Item 6 - Annual Parish Meeting - to discuss proposed agenda points.

Full Council EGM 8th April 2025

Members will be aware that the Parish Council will be facilitating the next Annual Parish Meeting of the electors on the 13th May 2025.

Action

Members are asked to read the information below and agree on points for the APM Agenda.

Suggestions for Agenda Points:

- 1. Chairman's Welcome and Introductions
- 2. To appoint a Clerk for the meeting
- 3. To approve as a correct record the Minutes of the previous meeting
- 4. Chairman's Report
 - **WPC Strategic Plan & Priorities** -Presentation on progress made against planned items and suggestions for further items to be included.
 - **Finances and Budget**, a brief presentation on the Budget for the 2025/26 year, together with an explanation of the increase in the annual precept of 8.27% to be followed by an opportunity for members of the public to ask questions about the budget and reserves.
- 5. Local Government Reorganisation and the Devolution Process Brief presentation of the latest information delivered by SALC Vice Chairman. This could include an opportunity to discuss the adoption of community assets/services to obtain the electorate's view on the matter.
- 6. Open Forum between electors to discuss issues important to their communities This is an opportunity for electors to discuss community matters amongst themselves, identifying matters that are important to the whole parish community. While issues may be raised, councillors are not there to respond on behalf of the Parish Council. Any formal questions relating to the Council should be submitted through the appropriate channels for an official response.

Conclusion of Formal Business

Clarifications on the Role of the APM

1. The APM is for Electors. It is not a Council Meeting

- o The APM is a forum for residents to discuss local matters.
- The Parish Council as a corporate body does not have a formal role in answering questions at the meeting.

2. Councillors Attend as Residents, not in an Official Capacity

- Councillors attend as electors and are not required to answer questions on behalf of the Council.
- While the Chair of the Parish Council must preside, the Council as a corporate body does not have a formal role in responding to questions.

3. Handling Questions About the Parish Council

- If residents have specific questions for the Parish Council, formal queries should be submitted in writing to the Parish Council for review at a future Council meeting.
- An immediate response at the APM should not be expected.

4. Ensuring a Constructive and Inclusive Meeting

- The APM provides a space for residents to share views, exchange ideas, and raise concerns amongst themselves.
- It is not a Q&A session with the Council, and discussion should focus on community debate rather than direct questioning of councillors.

In summary, the APM is an opportunity for electors to discuss community matters amongst themselves. While issues may be raised, councillors are not there to respond on behalf of the Parish Council. Any formal questions relating to the Council should be submitted through the appropriate channels for an official response.

What is the purpose of an Annual Parish Meeting?

Annual Parish Meetings are quite distinct from meetings of the Parish Council and should not be confused.

The purpose of the APM is to enable the registered electors to discuss parish affairs and to have a say on anything they consider valuable to the people of the parish. This meeting is also an opportunity for the Parish Council (and higher tiers of local government) and community group leaders to engage with residents, and to inform them of what the Council has been doing over the past year.

Differences between the Annual Parish Meeting and a Parish Council Meeting

Any person on the electoral register of the parish is entitled to speak at a Parish Meeting, at Parish Council meetings, members of the public may only speak at the Chairman's discretion.

Any matter pertinent to the parish may be discussed at a Parish Meeting, whereas at a Parish Council meeting subjects for discussion should be limited to matters on which the council has the power to act.

Who has the right to convene an Annual Parish Meeting?

The Annual Parish Meeting may be convened by the Chairman of the Parish Council, or any two Parish Councillors, or by six electors of the Parish for which it is to be held.

Will Parish Councillors be at the meeting?

All Parish Councillors will be invited to attend the meeting and at the discretion of the Chair, Councillors will also have an opportunity to raise questions and make comments. However, the purpose of the meeting is to enable the electors to have their say.

Who can attend the meeting?

The Annual Parish Meeting is for all electors of the Parish. It is not a meeting of the Parish Council. Anyone is welcome to attend the meeting however, only registered electors of the parish may speak and vote during the meeting.

Who will Chair the meeting?

The Chair of the Parish Council may attend (whether they are an elector or not) and must preside if present. The Vice-Chair (if any) must preside in the absence of the Chair of the Parish Council. If both are absent, the meeting elects someone to preside.

The relationship between the Parish Meeting and the Parish Council

Though a Parish Meeting may discuss parish affairs, its resolutions differ considerably in their legal consequences. In few cases is a decision legally binding. Most decisions are persuasive only and the Parish Council may legally disregard them.

Item 7 - Public Consultation: Adoption of Heathpark Woods Community Building

Have Your Say on the Future of a New Community Facility

Windlesham Parish Council is seeking residents' views on the potential adoption of a new community building at Heathpark Wood, Windlesham.

Action

Members are requested to consider the proposed consultation below and determine whether to proceed in its current form or propose amendments.

Consultation

Background

In 2017, planning permission was granted for a new development at Heathpark Wood. As part of this approval, the developer, was required to construct a community building. The Council is now considering whether to adopt this facility and take on its management.

Before making a final decision, we need to understand whether there is community support for this initiative and if residents are willing to fund its ongoing costs through a potential increase in the parish precept (the portion of Council Tax that funds local services).

What is Being Proposed?

It is proposed that the freehold of the Heathpark Woods Community Building be transferred to an end user, with Windlesham Parish Council being a possible candidate.

Key Details of the Building:

- Includes a community space, car park, and landscaped areas.
- Construction costs are fully covered by the developer.
- Ongoing maintenance, operational costs, and legal responsibilities would fall to the Council (or another managing entity).
- The building's design is already finalised, with only minor layout adjustments permitted.

★ View the plans here: [INSERT LINK]

Potential Benefits of Council Adoption

- A community hub for social, cultural, and recreational activities.
- A venue for local groups, clubs, and educational workshops.
- Space for community events, meetings, and private hire.
- Opportunity to generate income through rentals and partnerships.

Challenges and Financial Considerations

Estimated annual running costs: £54,000

To break even, the hall would need to be booked for approximately 47 hours per week at a competitive hire rate of £22 per hour.

If hire revenue falls short, the Council may need to increase the precept to cover costs.

Based on the Parish Council's 2025-26 tax base and Band D precept, the potential impact on a Band D property could be as follows:

| Funded by the Parish Council | Approximate annual increase in band D precept |
|------------------------------|---|
| 100% | £6.40 |
| 50% | £3.20 |
| 20% | £1.28 |

NB: The figures above are based on the assumption that Windlesham Parish Council will continue to operate in its current structure, representing the three villages of Bagshot, Lightwater, and Windlesham.

Alternative Management Option:

An alternative proposal is for the Council to adopt the building but allow a charitable trust to manage it. This may help reduce costs but could still require financial support.

Pros and Cons of a Charitable Trust Model

| Pros | Cons |
|-----------------------------------|--|
| | Less direct Council oversight |
| Potentially lower operating costs | Reliant on volunteer trustees |
| | Uncertain long-term financial sustainability |

What Happens if the Council Does Not Adopt the Building?

If the Council declines ownership:

- The building will be openly marketed as an opportunity for consideration by other management groups.
- If no buyer is found, the developer may apply for a change of use for the building.
- If no alternative use is approved, responsibility may pass to the Estate Management Committee.

Your Opinion Matters

We are asking for feedback on the following key questions:

- 1. Do you support the Council adopting the Heathpark Woods Community Building?
- 2. Would you be willing to support a precept increase to help fund its operation and maintenance?
- 3. Should alternative management arrangements, such as a charitable trust, be considered?

How to Take Part

Residents can share their views by completing our short survey:

- Online: [INSERT LINK]
- Paper copies: Available at the Parish Council Office
- ★ Community Meetings: Attend upcoming public meetings to discuss the proposal.
- Deadline for responses: [INSERT CLOSING DATE]

Your feedback is crucial in shaping the future of this potential community asset. Thank you for your participation.

Windlesham Parish Council

- The Council Office, The Avenue, Lightwater, GU18 5RG
- 01276 471675
- clerk@windleshampc.gov.uk
- www.windleshampc.gov.uk

Item 8 - War Memorial Condition Surveys and Proposed Remedial Works Full Council EGM 8th April 2025

The condition surveys of the parish war memorials have now been completed, and formal reports received. The surveys, carried out by appropriately qualified specialists in the conservation of historic stonework, have identified a number of maintenance and conservation issues requiring remedial work to preserve the memorials and ensure safety. Full details are available in the appended survey reports.

Action

The works are considered necessary to maintain these heritage assets, therefore Members are asked to:

- 1. Note that the Clerk and Cemetery Coordinator will endeavour to obtain two further quotes to ensure value for money.
- 2. Approve expenditure up to £13,520 to be funded from the budget lines and EMR outlined below
- 3. Delegate authority to the Clerk and Cemetery Coordinator to award the contract to the most appropriate contractor within the approved budget.

Quotations for Remedial Works

Initial quotations have been obtained for the recommended remedial works from the conservator chosen to carry out the surveys. See attached quotes for further information.

| Bagshot | £7,160 |
|---------|--------|
| | |

Lightwater £2,415

Windlesham £3,945

The Cemetery Coordinator is actively seeking alternative quotations in accordance with the Council's Financial Regulations to ensure value for money.

| Available Budgets | 25/26 Budget | |
|-------------------|--------------|--|
| Bagshot | £4,541 | Please note that it would be necessary to fund $£2,619$ from the EMR |
| Lightwater | £4,541 | |
| Windlesham | £4,541 | |
| War Memorial EMR | £4,976 | |

C/o Lucy Shannon, Windlesham Parish Council, The Council Offices, The Avenue, Lightwater. GU18 5RG

Date: 28/03/25

Quote ref: 25/06

Quotation

Site Address: Bagshot War Memorial, Churchyard of the Church of Anne, 45 Church Road, Bagshot, Surrey. GU19 5EQ.

Official List entry.

Grade: II

List entry no: 1454315

List Entry Name: Men of Bagshot War Memorial.

Re: Stonework Repairs - Reference, Survey Report 25/07

Octangle Base, & Shaft Plinth,

Description.

Side1, Removal of moss from mortar joints, repoint 2no 25mm long joints on 2nd and 3rd step, repoint cracked bed-joint of shaft plinth stone, replace previous cement repair with lime mortar repair, point crack along joint where new replacement coping stone introduced. **£1,010.**

Side 2, Removal of moss from joints cut out any Portland cement from joints and replace with lime mortar. Fill 2no hairline cracks with fine lime mortar. £690.

Side 3, 2nd step R/H side perpendicular joint, replace previous Portland cement repair with lime mortar repair, 1st step R/H side glue small piece of stone that has come loose, 4th step bottom bed replace previous cement repair with lime mortar repair, Bed joint at bottom of shaft- repoint hairline crack using lime mortar, remove cushion moss from all joints. £690.



Side 4, Point and fill hairline crack in the bed joint of shaft and shaft plinth using a fine lime mortar, Point and fill hairline crack at the bottom of first step. £360.

