



# Windlesham Parish Council

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The Council Offices  
The Avenue  
Lightwater  
Surrey  
GU18 5RG

24<sup>th</sup> July 2025

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the Briars Centre, Briar Avenue, Lightwater on **Tuesday 29<sup>th</sup> July 2025 at 7.15pm** to act upon the undermentioned business.

If you are unable to attend the meeting please send your written apologies to the Clerk and Chair of Council.

Joanna Whitfield  
Clerk to the Council

## MEETING INFORMATION

Members of the public are invited to attend this meeting, or alternatively, if you wish to submit any questions or comments on any of the items on this agenda without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday, 29<sup>th</sup> July 2025. Please note that all written submissions for public participation are limited to 150 words and, where possible, will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting, you must specify this to the Clerk in writing at the time of submission.

## AGENDA

- 1. Apologies for absence.**
- 2. Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
- 3. Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
- 4. Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5. Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 24<sup>th</sup> June 2025

**6. Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:

- Planning Committee 24<sup>th</sup> June 2025 and 16<sup>th</sup> July 2025
- Personnel Committee 23<sup>rd</sup> July 2025
  - It is recommended that the Council review and approve the amended Terms of Reference for the Personnel Committee, as set out in the Personnel Committee minutes appended to these meeting papers.
  - Members are to note that at the Personnel meeting held on the 23<sup>rd</sup> July 2025, the committee resolved to implement an appointment-only system for public access to the Council Office with effect from 1st November 2025. This measure is intended to support effective time management within the existing staffing structure. Telephone services will remain unaffected.
- Communications Committee 23<sup>rd</sup> July 2025
  - Members are to note that it was resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee and the Chair of Council, to produce and distribute both a summary leaflet and a more detailed information document during the week commencing 28th July 2025.

To note the open minutes of the recent village committee and sub-committee meetings:

- Windlesham Committee – 18<sup>th</sup> June 2025
  - Lightwater Committee – 1<sup>st</sup> July 2025
  - Lightwater Recreation Ground Trust Committee – 1<sup>st</sup> July 2025

Note: The above Minutes have been ratified at the relevant Village Committee meetings.

## **Governance**

- 7. Council to receive the external audit conclusion for 2024-25**
- 8. Appointment of internal auditor for 2025-26**
- 9. Devolution – To discuss participation in a cross-parish steering group to feed into Neighbourhood Area Committees.**

## **Finance**

- 10. Accounts for payment**
- 11. Budget Monitoring Report**
- 12. Grant Application – Lightwater Connected grant application for the production of an information bulletin**

## **Consultations, Updates & Correspondence**

- 13. Local Government Reorganisation Consultation** - To consider a response
- 14. Outside Organisations** - To receive any reports from representatives on outside organisations.
- 15. Clerks update**
- 16. Correspondence**

## **CONFIDENTIAL**

- 17. Exclusion of the press and public** - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 18. Confidential Correspondence**
- 19. Allotment Contract Update**
- 20. Burial Matters**
- 21. To consider recommendations from the Personnel Committee held on the 23<sup>rd</sup> July 2025**



# **Windlesham Parish Council**

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## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL** **Held on Tuesday 24<sup>th</sup> June 2025, at 7.15pm held at St Annes Church Centre, 43** **Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
Mr Murphy – Windlesham Resident  
Cllr Tear – Surrey County Councillor

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

Cllr White was in the Chair

		<b>Action</b>
<b>C/25/34</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllrs Hartshorn, D Jennings-Evans, Stevens, Lewis and Richardson.	
<b>C/25/35</b>	<b>Declarations of interest</b>  <b>Cllr R Jennings-Evans declared an interest as a Surrey County Councillor in anticipation of a public question expected to be raised by another Surrey County Councillor.</b>	
<b>C/25/37</b>	<b>Public Questions</b>  a) Mr Murphy addressed Members by reading a prepared statement outlining his concerns regarding Items 7 and 8 on the agenda.  He expressed the view that the number of responses received for both consultations demonstrated poor public engagement, thereby calling into question the legitimacy and representativeness of the findings. He criticised the timing of the consultations, considering Item 7 to be premature for meaningful public involvement, while Item 8 was viewed as too late, having missed the opportunity for early and inclusive engagement.	



	<p>Due to the low response rates, Mr Murphy argued that any resulting interpretations or decisions lacked a sound foundation.</p> <p>In relation to Item 8, Mr Murphy raised concerns over a perceived lack of transparency by the Parish Council. He also noted that external opinions expressed during the consultation period may have led to confusion.</p> <p>He further expressed caution about committing to the future management of the facility whilst there is uncertainty about the future and concluded by recommending that the decision be deferred to allow time for unresolved issues to be addressed and to ensure that future residents are given the opportunity to have input into how the community building is managed and used.</p> <p>b) Cllr Tear informed Members that the delivery of the Bagshot Village traffic scheme was under review and requested that the Bagshot Committee arrange a meeting with the relevant SCC Officer to discuss progress.</p> <p>Cllr Tear also informed Members that in preparation for the Local Government Reorganisation, the SCC Councillors representing the Parish would like to initiate a steering group to look at a possible Village Community Neighbourhood Forum/ local committee. There are currently 4 pilots taking place across Surrey, and these will shape the look of things to come locally if successful. To ensure we are prepared for the changes that are coming, the Council was asked to consider participating in a cross-parish group for preliminary discussions.</p> <p>Members had a brief discussion, and the Clerk will liaise with the Chair of Council to convene a meeting for formal discussion.</p>	
<b>C/25/38</b>	<p><b>Exclusion of the press and public.</b></p> <p><b>To agree items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</b></p> <p>C/25/55          Burial Matters</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
<b>C/25/39</b>	<p><b>Full Council Minutes</b> The minutes of the Full Council meetings held on the 20<sup>th</sup> May &amp; 2<sup>nd</sup> June (EGM) 2025 <b>were approved and</b> signed by Cllr White.</p>	<b>Cllr White</b>
<b>C/25/40</b>	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 20<sup>th</sup> May &amp; 10<sup>th</sup> June 2025 <b>were approved and</b> signed by Cllr Marr.</li> </ul>	<b>Cllr Marr</b>

C/25/41	<p><b>Asset Transfers –</b> to review and note consultation data</p> <p><b>Background</b> Members were reminded that at the Full Council meeting held on the 29th April, Members resolved to launch a community survey to:</p> <ol style="list-style-type: none"> <li>1. Gauge early public sentiment regarding the potential for the Parish Council to assume responsibility for local services and assets.</li> <li>2. Identify priorities among residents relating to service delivery, asset management, and community engagement.</li> <li>3. Assess capacity and appetite for more localised governance in future scenarios of devolved authority.</li> </ol> <p>Members were asked to review the data presented, which underscored a broadly supportive and engaged community that values local services and is willing to consider new governance responsibilities for the Parish Council, particularly if proposals are clearly defined and fiscally responsible. Members were also asked to use this information to inform any decision on item 7b.</p> <p><b>It was resolved to note the information provided.</b></p>	
C/25/42	<p><b>Asset Transfers -</b> Consider items raised through discussions with SHBC</p> <p>Following a second engagement meeting with Surrey Heath Borough The Council (SHBC) and Windlesham Parish Council have received a more detailed and comprehensive spreadsheet listing assets located across the parish that SHBC may be prepared to transfer to the Parish Council. This follows ongoing discussions on devolution and localised service delivery, aligning with the council's strategic ambitions to enhance local control, community value, and operational responsiveness.</p> <p>It was noted that assets were distributed across the three villages of Bagshot, Lightwater, and Windlesham and included a broad range of facility types, indicating a range of assets such as:</p> <ul style="list-style-type: none"> <li>• Amenity grass areas</li> <li>• Vegetation maintenance zones</li> <li>• Memorials and signage</li> <li>• Street Furniture</li> <li>• Woodland scrub and hedgerows</li> </ul> <p>Bagshot and Lightwater contain the largest number of assets, including public toilets and bus shelters. Windlesham's assets are fewer and more focused on community and green infrastructure.</p> <p>Members were asked to read the information provided and consider delegating authority to the Clerk, in conjunction with the Chair, Vice Chair of Council, and the Chair or Vice Chair, of each Village Committee, to review the asset spreadsheet alongside the asset transfer consultation results, preparing a recommendation report to be presented to Full Council at the end of July 2025.</p>	

	<p><b>It was unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair, Vice Chair of Council, and the Chair or Vice Chair of each Village Committee (or other nominated Councillor), to review the asset spreadsheet alongside the asset transfer consultation results, preparing a recommendation report to be presented to the Full Council at the end of July 2025.</b></p>	<p><b>Clerk, Chair &amp; Vice Chair of Council, Chair or Vice Chair of Village Committees</b></p>
<b>C/25/43</b>	<p><b>Heathpark Community Building</b> - to review and note consultation data</p> <p>Members were reminded that at the Full Council EGM held on the 8th April, Members resolved to launch a community survey regarding the adoption of the Heathpark Community Building.</p> <p>Members were presented with the data and asked to review and note its content, which revealed a divided landscape of public opinion on the future of the Heathpark Woods Community Building. While there is some appetite for community-led healthcare or early years use, this was overshadowed by a majority of residents expressing financial, logistical, and governance concerns.</p> <p>The data illustrated:</p> <ul style="list-style-type: none"> <li>• A clear majority oppose the Council's adoption of the building in its current form.</li> <li>• There is widespread preference for health-related services or early years provision, uses seen as addressing genuine local needs.</li> <li>• There remains deep scepticism about the building's necessity, long-term viability, and strategic planning.</li> </ul> <p>Members were advised that if Windlesham Parish Council were to consider adoption, it must proceed with caution. Any plans should be based on further public engagement and careful consideration of the governance model that offers community representation and accountability.</p> <p>Members were asked to use this information to inform the discussion on agenda item 8b.</p> <p><b>It was resolved to note the information provided.</b></p>	
<b>C/25/44</b>	<p><b>Heathpark Community Building</b> – to consider adopting the new Community Building.</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>1. Consider the consultation findings and information presented, in conjunction with the Windlesham Committee's recommendation not to adopt the building.</li> <li>2. Determine whether to:</li> </ol>	

