bin in extension section.
- Completely dismantle and remove the 'bunker area,' including the block wall, level the ground, and turf the entire area.
- Install three new closed-top bins, provided by the council.

The contractor will complete this work alongside the work on the ashes half plot area, with the council to provide the bins.

Bin quotes:

	Style & Size	Image	Price (including steel liner and ground fixings)
Quote 1	Derwent Outdoor Heritage Litter Bin- 120L (Available in a variety of colours to include black and dark green)		£199.95 (EX VAT) x 3 = £599.85
Quote 2	Cesar Litter Bin- 120L (Available in black, blue and red)		£200.56 (EX VAT) x 3 = £601.12

Quote 3	Topsy Jubilee Litter bin- 110L (Jubilee Green or Black)		£322.49 (EX VAT) x 3 = £967.47
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Funding options-

Cemetery EMR- £25,000 (already committed- £3,582 for ashes half plot area)

Greenspace Contingency - £883

Members are asked to review the quotes and determine whether they would like to proceed with any of the options presented, as well as decide on the funding for the work. Additionally, members are asked to confirm their agreement with the proposed course of action to improve the bin situation.

Item 8- Windlesham Cemetery

e) Memorial Repairs

Past resolution:

At a previous meeting, members resolved to seek quotes to repair five additional memorials lists below.

G28a- Lucy Moir

K2- Elizabeth Finlay

G1-a- Eveline Maria Mereweather

C4- Lyon

F2-Alice Fear

Members also agreed to seek quotes from specialist companies who specialise in restoration and conservation of the following historic memorials.

B33- Cornelius

K14- Cawthorne

Vault 1- Baillieu

A10&A11- Cochrane

R17- Clark

Quotes for five additional memorials:

Three stonemasons were contacted for quotes, however only one contractor responded.

Quote 1	Memorial	Work required	Price (EX VAT)
	C4 (Lyons)	Drill and dowel all tiers and cross	£150
	G28a (Moir)	Drill and dowel headstone to foundation and expose kerbs	£170
	K2 (Finley)	Level bottom tier, drill and dowel top tier to bottom	£150
	G1a (Mereweather)	Drill and dowel all tiers and cross	£150
	F2 (Fear)	No work needed as this is the design of the cross and bolder	£0
			Total = £620

No quotes have been received for the restoration of memorials B33, K14, Vault 1, A10 & A11 and R17.

Funding:

Available budget from top level Cemetery EMR for the repair of Historical Headstones = £1,685 (or £5,235 if deferred spend not approved)

Members are asked to review the quote and decide if they wish to proceed with the quote as presented.

Item 9- Windlesham Traffic & Infrastructure

Speed Survey update

Background:

At a committee meeting in November 2023, it was unanimously resolved to approve a spend of up to £3000 to be funded from the Windlesham CIL to implement speed surveys in Windlesham Village.

Following a meeting with a Senior Traffic Engineer from SCC Highways, a list of 18 recommended locations were proposed and agreed. The collected data will assist in identifying areas where a 20mph speed limit could potentially be introduced.

18 identified locations for speed surveys:

- Woodlands Lane, (on bend)
- Chertsey Road x 2
- Heath Park Drive (nr. Birch Road) x 2
- Updown Hill (outside shops halfway up)
- School Road x 3
- Snows Ride
- Church Road (on hill between Pound Lane & Rectory Lane) x 2
- Kennel Lane (centre of the long stretch between Church Road & Hatton Hill) x 2
- Hatton Hill
- Thorndown Lane
- Pound Lane
- Broadway Road

Next steps

- A PO has been raised to facilitate SCC Highways in issuing an invoice to WPC for payment of the speed surveys.
- Upon receipt of payment, SCC Highways will schedule the work.
- Once the surveys are complete, SCC Highways will analyse the data and provide recommendations.

Consideration of correspondence related to the speed survey project

Members are requested to review and consider correspondence from a resident, which has already been circulated for their attention.

In summary, the letter raised concerns regarding the use of CIL funds, traffic management in Heathpark Wood and road safety issues.

In particular, the sender has expressed frustration with the Traffic Management Working Party and the perceived delays associated with the proposed speed surveys. The letter calls for prioritising the implementation of a 20 mph speed limit and highlights the potential long-term benefits of road engineering solutions.

Members are asked to decide if they wish to formally respond to the residents' concerns.