Side 5, Repoint crack at bottom of shaft, repoint bed joint of shaft plinth stone this will include 25mm open joint, 1st step L/S front corner replace failed repair with a lime mortar repair, 3rd step repoint cracked bed joint. **£1,010.**

Side 6, Repoint and fill hairline cracks to bed joint of shaft, repoint bed joint of shaft plinth stone,

, 1st stone step L/H side top section replace failed Portland cement mortar repair with lime mortar repair. 1st step, replace hollow sounding chamfer detail below coping with lime mortar.

1st stone perpendicular face L/H side previous mortar repair has failed, replace with lime mortar,

£1,700.

Side 7, Repoint hairline cracks to bed joint of shaft stone, perpendicular joint in center of 4th stone step, crack in stone of 4th step running up from bed joint 50mm in length, 1st stone coping R/H side replace previous Portland cement repair and fill radiating crack. **£1,010.**

Side 8, Repoint hairline crack to bed joint of stone shaft, L/H side perpendicular joint of 1st stone along its entire length, R/H side bed joint of 1st stone Replace previous Portland cement repair with lime mortar repair, 1st stone step replacement coping re-point bed joint along its entire length using lime mortar, Top bed of shaft plinth replace previous repairs that have failed and fill divots in stone using lime mortar. **£1,380.**

Sub-total: £7,160.
Vat 20%: £1,432
Total: £8,592.00

Exclusions:

Mains water, 240v mains power, Parking permits, Inclusions:

Method statements & Risk assessments, Public Liability cover £10 Million, Windlesham Parish Council, The Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG

Ref: 2507

February 6th, 2025,

SURVEY REPORT

RE: BAGSHOT WAR MEMORIAL, CONDITION REPORT

Site address: Churchyard of the Church of St Anne, 45 Church Road, Bagshot, Surrey, GU19

5EQ.

Listed Building Entry:

Heritage Category: Listed Building

Grade: II

Historic England listing: Entry no 1454315

Date of construction: 1920

Date first Listed: 09-March-2018

Summary:

First World War memorial with further names added for second World War.

Details:

Materials: Constructed from Clipsham stone with a concrete foundation.

Inscriptions: Incised cut lettering painted black.

Description:

Floriated Latin Cross rises from a decorative octagonal capital that sits in turn on an octagonal tapered shaft that is set on an octangle plinth with chamfered edges to the top and bottom plinth detail.

The plinth stands on a tall four stepped octagonal base, which holds the names of the fallen cut into the stones of the top three steps.

The four stepped octagonal base in turn sits on a chamfered plinth, that intern sits on a concrete pad foundation rising above ground level.

It is of note that the listing states the monument was moved from a previous location in 1948.

Prepared for, Lucy Shannon (Cemeteries & Allotments Coordinator)

Site visit carried out, February 4th, 2025.





CONDITION REPORT

Foundations:

Material: Concrete Pad Tap -Test: Sound

Condition: Foundation is raised above ground level and appears to be in good order.

Octangle Base, & Shaft Plinth

Material: Clipsham Stone.

<u>Four Stepped Octagonal Base Stone, starting point Ref side 1 overlooking the road, with inscription on 4th step top line to - Pte J C CATFIELD 1st R BERKS</u>

Side 1

Observations: 1no indent on 3rd step - minor moss growth in mortar joints- open joint approximately 25mm in length left hand top of 2nd step- open joint approx. 25mm in length right hand 3rd step- Bed joint of shaft plinth stone cracked adjacent to previous repair (possibly Portland cement- OPC)

Tap-Test: 1st step- coping detail has hollow sound to front of coping where chamfer detail to underside of coping is cracked along joint where new replacement coping stone has been introduced.

Tap- test of chamfer detail – good.



Proceeding anti clockwise around memorial

Side 2

Observations: 2no indents on 2nd & 3rd step – Mortar joints are in good order, although they appear to be Portland cement and have moss growth.

Bottom right of 1st stone has 2no hairline crack on chamfer detail- previous repair below crack adjacent to foundation.

Tap-Test: All stonework is testing sound except for the 3rd step indent that is testing hollow.

Side 3

Observations: 2nd step right-hand side, top of perpendicular joint a repair has been carried out using Portland cement- 1st step right hand side top joint, a small piece of stone with approx. size 50mm x 20mm x 10mm thick, has failed and come loose at the front of the stone adjacent to the joint.

4th step bottom bed joint, repairs have been carried out to make good probable damage that may have occurred during its rebuilding from relocation. The repairs appear to be Portland cement.

Bed joint at bottom of Shaft, has a hair line crack running through the mortar joint. Joints have buildup of cushion moss predominantly on the horizontal steps.

Tap-Test: Sound

Side 4

<u>Observations:</u> The bed joint, at the bottom of shaft and shaft plinth stone has a hairline crack running along the joint - erosion is occurring on top of step 4 with spalling of the stone face-hairline crack is evident on the left side of step 1 running through chamfer detail- Bottom of step 1 adjacent to foundation is showing signs of decay along the stone face.

Tap-Test: Sound

Side 5

Observations: Bed joint at bottom of shaft has a hairline crack running along the joint. The bed joint of the shaft plinth stone is cracked with open joint in right corner 25mm in length- 1^{st} step stone left side front corner, previous pointing repair has failed -3^{rd} step stone bed joint is cracked along joint.

Tap-Test: Sound



Side 6

<u>Observations:</u> Joints, Hair line crack at bed joint of shaft – Hairline crack to Bed joint of Shaft plinth stone. - 1st stone step of base has had a replacement coping stone installed probably during the last conservation work in 2016, the bed joint of this coping has an open crack 3-5mm wide along the entire length of the joint on the chamfered edge of the stone below. The perpendicular face of 1st stone step left side top section has had a previous mortar repair that has completely failed with sections of repair missing. Indent to right side of the failed section is in good order.

<u>Tap-Test:</u> Failed, in the following areas- 1st stone step perpendicular face left side where previous mortar repair has failed. -1st stone step replacement coping is hollow due to failure of bond, Chamfer below coping is made up of mortar repair and adjacent to stone, this is hollow sounding when tap tested and failed test. -indent stone to right side of failed repair on the perpendicular face of 1st stone is Sound and passed test.

All other stones are sound.

Side 7

<u>Observations:</u> Joints, Hairline crack on the bed joint of the shaft stone. – Hair line crack to perpendicular joint in center of 4th stone step. – Crack in stone right of perpendicular joint of 4th stone step running up from bed joint and below inscription U approximately 50mm in length.

1st step coping right hand side joint has crude repair, with 50mm crack radiating left side of joint and carried out using Portland cement.

Tap-Test: Sound

Side 8

<u>Observations:</u> Joints, Hair line crack on bed joint of shaft stone- Left side Perpendicular joint of 1st step stone has hairline crack running its entire length. Right side bed joint of this stone has a previous repair carried out using Portland cement.

The 1st stone step has a replacement coping stone, on the bottom front edge of this stone where it meets the chamfer detail an open crack is running the entire length of the coping bed joint 3mm – 5mm wide opening to 10mm wide on the right-hand side.

Top of shaft plinth stone has been previously restored with mortar these repairs are staring to fail and exposing divots in the face of the stone, the erosion more likely caused by the trapping of rainwater in the divots accelerating the stone decay through frost thaw action. It is also of note that the horizontal faces of the stone are not weathered so by design will trap water and cause potential stone erosion.

<u>Tap-Test:</u> Failed, in the following areas, Coping stone of 1st step stone, hollow sounding fail. The chamfer below the coping where the open bed joint has cracked has passed and is sound.

All other areas are sound and Passed tap test.

Inscriptions: The letters and numerals are hand cut into the stone and painted black.

The names of the of the fallen for WW1 are incised on the top three steps.

The dedication to WW2 is located on the second step and simply reads second World War 1939-1945- below this on the first step is a further dedication to WW1 with the words To the Men of Bagshot who gave their lives for their country 1914-1918.

The condition of the inscription is very good with no letters or numerals missing or in poor state of repair. The black enamel lettering paint is all in good order, with nothing of concern to report.

Shaft & Cross

Movement test of shaft: Pass – in good order.

Condition of shaft: Good

Condition of Floriated Latin Cross: Good

<u>Overview of Memorial:</u> With the durability of Clipsham stone being very good, overall, the original 1920 stonework is in reasonably good order with only minor defects as reported in the above observations and tap tests.

The main areas of concern have been failures of subsequent restorations where new stone has been introduced and not installed competently or installed using the wrong mortars and poor design procedures leaving elements of the original, stonework prone to weather damage.

This is highlighted best by the introduction of the replacement coping stones on the first step and the failure of the bed joint.

Other failures have been mortar, repairs that appear to have been carried out using unsuitable mortar or the repointing of joints with Portland cement.

With the assumption that the present failures are from the work carried out in 2016, I would strongly advise that any future works are carried out under the supervision of the War Memorials trust or similar heritage bodies, where the specifications can be approved prior to any work being carried out.





C/o Lucy Shannon, Windlesham Parish Council, The Council Offices, The Avenue, Lightwater. GU18 5RG

Date: 28/03/25

Quote ref: 25/08

Ouotation

Site Address: Lightwater Village War Memorial, Junction of All Saints Road and Guildford Road, Lightwater Surrey Heath, Surrey, GU185SB.

Official List entry.

Grade: II

List entry no: 1441517

List Entry Name: Lightwater War Memorial.

Re: Stonework Repairs – Reference, Survey Report 25/05

Scope of Works,

Description.

Square Base (Plinth),

Guildford Rd Facing, replace cracked bed joint where base meets concrete pad, and bed joint where pedestal meets base stone with NHL 5 lime mortar.

£690

Orchard Mews Facing, replace all perpendicular joints in entirety with NHL 5 lime mortar. Replace bed joint where base meets pedestal along its entirety, cutting out and replacing with NHL 5 lime mortar.

£690

All Saints Rd Facing, replace bed joint where base meets pedestal along its entire length repointing using NHL5 lime mortar.

£345



Orchard Close Facing, replace cracked bed joint where plinth meets concrete pad on left side, replace both perpendicular joints- cutting out existing mortar and replacing with NHL5 lime mortar,

cutout and replace entire joint where pedestal meets base stone repointing with NHL5 lime mortar.

£690

Sub-total: £2,415 Vat 20%: £483 Total: £2,898

Exclusions:

Mains water, 240v mains power, Parking permits, **Inclusions:**

Method statements & Risk assessments, Public Liability cover £10 Million,



Windlesham Parish Council, The Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG

Ref: 2505

February 6th, 2025,

SURVEY REPORT

RE: LIGHTWATER WAR MEMORIAL, CONDITION REPORT

Site address: Junction of All Saints Road and Guildford Road, Lightwater, Surrey Heath, Surrey, GU185SB

Listed Building Entry:

Heritage Category: Listed Building

Grade: II

Historic England listing: Entry no 1441517

Date of construction: 1920 Date first Listed: 13-Feb-2017

Summary:

First World War memorial with further names added after second World War.