	<p>a. Adopt the Heathpark Woods Community Building either under direct management or via a charitable trust.</p> <ul style="list-style-type: none"> <li>• If adopting via a charitable trust, the Council will need to decide if the Council will act as the Trustees or whether it will be leased to an independent charitable trust.</li> </ul> <p>b. Reject the adoption, in line with the Windlesham Committee's recommendation.</p> <p>Cllr Wheeler requested that it be noted she was not a member of the Windlesham Committee at the time it resolved to recommend the rejection of the adoption of the Heathpark Wood Community Centre.</p> <p><b>Cllr Harris proposed, Cllr Turner seconded option 'a' to adopt the Heathpark Woods Community Building. A recorded vote was requested.</b></p> <table> <tr> <td><b>Cllr Bakar</b></td> <td><b>In Favour</b></td> </tr> <tr> <td><b>Cllr Du Cann</b></td> <td><b>In Favour</b></td> </tr> <tr> <td><b>Cllr Gordon</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr Wilson</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr Willgoss</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr White</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr Harris</b></td> <td><b>In Favour</b></td> </tr> <tr> <td><b>Cllr R Jennings-Evans</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr Malcaus Cooper</b></td> <td><b>Abstention</b></td> </tr> <tr> <td><b>Cllr Turner</b></td> <td><b>In Favour</b></td> </tr> <tr> <td><b>Cllr Hardless</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr Marr</b></td> <td><b>Against</b></td> </tr> <tr> <td><b>Cllr Wheeler</b></td> <td><b>Against</b></td> </tr> </table> <p><b>The motion was defeated with 4 in favour, 8 against and 1 abstention. Accordingly, it was resolved that the Council would not adopt the Heathpark Wood Community Centre, in line with the recommendation of the Windlesham Committee. However, should Members become aware of any community groups that may have an interest in adopting the building, they are requested to notify the Clerk, who will facilitate a referral to the developer.</b></p>	<b>Cllr Bakar</b>	<b>In Favour</b>	<b>Cllr Du Cann</b>	<b>In Favour</b>	<b>Cllr Gordon</b>	<b>Against</b>	<b>Cllr Wilson</b>	<b>Against</b>	<b>Cllr Willgoss</b>	<b>Against</b>	<b>Cllr White</b>	<b>Against</b>	<b>Cllr Harris</b>	<b>In Favour</b>	<b>Cllr R Jennings-Evans</b>	<b>Against</b>	<b>Cllr Malcaus Cooper</b>	<b>Abstention</b>	<b>Cllr Turner</b>	<b>In Favour</b>	<b>Cllr Hardless</b>	<b>Against</b>	<b>Cllr Marr</b>	<b>Against</b>	<b>Cllr Wheeler</b>	<b>Against</b>	
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<b>Cllr Wheeler</b>	<b>Against</b>																											
C/25/45	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £9,765.97 and explained the individual items.</p> <p><b>It was resolved that the payments (Appendix A) in the total sum of £9,765.97 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b></p>																											

C/25/46	<p><b>Bank Reconciliations</b></p> <p>Members were asked to review the bank reconciliations for March, April, and May 2025, as presented.</p> <p><b>Overall Cash Position</b> Members were informed that the net assets held by the Council as at 31<sup>st</sup> May 2025 was £1,347,579. Of this, £957,413 is held in earmarked reserves. Members were asked to note that the earmarked balance has increased by £20,285 since 1 April 25 (937,129).</p> <p><b>Members noted the reconciliations presented and resolved that Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper would continue to sign off the above reconciliations.</b></p> <p><i>20:14 Cllr R Jennings-Evans left the meeting</i></p> <p><i>20:16 Cllr R Jennings-Evans rejoined the meeting</i></p>	
C/25/47	<p><b>Budget Monitoring</b></p> <p>Members were presented with the budget monitoring report up to the 5<sup>th</sup> June 2025, detailing any overspends, transfers or virements for approval.</p> <p><b>Councillors noted the Actual vs Budget report as of 5<sup>th</sup> June 2025, along with the corresponding Balance Sheet and Income and Expenditure reports.</b></p> <p><b>Members also resolved to approve the virement of £260.84 to 4500/225 Councillor Allowances to 4600/225 Annual meetings to reflect that the refreshments for the annual civic function were funded from the unclaimed Chairman's allowance.</b></p>	
C/25/48	<p><b>High Curley – To consider mitigation measures to prevent motorcycle/quad bike access to the SSSI site at High Curley</b></p> <p>Members were presented with a report asking them to consider appropriate mitigation measures to prevent unauthorised motorcycle and quad bike access into Lightwater Country Park via access points of High Curley Road, Lightwater.</p> <p>Members were asked to review the proposed mitigation options and determine whether to instruct the Clerk to obtain quotations for any of the proposed measures, or alternatively, to defer action until the outcome of the recent increased police patrols is known.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr Wheeler seconded, and it was resolved unanimously to defer any action until the outcome of the recent increased police patrols was known.</b></p>	
C/25/49	<p><b>Outside Organisations</b></p>	

	<p>Members were reminded that at a previous Council meeting, it was resolved that Windlesham Parish Council would write to all organisations with current vacancies for trustee or representative roles. The aim was to request clarification on two key matters:</p> <ol style="list-style-type: none"> <li>1. The duties and responsibilities expected of the Council-appointed representative.</li> <li>2. The frequency and format of trust or committee meetings.</li> </ol> <p>This resolution was agreed to ensure that potential applicants are fully informed before any appointment is made.</p> <p>It was further resolved that, following receipt of responses from relevant organisations, the vacancies would be advertised accordingly.</p> <p>Members were asked to review the requirements outlined by each external organisation that had responded and to consider whether they wished to be appointed as the Council's representative on either body, before the vacancies are publicly advertised.</p> <p><b>It was resolved unanimously to publicly advertise the vacancies.</b></p> <p><b>Cllr White informed Members that another resident vacancy had arisen at the James Butler Alms houses and requested that anyone aware of a potential applicant notify her directly.</b></p>	
<b>C/25/50</b>	<p><b>Stakeholder consultation for Forest Management carried out by The Crown Estate – to consider a response</b></p> <p>Members were informed that in August 2025, The Crown Estate's forest management operations across the United Kingdom will be assessed against the UK Woodland Assurance Standard (UKWAS) Versions 4 and 5. This assessment is being undertaken as part of ongoing certification under the Forest Stewardship Council® (FSC®) and the Programme for the Endorsement of Forest Certification (PEFC).</p> <p>Stakeholders including parish councils have been invited to comment on the performance of The Crown Estate in line with these standards. The assessment is coordinated by the Soil Association.</p> <p><b>Members were asked to:</b></p> <ol style="list-style-type: none"> <li>a) NOTE the invitation to comment on the Crown Estate's forest management assessment.</li> <li>b) CONSIDER whether Windlesham Parish Council should submit a formal response to the consultation, and if so, to delegate authority to respond to the Clerk in conjunction with the Chair and Vice Chair of Council and Chairs of the Village Committees or to nominate a substitute.</li> </ol>	

	<b>It was resolved to delegate authority to respond to the Clerk in conjunction with the Chair and Vice Chair of Council and Chairs of the Village Committees, or a nominated substitute.</b>	
<b>C/25/51</b>	<p><b>SALC AGM &amp; Conference</b> - to consider attendance at this event</p> <p>The Surrey ALC AGM &amp; Conference 2025, taking place from 10:30am on Thursday, 13<sup>th</sup> November 2025 at Silvermere Golf Course, Cobham.</p> <p>This year's hybrid event will begin with the AGM in the morning, followed by our annual conference, which will focus on the timely and important topic of Local Government Reorganisation and Devolution, and preparing for the future.</p> <p>Members were asked to:</p> <ul style="list-style-type: none"> <li>a) NOTE that attendance at this event will be funded from the current training budget.</li> <li>b) NOTE the Clerk's attendance at this event.</li> <li>c) CONSIDER whether the Council wishes to nominate a Councillor or the Assistant Clerk to attend alongside the Clerk, in order to make full use of the two available places allocated for stakeholder participation.</li> </ul> <p><b>Cllr R Jennings-Evans proposed, Cllr Malcaus Cooper seconded, and it was resolved unanimously that both the Clerk and Assistant Clerk could attend with it being funding from the training budget. It was also resolved that Members would notify the Clerk if they wished to attend remotely.</b></p>	<b>Clerk &amp; Councillors</b>
<b>C/25/52</b>	<p><b>Clerks update</b></p> <p>The Clerk informed Members that the UK Government has confirmed its support for remote and hybrid meetings, including proxy voting, in local government. Legislative change is now being actively considered, signalling a permanent shift in how councils can operate. This will be an agenda item for future discussion.</p>	
<b>C/25/53</b>	<p><b>Correspondence</b></p> <p>The Clerk informed Members that Cllr R. Jennings-Evans had written to the Council in her capacity as a Surrey County Councillor, outlining the opportunity for the Council to participate in a cross-parish steering group concerning neighbourhood forums, as referenced by Cllr Tear during public questions.</p>	
<b>C/25/54</b>	<p><b>Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960</b></p> <p>C/25/53      Burial Matters</p>	