Item 10- Windmill Field Playground Consultation

Five playground tender submissions were received, and Cllr Lewis and Cllr Marr evaluated each one based on the tender scoring criteria. The scores for the three shortlisted playgrounds can be found in Appendix A.

The three shortlisted designs proceeded to the public consultation phase, during which residents had a two-week period to vote for their preferred design and provide feedback. Responses were collected via SurveyMonkey, supplemented by feedback from face-to-face consultations, which was also recorded in SurveyMonkey. Additionally, the consultation link was shared with local schools to encourage wider participation.

Data and trends from SurveyMonkey are available in Appendix B, while comments from the survey can be found in Appendix C.

To support the decision-making process, the dimensions of selected equipment included in the three shortlisted playground designs can be found in Appendix D. This allows for a direct comparison with the existing playground equipment.

Members are asked to decide-

- **if they would like to proceed with one of the playground designs with no changes**

or

- **if they would like to proceed with one of the playground designs, but request changes to the design**

or

- **if they would not like to proceed with any of the 3 designs and would like to re issue the tender**

Appendix A

Playground Scores

		Price	Play Value	Maintenance & Warranty	Programme of Works	Designs & Presentations		
Requested Documents		Completed Pricing Schedule	Play value/Method Statement	Maintenance & Repair Schedule	Completed Programme of Works	CAD & Ariel Drawings	All required docs submitted?	Total Score
Weighting		40%	30%	20%	5%	5%		
Maximum Score		5	5	5	5	5		

Playground 1								
Supplied requested docs? Yes/No			Yes	Yes	Yes	Yes	Yes	
Price (minus VAT)		£65,000.00						
Score			5	5	5	5		
Percentage score		38.16%	30	20	5	5		98.16%
Playground 2								
Supplied requested docs? Yes/No			Yes	Yes	Yes	Yes	Yes	

Price (minus VAT)		£62,017.15						
Score			5	5	5	5		
Percentage score		40.00%	30	20	5	5		100.00%
Playground 3								
Supplied requested docs? Yes/No			Yes	Yes	Yes	Yes	Yes	
Price (minus VAT)		£64,922.92						
Score			5	5	5	5		
Percentage score		38.20%	30	20	5	5		98.20%

Scoring - Quality & Sustainability Criteria

Rating of response	Score
Very Good or Fully Compliant Submission which meets all requirements and is fully explained in comprehensive detail. Clearly includes all the information requested and instils full confidence that the Tenderer has the ability to fully meet the requirements of the contract.	5
Good or Fully Compliant Submission which meets all the requirements and is explained in reasonable detail. Includes all the information requested and instils reasonable confidence that the Tenderer has the ability to fully meet the requirements of the contract	4

<p>Satisfactory or Compliant Submission which meets the essential requirements and is explained in adequate detail. Although brief or lacking some detail, all the information requested has been supplied and the Council is relatively confident that the Tenderer has the ability to meet the requirements of the contract.</p>	<p>3</p>
<p>Weak or Partially Compliant (Minor issues) Submission which in some areas falls short of requirements and is poorly explained. Not all of the information requested has been supplied and The Council has minor concerns regarding the Tenderers ability to meet the requirements of the contract.</p>	<p>2</p>
<p>Unacceptable or Non Compliant (Major issues) Submission which clearly fails to meet requirements and is not explained. Key information requested has not been supplied and the Council has major concerns regarding the Tenderers ability to meet the requirements of the contract.</p>	<p>1</p>
<p>An answer to the question has not been provided or the Tenderer has not understood the requirements of the question and therefore the answer provided does not address the question. Note that in some instances, not responding to a question may result in your Tender being rejected and a fail mark awarded. Such questions will be identified within the Tender documents</p>	<p>0</p>