Details:

Materials: Rough- hewn Cornish granite,

Painted (black) Lead inscriptions for first and second World War.

Description:

Wheel head cross (Celtic cross) on a square shaft with sword of Sacrifice carved in relief, standing on a tapered square pedestal with two smooth polished panels which carry the lead inscriptions for the first & second World Wars.

This sits on a single stepped square base, with concrete pad foundation.

Prepared for, Lucy Shannon (Cemeteries & Allotments Coordinator)

Site visit carried out, February 4th, 2025.



CONDITION REPORT

Foundations:

Material: Concrete Pad Tap -Test: Sound Condition: Good

Observations: The foundation is in good condition with no obvious signs of decay of faults in

its structure,

It's of note that the exposure of the footing and its unsightly appearance would suggest that at the time of construction it may have been obscured for view and the ground level has been changed due to landscaping which has been noted in its listing, stating this was carried out in 1934 and again in 1961.

Square Base (Plinth)

Material: Cornish Granite

Number of Stones making up base: 4no units with pitched faced, finish.

Tap Test: Sound

Condition: Very Good

Observations: The Granite is in very good condition as would be expected with a very durable material such as Cornish Granite.

The mortar joints are pointed using modern grey Portland cement and their condition overall is poor with joints that have cracked and sections of the joint that are missing or the joint has failed.

The following observations highlight the condition of all joints making up the base stones.

1) Guildford Rd Facing,

- Cracked bed joint where base stone meets concrete pad foundation.
- Cracked bed joint where pedestal meets base stone.

2) Orchard Mews Facing,

- Bed joint where base stone meets concrete pad foundation is intact with no signs of failure.
- Perpendicular joints of base stone open and cracked along its entirely and showing signs of decay.
- Right side perp joint open in 3no locations with 30mm gaps in mortar.
- Left side perp joint is open in 3no locations with 20mm gaps.
- Bed joint where base meets pedestal is cracked along its entirety.

3) All Saints Rd Facing,

- Bed joint where base stone meets concrete pad foundation is intact with no signs of failure.
- Bed joint where base stone meets pedestal is cracked along its entire length.

4) Orchard Close Facing.

- Bed joint where plinth meets concrete pad foundation is cracked on the left side, with the remainder of the joint intact.
- Perpendicular joints, the left side joint has cracked in its entirety creating a gap along the right side of the mortar joint.
 - The right side has an open joint on its vertical face approximately 130mm in length and to the back of its horizontal face approximately 60mm in length, with the remainder of the joint intact.
- Bed joint where pedestal meets base stone is cracked along its entire length.

Pedestal Stone

Material: Cornish Granite

Number of Stones making up Pedestal: 1no, tapered with pitched faced, finish.

Tap Test: Sound

Condition: Very Good

Observations: The Granite is in very good condition as would be expected with a very durable material such as Cornish Granite.

There is soiling evident due to run off from the top of the pedestal, this is mainly affecting WW1 inscriptions due to the WW2 inscription's being set back in a sunken panel.

Inscriptio

Lettering: Lead

Location on Memorial: Granite pedestal set on a polished panel.

Condition: Good with all lettering intact none missing.

Observations: The First & Second World War inscriptions have been painted with a black

paint in the past, this is now faded and is missing in places.

Shaft & Cross

Material: Cornish Granite

Tap -Test: Sound Condition: Very Good Movement: Tested - Good

Observations: Joint where shaft meets pedestal is in good condition, with no loss of mortar or

cracks.



C/o Lucy Shannon, Windlesham Parish Council, The Council Offices, The Avenue, Lightwater. GU18 5RG

Date: 28/03/25

Quote ref: 25/07

Ouotation

Site Address: Windlesham Village War Memorial, Church yard of the Church of St John the Baptist, Church Rd, Windlesham, Surrey, GU20 6BL

Official List entry.

Grade: II

List entry no: 1441513

List Entry Name: Windlesham War Memorial.

Re: Stonework Repairs – Reference, Survey Report 25/06

Scope of Works, Description.

Rectangular Base Stone,

West Face, Point and fill crack running through entire face of stone with fine mortar, level slight drop in stone adjacent to crack. Include grouting of crack to try and fill hollow in bed joint.

£235.

South Face, Point and fill crack running through entire face of stone, with fine lime mortar. **£185.**

East Face, Point and fill crack running through entire face of stone with fine lime mortar, include pouring of grout to try and fill hollow in bed joint. £185.

North Face, Point and fill entire crack located in center of stone with fine lime mortar, include pouring grout to try and fill hollow in bed joint. £185.

Granite Vase:

Northwest Vase, cracks running through mortar joints of the bricks base, with open joint on right side return, Cut- out all joints relating to Vase and repoint using lime mortar. £840.

Southeast Vase, Failure of S.E Vase foundation causing subsidence with the vase leaning forward, replace existing foundation and re-set vase using existing material or replacing new where required.

£2,195.

Three Stepped Plinth,

First course, Re-point two open joints approximately 20mm in length using lime mortar. £40.

Shaft bed joint, Bed joint of Shaft has recessed and requires re-pointing, cut back and repoint using lime mortar. **£80.**

Sub-total: £3,945, Vat 20%: £789 Total: £4,734

Exclusions:

Mains water, 240v mains power, Parking permits, Inclusions:

Method statements & Risk assessments, Public Liability cover £10 Million,

Windlesham Parish Council, The Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG

Ref: 2506

February 6th, 2025,

SURVEY REPORT

RE: WINDLESHAM WAR MEMORIAL, CONDITION REPORT

Site address: Churchyard of the Church of St John the Baptist, Church Road, Windlesham,

Surrey, GU20 6BL Listed Building Entry:

Heritage Category: Listed Building

Grade: II

Historic England listing: Entry no 1441513

Date of construction: 1920 Date first Listed: 13-Feb-2017

Summary:

First World War memorial with further names added after second World War.

Details:

Materials: Rough- hewn Cornish granite, on York Stone base with a concrete foundation. Painted (black) Lead inscriptions for first, second World War & post 1945 conflicts.

Description:

Runic Cross, Rectangular concrete foundation, supporting a York stone rectangular base and rough-hewn granite structure, consisting of a three stepped rectangular plinth followed by a rectangular sectioned shaft and integrated wheel cross (Celtic).

Pinned -lead lettering & numerals form the inscriptions that are set on smoothened areas of the step faces of the plinth.

Two square granite vases mounted on York stone plinths are placed on the ground at opposite corners of the York stone Base.

The inscriptions are formed in painted lead.

The First World War inscription is dedicated on the West (front) face of the top step of the plinth.

The South face is dedicated to the Second World War.

The North face of the top plinth stone is dedicated to conflicts post WW2.



Site visit carried out, February 4th, 2025.





CONDITION REPORT

Foundations:

Material: Concrete Pad Tap -Test: Sound

Condition: The foundation is exposed around the whole base where the turf has been cut away, the ground level on the North face is lower giving the foundation an elevated appearance. The overall condition of the foundation is quite rustic, and I would have imagined this would have been hidden below ground level on its initial construction. Observations: The main observation is purely cosmetic with the general appearance being rather crude and out of place next to the finished masonry of the memorial.

The footings of the two granite vases were installed post the original construction in 1920 with the Southeast vase dated 1937, I assume the foundations for these vases being added at this time.

The construction of the vase foundations is made up with brickwork with the vase sitting half on the main York stone base and half on an independent York stone base which is half the thickness of the original base York stone.

The Southeast vase is showing signs of subsidence and is leaning away from the memorial, this will be a failure in the foundation and the poor construction of the base brick work and stone.



Material: York Stone

Number of Stones: The base is made up of one stone with a chamfer detail on the front edge

that runs on all sides of the base.

West Face:

Defects: Crack running through entire face of stone, on right-side 400mm in from end of

stone, the stone has dropped slightly on the right side of the crack. **Tap-test:** Sound except for hollow sound left of crack in stone.

Condition: Good overall condition with no signs of decay.

South Face:

Defects: Crack running through entire face of stone, 580mm in from right end.

Crack remains flush with face of stone. **Tap-Test:** Sound, including crack.

Condition: Good overall condition with no signs of decay.

East Face:

Defects: Crack running through entire face of stone located in the approximate center.

Crack remains flush with face of stone. **Tap-Test:** Sound, slightly hollow by crack.

Condition: Overall good condition.

North Face:

Defects: Crack running through entire face of stone in the approximate center.

Crack remains flush with face of stone. Tap-Test: Sound, slightly hollow by crack.

Condition: Overall good condition.

Additional comment: The cracks showing in the base stone are most likely due to movement in the foundation which has caused hollows to occur in the bed joint, as highlighted in the tap test, with the sheer weight of the above stones causing the base stone to crack in these areas.

Granite Vases.

Northwest Vase:

Defects: Cracks running through the mortar joints of the brick base construction, with open joint to right side return.

Observations: The construction of the base is crudely built out of brick and two pieces of chamfered York stone that doesn't matching the thickness of the original base, the front piece of York stone sits lower than the main base stone, and all the joints have been pointed using Portland cement.

Tap-Test: Sound

Condition: The granite vase is in good order as would be expected with granite, the base and footing although crudely built is still functioning with minor repointing required.





Southeast Vase:

Defects: Base footing has subsided causing open joints and crack to mortar joints.

The vase is leaning severely away from the Monument with an open bed joint of approximately 15mm wide where the vase sits on the main base.

The perpendicular joint on the left- & right-hand return has failed with what looks like a previous repairs having open joints on both sides of the repair.

The bed joint of the vase has failed with a crack running through the entire joint.

Observations: The construction of the base is crudely built out of brick and two pieces of chamfered York stone that doesn't matching the thickness of the original base.

The Whole structure of the Vase and base is heavily subsiding and leaning away from the main structure, this can only be a failure in the foundation and would require dismantling and rebuilding with a new foundation.

Tap-Test: Sound

Condition: Granite Vase is in good order; the stonework and bricks are still all in good order with the only failures being the Portland cement used to point/ repair and construct the vase base, and the failure of the foundation pad the structure sits.

Three Stepped Plinth:

The Plinth is constructed of 3 courses of roughhewn square granite, blocks split faced on the top bed with flamed finish smoothened on the perpendicular face to the carries the inscriptions.

The first course is made up using 4no stones with 3no perpendicular joints, the second and third course are constructed of one stone per course, with the third stone chamfered up to the shaft bed joint.

Defects: First Course, South facing joint is open in 2no locations approximately 20mm length. The remainder of the joint is in good order as are the two other joints that make up this course.

Bed joints of first course where it meets York stone base is in good order, along with the bed joints for the second and third course.

The bed joint where the shaft sits on the top of the third course has recessed approximately 3-5mm back from the face and needs repointing.