C/25/55	<p><b>Burial Matters</b></p> <p>Members were asked to consider a request to retrospectively purchase an additional grave plot.</p> <p><b>Cllr Wheeler proposed, Cllr Marr seconded, and it was resolved with 12 in favour, 0 against, and 1 abstention to reject the request to retrospectively purchase the additional grave plot.</b></p>	
	<p><b>There being no further business, the meeting closed at 20:44</b></p>	



22/05/2025

Windlesham Parish Council

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10:37

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/05/2025	EXP - 19 MAY 25	802	SARAH WAKEFIELD	SWAKE	12.87	0.00	12.87	4600	225	12.87	OJ/biscuits for APM
TOTAL INVOICES					12.87	0.00	12.87			12.87	
VAT ANALYSISCODE OTS @ 0.00%					12.87	0.00	12.87				
TOTALS					12.87	0.00	12.87				

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/05/2025	60269	803	GDPR INFO LTD	GDPR	350.00	0.00	350.00	4430	225	350.00	DPO service 2025 renewal -GDPR
TOTAL INVOICES					350.00	0.00	350.00			350.00	
VAT ANALYSISCODE OTS @ 0.00%					350.00	0.00	350.00				
TOTALS					350.00	0.00	350.00				

## Top Level for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/06/2025	2041024	804	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace Jun 25 + play insp
								4165	410	2,780.43	Greenspace Jun 25 + play insp
								4165	510	2,022.13	Greenspace Jun 25 + play insp
								4220	310	69.96	Greenspace Jun 25 + play insp
								4220	410	69.96	Greenspace Jun 25 + play insp
01/06/2025	69	805	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Canx planning meeting 7 May 25
27/05/2025	280474	806	WEL MEDICAL	WELMED	62.65	12.53	75.18	4435	225	62.65	Adult/Child pads - AED
03/06/2025	2025010	807	BRIARS CENTRE	BRIARS	80.00	0.00	80.00	4950	225	80.00	PM - 13 May; EGM - 2 June
31/05/2025	2262	808	ZENTECH IT	FRE01	260.52	52.10	312.62	4440	225	260.52	M365 licences etc - 31 May 25
<b>TOTAL INVOICES</b>					8,983.63	1,777.72	10,761.35			8,983.63	
VAT ANALYSISCODE OTS @ 0.00%					95.00	0.00	95.00				
VAT ANALYSISCODE S @ 20.00%					8,888.63	1,777.72	10,666.35				
<b>TOTALS</b>					8,983.63	1,777.72	10,761.35				

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Windlesham Parish Council

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10:05

## PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 3

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/06/2025	202514	809	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	225	50.00	FC 2 May 25
								4950	325	50.00	BVC 5 May 25
30/05/2025	092-198A	810	GLENDALE	GLEND	301.00	60.20	361.20	4060	400	172.00	Plaques - 4 x LW, 3 x W @ £43
								4060	500	129.00	Plaques - 4 x LW, 3 x W @ £43
27/05/2025	280474A	811	WEL MEDICAL	WELMED	-62.65	-12.53	-75.18	4435	225	-62.65	CN - pd by B'card
12/06/2025	5811091	812	VIKING	VIKIN	81.12	16.22	97.34	4435	225	81.12	Stationery - misc items
<b>TOTAL INVOICES</b>					419.47	63.89	483.36			419.47	
VAT ANALYSISCODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSISCODE S @ 20.00%					319.47	63.89	383.36				
<b>TOTALS</b>					419.47	63.89	483.36				



# **Windlesham Parish Council**

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The Council Offices  
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Lightwater  
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GU18 5RG

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

**Held on Tuesday 24th June 2025 at 6:30pm at St Anne's Church Centre, 43 Church Road, Bagshot**

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

**In attendance:** Joanna Whitfield - Clerk  
2 x Members of the Public  
Cllr Tear – SCC Councillor

Cllr Marr took the Chair

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

.....

<b>PLAN/25/09</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Stevens.
<b>PLAN/25/10</b>	<b>Declarations of interest</b>  <b>None</b>
<b>PLAN/25/11</b>	<b>Public question time</b>  No public questions.
<b>PLAN/25/12</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/25/13</b>	<b>To consider a response to a Runnymede Borough Council consultation:</b> Consultation on the Update to the Runnymede Affordable Housing Supplementary Planning Document (SPD)  <b>Members resolved not to comment.</b>
<b>PLAN/25/14</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	<b>Bagshot Applications</b>	
25/0611/FFU	<p><b>Casa Mia, Bridge Road, Bagshot, Surrey, GU19 5AT</b> Retrospective application for repositioned front boundary wall, metal access gate and fencing and proposed creation of new vehicle access/dropped kerb.</p> <p><b>Members resolved no objection to the application, subject to confirmation from the Highways Authority that the proposals, including the relocated boundary treatment and new vehicle access, do not adversely impact pedestrian or vehicular safety. The Parish Council requests that particular attention be given to sightlines and the safe manoeuvring of vehicles.</b></p>	FPA
25/0524/PMR	<p><b>Gloucester Hall Gloucester Gardens Bagshot Surrey GU19 5NU</b> Application to vary condition 4 (use class) of planning permission 18/0061 (which restricts the use of the premises to a sports therapy clinic/Pilates classes (formerly Use Class D1)) to permit a wider range of uses which would otherwise be permissible under use Class E(d) and E(e).</p> <p><b>Members noted that they considered this application at the last planning meeting (10/06/25) and their objection has been logged on the SHBC planning portal together with additional objections, plus a newly logged "Objections to Transport and Noise Impact Statement" from concerned residents.</b></p>	Relaxation/ Modification
	<b>Lightwater Applications</b>	
25/0554/ADV	<p><b>Lakeview Care Home, Lightwater Road, Lightwater, Surrey, GU18 5XQ</b> Advertisement consent for two wall mounted entrance signs, one overhead entrance sign, one totem sign and two promotional panel banners.</p> <p><b>No Objection</b></p>	Advert
25/0570/FFU	<p><b>48-50, Guildford Road, Lightwater, Surrey, GU18 5SD</b> The installation of two air conditioning condenser units to the exterior east elevation.</p> <p><b>No Objection, subject to the findings of the noise assessment being carried out as recommended by the SHBC Environmental Health Officer.</b></p>	FPA
25/0581/FFU	<p><b>21 Heronscourt, Lightwater, Surrey, GU18 5SW</b> Erection of part single part two storey front and side extensions following demolition of existing garage, conversion of loft to create habitable accommodation with roof lights. Installation of solar panels and air source heat pump with changes to fenestrations and landscaping.</p> <p><b>Members expressed concern that the proposed development may impact the established street scene and requested that Surrey</b></p>	FPA

	<b>Heath Borough Council assess the application in accordance with the current Lightwater Village Design Statement. Further concerns were raised regarding the scale and massing of the proposal, as well as the potential noise impact arising from the operation of the air source heat pump</b>	
25/0580/FFU	<b>10 Sundew Close, Lightwater, Surrey, GU18 5SG</b> Erection of a single storey rear extension, removal of existing fence and re-location of existing gate to extend driveway.  <b>No Objection</b>	FPA
25/0275/FFU	<b>81 Ambleside Road, Lightwater, Surrey, GU18 5UH</b> Retrospective application for construction of a rear patio. APP/D3640/D/25/3366880 Householder Appeal: No opportunity to submit comments.  <b>Members noted that this application is a Householders' Appeal, and there was no opportunity to submit comments.</b>	APPEAL
25/0602/FFU	<b>15 Fox Covert, Lightwater, Surrey, GU18 5TU</b> Erection of single storey front Garage and Porch extensions.  <b>No Objection</b>	FPA
25/0575/CES	<b>Willow Bank 6 Perry Way Lightwater Surrey GU18 5LB</b> Certificate of lawfulness for the proposed extension to driveway, landscaping to the remaining front garden and side area and dropped kerb extension.  <b>No Objection</b>	Certificate Proposed Developme nt
25/0577/DTC	<b>99 - 101 Guildford Road Lightwater Surrey GU18 5SB</b> Submission of details to comply with condition 4 (Facade Details) attached to planning permission 24/0136/FFU for Development of site to provide 21no. dwellings with associated access, hardstanding, landscaping and parking.  <b>Members were concerned that there was insufficient information and resolved to note the submission and rely on the expertise of SHBC planning officers to confirm that the details supplied meet the requirements of condition 4 (Facade Details) attached to planning permission 24/0136/FFU</b>	Details to Comply
25/0578/DTC	<b>99 - 101 Guildford Road Lightwater Surrey GU18 5SB</b> Submission of details to comply with condition 16 (Landscape Management Plan) attached to planning permission 24/0136/FFU for Development of site to provide 21no. dwellings with associated access, hardstanding, landscaping and parking.  <b>Members resolved to note the submission and rely on the expertise of SHBC planning officers to confirm that the details supplied meet the requirements of condition 16 (Landscape Management Plan) attached to planning permission 24/0136/FFU</b>	Details to Comply