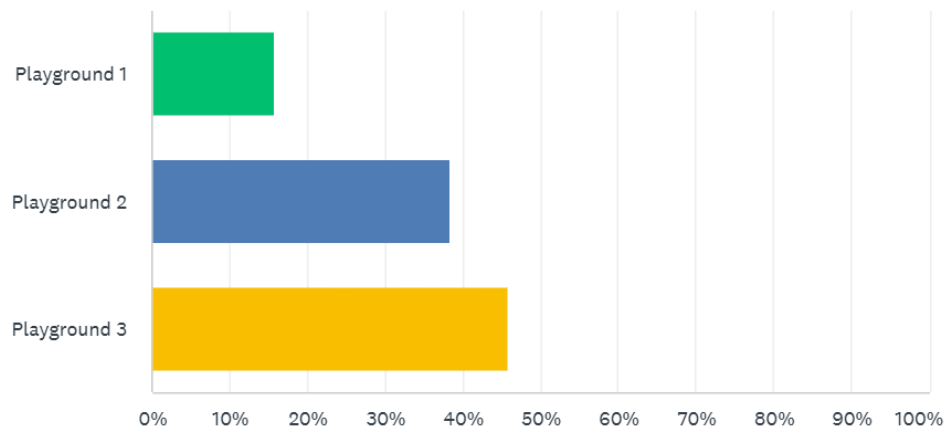
Appendix B




Data from SurveyMonkey

- 229 people responded to the consultation on Survey Monkey
- Of those that responded, 100% indicated a preference-
 - 15.72% (36 votes) voted for Design 1
 - 38.43% (88 votes) voted for Design 2
 - 45.85% (105 votes) voted for Design 3
- 71 people shared a comment

Vote for your favourite design

Answered: 229 Skipped: 0

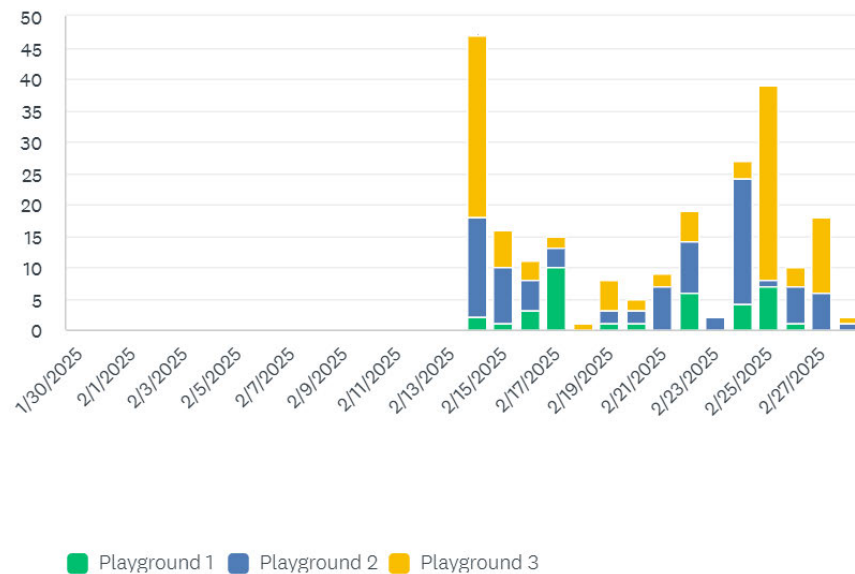


ANSWER CHOICES	RESPONSES	
 Playground 1	15.72%	36
 Playground 2	38.43%	88
 Playground 3	45.85%	105
TOTAL	229	

Trends from SurveyMonkey

Vote for your favourite design

Answered: 229 Skipped: 0 First: 2/14/2025 Zoom: 1/30/2025 to 2/28/2025



Validating data the from SurveyMonkey

The data in SurveyMonkey can be spot-checked and validated by reviewing IP addresses to identify multiple responses from the same source. We consider it reasonable to allow up to four responses per IP address, as this could represent a household submitting individual votes. However, during a spot check, it was noted that Playground 3 received 30 votes from the same non-local IP address, all submitted late at night within one hour.

Appendix C

Q2 Please share any comments you have below:

Answered: 71 Skipped: 160

#	RESPONSES	DATE
1	Really love playground 2 but the colours of playground 3. Red and blue can be less inviting colours for little ones but the equipment on offer is wonderful! Zip lines are super popular which they have at sunningdale and works well for every age. I didn't see this in pics so unsure if any of the designs have one but good to include. Thank you for doing this I know it will be a great asset to windmill field and the village.	2/28/2025 8:44 AM
2	My kids absolutely love monkey bars and you don't see them much these days, which is a shame. This would make it a playground worth travelling a little further to.	2/28/2025 7:43 AM
3	Great work, can't wait	2/27/2025 7:19 PM
4	Will be great for our kids	2/27/2025 2:51 PM
5	like the theming, inclusivity and caters for different age groups	2/27/2025 8:56 AM
6	i like the slide and swings. The basket swing looks like way so much fun with me mates	2/27/2025 8:39 AM
7	Love the slide here! I worry about the ground for the trampoline as it gets very wet in that area (we live opposite)	2/27/2025 8:17 AM
8	We overlook the park, this is amazing!!! Thank you for everyone's effort in this project	2/27/2025 12:05 AM
9	More modern and looks so much fun ..	2/26/2025 11:35 PM
10	This playground would keep my kids busy and active and they span a bigger age range. This playground is great for families that don't have kids as close in age happy.	2/26/2025 5:24 PM
11	Would be good to have some more shaded areas	2/26/2025 2:49 PM
12	The swings in number 1 looked dangerous in the printed images!	2/25/2025 10:19 PM
13	Love the monkey bars and slide in this one	2/25/2025 9:39 PM
14	Please consider adding pieces for older children - 8+	2/25/2025 3:59 PM
15	This one seems the best for all ages of children.	2/25/2025 9:50 AM
16	Looks fab!	2/25/2025 9:50 AM
17	I like the climbing frame.	2/24/2025 1:38 PM
18	Lots to do.	2/24/2025 1:37 PM
19	Because it has a wheelchair carousel but it would be better if you put it in playground 2.	2/24/2025 1:35 PM
20	Looks good. Trampoline. Springy thing.	2/24/2025 1:35 PM
21	Caleb is 3 years of age. Playground 3 was his favourite because it had the balancing beams and the piggies.	2/24/2025 1:33 PM
22	I like playground 2 but would prefer the yellow slide in number 3 and 4 seat daisy springer instead of the sheep springer.	2/24/2025 1:31 PM
23	Please keep grass area maintained.	2/24/2025 1:30 PM
24	With yellow slide.	2/24/2025 1:29 PM
25	Like the yellow slide on number 3 but prefer design of number 2.	2/24/2025 1:26 PM
26	Trampoline and balance section.	2/24/2025 1:25 PM
27	Really like the trampoline.	2/24/2025 1:24 PM

28	Pigeon spikes on swings as Windmill Field has a plethora of pigeons.	2/24/2025 1:22 PM
29	Design 2 with a bench if possible.	2/24/2025 1:19 PM
30	I like to swing together. Bounce.	2/24/2025 1:18 PM
31	Climber.	2/24/2025 1:17 PM
32	Climbing frame.	2/24/2025 1:17 PM
33	Wheel chair roundabout, big swing.	2/24/2025 1:16 PM
34	I like the fact that is made for smaller children and older children too.	2/24/2025 1:16 PM
35	Climbing frane	2/24/2025 1:15 PM
36	I like the trampoline the monkey bars and the climbing part.	2/24/2025 1:13 PM
37	I think playground 2 has a little more for toddlers so activities balanced across the age groups, whereas the others look like there is more for older children. They all look fab though and I think my little one would love them.	2/23/2025 10:20 AM
38	I think playground 3 will have something for everyone; older and younger children as well as accessible options. I think it is also a bit more different to the playground at the field of remembrance which will mean the children of the village have two lovely and varied play areas to enjoy.	2/22/2025 8:46 PM
39	Design 1 has a very good frame for older children, which is lacking in the area	2/22/2025 5:09 PM
40	Design 2 has greater use of the green space which makes it much more harmonious within the context of the wider open space	2/22/2025 2:05 PM
41	Wheelchair roundabout is a great idea. The slide frame looks fun & exciting but without the scary gaps that design 1 has. Bare in mind the age of children using the swings. Love design 3, then 2 in second. And thank you!	2/22/2025 10:34 AM
42	Children love the swings the most and need baby and older swing sets. No metal slides preferably as they get dangerously fast in winter and horribly hot in summer.	2/22/2025 8:44 AM
43	Option 2 as it looks the safest!	2/21/2025 10:26 PM
44	Optimum layout for all users	2/20/2025 2:40 PM
45	The ground looks more fun! I like the natural look.	2/20/2025 10:05 AM
46	More inclusive to the surrounding nature	2/19/2025 8:27 PM
47	Option 2 looks to promote the most independence from a younger age. Accessing the slide in option 3 looks like it would be difficult until much older, but all children love it. Option 2 is also the only one with a trampoline and these are brilliant for all ages and abilities	2/19/2025 12:02 AM
48	We really like the Playground 1 design, and feel that it offers the best all round play for lots of different ages. The Grandkids I am sure would love it. The other 2 designs are OK, although number 3 looks all higgledy piggledy and out of scale. The perspectives are all wrong and it couldn't really look like that.	2/17/2025 12:17 PM
49	I think Playground 1 has a better variety of play items. It will allow my kids of varying ages to play in the same space together.	2/17/2025 11:13 AM
50	Chose number 2 because of the trampoline and the balance equipment. Preferred the big climbing frame in number 1.	2/17/2025 7:01 AM
51	As we already have 2 playgrounds for the younger age group maybe the 8 to 14 group could be consulted about what they would Like?	2/16/2025 9:45 PM
52	I like the explore area on the grass and the wheelchair friendly roundabout	2/16/2025 2:35 PM
53	All three designs look great! Went for this one because of the yellow slide and activity frame	2/16/2025 8:44 AM
54	My 1 year old daughter would love the trampoline and balance beam wooden climbing frame which you don't see at many parks, good variety for all ages! Can't wait to see the new playground once installed.	2/15/2025 10:54 PM