Tap-Test: Sound

Condition: The Granite is in good order as to be expected with such a durable material.

Observations: The granite has a rough split faced finish on the horizontal beds with noticeable deep farrows in the first and second course, this maybe a feature of its extraction from the quarry or just part of the split face finish.

These farrows have allowed for a build-up of green fungi with the runoff leaving green residue on the face of the perpendicular faces of the plinth.

The top course being chamfered throws the rainwater off and prevents any residue forming.

Shaft & Cross:

<u>Observations:</u> Granite Wheel- head cross with decorative recessed detail to the wheel head of the cross.

The cross sits on a segmented rectangular shaft with tooled margin around rough tool face finish.

<u>Tap-test:</u> Sound. <u>Movement:</u> Good

Condition: The condition of the shaft and cross is all in good order with no

recommendations required.

Inscription's

Lettering: Pinned Lead, painted black.

Location on Memorial: West face dedicated to WW1.

Condition: Good Legible: Yes

Observations: The inscriptions have been painted with a black paint in the past, this is now

faded and is missing in places. **Missing inscription:** None

Lettering: Pinned Lead, Painted Black

Location on memorial: South face dedicated to WW2.

Condition: Good Legible: Yes,

Observations: Black paint faded and missing in places

Missing Inscription: None

Lettering: Pinned Lead, Painted Black

Location on Memorial: North Face, dedicated to post 1945 conflicts.

Condition: Good Legible: Yes

Observations: Black paint missing from areas of inscription with remaining paint intact and

not faded.

Missing inscriptions: None

N.B No inscriptions on East face.

Northwest Facing Vase: Inscription = GR. VI

Lettering: Pinned Lead, Black Paint.

Condition: Good

Observations: paint faded particular on V

Missing inscription: None

Southeast Facing Vase: Inscription = 1937 Lettering: Pinned Lead, Black Paint. Condition: Good

Observations: Paint in reasonable condition

Missing inscription: None



Item 9 - Motion from Cllr Malcaus Cooper: Request for Council to Consider Lobbying SALC on the Role of Town and Parish Councils in Unitary Authority Structures and Localism

Background

Windlesham Parish Council recognises the critical role that town and parish councils play as the grassroots tier of local government, providing democratic representation, responsive service delivery, and a strong local voice. With discussions around local government reorganisation and potential moves towards a unitary authority continuing to gather pace, there is increasing concern across the sector that the statutory role of parish and town councils may be diminished or overlooked. These councils are uniquely positioned to understand and meet the needs of their communities. It is therefore vital that any future governance structure not only retains but formally recognises and strengthens their statutory functions. Meaningful devolution of powers and resources to this tier is essential for safeguarding local democracy and enabling communities to shape their own futures.

Action

Members are asked to consider whether Windlesham Parish Council should formally lobby the Surrey Association of Local Councils (SALC) to act on the following points:

- 1. Seek a firm commitment from SALC that it will lobby for town and parish councils to be retained and for their statutory functions to be fully recognised and integrated within any future unitary governance structure.
- 2. Request that SALC calls for central government to reaffirm parish and town councils as the first tier of local government, ensuring they remain central to community decision—making, service provision, and grassroots initiatives.
- 3. Encourage SALC to advocate for stronger devolution of powers, funding, and influence to parish and town councils, enabling them to meet the needs of their communities effectively.
- 4. Ask SALC to coordinate efforts with local MPs and relevant government departments to champion the role of parish and town councils in shaping and delivering services responsive to community priorities.

Should the Council be minded to support this motion, it will call upon SALC to actively lobby Surrey County Council, the 11 borough and district councils, any future unitary authority (post-vesting), and central government to ensure the recognition, retention, and empowerment of parish and town councils as fundamental elements of local governance.

Item 10 – Councillor Code of Conduct Training Full Council EGM 8th April 2025

Members may recall that at the October Personnel Committee meeting it was resolved to implement mandatory Code of Conduct training for all Councillors, which would be delivered by an external provider and funded through the Councillor Training budget.

Action

- Members are requested to review the information below, including a quote from an external provider for Councillor Code of Conduct training. Based on the Monitoring Officer's recommendation, Members are asked to decide whether to proceed with the proposed training.
- 2. If Members approve the quote outlined below, they must decide how they wish to fund the training.
- 3. To approve the Councillor Charter attached

Update:

Following the resolution of the Personnel Committee, the Clerk contacted the Surrey Association of Local Councils (SALC) for advice regarding training arrangements. SALC advised that oversight of such training should ideally be provided by the Monitoring Officer.

The outgoing Monitoring Officer initially indicated a willingness to deliver the training, but due to staffing constraints, the matter was passed to the interim Monitoring Officer. On 2nd January, the interim Monitoring Officer advised that an external provider would be more appropriate, and subsequently confirmed that Surrey Heath Borough Council lacks the internal capacity to provide this training in-house.

The newly appointed Monitoring Officer initially stated she would be willing to deliver the training. However, a subsequent communication advised that, given her involvement in dealing with issues relating to a couple of Windlesham councillors, it may be more appropriate and impartial for the training to be delivered by an external provider.

A competitive quote has now been provided by SHBC, from a specialist trainer, who is highly experienced and comes well regarded. The quote outlines the scope and quality of training offered and is considered good value for money.

Please note: Other contributing factors relating to individuals will be discussed in the confidential session, in accordance with council procedures.

Funding:

The current budget for Councillor allowances and training for the 2025-26 financial year is only sufficient to cover allowances, leaving no allocated funds for additional training. With approximately £700 remaining in this year's Councillor training budget, any additional expenditure on external

training would need to come from the general reserve. The Council will need to consider the financial implications and prioritise funding accordingly.

Overview of the trainers:

The proposed trainers are highly experienced professionals in local authority governance, each bringing extensive expertise in legal, managerial, and training roles. One trainer has over 40 years of experience, having served as an in-house lawyer for multiple councils, a Monitoring Officer, and a Returning Officer. Their career includes senior management roles, such as County Solicitor and Director of Corporate Services, as well as leading a national local government agency focused on improvement and development.

Additionally, they have substantial private sector experience, having spent 17 years as a partner at a leading law firm, where they specialised in local government matters and served as Senior Partner for four years. Since retiring from legal practice, they have dedicated their work to member and officer development, delivering training to over 120 local authorities across England and Wales in the past seven years. Their extensive knowledge and practical experience make them well-equipped to provide high-quality Councillor Code of Conduct training.

| Standards | of Conduct and Behaviour as an Elected Councillor of a Parish Council |
|--------------------|---|
| Purpose of session | To consider the responsibilities of parish councillors and to understand the standards of behaviour required in public life. |
| Content | The importance of high standards of conduct in public life – why do they matter? The roles and responsibilities of a parish councillor Your council's Code of Conduct and the Civility and Respect Pledge The Nolan Principles revisited The conduct and behaviour expected of elected councillors including the tricky issues of showing respect and using social media Mini scenarios to bring it all to life! |
| Outcome of session | That all councillors fully understand the standard of conduct and behaviour required of a councillor and are confident in the codes and protocols which apply. |

We recommend that the session should be held in person (although it is possible to deliver this training remotely and we have included costs for this option if it is your preference, or costs dictate it). The session would be facilitated by Beth Evans or Gill Sinclair depending on their availability.

We are happy to run this as an early evening session to ensure as full attendance as possible.

We suggest that you should allow 2 ½ hours for the training (2 hours if it is on-line). It is important that sufficient time is allowed so that all participants feel they have had an opportunity to participate and also to enable a structured approach which covers all the necessary ground.

Costs

To deliver this session at Windlesham, we would charge $\mathfrak{L}1,125 + VAT$. The fee is all-inclusive and covers our preparation (including any further calls in advance to be fully briefed on background/issues), any communication in advance of the session, presentation of the session, materials, feedback and all travel and other expenses.

If you wanted a virtual session delivered on Teams or Zoom, this would be £895 + VAT.

General feedback on courses include:

- This was a really brilliant course. So helpful, well-paced, good levels of interactivity.
- This is the best training I have done in a long time.
- Excellent presentation clear and focussed.
- Engaging and good examples made it real and relatable.
- Thoroughly relevant and very enjoyable from a trainer who clearly "gets it".
- So much fabulous and helpful content.
- Absolutely excellent the discussions I wish I'd had many years ago!
- Ifound this course to be excellent and superbly presented. The speaker's knowledge was fantastic. I will leave the course today having a much better understanding than I did before.
- The facilitator was a fountain of knowledge and experience but able to share practical experience and examples.
- Perfectly pitched. Great balance between theory and practice.
- Excellent delivery and really appreciated the references to personal experience and practical tips.
- It was appreciated having a facilitator who was very experienced and qualified.
- I thought it was a really insightful course and great to be delivered by someone with so much experience. Good length and pace.
- Tailored to our organisation completely.
- Brilliant your energy and pace are incredible.
- Informative expert input, well researched content and responded well and adapted to where [the council] is now.
- The presenter was excellent, very well informed and continuously engaged with the attendees.
- Very interesting, enjoyable and informative. Fantastic tutor.
- Excellent, really enjoyed it, right level of detail and lots of direction of further reading/sources of info. Would highly recommen

Clients

Over the past six years, xxx has delivered training and workshop sessions on governance topics for authorities across England and Wales including:-

| Barking and Dagenham London Borough Council |
|--|
| |
| Barnet London Borough Council Basildon Council |
| |
| Brackhell Forest Council |
| Brent London Borough Council |
| Bridgend County Borough Council |
| Brighton and Hove City Council |
| Cambridgeshire and Peterborough Combined Authority |
| Cheshire East Council |
| Conwy County Council |
| Croydon London Borough Council |
| Cumberland Council |
| Denbighshire County Council |
| Flintshire County Council |
| Guildford Borough Council |
| Hackney London Borough Council |
| Harborough |
| Hartlepool Borough Council |
| Havering London Borough Council |
| Hinckley and Bosworth Borough Council |
| Hounslow London Borough Council |
| Islington London Borough Council |
| Kensington and Chelsea London Borough Council |
| Kent County Council |
| Kingston upon Thames London Borough Council |
| Kirklees Council |
| Lambeth London Borough Council |
| Lewisham London Borough Council |
| Leeds City Council |
| Liverpool City Council |
| Mansfield District Council |
| Melton Borough Council |
| Middlesbrough Council |
| Mole Valley District Council |
| Monmouthshire County Council |
| Neath Port Talbot County Council |
| Nottinghamshire County Council |
| Northumberland County Council |
| Northumberland National Park Authority |
| • |

| North West Leicestershire District Council |
|--|
| Pembrokeshire County Council |
| Peterborough City Council |
| Powys County Council |
| Redbridge London Borough Council |
| Rushcliffe Borough Council |
| St Helens Council |
| Sandwell Council |
| Sefton Council |
| Sheffield City Council |
| Slough Borough Council |
| Southend-on-Sea City Council |
| Southwark London Borough Council |
| Surrey County Council |
| Sutton London Borough Council |
| Tandridge District Council |
| Thurrock Council |
| Torfaen County Borough Council |
| Uttlesford District Council |
| Wakefield Council |
| Warwickshire County Council |
| Watford Borough Council |
| Waverley Borough Council |
| Wealden District Council |
| Westmorland and Furness Council |
| Wirral Council |
| |

Appendix A

Following the Councillor Collaboration Meeting, a Councillor Charter has been drafted based on the outcomes of our discussions. The Charter reflects the key principles and commitments agreed upon to enhance collaboration, governance, and effective decision-making within the Council.