25/0579/DTC	<p><b>99 - 101 Guildford Road, Lightwater, Surrey GU18 5SB</b></p> <p>Submission of details to comply with condition 19 (drainage) attached to planning permission 24/0136/FFU for Development of site to provide 21no. dwellings with associated access, hardstanding, landscaping and parking.</p> <p><b>Members resolved to note the submission and rely on the expertise of SHBC planning officers to confirm that the details supplied meet the requirements of condition 19 (Drainage) attached to planning permission 24/0136/FFU.</b></p> <p><b>However, Members wished to draw attention to the correspondence from Surrey County Council dated 10th June 2025, which indicates that the documentation submitted does not, in their view, discharge Condition 19. The letter includes a table outlining the additional information required to meet the condition satisfactorily</b></p>	Details to Comply
	<b>Windlesham Applications</b>	
24/0639/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>Submission of details to comply with conditions 17 (construction transport management plan) and 24 (construction environmental management plan) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017. Please note CEMP addendum Report rec'd 11.06.2025</p> <p><b>Members resolved to comment as follows:</b></p> <p><b><u>CEMP Addendum:</u> A CEMP addendum report has been submitted in relation to ecological matters, in response to concerns raised by the Surrey Wildlife Trust. It brings together existing material in relation to wildlife protection on site, notably about badgers, bats and birds.</b></p> <p><b>We share the concerns raised by the Trust that aspects of environmental protection during the construction phase might have fallen between the gaps, and therefore not been considered, as the relevant reports cross-refer.</b></p> <p><b>The final version of the LEMP prepared by Ecology Solutions dated November 2024 (application 24/0095/DTC) states (cl 5.2): "Impacts associated with the construction phase have not been considered here as these will be considered as part of the development of a Construction Environment Management Plan."</b></p> <p><b>However, the CTMP/CEMP prepared by Milestone Transport Planning (latest version April 2025) states (cl 4.26): "A Landscape and Ecological Management Plan (LEMP) is approved under the terms of the planning permission. This sets out a framework for safeguarding wildlife during construction."</b></p> <p><b>It is stated at page 4 of the CEMP Addendum that during construction, annual compliance checks will be carried out by an experienced ecologist. We query whether this is frequent enough.</b></p>	Details to Comply



	<p><b><u>The SANG:</u></b> We have a particular concern about the SANG and the potential impact on wildlife of the contaminants (notably plastics) within the haul road, and the wider area around the haul road, especially if animals are still foraging there.</p> <p><b><u>Conditions not yet signed off:</u></b> These two conditions relate to transport and environmental management during the construction phase. Construction is currently underway, with pile driving taking place where the trees have been removed. We query how this is permitted before formal sign off of conditions and whether and to what extent the CTMP/CEMP can be relied on at this stage.</p> <p><b><u>Noise and vibration:</u></b> Residents living near to the site have raised concerns with WPC (and at the latest Windlesham Village Committee meeting) about noise and vibration from the pile driving currently taking place. Particular issues cited are houses vibrating (with the potential to cause damage), inability to work from home, small children and babies unable to sleep during the day, impact on health and hearing and potential instability of remaining trees as a result of shaking of the root bed. We note the email from SHBC's scientific officer dated 13 June 2025 confirming that the Environmental Health Department has advised the Applicant that a Section 61 agreement is required to manage the noise, vibration and dust impacts of the project.</p> <p><b><u>Site construction traffic route:</u></b> The CTMP/CEMP sets out the proposed route for construction traffic to and from the site. We are receiving reports of significant numbers of construction lorries not following the designated routes and driving through Windlesham village, especially Church Road. This project is scheduled to take several years to complete and there are safety concerns with heavy vehicles taking routes which have not been officially assessed or approved.</p>	
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There being no further business, the meeting closed at 18:55



# **Windlesham Parish Council**

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

**Held on Wednesday 16<sup>th</sup> July 2025 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater**

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

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

Cllr Stevens took the Chair

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

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<b>PLAN/25/15</b>	<b>Apologies for absence</b>  No Apologies.
<b>PLAN/25/16</b>	<b>Declarations of interest</b>  Cllr Marr declared a pecuniary interest in application no. 25/0649/LLB and stated that she will recuse herself from the meeting when this application is discussed.  Cllrs Du Cann, Stevens, Turner and White declared a non-pecuniary interest in application no. 25/0649/LLB as they know the applicant.
<b>PLAN/25/17</b>	<b>Public question time</b>  No public questions.
<b>PLAN/25/18</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/25/19</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	Bagshot Applications	
25/0633/FFU	<p><b>16 Butler Road, Bagshot, Surrey, GU19 5QF</b> Erection of a single storey front extension, conversion of garage to habitable accommodation, and alterations to driveway.</p> <p><b>Members resolved to comment as follows:</b></p> <p><b>The property in question is already an extended five-bedroom house. The proposed development would further alter the character of the street particularly given its location within Connaught Park.</b></p> <p><b>The proposed extension appears to extend right up to the boundary, which raises concerns about restricting access to a neighbouring property.</b></p> <p><b>Members request that SHBC follow up on the objections raised by neighbouring residents and conduct a site visit to properly assess the impact of the proposal and determine the validity of the concerns raised.</b></p>	FPA
25/0645/FFU	<p><b>7 Hawkesworth Drive, Bagshot, Surrey, GU19 5QY</b> Part garage conversion, alterations to front hardstanding and fenestration changes.</p> <p><b>No Objection</b></p>	FPA
	Lightwater Applications	
25/0629/FFU	<p><b>Land Rear Of 20 And, 22 Junction Road, Lightwater, Surrey, GU18 5TQ</b> Erection of a detached chalet bungalow, with garage, parking and private amenity space.</p> <p><b>Objection for the following reasons:</b></p> <p><b>While the revised proposal may appear more modest than the previous application, it remains a two-storey dwelling which would occupy a significant portion of the plot. The site is located on an unmade road, where on-street parking is already in regular use by existing residents. Access for construction vehicles is also likely to be problematic. Importantly, the fundamental reasons for the previous refusal still apply.</b></p>	FPA
25/0647/FFU	<p><b>151 Ambleside Road, Lightwater, Surrey, GU18 5UN</b> Application for the part demolition of 3no. chimney breasts (retrospective), 100mm increase to the main dwelling ridge height (retrospective), change in colour of roof tiles (retrospective) and the erection of an enclosed front porch.</p>	FPA

	<b>No Objection</b>	
25/0670/FFU	<b>18 The Avenue, Lightwater, Surrey, GU18 5RF</b> Erection of a single storey front porch extension.  <b>No Objection</b>	FPA
25/0671/DTC	<b>Hook Mill House, Hook Mill Lane, Lightwater, Surrey, GU18 5UD</b> Submission of details to comply with condition 2 (surface water drainage) attached to planning permission 25/0248/FFU for Erection of a detached outbuilding (Retrospective).  <b>Members noted the Details to Comply and rely on SHBC to determine if they are sufficient for the condition to be discharged.</b>	Details to Comply
25/0689/FFU	<b>6 Bluebell Rise, Lightwater, Surrey, GU18 5YN</b> Erection of single storey side extension and conversion of garage to habitable accommodation with changes to fenestrations.  <b>No Objection</b>	FPA
25/0693/FFU	<b>28 Northfield, Lightwater, Surrey, GU18 5YR</b> Replacement solid roof and glazing to existing rear conservatory.  <b>No Objection</b>	FPA
25/0515/CES	<b>19 Mount Pleasant Close Lightwater Surrey GU18 5TP</b> Certificate of lawfulness for the proposed extension to existing dropped kerb.  <b>No Objection</b>	Certificate Proposed Development
<b>Windlesham Applications</b>		
25/0604/DTC	<b>St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b> Details pursuant to conditions 4 & 5 (CEMP and CTMP) of appeal ref.APP/D3640/W/24/3343307 (application ref.23/0581/FFU) allowed on the 25 November 2024  <b>Members resolved to Comment as follows:</b>  <b>Commencement:</b> There is a lack of clarity on when the provisions in the CEMP/CTMP take effect. Conditions 4 and 5 provide that the CEMP/CTMP “shall be adhered to throughout the construction period of the development”. However, it is not clear when the construction period is deemed to start. In our view, the CEMP/CTMP should cover the preparation period when demolition takes place and trees are removed and this should be made clear in the document. This would include the provisions relating to community liaison, communication and complaints.  <b>Noise, vibration and dust:</b> It is noted that measures have been included to minimise and monitor noise, vibration and dust. This is	Details to Comply