55	Great for children of all ages and different to what else is on offer locally.	2/15/2025 9:42 PM
56	Option 2 allows for more of a point of difference from designs already available in the village and would be a wonderful addition to this area. Fully support the investment	2/15/2025 5:56 PM
57	Absolutely brilliant idea! Excited for this to happen my kids would love it. We regularly come here but find there's not much to do	2/15/2025 10:40 AM
58	Would have loved to include trampoline also	2/14/2025 10:07 PM
59	Please keep as much of the grass as possible inside the playground. It's so nice to have somewhere for kids to crawl/run around in grass without worrying about stepping in dog poo - and I'm a dog owner!	2/14/2025 8:08 PM
60	Love the monkey bars and bendy slide looks fab. Not liking the others because they put the baby slide in front of the swing, and looks a lot less attractive	2/14/2025 7:08 PM
61	Playground 3	2/14/2025 7:01 PM
62	Easily the nicest looking, and the kit looks quality too.	2/14/2025 6:44 PM
63	Love the winding slide and monkey bars - like that it looks different to our other parks	2/14/2025 6:42 PM
64	All the designs are good. I preferred playground 3 as it is more vibrant with the ground images, and dedicated areas/equipment for younger & older children.	2/14/2025 5:08 PM
65	Love the bouce/ trampoline on number 2	2/14/2025 4:33 PM
66	C looks fun and even the floor has colour on it.	2/14/2025 3:44 PM
67	My house over looks this area and this option looks much more in-keeping with the area.	2/14/2025 3:05 PM
68	A zip wire is good to add please	2/14/2025 2:52 PM
69	Have you considered including a communication board for our autistic residents and visitors to use?	2/14/2025 2:43 PM
70	I love the colours on this one. Trampoline looked fun but muddy on the grass?	2/14/2025 2:31 PM
71	Overall appearance in keeping with the open green space	2/14/2025 2:00 PM

Appendix D

Playground dimensions:

	Existing Playground	Playground 1	Playground 2	Playground 3
Height of cradle swing set	2.6m	N/A	2.4m	N/A
Height of flat seat swing set	2.6m	N/A	2.4m	N/A
Height of combined swing set	N/A	2.3m	N/A	2.74m
Height of larger playframe at highest point	2.4m (highest point), 1.7 (highest platform)	2.94m (highest point) 1.8m (height of platform)	3.75m (highest point) 1.5m (height of platform)	3.69m (highest point) 2.46m (highest activity) 1.48m (height of slide)
Size of accessible roundabout	N/A	175(L)x175(w)x85(H)cm	204(L)x204(w)x81(H)cm	208(L)x208(w)x70cm(H)

Item 11- Grants

To consider a grant application from Windlesham Branch, Royal British Legion

The Committee has received a grant application from Windlesham Branch, Royal British Legion requesting £1,600 to help towards the cost of a VE Day event on Saturday 10th May.

Funding:

Windlesham Grant budget = £900

Windlesham Village Reserve = £15,279.15

VE Day celebrations budget line 2025/26 = £6,500 (please note any funds from this budget line can not be accessed until 1st April 2025)

Members are asked to decide if they wish to grant £1,600 to Windlesham Branch, Royal British Legion for the above purposes and decide how they would like to fund it.