This Charter is not a formal document but rather a statement of goodwill and shared commitment to working together constructively. It is built on a collective willingness to be part of the solution, ensuring that the Council operates in a spirit of respect, transparency, and cooperation for the benefit of the community. It also serves to reinforce and underpin the Councillor Code of Conduct, supporting high standards of behaviour and accountability in public office.

If members agree with the principles set out in the Charter, they have been asked to sign and return the document. A signature will indicate councillors' commitment to upholding the agreed values and practices and Full Council ratification will demonstrate a collective view to work together for the benefit of the community.

Windlesham Parish Council - Councillors' Governance Charter

This Governance Charter sets out clear expectations for councillors in meeting conduct and ethical behaviour. By signing this Charter, councillors commit to upholding the highest standards of transparency, professionalism, and accountability.

Meeting Conduct & Management: Formalising Meetings

- All meetings will adhere to the Council's Standing Orders and governance framework.
- Agendas will be printed and provided to all councillors at the meeting by the Clerk.
- The Chair will maintain meeting discipline, ensuring structure and focus.
- Points requiring a decision will be summarised before voting to prevent ambiguity.

Strengthening Meeting Rules

Councillors commit to:

- Refraining from interruptions, side conversations, and disrespectful behaviour.
- Seeking recognition from the Chair before speaking—no speaking over others.
- Keeping mobile phones silent.

The Chair has the authority to:

- 1. Call for order and issue warnings for misconduct.
- 2. Suspend a meeting if conduct remains unacceptable.
- 3. Remove councillors from discussions for repeated rule breaches.

Councillors are expected to foster a collaborative and respectful meeting environment.

Recording Votes for Transparency

• Recorded votes will be taken for key decisions when requested.

Reaffirmation of the Code of Conduct

- Councillors must sign an annual declaration acknowledging their commitment to the Nolan Principles and the Code of Conduct.
- Breaches of the Code will be reported and escalated to the Monitoring Officer if necessary.

Trust, Transparency & Ethical Governance Councillors

commit to:

- Engaging in truthful and respectful discussions.
- Avoiding unfounded assumptions about colleagues' intentions.
- · Adhering to the Nolan Principles of Public Life:
 - o Selflessness, Integrity, Objectivity, Accountability, Openness, Honesty, Leadership.
- Being aware of predetermination risks and avoiding external discussions that could lead to block voting.

Unified Governance Approach

Councillors acknowledge that the Council operates as a **single corporate body**, not divided factions.

Commitment to Residents & Information Accuracy

Addressing Resident Concerns & Correcting Misinformation

- Implementing proactive communication strategies to engage residents.
- Providing clear, factual public statements on key council decisions.
- Clarifying financial matters, particularly regarding **Community Infrastructure Levy (CIL) allocations**, to prevent misinformation.

Representing All Residents

- · Councillors serve the **entire** community, not just their electorate.
- Decision-making must be inclusive and free from political agendas.
- Collaboration over conflict is encouraged, ensuring professional conduct even in disagreements.

Enforcing Rules Consistently

- The Chair must apply **Standing Orders** consistently to all councillors.
- Breaches of governance rules will result in clear and fair consequences.
- Regular feedback will be sought from councillors and staff to ensure continuous improvement.

Professionalism & Respect Towards Staff

- Zero tolerance for mistreatment of staff:
 - o Council employees must be treated with the same respect as councillors. o
 Standing Orders will prohibit aggressive behaviour, unreasonable demands, or
 personal criticism towards staff. o The Clerk and Responsible Financial
 Officer (RFO) must not be pressured or intimidated into taking unlawful or
 unethical actions.

Councillor Commitment & Acknowledgement

By signing this Charter, councillors commit to:

- Maintaining professionalism and respect in meetings.
- Ensuring financial transparency and accountability.

- Upholding the Nolan Principles and ethical governance.
- Fostering a collaborative and productive council environment.
- Acting in the best interests of the entire community.

| Councillor Acknowledgement |
|---|
| I,, hereby commit to upholding |
| the principles and responsibilities set out in this Governance Charter. |
| |
| |
| Signed: |
| |
| |
| |
| Data |
| Date: |

Annual Review:

This Charter will be reviewed annually to ensure its continued effectiveness in maintaining good governance, transparency, and ethical leadership at Windlesham Parish Council.

Item 11 -Strategic Plan Priorities-Update

Members may recall that the Council committed to reviewing the strategic plan annually, therefore the Clerk has prepared the following update outlining the status of both the core objectives and key priorities (see information below - noting that the progress of both the core objectives and strategic priorities have been colour coded using the traffic light system. Additionally, the public facing update has been prepared for the Council to approve).

Action Required

Members are asked to review the information provided alongside the strategic plan progress update table.

As part of this review, members should consider:

- How current resources are being allocated and whether they remain aligned with strategic objectives.
- Whether the existing priorities continue to reflect common goals and community needs.
- If adjustments to the strategic priorities are required to better respond to changing circumstances and emerging challenges.
- The potential impact of local government reorganisation and devolution, including
 whether the Council is sufficiently prepared to take on additional responsibilities,
 services, or assets that may be passed down from principal authorities. Consideration
 should be given to governance capacity, financial planning, and community expectations
 in this context. See Appendix A for strategic planning suggestions.

This is an opportunity to ensure that the Council's focus remains both realistic and effective, balancing project-based strategic priorities with the essential delivery of core functions. Members are encouraged to reflect on whether current commitments are achievable within available resources or if refinements are necessary to enhance overall impact.

Quick Overview

I am pleased to report on the following progress:

Core Objectives

47 objectives are green (completed/delivered regularly or meeting statutory requirement) 5 objectives are amber (in progress) 0 objectives are red (not started or are on hold).

Strategic Priorities 2022-2027

19 priorities are green (completed/delivered regularly or meeting statutory requirement) 16 priorities are amber (in progress)

1 priority is red (not started or is on hold).

IMPORTANT

It should be acknowledged that, in addition to the projects outlined in the strategic plan, several other initiatives have required significant time and resources. These additional projects include:

- Allotment Purchase Negotiations, legal processes, and planning related to acquiring land for allotments.
- Hook Mill Lane Planning Consultant Engaging professional advice for planning considerations and development matters.
- Comms Newsletter Preparing, editing, and distributing council communication to keep residents informed.
- Heathpark Community Building Efforts related to development, maintenance, or potential projects for the community space.

- CGR Addressing the consequences and administrative work following the Community Governance Review request.
- School Lane Field Pond and Drainage Managing environmental and infrastructure concerns regarding pond maintenance and drainage solutions.

These projects, while not formally listed in the strategic plan, have demanded time, effort, and focus, impacting overall workload and priorities.

Additionally, it is important to note that approximately 70% of staff time is dedicated to delivering day-to-day core objectives.

These core responsibilities include but are not limited to:

- **Governance & Compliance** Meeting statutory requirements, preparing agendas and minutes, and ensuring legal compliance.
- Financial Management Budgeting, accounting, and financial oversight.
- **Community Engagement & Communications** Responding to resident queries, managing public relations, and maintaining council communications.
- Facilities & Asset Management Overseeing council-owned properties, open spaces, and local amenities.
- **Support for Councillors & Committees** Providing guidance, research, and administrative support for decision-making.

While project work is vital, it operates alongside these essential functions, meaning capacity for additional initiatives must be carefully balanced.

| Strategic Plan Priorities 2022-2023 | | |
|--|---|--|
| Agreed Tasks | Update | |
| Agree and adopt a strategic plan | Complete | |
| Deliver a communication strategy | Complete | |
| Recruit in line with agreed staffing structure | Now fully staffed | |
| Review and update policies and operational procedures | complete for 2022-23, | |
| Review and update policies and operational procedures 22-23 | Completed for 2022-23 | |
| Review and update policies and operational procedures 23-24. | Complete for 2023-24. This is an annual task. | |
| Establisha Chairman's group to monitor strategic direction | The Clerk invited the Chairs of each committee to attend a Chairs committee and none of the Chairs at the time responded. This can be revisited if Members indicate a desire to attend. | |
| Review all Parish-owned assets | All assets were reviewed, and land ownership established. | |

| Agree a plan to progress the replacement of Lightwater Pavilion | Lightwater Committee is liaising with FIT and progressing with this project. At present FIT is considering a land transfer and the Committee is considering the building design. Initial enquiries have been made to the Community Ownership Fund with the view of submitting an expression of interest as soon as a project plan is ready. Work has continued over 24-25 to ensure that the Trust is operating under an approved Memorandum of Agreement and the Lightwater Committee will now focus on the development of the Pavilion | |
|--|--|--|
| Install open air gyms at Lightwater Recreation Ground & School Lane Field, Bagshot | Completed | |
| Complete all identified high & mediumpriority tree maintenance | Completed | |
| Progress CIL projects to replace/refurbish play area at School Lane Field, Bagshot | Installation started on the 3 rd July | |
| Progress CILprojects to work alongside the SCC to install lighting under Broadway Road Bridge | The lighting has now been installed. | |

| Progress CILprojects to | The committee resolved not to pay for the installation of | |
|-----------------------------|---|--|
| investigate the | an ANPR on New Road. Windlesham Society to purchase | |
| installation of ANPR | the ANPR for Broadway Road. No further action is | |
| camerasin Windlesham | required by the Parish council. | |
| Form a working party to | Complete | |
| work alongside SCC to | | |
| identify traffic and | | |
| infrastructure solutions in | | |
| Windlesham village | | |
| centre | | |
| Agree an investment | Adopted July 23 | |
| policy | | |
| Progress necessary | Operations coordinator has been liaising with the | |
| maintenance at Bagshot | SHBC building survey regarding maintenance of heritage | |
| Chapel | buildings. Soakage tests have been carried out and the | |
| | results indicate that additional drainage solutions are | |
| | required prior to any building maintenance. Quotes are | |
| | being obtained in order to move this project forward | |
| | although the necessary works require a blanket | |
| | exhumation licence and grave digger on site, along with | |
| | an archeologist. There have been a number of issues | |
| | obtaining the exhumation license and the attendance of | |