	<p>essential as this is a residential area, and a major development is currently taking place on the neighbouring Heathpark Wood site, with other developments approved on further sites adjoining this one. Piling, in particular, should be undertaken using methodologies which minimise noise and vibration.</p> <p><b>Parking:</b> There is a concern that staff and contractors' cars could be parked on surrounding residential roads, although it is noted that the CTMP specifies (clause 4.2) that no contractor/staff parking will be permitted on Woodlands Lane. It is stated (clause 4.1) that "the site compound will provide parking for approximately 4 vehicles, for staff and contractors". It is not clear whether there will be 4 parking spaces in totality or whether these 4 spaces will be in addition to staff and contractor parking spaces. This should be clarified. It is stated that there could be up to 15 staff on site on any given working day (clause 4.31).</p> <p><b>Vehicle routing:</b> It should be ensured that all construction traffic follows the designated routes. Large and heavily laden construction vehicles can create safety hazards if they use routes which have not been assessed and approved or ignore the 7.5T weight limit on Updown Hill.</p>	
25/0628/DTC	<p><b>St Margarets Woodlands Lane Windlesham Surrey GU20 6AS</b> Details pursuant to condition 3 (SuDS) of ref.APP/D3640/W/24/3343307 (application ref.23/0581/FFU) allowed on the 25 November 2024</p> <p><b>Members resolved to Comment as follows:</b></p> <p><b>Condition 3 provides that no development shall take place until a detailed surface water drainage scheme for the site has been submitted and approved by SHBC.</b> The SuDS Maintenance Manual, plans and diagrams which have been submitted are of a technical nature and we rely on the expertise of SHBC to ensure that they meet requirements. Members have noted that the submitted information does not appear to include the details required by part (d) of Condition 3. This requires "details of how the drainage system will be protected during construction and how runoff (including any pollutants) from the development site will be managed before the drainage system is operational." Members request that SHBC consider this point.</p>	Details to Comply
25/0676/DTC	<p><b>St Margarets Woodlands Lane Windlesham Surrey GU20 6AS</b> Submission of details to comply with condition 12 (trees) attached to planning permission 23/0581/FFU for Erection of nine dwellings following demolition of existing dwelling.</p> <p><b>Members resolved to Comment as follows:</b></p> <p><b>Condition 12 provides that no development shall take place until a scheme of monitoring/supervision of arboricultural protection measures has been submitted and approved by SHBC. Members</b></p>	Details to comply

	<p>state that they rely on the expertise of SHBC to review the Arboricultural Method Statement and Scheme of Monitoring/Supervision for Tree Protection prepared by Wood Consulting dated 18 June 2025, to ensure that the remaining trees are protected, especially as a tree preservation order is in place.</p>	
25/0646/FFU	<p><b>Ribsdon Holt, The Clockhouse, Chertsey Road, Windlesham, Surrey, GU20 6HT</b> Erection of a detached double garage and extension to driveway.</p> <p><b>Members resolved to Comment as follows:</b></p> <p><b>Members noted that it seems that the conditions for permitted development are not satisfied in this case, possibly due to the size and/or location of the double garage within the site. The proposed garage does not appear to be replacing an existing building on site. There is, therefore, a concern that the proposal could constitute inappropriate development within the Green Belt, resulting in harm to the openness of the Green Belt.</b> <b>If approved, a condition should be applied to ensure that the garage is not used as residential accommodation. It should be retained within the curtilage of the host dwelling and no separate curtilage should be created. At no time should the garage be sold, sub-let or rented out independently of the main dwelling.</b></p>	FPA
25/0699/FFU	<p><b>Woodlands House, Westwood Road, Windlesham, Surrey, GU20 6LX</b> Erection of a part two storey, part single storey side extension with first floor balcony, following the demolition of an existing swimming pool wing and link extension. Installation of an enlarged rear terrace and outside covered entertainment area, to include an outdoor kitchen.</p> <p><b>No Objection with the following Comments:</b></p> <p><b>Planning permission has already been granted for a very similar application (24/0708/FFU). In the Officer's report for the previous application, it was noted that the increases in floor space and volume were less than 30% (25.7% and 18.7% respectively). Therefore, the extensions were deemed to be proportionate additions to the original building and not inappropriate development within the Green Belt. It is unlikely that the calculations will be materially different for this new application, but members request that SHBC check this point.</b></p>	FPA
25/0649/LLB	<p><b>Pound Meadow, Pound Lane, Windlesham, Surrey, GU20 6BP</b> Listed Building Consent for repairs to the structural timber frame of the listed building.</p> <p><b><i>Cllr Marr left the meeting at 11:25</i></b></p> <p><b>No Objection</b></p>	Listed Building Consent (Alter/Extended)

**There being no further business, the meeting closed at 11:26**



### Windlesham Parish Council

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

Held on Tuesday 23<sup>rd</sup> July 2025 at 6:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Richardson	P
Du Cann	P	Jennings-Evans	A	Wheeler	P
		Malcaus-Cooper	S		

**In attendance:** Joanna Whitfield –Clerk to the Council  
Cllr Willgoss – WPC Bagshot Committee

Cllr Turner took the Chair

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

		Action
PER/25/01	<p><b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b></p> <p>Cllr Turner welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p><b>There were two nominations as follows:</b></p> <p><b>Cllr Turner nominated, Cllr Malcaus Cooper seconded, Cllr Turner as Chairman of the Committee.</b></p> <p><b>Cllr Wheeler nominated, Cllr Richardson seconded, Cllr Wheeler as Chairman of the Committee.</b></p> <p><b>Both Cllr Wheeler and Cllr Turner gave a speech on their relevant experience.</b></p> <p><b>A vote was taken and carried in favour of Cllr Turner as follows:</b></p> <p><b>Cllr Wheeler 2 votes in favour</b> <b>Cllr Turner 4 votes in favour</b></p>	



	<b>Cllr Malcaus Cooper nominated, Cllr Turner seconded, and it was agreed unanimously to appoint Cllr White as Vice-Chair of the Committee.</b>	
<b>PER/25/02</b>	<b>Apologies for absence</b>  Apologies for absence were received and accepted from Cllr Jennings-Evans.	
<b>PER/25/03</b>	<b>Declarations of interest</b>  None	
<b>PER/25/04</b>	<b>Public question time</b>  Cllr Willgoss, observing from the public gallery, raised a query concerning item 9 on the agenda, specifically regarding the equitable allocation of staff time across the villages. It was noted that this matter would be addressed as part of the forthcoming discussion on that agenda item.	
<b>PER/25/05</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  PER/25/12      Staffing Matters  <b>It was resolved that the above items would be discussed in the confidential part of the meeting.</b>	
<b>PER/25/06</b>	<b>To note the Committee's Terms of Reference</b>  <b>Members resolved to approve the Terms of Reference as presented, subject to the following clarification.</b>  <b>'Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a majority vote of the Council.'</b>  <b>It should be noted that in line with Standing Order 4d (i) &amp;(iv), Full Council shall determine the terms of reference and appoint and determine the terms of office of members of such a committee.</b>	
<b>PER/25/07</b>	<b>To agree the membership of the Staffing Sub-Committee and Terms of Reference</b>  <b>It was resolved that a separate Staffing Committee is not required, and that all recruitment matters shall be managed by the Personnel Committee.</b>	

	<b>It was further resolved that any interview panel shall comprise one nominated member from each Village Committee, together with the Chair or Vice-Chair of the Personnel Committee.</b>	
<b>PER/25/08</b>	<p><b>Employment Rights Bill Update and Deferral of HR Policy Review</b></p> <p>Members were provided with an update on the Employment Rights Bill and reminded that the Council traditionally undertakes a comprehensive review of its suite of HR policies at this point in the year to ensure compliance with employment law and to reflect best practice.</p> <p>Members were asked to note that due to the expected legislative changes, the policy review has been deferred to avoid duplication of effort and cost, given that policies will likely need to be reworked within months.</p> <p><b>It was resolved to defer review of the HR policies until the October Committee meeting.</b></p>	
<b>PER/25/09</b>	<p><b>Operational Arrangements Update: Enhancing Equitability Across Village Workstreams</b></p> <p>Members are asked to note that as of the 7th of July, a realignment in officer working arrangements took place. This was carried out to ensure more equitable delivery of service and project support across the three village committees.</p> <p><b>Members noted the report and resolved to review the matter again in six months.</b></p> <p><b>It was further resolved that, to support effective time management, the Council Office will operate on an appointment-only basis for members of the public from 1st November 2025. Telephone services will continue to operate as normal.</b></p>	
<b>PER/25/10</b>	<p><b>Organisational Review</b></p> <p>Members were informed that, as per the resolution at the April Personnel Committee meeting, a review of Staffing arrangements has begun.</p> <p>Cllr Turner informed Members that he had liaised with the Clerk and had an informal discussion with the staff. The purpose of these discussions was to gain insight into current operational capacities and future requirements.</p> <p>His assessment concluded that all staff are currently working at full capacity, and the Council will need to give due consideration to staffing arrangements going forward.</p> <p><b>Noted</b></p>	
<b>PER/25/11</b>	<p><b>Clerks Update</b></p> <p>Nothing to report</p>	

<b>PER/25/12</b>	<b>Exclusion of the press and public.</b>  <b>Exclusion of the press and public.</b> Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	
	<b>CONFIDENTIAL</b>	
<b>PER/25/13</b>	<b>Staffing Matters</b>  <b>It was resolved to carry out the actions as detailed in the confidential report.</b>	

**There being no further business, the meeting closed at 19:22.**

## Windlesham Parish Council

### Personnel Committee – Terms of Reference 2025-26

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

1. Membership of the committee will consist of a maximum of 6 members, consisting of a maximum of 2 representatives from each village. To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative. **Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a majority vote of the Council.**
2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.

#### **FUNCTIONS:**

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

##### **Re: Recruitment**

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

##### **Re: Staff**

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

- i) Set appropriate SMART objectives for the Parish Clerk based on the aims and priorities of The Council.
- j) In conjunction with the Clerk, ensure appropriate arrangements are in place to support staff development and training and to ensure that such training is in line with the allocated funds.
- k) Make appropriate recommendations to The Council where an identified training need would exceed the allocated funding.