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

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☐

Windlesham ☒

Name of Organisation	Windlesham Branch, Royal British Legion
Registered Charity Number (if applicable)	Royal British Legion Registered Charity No 219279
Contact Name	MR R.M.SHEARD
Position within the organisation	Chairman, Windlesham Branch
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
Total cost of purpose/project	£ 1,600
Amount of grant requested	£ 1,600
Detail grants received (or applied for but not yet determined) from other sources:	NONE

<p>What are your organisation's objectives?</p>	<p>'The Royal British Legion is at the heart of a national network that supports our Armed Forces community and leads the nation's efforts to remember all those affected by war. This year marks the 80th anniversaries of the end of the Second World War – VE Day and VJ Day.</p> <p>The Windlesham Branch are the only Branch in the Parish area and meet on the second Monday of every month at the Windlesham Club and Theatre with a series of talks and events. We organise the two Remembrance events every year in Windlesham.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>Our objective is to help the people of Windlesham and surrounding communities to remember the end of the second world war in Europe..</p> <p>The Windlesham Branch of the Royal British Legion are organising this proposed event, a free concert given by Bagshot Concert Band, at the Windlesham Field of Remembrance.</p> <p>The event will be open to all and take place between 1400 and 1630 on Saturday 10 May 2025. Those attending will be able to bring their own picnics and refreshments. Additional refreshments will be available from Fieldhouse Coffee on site and a Burger van in the car park.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>We will achieve our objective if we attract 200 people to attend the free concert</p>
<p>How does the application meet the criteria for this fund?</p>	<p>This application is for the benefit of the people of Windlesham and surrounding communities</p> <p>The grant will be used to pay for the Bagshot Concert Band, the marquee supplied by a local firm (to protect the 27 strong band and leader from the rain or sun) cleaning charges for the Hub toilets and the hire of two extra waste bins from Shorts to dispose of the rubbish.</p>

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	The event will be held on private land with full access to all
Has community engagement been undertaken?	Initial consultations have been held with community representatives. We anticipate that the event will be widely promoted across the community using social and printed media. This is something we have significant experience of and expertise in successfully engaging with the community when organising a number of previous events

Total number of users of your organisation	110 branch members
Number of your users resident in Windlesham Parish who will directly benefit from the grant	Potentially all residents of Windlesham and the surrounding communities
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Current bank balance restricted by RBL policy	£ Branch £3075	date 10/02 / 2025
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Supporting documentation to be submitted with the grant application.

A copy of the written constitution ☐

Copies of the last financial year-end accounts ☐

A copy of your latest bank statement ☐

If the grant relates to property matters, a copy of the lease ☐

Additional documentation required for grant requests over £3,000

Tendering process ☐

Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan ☐

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

Yes ☒ No ☐

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

Signed.

Name..... RICHARD MICHAEL SHEARD

Position in organisation..... CHAIRMAN

Date..... 10 FEBRUARY 2025

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. 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.

For official use

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

Item 12- Clerks Update

Ashes half plot area

The SHBC Tree Officer has approved the removal of five laurels, allowing work on the half-plots area to begin within the next two weeks. The extension section will be closed for two days to facilitate tree felling and chipping. To minimise disruption, interments in that section should be avoided for approximately one and a half weeks due to potential noise and disturbance.

Windlesham Neighbourhood Plan (WNP) Review

Cllr Marr and the Assistant Clerk have been collaborating with a planning consultant to determine the next steps for the WNP Review. The consultant has proposed attending the next WNP Review Working Party meeting to provide guidance based on his review, which has been circulated. He will also present his key recommendations for consideration.

Heathpark Woods SANG

The Planning Committee resolved to write to the Environment Agency and the Head of Enforcement at SHBC to seek clarification on the following points:

Environment Agency:

- There is particular concern that materials not permitted under the U1 exemption have been used in the construction of the haul road. Confirmation is sought on whether the Environment Agency is satisfied that all materials comply.
- Confirmation is requested on whether the Environment Agency has reviewed the materials in question, conducted an on-site inspection, and taken samples for analysis.
- Assurance is needed that all relevant materials can be safely removed from the site once the works are completed, along with clarification on whether the site could suffer irreversible contamination.

SHBC:

- Clarification is requested regarding the purpose of the haul road, assurance that all planning requirements have been met before tree removal, and concerns have been raised about the lack of communication from the developer to the community.

SHBC and the Environment Agency have acknowledged receipt of the letters, however, a response is still pending.

Greenspace Procurement update

At the November 2024 meeting, delegated authority was given to the Clerk in conjunction with the Chair, Vice-Chair of the Council, along with the Chair and Vice-Chair of each village

committee, to collaborate with the procurement consultant in preparing and launching a multi lot tender. Next steps will be agreed at their next meeting.