| those required. | |
|-----------------|--|
| | |

| | Strategic Plan Priorities 2023-2025 | |
|---|--|--|
| Agreed Tasks | Update | |
| Review allotment management and consider an allotment association | The Council is now a member of the Allotment Society and when time permits there will be review of all policies and procedures to facilitate introducing an allotment association. | |
| Deliver a project plan for Lightwater Pavilion | Plan is not yet agreed. The Lightwater Committee is working on this, however trust administration has had to take precedence. See above. | |
| Deliver asset management and maintenance plans | All assets were reviewed, and land ownership established. Building condition surveys have been carried out on all buildings and will be reported to the council. Work is underway. | |
| Agree a playground improvement plan | 4 out 5 playgrounds have been replaced and funding for the replacement of Windmill Field has now been secured. The tender process has closed, and a consultation is underway. It is anticipated that the contract shall be awarded shortly. Monthly safety inspections are carried out alongside an annual ROSPA report. | |
| Complete low priority tree maintenance | Complete | |

| Deliver a tree | A tree management policy was agreed in October 2022 | |
|--|--|--|
| management plan | | |
| Map all assets | Land ownership has been established, and assets are mapped on the SHBC GIS maps which are shared via Parish online with the Parish Council. | |
| Complete necessary maintenance at Bagshot Chapel | Operations coordinator has been liaising with the SHBC building surveyor regarding maintenance of heritage buildings. Soakage tests have been carried out and the results indicate that additional drainage solutions are required prior to any building maintenance. See above. | |
| Progresswork to identify traffic and infrastructure solutionsin Windlesham village centre | This is progressing and a traffic and infrastructure group is working alongside County Cllr Tear and Highways. Speed surveys have been agreed at a number of locations across Windlesham, and the Committee is now waiting for Highways to carry out the surveys. | |

| Completereplacement/ refurbishment of play areas at School Lane Field, Bagshot. Completereplacement/ refurbishment of play area Freemantle Road, Bagshot. | School Lane Field playground refurbishment has been completed. The outdoor gym is now complete. The playground is now installed and was opened during Summer of 24 | |
|--|---|--|
| Agree a long-term plan for Windlesham & Lightwater Cemeteries | At the end of 2023 Full council agreed to carry out a full cemetery review, with a view to ensuring future burial provision. Unfortunately, Council were unable to find an organisation willing to conduct a full review, due to the scale of the project. In February 2024 it was agreed that the village committees would conduct independent reviews of their cemeteries to evaluate capacity and consider possible solutions. Lightwater Committee has carried out a topographical survey to ascertain the boundaries and map the trees on the land behind the cemetery in preparation for possible expansion and Windlesham Committee has agreed to convert an unused area of land to the left of the memorial wall into half plots. Windlesham Committee are also looking into drainage issues and will be assessing the anticipated future requirements. | |
| To initiate a Windlesham Neighbourhood Plan Review | Windlesham Committee is leading the review, with Cllr Marr chairing a working party that is liaising with an external consultant. The consultant has suggested attending the next Windlesham Neighbourhood Plan Review Working Party meeting to provide recommendations and guidance based on his review. | |
| Review of the Greenspace contract | A Procurement consultant has been appointed and the tender documents are being drafted. | |

| | Strategic Plan Priorities 2025-2027 | |
|-----------------------------|---|--|
| Agreed Tasks | Update | |
| Continue to implement | The playground improvement program is almost | |
| playground improvements | complete. 4 out of 5 playgrounds have either been | |
| stage 2 | refurbished or replaced with the 5 th playground due | |
| | to be replaced within a couple of months. | |
| Start to deliver Lightwater | Memorandum of Understanding has been drafted | |
| pavilion project | and once in place discussions with Fields in Trust | |
| | can be re-opened to progress this project. | |
| Traffic mitigation with SCC | Bagshot Committee along with their County | |
| | Councillor have agreed a traffic calming scheme on | |
| | Guildford Road, Bagshot. The scheme will include | |
| | both Traffic Calming, hopefully a 20mph limit and | |
| | also a 7.5 ton limit diverting HGVs back onto the | |
| | A322 and out of the village centre. | |
| Continue to deliver the | The Committees are in the process of developing | |
| objectives highlighted in | long term plans to ensure future burial provision | |
| the long-term plans for | across the Parish. | |
| Windlesham & Lightwater | | |
| cemeteries | | |
| | | |

| Deliver the agreed plan to | Formal plans are yet to be agreed | |
|----------------------------|-----------------------------------|--|
| extend the Windlesham | | |
| and Lightwater cemeteries | | |
| | | |

Appendix A

The Strategic Plan and Local Government Reorganisation

What Next

Across the country, a shift in responsibilities from principal authorities to parish and town councils is gaining momentum. This process—commonly known as *devolution*—is reshaping the way local services are delivered.

Parish councils may be invited to take on greater responsibilities for services such as grounds maintenance, community assets, local planning influence, and more.

This council must be alert to both the opportunities and the risks. Devolution can enable more responsive, locally-led services—but only if the Council is properly prepared to manage them.

When considering local government reorganisation (devolution), parish councils must approach strategic planning with both caution and ambition. Devolution can bring greater powers and responsibilities, but only if you're ready to manage them.

Here's what a parish council might add to its Strategic Plan to reflect and prepare for these changes:

Strategic Considerations

To ensure readiness, the following key areas are proposed for inclusion in the council's Strategic Plan:

1. Governance & Capacity Review

Assess current staffing, systems, and structures to ensure the council can manage additional duties effectively.

2. Community Needs & Service Mapping

Understand which services matter most to residents and where gaps or inefficiencies exist in current provision.

3. Partnership Development

Strengthen working relationships with Surrey County Council, Surrey Heath Borough Council, and neighbouring parishes.

4. Financial Planning

Develop a five-year financial forecast, modelling the cost of taking on specific services or assets.

5. **Democratic Engagement**

Keep residents informed, involved, and supportive through increased transparency and consultation.

6. Training & Development

Ensure councillors and staff are fully equipped to operate within a more demanding governance environment.

7. Asset & Infrastructure Readiness

Prepare a framework for the potential acquisition or management of local buildings, land, or facilities.

8. Vision for Local Autonomy

Define the council's long-term role and ambition in a restructured local government landscape.







FINANCE AND STRATEGIC PLAN UPDATE APRIL 2025

Our Vision for Windlesham Parish

Contents

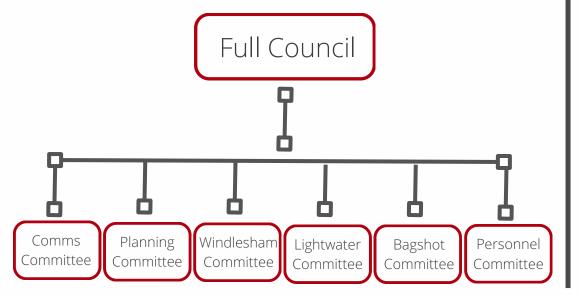
- 1. About Us
 - 1.1 About Us and Where We Fit
 - 1.2 Organisational Structure
- 2. Financial Information
 - 2.1 Financial Information
 - 2.2 RPI vs Precept Cumulative Information
 - 2.3 Budgeted Income 2025-26
 - 2.4 Budgeted Expenditure 2025-26
- 2.5 Earmarked Reserves Movement
- 2.6 Committed Community Infrastructure Funds

- 3. Core Objectives Progress Update
 - 3.1 Good Governance and Fiscal Responsibility
 - 3.2 The Parish Environment
 - 3.3 Community, Leisure, and Health
- 4. Key Priorities
- 5. Contact Details

1.1 About Us

Windlesham Parish Council consists of the three villages of Bagshot, Lightwater and Windlesham and is made up of 18 elected Councillors. Recognising the individuality of all three villages, the Council conducts its business through a committee system focused on serving each individual community.

Currently the Council qualifies for the 'General Power of Competence (GPC)', which gives Parish Councils more 'power to act' – this enables the smooth running of the Council and can bring new opportunities for the Parish area in terms of providing cost-effective services and facilities to meet the needs of local people.

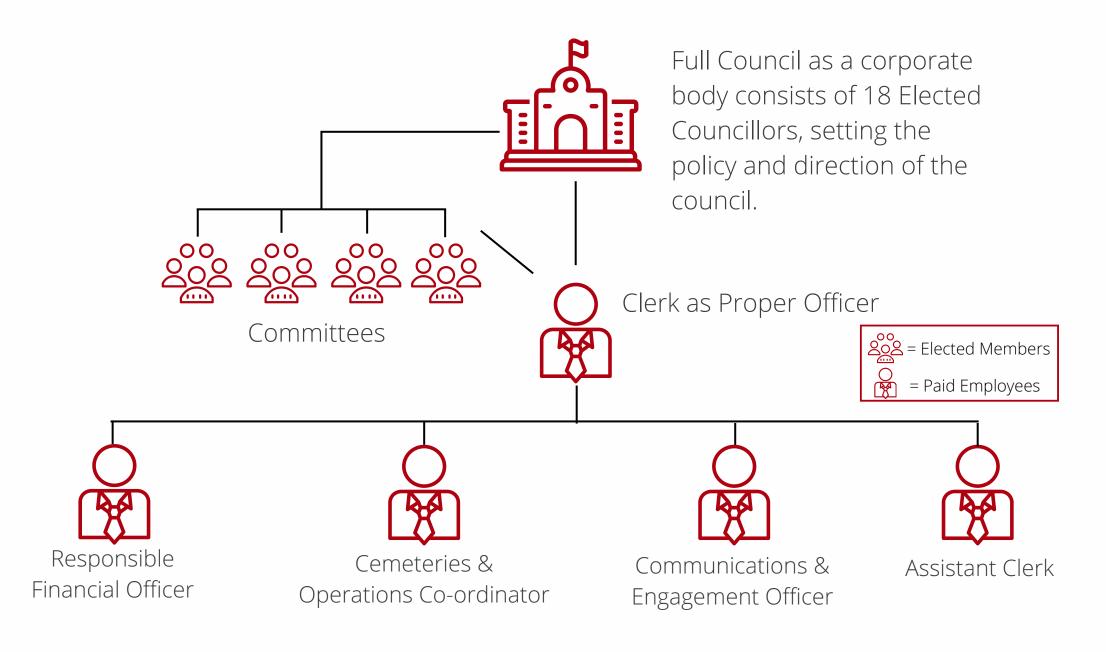


The Council works to its Standing Orders and Financial Regulations, these lay down the rules by which we operate and conduct our business. We also expect Parish Councillors to adhere to the Council's Code of Conduct. Committees and working groups work to terms of reference agreed at committees.

Where Do We Fit?



1.2 Organisational Structure



2.1 Financial Information



Income

The Parish Council is mainly funded by the residents of the parish, through what is known as the 'precept'. This is the local tax levied by the Parish Council which is collected on its behalf by Surrey Heath Borough Council as part of the Council Tax bill. For 2025/26, £65.29 per year (band D property) of Windlesham Parish residents' Council Tax (i.e. £1.26 per week) contributes to the Parish Council precept.