**Re: Policies and legislation**

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

**Re: External Support**

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

**Delegated Spending Authority**

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

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

**The Chairman shall:**

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



### Windlesham Parish Council

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The Council Offices  
The Avenue  
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GU18 5RG

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

Held on Tuesday 23<sup>rd</sup> July 2025 at 7:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	PA
Wilson	A	Stevens	P		
White	E				

**In attendance:** Joanna Whitfield –Clerk to the Council  
Cllr Turner – Lightwater Councillor  
S Kiernan – Communications and Engagement Officer

Cllr Malcaus Cooper took the Chair

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

		Action
COMM/25/01	<p><b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b></p> <p>Cllr Malcaus Cooper welcomed everyone to the meeting and asked for nominations for Chair of the Committee</p> <p><b>Cllr Malcaus Cooper nominated, Cllr Willgoss seconded, and it was agreed unanimously to appoint Cllr Malcaus Cooper as Chairman of the Committee.</b></p> <p><i>19:34 Cllr Lewis joined the meeting</i></p> <p><b>Cllr Stevens nominated, Cllr Malcaus Cooper seconded, and it was agreed unanimously to appoint Cllr Stevens as Vice-Chair of the Committee.</b></p>	
COMM/25/02	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received from Cllr Wilson.</p>	
COMM/25/03	<p><b>Declarations of interest</b></p> <p>None</p>	

<b>COMM/25/04</b>	<b>Public question time</b>  There were no questions raised.	
<b>COMM/25/05</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  <b>There were no items to be discussed in the confidential part of the meeting.</b>	
<b>COMM/25/06</b>	<b>To note the Committee's Terms of Reference</b>  <b>Members noted and agreed to the Terms of Reference as presented.</b>	
<b>COMM/25/07</b>	<b>To review Social Media statistics</b>  <b>Members reviewed and noted the social media performance summary (January–July 2025).</b>	
<b>COMM/25/08</b>	<b>To consider future communications for the municipal year 2025-26</b> – opportunity for Members to bring forward suggestions for future communications.  Members were presented with a range of ideas to enhance future visual communications and <b>resolved to increase the use of video content as a means of boosting public engagement.</b>  <b>In particular, it was agreed that each Member of the Committee would collaborate with the Communications Officer to produce video content. Additionally, the Chair of the Council, along with any other Councillor willing to contribute relevant material, would also be invited to take part in the creation of further content.</b>  <b>Members also discussed the publication of an information leaflet regarding the forthcoming Community Governance Review (CGR).</b>  <b>It was resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair of the Communications Committee and the Chair of Council to produce and distribute both a summary leaflet and a more detailed information document during the week commencing 28th July 2025. Draft materials will be circulated to the Communications Committee prior to distribution.</b>  <b>It was also agreed that Councillors would support the delivery of the leaflet across the villages to ensure broad community reach and engagement.</b>	
<b>COMM/25/09</b>	<b>Communications Officer Update</b>	

	<b>Nothing to report</b>	
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**There being no further business, the meeting closed at 20:13.**





### **Windlesham Parish Council**

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## **MINUTES OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE** **Held on Wednesday 18th June 2025 at 7:00pm at The Hub, Windlesham Field of Remembrance, Kennel Lane, Windlesham**

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

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

Tony Murphy- Windlesham Resident  
Martin Albery- Windlesham Resident  
Alan Bushnell- Windlesham Resident  
Helen Hansen-Hjul- Windlesham Resident  
Sophie Holt- Windlesham Resident  
Ian Lovelock- Windlesham resident  
Ian Bourne- Windlesham Resident

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

Cllr Lewis outgoing Chair

Cllr Wheeler took the Chair

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		<b>Action</b>
<b>WVC/25/01</b>	<b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b>  The outgoing Chairman of Windlesham Village Committee, Cllr Lewis welcomed everyone to the meeting and asked for nominations for Chair of the Committee.  <b>Cllr Lewis proposed, Cllr Marr seconded, and it was unanimously agreed to appoint Cllr Wheeler as Chairman.</b>  <b>Cllr Richardson proposed, Cllr Wheeler seconded, and it was unanimously agreed to appoint Cllr Lewis as Vice Chairman.</b>	

<b>WVC/25/02</b>	<b>Apologies for absence</b>  No apologies for absence.	
<b>WVC/25/03</b>	<b>Declarations of Interest</b>  Cllr Lewis declared a non-pecuniary interest in item WVC/25/15 as she is a committee member at the Windlesham Field of Remembrance.	
<b>WVC/25/04</b>	<b>To note the Committee's Terms of Reference</b>  <b>The Terms of Reference were noted by all members.</b>  <b>However, members resolved to establish a working party to review the Committee's Terms of Reference. It was suggested that the working party would formulate a motion to be presented to Full Council at a future meeting. The Clerk was asked to clarify the appropriate procedure for progressing this.</b>	<b>All Committee Members</b>
<b>WVC/25/05</b>	<b>Public question time</b>  <i>Members unanimously resolved to suspend standing orders to allow members of the public to ask questions not specifically related to items on the agenda and also allow members to exceed the 3 minute time limit per question.</i>  <u>Tony Murphy, Windlesham Resident</u> handed the Chairman a document containing information relating to noise caused by the Heathpark Woods Development. He noted that the contents were not to be read out at the meeting but would give the committee background information relating to these issues.  <u>Martin Albury, Windlesham Resident</u> posed the following question: I am a resident of HPW Drive, Windlesham. I have accepted that planning permission has been granted for the HPW development and did expect some disruption. What we have had over the past week far exceeds any reasonable level of disruption with noise and vibration. The contractor Divine us using, as directed by Persimmon a method of construction called percussion piling. This method is not recommended for residential areas with other less disruptive methods such as CFA (continuous flight auger) available to achieve the same results. This leads me to 3 points: 1) Why did planning permission not identify the process as not suitable in this residential area. The planning committee members, I am sure having a greater knowledge of these processes than myself and should have made provision in the planning for this system of work not to have been used on this site/ 2) Why do you not insist on all contractors working in residential areas of our Borough sign up to the Considerate constructor's scheme, especially a company as large as Persimmon. This would alleviate many of the issues identified as they have to agree a strict code of practice.	

- 3) What are you Parish and County councillors, as our representatives going to do to immediately stop this gross disruption to our community and ensure that it does not happen again in other areas you represent.

Ian Bourne, Windlesham Resident, posed the following question:

Mr Bourne introduced himself as a senior building control surveyor currently working with a London Borough Council. He explained that he visited the Heathpark Wood development after hearing significant construction noise from Updown Hill.

Mr. Bourne believes the issue relates to building regulations, particularly the design of the foundations. He has had discussions with the Environmental Health team at Surrey Heath Borough Council, who he noted have been helpful. He confirms SHBC have already conducted on-site noise readings.

He stated that in his opinion, the type of soil at the site is influencing the foundation design, which is likely why piled foundations are being used.

Mr Bourne queried whether a Section 60 Notice could be issued, which would require work to stop if noise levels are deemed excessive. He expressed that he is deeply concerned and appalled by the ongoing impact of the construction process.

Cllr Wheeler proposed that the WVC Committee write to all SHBC councillors representing Windlesham to raise the concerns expressed by members of the public at the meeting. She recommended that these borough councillors, in turn, write to Gavin Chinniah, Head of Planning at SHBC, to formally highlight the issues. Cllr Wheeler also suggested that affected residents document the impact by taking photographs and videos of their homes as evidence.

*Members unanimously agreed to suspend standing orders to allow public questions to extend for 10 minutes.*

Leah Rose, Windlesham Resident raised the following concerns:

Ms Rose confirmed that she lives in close proximity to the HPW development and echoed the concerns already raised by Martin and Ian. She also confirmed that Environmental Services have visited her house due to the excessive noise and vibrations caused by construction work on the site. Environmental Services have installed a noise monitoring system so noise level can be monitored. She raised concerns about vibrations caused by the construction works, particularly their potential impact on the root systems of large trees in her garden, as well as on the structural stability of neighbouring homes.

	<p>Ms Rose highlighted that there has been no confirmation from the developer regarding whether the nearby trees have been professionally assessed. She expressed serious concern that one of the trees could fall, posing a significant safety risk to both people and property.</p> <p>She added that the ongoing disruption is having a noticeable impact on her daily life, including the wellbeing of her young daughter, whose routines have been disrupted as a result of the noise and activity.</p> <p>Cllr Wheeler confirmed she would also contact Environmental Health to enquire regarding a Section 60 Stop Notice.</p> <p>Members also asked the Assistant Clerk to write to the Surrey Heath MP to make him aware of the resident concerns.</p> <p><u>George Gilbert, Windlesham Resident</u> sent the following question to be read out at the meeting: Having spoken in person with residents of eight households located in Heathpark Drive with closest proximity to the planned Community Building, there is a consensus that it would be better if there were no community building. Time has moved on and the main reasons are:</p> <ul style="list-style-type: none"> <li>*These residents are most impacted and should be most carefully listened to.</li> <li>*At the rear of their homes, they have already suffered the destruction of hundreds of mature trees and have a completely changed, far less private outlook.</li> <li>*At the front of their homes, they are likely to suffer from a significant increase in parking/drop-offs given parking at the facility is very limited.</li> <li>*Otherwise, widespread scepticism about the need for/financial viability of another facility and concern about the widespread rumour that WPC wishes to use the facility as its own in spite of Windlesham seeking a CGR.</li> </ul> <p>Cllr Wheeler clarified that some of the points raised are speculative and not matters on which members are in a position to comment. She emphasised that there is no evidence to support the suggestion that Windlesham Parish Council intends to use the facility for its own purposes. Cllr Wheeler also noted that the Community Governance Review (CGR) is a separate issue, unrelated to the HPW Community Building consultation. She confirmed that a report detailing the outcomes of the consultation will shortly be presented to Full Council.</p> <p><u>Tony Murphy, Windlesham Resident, made the following statement:</u></p> <p>This evenings agenda, at item 11 is "Traffic &amp; Infrastructure" and at item 12 "Neighbourhood Plan Review" - both hardy perennials as illustrations that this councils over burdensome "administration" is a limitation on progress in both cases. This being in contrast to the</p>	<p><b>Assistant Clerk</b></p>
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	<p>expectations of a "thin veneer of administration" resulting from the agreement which "paused" the first CGR in 2020 and its expected full implementation, following the 2023 election. That agreement was not brought into effect by a conclusion that, in the interim period, the arrangement was "not working", this being without any process which might explain the reasoning for that conclusion, but simply by amendment to Terms of Reference presented to members elected by this village, in May 2023, at their first meeting. In a "catch 22" position they were given no choice but to agree. Considerable delay is also very evident in relation to the Heathpark Wood Community Building and the proposed "Pavilion" in Lightwater. This inability to "project manage" in practice appears to run counter to Councils proclaimed "General Power of Competence" but a proper reading of its meaning is more limited in the use of the word "general". The limits of "competence" also clearly runs counter to proposals, advocated by the SALC organisation, in relation to the future of Parish Councils, under Unitary Authority arrangements for regional governance - the PC simply does not have the competence for the elements of devolution being considered. It is of concern that the self serving SALC proposals were presented to the recent APM without any balancing other alternative opinions. Why, therefore, is this topic not on the PC agenda and its relation to what's happening to the CGR proposal and will the Local Plan public examination really be conducted this autumn? And if not, what ? And, in respect to that last item, who will represent our village community this time around ? Can we trust the PC to act in the best interest of our village ? The Windlesham Society was truly representative in 1999-for the 2000 Plan - but it may no longer be representative of the village, or even its members, and is potentially at odds with its declared constitution and reasons for charitable status not under its Trustees control.</p> <p>Cllr Wheeler thanked Mr Murphy for his statement and said that his comments were noted.</p>	
<b>WVC/25/06</b>	<p><b>Exclusion of the press and public.</b></p> <p>To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p><b>WVC/25/19- Burial Matters</b></p>	
<b>WVC/25/07</b>	<p><b>Committee and Sub-Committee Minutes:</b></p> <p>The minutes of the previous Village Committee meeting held on the 12th March 2025 were <b>approved</b> and <b>signed by Cllr Lewis</b>. The minutes of the previous Village Committee meeting held on the and 28th April 2025 were <b>approved</b> and <b>signed by Cllr Wheeler</b>.</p>	<b>Cllr Lewis &amp; Cllr Wheeler</b>
<b>WVC/25/08</b>	<p><b>Payments for Approval</b></p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £23,342.50.</p>	

	<p><b>It was resolved the payments the total sum of £23,342.50 be authorised, and the Chair signed the Expenditure Transactions Approval List.</b></p> <p>Cllr Richardson asked for clarification on the following payments:</p> <ul style="list-style-type: none"> <li>• 0939, Mulberry Co, £90, Lead Cnl &amp; Comms meets- is this pertaining to training?</li> <li>• 7 Apr 25, Pince Stonemasons, £620, Various Works- which budget line was this taken from?</li> </ul>	Cllr Wheeler
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<b>WVC/25/09</b>	<p><b>Committee Finances-</b> Income &amp; Expenditure Report</p> <p>Members were presented with an income and expenditure report up until the 10<sup>th</sup> June 2025 prepared by the Council's RFO.</p> <p><b>Members noted the report and also noted the following additional reports sent to WVC by RFO:</b></p> <ul style="list-style-type: none"> <li>• year-end budget monitoring report (originally circulated as part of FC 29/04/25 papers),</li> <li>• WVC I&amp;E as of 03/02/25 (originally circulated as part of WVC March 2025 meeting papers)</li> <li>• Income &amp; Expenditure up to 31<sup>st</sup> March 2025</li> <li>• CIL Receipts for Windlesham Village 2024-25</li> </ul>	
<b>WVC/25/10</b>	<p><b>Windlesham Cemetery-</b></p> <p><b>a)</b> To discuss Cemetery Drainage Assessment options</p> <p>Members were presented with two quotes and accompanying references for a Groundwater Risk Assessment at Windlesham Cemetery.</p> <p><b>Cllr Hardless proposed, Cllr Richardson seconded, and it was unanimously agreed to proceed with Contractor A, noting funding from the Windlesham Cemetery EMR.</b></p> <p><b>b)</b> To discuss options for cemetery markers on reserved plots</p> <p>Members were presented with appropriate options for marking reserved plots in Windlesham Cemetery.</p> <p>Members spoke about digitally mapping options for the cemetery which they felt may offer a better solution.</p> <p><b>Members unanimously resolved to defer a decision on the use of markers for reserved plots for a period of one year, allowing time to review the implementation and outcomes of the markers being introduced in Lightwater.</b></p>	
<b>WVC/25/11</b>	<b>Windlesham Traffic &amp; Infrastructure-</b> Speed survey update	

	<p><i>Members unanimously agreed to suspend standing orders to allow a member of the public speak.</i></p> <p>Members noted the update contained in the meeting papers regarding the recent speed surveys conducted in Windlesham Village.</p> <p>Cllr Lewis added that all 18 speed surveys had been completed and that a meeting with Surrey County Council Highways had been scheduled to review the data. She confirmed that following this meeting, she would convene a Traffic &amp; Infrastructure Working Party to discuss the findings.</p>	
<b>WVC/25/12</b>	<p><b>Windlesham Neighbourhood Plan Review update</b></p> <p>Members noted the update contained in the meeting papers and an update provided by Cllr Marr.</p>	
<b>WVC/25/13</b>	<p><b>Windmill Field Playground – to discuss an official Playground Opening Event</b></p> <p><b>Members unanimously resolved to hold an official opening event for the new Windmill Field playground on Friday 1st August. Members also agreed a budget of up to £300 to cover associated expenses, to be taken from the Windlesham Village EMR.</b></p> <p><b>It was further agreed that the event will be themed as a “Teddy Bears’ Picnic.” However, it was also resolved to give delegated authority to the Clerk, Communications Officer, Chair and Vice Chair to finalise the event’s timing and specific details.</b></p>	<b>Clerk, Comms office, Chair and Vice chair</b>
<b>WVC/25/14</b>	<p><b>Kings Road Playground-</b> to discuss the gate and fencing surrounding the playground</p> <p>Members were presented with quotes to repair and treat the gate and fencing surrounding Kings Lane Playground.</p> <p><b>Cllr Wheeler proposed, Cllr Hardless seconded, and it was unanimously resolved to proceed with the presented quote for the essential repairs to the gate and fence, including the sanding and painting of the gate to ensure it is properly treated.</b></p> <p><b>Members requested that the possibility of funding the repair from the Top-Level Playground repair budget be investigated. However, it has since been confirmed that playground repairs are to be funded from the village-specific budget lines. As such, the cost of the repair will be met from the Windlesham Playground Repair &amp; Maintenance budget.</b></p>	
<b>WVC/25/15</b>	<p><b>Grants &amp; Grant Policy-</b> to consider the 2025/26 Grant Policy and a grant application from the Windlesham Field of Remembrance</p> <p>Members were asked to review the policy in Appendix A and decide to:</p> <p>Adopt the policy as presented</p>	

	<p>Or Amend and adopt the policy</p> <p><b>Members unanimously agreed to adopt the 2025/26 Grant Policy as presented.</b></p> <p><u>To consider a Grant Application for the Windlesham Field of Remembrance:</u></p> <p>Members reviewed a grant application from the Windlesham Field of Remembrance, requesting £1,000 for general rubbish and dog bin collections.</p> <p>It is to be noted that Cllr Lewis did not take part in the vote due to her non-pecuniary interest.</p> <p><b>Members unanimously agreed to grant £1,000 to the Windlesham Field of Remembrance for the above purposes.</b></p>	
<b>WVC/25/16</b>	<p><b>Clerks Update</b></p> <p>The Assistant Clerk presented the following updates:</p> <p><b>Cemetery bins</b> At the last committee meeting members agreed to install 3 x 120L bins in the cemetery. She was pleased to report that the bins have been installed, and the fly tipping situation has improved.</p> <p><b>Memorial Repairs</b></p> <p>As part of the ongoing Memorial Repair Programme, a further five memorials have been successfully repaired.</p> <p>Regarding those memorials requiring the expertise of a specialist stonemason, the Assistant Clerk has been in contact with Brookwood Cemetery, who subsequently referred her to the Brookwood Society—an organisation that raises funds and coordinates the restoration of historic memorials within the cemetery. The Society has provided contact details for a specialist stonemason who recently carried out restoration work on several historic memorials at Brookwood Cemetery.</p> <p><b>Heathpark Woods SANG</b></p> <p>The Planning Committee has received a response from the Environment Agency (EA) regarding the HPW SANG. The EA confirmed that a site visit and assessment were carried out and that the materials deposited on the site are considered temporary. They also advised that the developer has agreed to retain waste transfer notes as evidence that the materials have been removed from a site authorised to accept such waste.</p> <p>The Assistant Clerk has written back to the Environment Agency to request further details of the assessment conducted, and to confirm</p>	



	whether any samples of the materials used on the <b>haul</b> road were taken during their visit.	
<b>WVC/25/17</b>	<b>Correspondence</b>  No correspondence.	
<b>WVC/25/18</b>	<b>Exclusion of the press and public- To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</b>  WVC/25/19 Burial Matters	
<b>WVC/25/19</b>	<b>Burial Matters</b>  Members were asked to consider a formally submitted request from a grave owner concerning a burial plot.  <b>Members expressed sympathy and understanding for the grave owners request, however they unanimously resolved to decline the request.</b>	