Expenditure

The main items of expenditure are:

- General grounds maintenance including, playing fields, playgrounds, cemeteries, trees etc
- General Parish Council administration and staff
- Councillors allowances
- Grants
- Village hanging baskets and Christmas trees/lights



Reserves

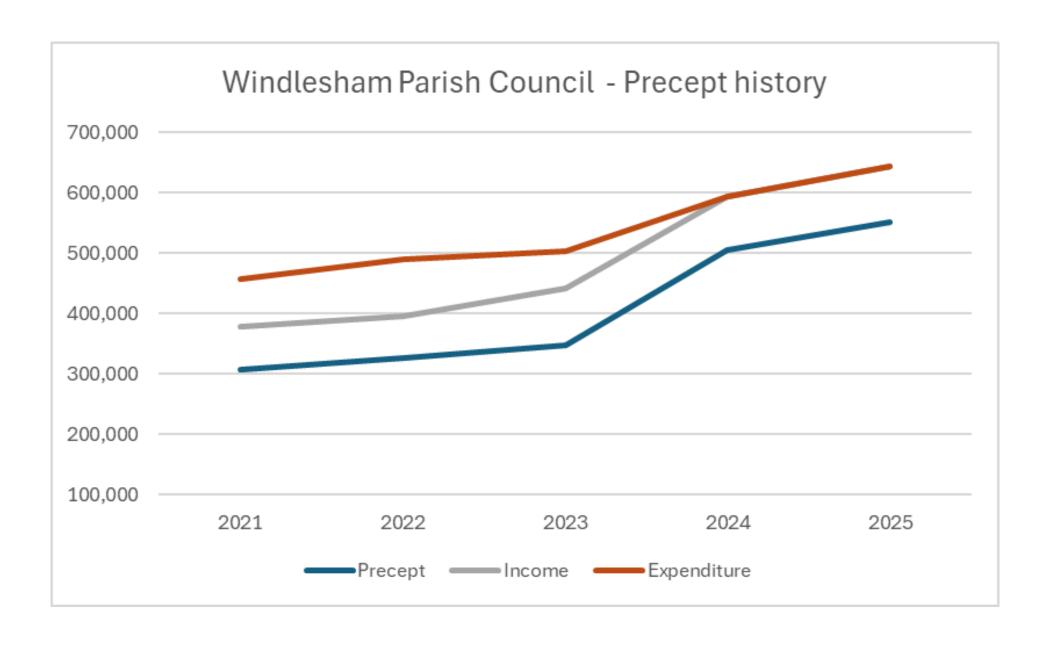
Windlesham Parish Council adopts a riskbased approach to its levels of reserves which is reviewed annually. In addition to the General Reserve, other reserves are held for specific, earmarked purposes.



Allowances

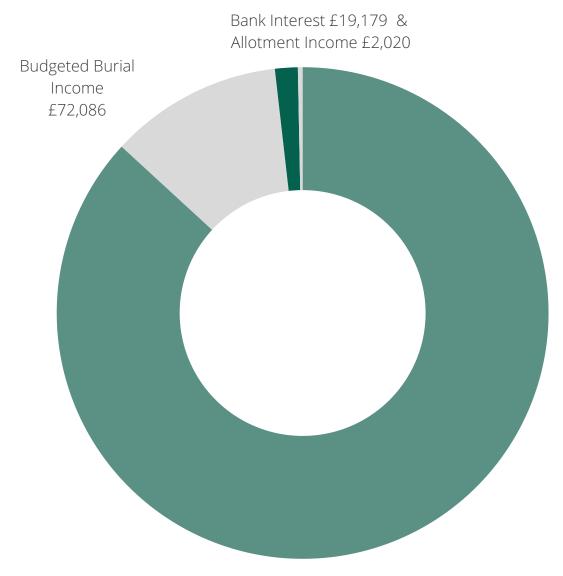
Councillors are unpaid elected representatives. However, they receive an allowance for their duties. As of May 2024 the allowance increase to £1,750 per annum. This allowance was set by an Independent Remuneration Panel and is reviewed periodically. Councillors may choose whether or not they wish to receive an allowance. In addition to the above allowance the Chair will receive £1,750.

2.2 RPI vs Precept: 2017-2025/26 Cumulative



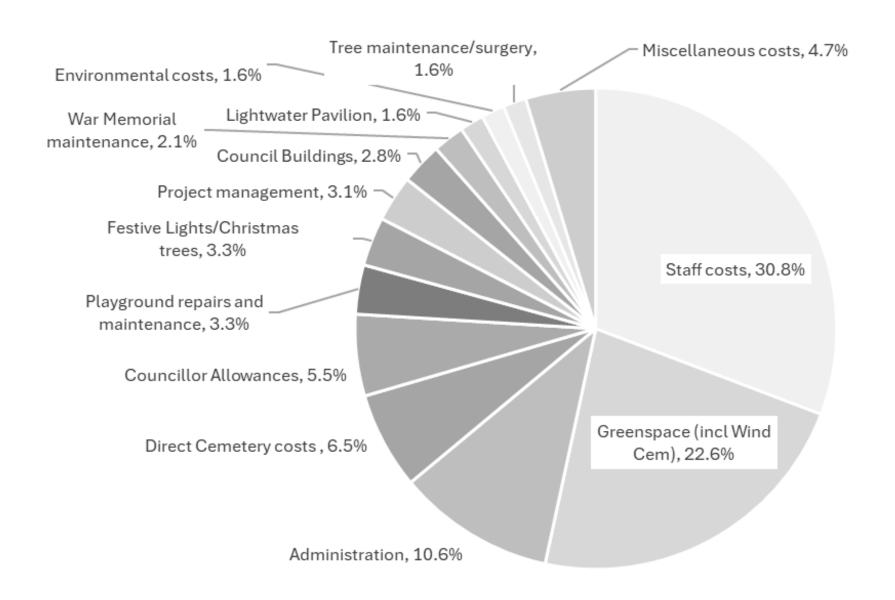
2.3 Budgeted Income for 2025/2026

For reference the chart depicts a breakdown of our budgeted income for 2025/26. It's important to remember that funding availability can change. External funding streams such as grants from other tiers of local government can change quickly and can result in delays to budgets.



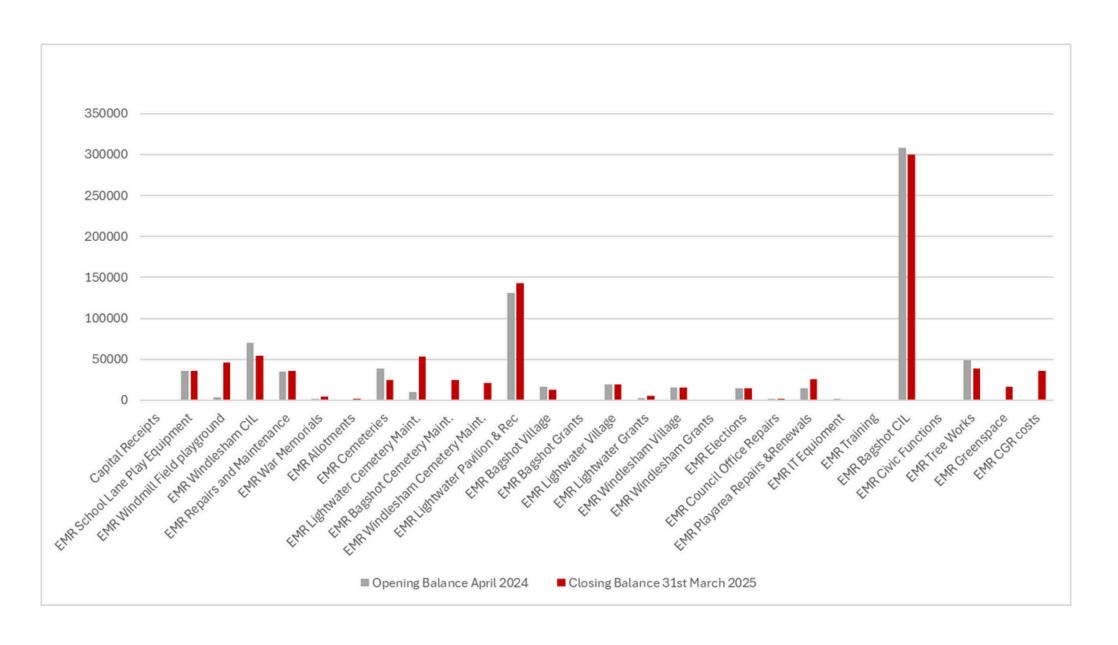
Windlesham Parish Council Taxpayers £551,060

2.4 Budgeted Expenditure for 2025/26



2.5 Ear Marked Reserves Movement 2025-2026

*Earmarked reserve movement between 1st April 24 - 31st March 25



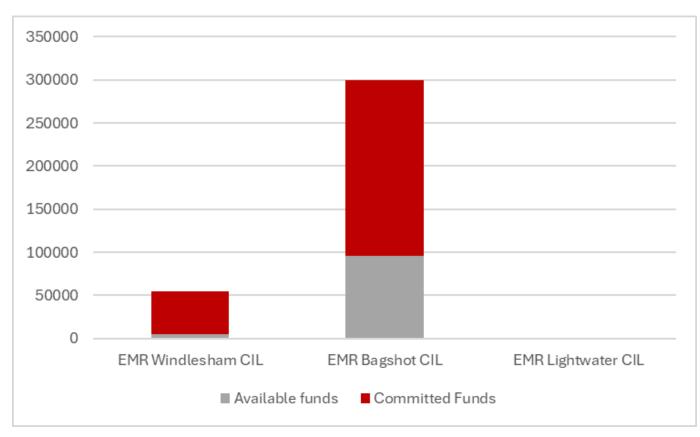
2.6 CIL Funds For Village Projects

CIL EMRs - Year to Date Expenditure and Commitments:

- Allotment purchase for parish £100,000
- Traffic and infrastructure in Bagshot £100,000
- Bagshot Chapel Maintenance Works £20,000
- Gomer Road Playground, Bagshot £17,500
- Freemantle Road playground equipment, Bagshot -£13,500
- Bagshot Cricket Club Grant, Bagshot £5,000

- Cemetery noticeboards, Windlesham £5,400
- Broadway Road lighting scheme, Windlesham £7,500
- Speed Surveys in Windlesham £2,880
- Windmill Field Playground Replacement, Windlesham up to £15,835
- Work on Windlesham Cemetery Hedges £800
- Fencing and support posts, Bosman Drive £200
- Windlesham Cemetery mapping £48

*CIL Earmarked reserves as at 31st March 2025



3. Core Objectives & Strategic Prioritiesprogress update

Core Objectives

- 47 objectives are green (completed/delivered regularly or meeting statutory requirement)
- 5 objectives are amber (in progress)
- O objectives are red (not started or are on hold).

Strategic Priorities 2022-2027

- 19 priorities are green (completed/delivered regularly or meeting statutory requirement)
- 16 priorities are amber (in progress)
- 1 priorities is red (not started or is on hold).

3.1 Good Governance & Fiscal Responsibility

Finance

Achieve satisfactory internal and external audit; financial reporting; annual budgeting; manage Investments and banking; risk management and VAT submissions.

Governance

Operate under Standing Orders and Financial Regulations; annually review governance and policies; keep Parish Councils legal powers under review; ensure adequate insurance is in place; monitor strategic direction and facilitate Annual Parish Meeting

Administration

Facilitate both Full Council and Committee meetings; employ and manage staff inline with current employment legislation and administer payroll and pension scheme.

Training

Ensure that both staff and Councillors have access to suitable training and attend appropriate seminars, meetings and workshops.

Transparency

Ensure compliance with the Transparency Code 2015 by publishing all relevant information on the Council website; deal with Freedom of Information and Subject Access Requests and ensure suitable data management.

Communications

Actively promote community information on our Social Media and liaise with and maintain good relations with the public and stakeholders within the community.

Ensure the Council website is up to date and relevant

Event & Contract Management

Manage and review all Council contracts to maximise both operational and financial performance.





3.2 The Parish Environment

Planning

Liaise with Borough Council on planning issues and make representations on planning applications in a timely manner; support the development of Neighbourhood Plans and defend the Green Belt where we believe its loss will negatively influence our Parish.

Community Provision

Council chooses to provide each village with Christmas trees; festive lamp column lighting in each village and summer planting including hanging baskets.

Tree Management

To write a comprehensive tree policy; administer a tree maintenance schedule and ensure period tree surveys are carried out in line with relevant guidance.



Traffic & Infrastructure

To work in collaboration with the relevant authorities to reduce speed and HGV traffic throughout the villages and help residents report highway faults to County Council.

Public Safety

Liaise with Police on reducing crime and anti-social behaviour within the Parish.

3.3 Leisure, Community & Health

To provide allotments at a fair rent, monitor usage of allotments and non-**Allotments**

compliance with allotment regulations, ensure timely production of annual

invoices and maintain a waiting list.

Maintain playing fields for the whole community, keeping the grass **Open Spaces**

maintained for games and recreation; continue to provide play areas for

children of all ages keeping them well maintained and safe.

Cemeteries To act as the Burial Authority and provide facilities for burials and ashes

interments across the Parish; review regularly fee levels set.

Council chooses to offer support to volunteer organisations within the parish **Community**

area through: grant funding and involving the community in Parish Council

initiatives.

Parish Owned

Buildings

To agree and deliver a maintenance schedule for all parish owned buildings.

Due to unsatisfactory delivery of the current Greenspace contract during **Open Spaces**

2023, the Council resolved to re-tender the contract. This work is in

progress.

Council believe there is still work to do, to ensure cemeteries are **Cemeteries**

maintained in a neat, dignified fashion and are in the process of carrying

out a review of all cemeteries within the Parish

Heritage Assets To maintain the following heritage assets for the benefit of the community: War memorials in all 3 villages and Bagshot Chapel





4. Key Priorities 2022-2027 Progress Update?

For purposes of this document the priorities have been grouped, therefore if a project had priorities spanning 22/23 & 23/24 that are both complete it will only appear once in the list below.

- Adopt a Strategic Plan
- Deliver a Communications Strategy
- Recruit in line with agreed Staffing Structure
- Review and update polices & procedures 23/23 & 23/24
- Review all Parish owned assets
- Install open air gym at Lightwater Recreation
- Install open air gym at School Lane Field, Bagshot
- Complete high, medium and low priority tree works
- Deliver a tree maintenance plan
- Replace/refurbish playground at School Lane Field, Bagshot
- Progress Broadway Road bridge lights & ANPR project
- Form a Windlesham Traffic & Infrastructure working party
- Additionally, a Bagshot Traffic & Infrastructure working party has been formed.
- Agree an investment policy
- Deliver asset management & maintenance plans
- Initiate a Windlesham Neighbourhood Plan Review
- Agree on a playground improvement plan
- Work alongside SCC to identify traffic and infrastructure solutions in Bagshot
- Complete the refurbishment of Freemantle Road playground in Bagshot



4. Key Priorities 2022-2027 Progress Update?

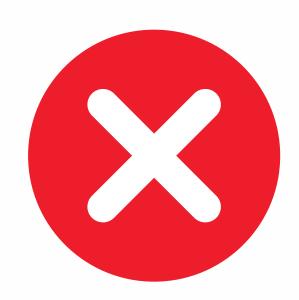
For purposes of this document the priorities have been grouped, therefore if a project had priorities spanning 22/23 & 23/24 that are both in progress it will only appear once in the list below.

- Agree & deliver a plan to develop the Lightwater Pavilion site
- Deliver asset management & maintenance plans
- Progress & complete necessary maintenance at Bagshot Chapel
- Work alongside SCC to identify traffic and infrastructure solutions in Windlesham
- To replace Windmill Field playground in Windlesham
- Agree a long-term plan for Windlesham & Lightwater cemeteries
- Oversee the Windlesham Neighbourhood Plan Review
- Carry out a review of the Greenspace Contract
- Review allotment management and consider an allotment association



4. Key Priorities 2022-2027 Progress Update?

• Establish a Chairman's Group to monitor strategic Direction



5. Updated Key Priorities - 2025-2027

- Agree & deliver a plan to develop the Lightwater Pavilion site
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1. Governance & Capacity Review

- Assess current staffing, systems, and structures to ensure the council can manage additional duties effectively.
- 2. Community Needs & Service Mapping
- Understand which services matter most to residents and where gaps or inefficiencies exist in current provision.

3.Partnership Development

- Strengthen working relationships with Surrey County Council, Surrey Heath Borough Council, and neighbouring parishes.
- 4. Financial Planning

EVOLUTION

- Develop a five-year financial forecast, modelling the cost of taking on specific services or assets.
- 5. Democratic Engagement
- Keep residents informed, involved, and supportive through increased transparency and consultation.
- 5. Training & Development
- Ensure councillors and staff are fully equipped to operate within a more demanding governance environment.
- 6. Asset & Infrastructure Readiness
- Prepare a framework for the potential acquisition or management of local buildings, land, or facilities.
- 7. Vision for Local Autonomy
- Define the council's long-term role and ambition in a restructured local government landscape.

2026-2027

If you have any questions or would like to comment please contact us on:



@windleshamparish.council



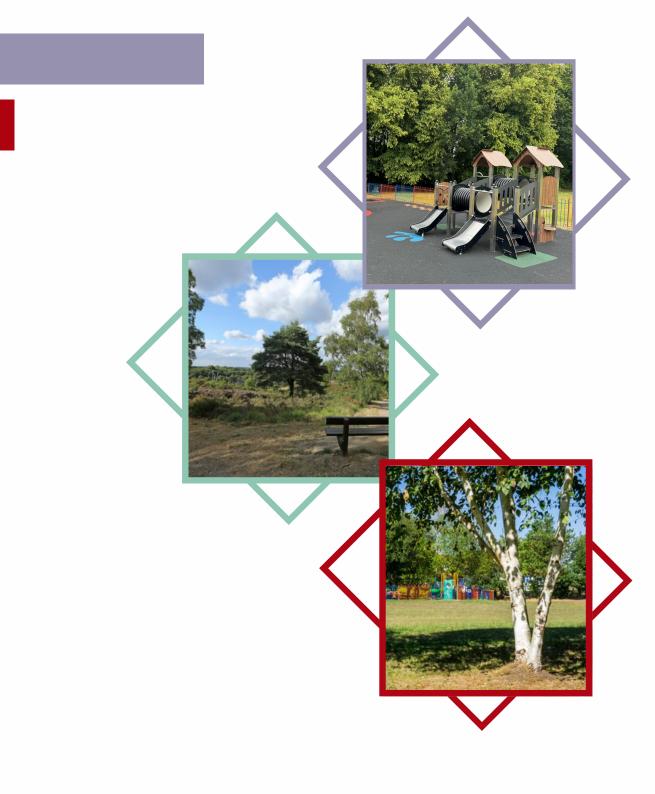
01276 471675



clerk@windleshampc.gov.uk



The Council Offices, The Avenue Lightwater, Surrey, GU18 5RG



Item 12 – To Review Terms of Reference for the Lightwater Recreation Ground Trust Committee

Full Council EGM 8th April 2025

Action

Members are asked to review the attached draft Terms of Reference for the proposed Lightwater Recreation Ground Trust Committee and consider approving them for adoption, or provide comments if further amendments are required.

Windlesham Parish Council

Lightwater Recreation Ground Trust Committee – Terms of Reference

The role of the Lightwater Recreation Trust Committee is to oversee the management and maintenance of the Lightwater Playing Fields and Recreation Ground in accordance with the obligations and functions set out in the Memorandum of Agreement between the Trustee and the Council.

Membership of the committee will consist of a minimum of Lightwater Village Councillors as agreed by Full Council (minute ref: C/24/211. All other Councillors may act as nominated substitutes. Non-members of the Council may be members of the committee.

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

FUNCTIONS:

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

a. Governance & Oversight

- Ensure the obligations and activities detailed in the Memorandum of Agreement are being fulfilled effectively by the Council.
- Review and recommend for approval the annual budget and accounts associated with the Recreation Ground.
- Receive and review annual income and expenditure reports and recommend to Full Council the use of any surplus or resolution of shortfall as outlined in the Agreement.

b. Facilities Management

- Monitor the management of events, concessions, licences, bookings, and usage of the Recreation Ground.
- Ensure that maintenance standards for land, buildings, and facilities (as defined in the Agreement schedule) are upheld.
- Review safety inspection records, especially for the children's play area and outdoor gym, and ensure compliance with relevant legislation.

c. Financial Management

• Oversee the financial arrangements, including income received and expenses incurred, ensuring transparency and adherence to the Charities Act 2011 and the Accounts and Audit Regulations 2015.

• Ensure insurance provisions are in place and regularly reviewed.

d. Strategic Development

- Make recommendations on the long-term development and sustainability of the Recreation Ground.
- Seek and consider opportunities for improvement, grant funding or community engagement relating to the Trust land.

e. Legal & Statutory Compliance

- Ensure compliance with the terms of the Memorandum of Agreement and all relevant statutory duties, including:
 - o Charities Act 2011
 - o Local Government Acts
 - o Health & Safety obligations
 - o Data Protection and Freedom of Information

Delegated Authority

The Trust Committee shall have delegated authority to:

- Authorise expenditure within budget allocations for maintenance and operations of the Recreation Ground.
- Commission or instruct work necessary to fulfil obligations under the Agreement, within budget and policy framework.
- Make recommendations to Full Council on any matter outside its delegated financial limits.

The Chairman shall:

Agree to the minutes of the **Lightwater Recreation Trust Committee** at Full Council meetings, subject to approval.