**There being no further business, the meeting closed at 21:18**

Windlesham PL for Month No 12				Order by Invoices Entered							
								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/03/2025	2090465	163	SURREY	SURR	2,880.00	0.00	2,880.00	4930	550	2,880.00	Speed survey in Wind. x 18
								325		-2,880.00	Speed survey in Wind. x 18
								6000	550	2,880.00	Speed survey in Wind. x 18
TOTAL INVOICES					2,880.00	0.00	2,880.00			2,880.00	
VAT ANALYSISCODE OTS @ 0.00%					2,880.00	0.00	2,880.00				
TOTALS					2,880.00	0.00	2,880.00				

## Windlesham PL for Month No 12

## 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
12/03/2025	25-06	164	JS STONEMASONS	JS STONE	450.00	90.00	540.00	4100	505	450.00	Appraisal - Wind War Mem
21/03/2025	5217	165	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Int - McNeil
TOTAL INVOICES					640.00	90.00	730.00			640.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
VAT ANALYSISCODE S @ 20.00%					450.00	90.00	540.00				
TOTALS					640.00	90.00	730.00				

## Windlesham PL for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
26/03/2025	100181	166	JAMES GARSIDE	GARDSIDE	2,000.00	0.00	2,000.00	4403	525	2,000.00	re: Neighbourhood Plan Review
20/03/2025	100179	167	JAMES GARSIDE	GARDSIDE	1,500.00	0.00	1,500.00	4403	525	1,500.00	N'hood Plan Review 1-20 Mar 25
<b>TOTAL INVOICES</b>					<u>3,500.00</u>	<u>0.00</u>	<u>3,500.00</u>			<u>3,500.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					3,500.00	0.00	3,500.00				
<b>TOTALS</b>					<u>3,500.00</u>	<u>0.00</u>	<u>3,500.00</u>				

## Windlesham PL for Month No 12

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/03/2025	1998	168	PURE GARDENS	PUREG	3,582.00	716.40	4,298.40	4060	500	3,582.00	Level corner exten in Wind Cem
								338		-3,582.00	Level corner exten in Wind Cem
								6000	500	3,582.00	Level corner exten in Wind Cem
<b>TOTAL INVOICES</b>					3,582.00	716.40	4,298.40			3,582.00	
VAT ANALYSIS CODE S @ 20.00%					3,582.00	716.40	4,298.40				
<b>TOTALS</b>					3,582.00	716.40	4,298.40				

31/03/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 12

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
31/03/2025	LOCALITY	170	GRANTS WPC	GRANTS	81.00	0.00	81.00	510	0	81.00	Repay unspent Locality Grant
TOTAL INVOICES					81.00	0.00	81.00			81.00	
VAT ANALYSISCODE OTS @ 0.00%					81.00	0.00	81.00				
TOTALS					81.00	0.00	81.00				

## Windlesham PL for Month No 12

## 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
31/03/2025	2001	171	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maint - Mar 25
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

01/04/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 12

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
28/03/2025	5246	172	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment 27 Mar (Sealey)
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 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/04/2025	WVC/24/71	169	GRANTS WPC	GRANTS	1,600.00	0.00	1,600.00	4940	550	1,600.00	Windlesham RBL grant
04/04/2025	0939	173	MULBERRY CO	MULBE	90.00	18.00	108.00	4500	530	90.00	Lead Cnl & Comm meets - CM/PL
<b>TOTAL INVOICES</b>					<u>1,690.00</u>	<u>18.00</u>	<u>1,708.00</u>			<u>1,690.00</u>	
VAT ANALYSISCODE OTS @ 0.00%					1,600.00	0.00	1,600.00				
VAT ANALYSISCODE S @ 20.00%					90.00	18.00	108.00				
<b>TOTALS</b>					<u>1,690.00</u>	<u>18.00</u>	<u>1,708.00</u>				

Windlesham PL for Month No 1				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/04/2025	5303	175	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Int - Moore (W'sham)
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 1				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/04/2025	5326	176	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - Hall (Windlesham)
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 1

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/04/2025	5338	177	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Intern - Brown (Windlesham)
07/04/2025	7 APR 25	178	PRINCE STONEMASONS	PRINCE STO	620.00	0.00	620.00	4061	500	620.00	Various works - Windlesham Cem
								335		-620.00	Various works - Windlesham Cem
								6000	500	620.00	Various works - Windlesham Cem
TOTAL INVOICES					810.00	0.00	810.00			810.00	
VAT ANALYSISCODE E @ 0.00%					620.00	0.00	620.00				
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					810.00	0.00	810.00				

Windlesham PL for Month No 2				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	2015	179	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Grounds maint - April 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				

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## Windlesham Parish Council

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## PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

## Windlesham PL for Month No 2

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/04/2025	DELAVOYE - A3	182	PRINCE STONEMASONS	PRINCE STO	170.00	0.00	170.00	4060	500	170.00	Move cross + tiers - Delavoye
								335		-170.00	Move cross + tiers - Delavoye
								6000	500	170.00	Move cross + tiers - Delavoye
TOTAL INVOICES					170.00	0.00	170.00			170.00	
VAT ANALYSISCODE OTS @ 0.00%					170.00	0.00	170.00				
TOTALS					170.00	0.00	170.00				

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## Windlesham Parish Council

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## PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

## Windlesham PL for Month No 2

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2025	10920	180	ONE CALL	ONECA	49.50	9.90	59.40	4060	500	49.50	W'sham Church plumbing works
01/03/2025	2315	181	ABLE GRAB HIRE	ABLE	280.00	56.00	336.00	4160	510	280.00	Waste disposal from W'sham Chu
09/05/2025	5397	183	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	500	380.00	Aylott + McGrotty internment
<b>TOTAL INVOICES</b>					<u>709.50</u>	<u>65.90</u>	<u>775.40</u>			<u>709.50</u>	
VAT ANALYSIS CODE OTS @ 0.00%					380.00	0.00	380.00				
VAT ANALYSIS CODE S @ 20.00%					329.50	65.90	395.40				
<b>TOTALS</b>					<u>709.50</u>	<u>65.90</u>	<u>775.40</u>				

## Windlesham PL for Month No 2

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/05/2025	2032	185	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Grounds maint - May 25
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				



05/06/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/06/2025	5462	184	GREENLANDS	GREE	190.00	0.00	190.00	4005	500	190.00	Internment - Bezodis
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 3				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/06/2025	C/25/33	186	GRANTS WPC	GRANTS	1,018.32	0.00	1,018.32	4650	540	1,018.32	Wind Fete Com - marquee+flags
14/06/2025	3049	187	GREENLANDS	GREE	310.00	62.00	372.00	4220	510	310.00	Kings Lane - play - repairs
13/06/2025	5524	188	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Inter - Burger - Windlesham
TOTAL INVOICES					1,518.32	62.00	1,580.32			1,518.32	
VAT ANALYSISCODE					OTS @ 0.00%	1,208.32	0.00	1,208.32			
VAT ANALYSISCODE					S @ 20.00%	310.00	62.00	372.00			
TOTALS					1,518.32	62.00	1,580.32				



### **Windlesham Parish Council**

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The Council Offices  
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GU18 5RG

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

**Held on Tuesday 1<sup>st</sup> July at 7:15 pm at Lightwater Library, Guildford Road, Lightwater**

<b>Councillors</b>	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

**In attendance:** Joanna Whitfield- Clerk to the Council  
Windsor Rackham – Lightwater Connected  
Richard Storer – Lightwater Connected  
Deborah Shiltz – Lightwater Resident

Cllr R. Jennings-Evans, outgoing Chair

Cllr Hartshorn took the Chair

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

.....

		<b>Action</b>
<b>LVC/25/01</b>	<p><b>To appoint a Chair and Vice Chairman of the Committee for the ensuing year</b></p> <p>The outgoing Chairman of Lightwater Village Committee, Cllr Jennings-Evans, welcomed everyone to the meeting and asked for nominations for Chair of the Committee.</p> <p><b>Cllr Turner proposed, Cllr R Jennings Evans seconded, and it was unanimously agreed to appoint Cllr Hartshorn as Chairman.</b></p> <p><b>Cllr Malcaus Cooper proposed, Cllr Harris seconded, and it was unanimously agreed to appoint Cllr D Jennings-Evans as Vice Chairman.</b></p>	
<b>LVC/25/02</b>	<p><b>Apologies for absence</b></p> <p>No apologies for absence.</p>	

<b>LVC/25/03</b>	<b>Declarations of Interest</b>  Cllr R Jennings-Evans declared a non-pecuniary interest on item 13 due to her position as a Surrey County Councillor.  Cllr Malcaus Cooper and Cllr Harris each declared a non-pecuniary interest in Item 11 on the agenda, in their capacity as members of the Lightwater Society and Trustees of the Briars Centre. Cllr Turner also declared a non-pecuniary interest in the same item, as the Council's appointed representative to Lightwater Connected.	
<b>LVC/25/04</b>	<b>To note the Committee's Terms of Reference</b>  Members noted the Committee's Terms of Reference.	
<b>LVC/25/05</b>	<b>Public question time</b>  No Public Questions.	
<b>LVC/25/06</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  LVC/25/18- Cemetery Hedge  <b>It was agreed that the above item would be discussed during the confidential part of the meeting. It was further noted that any discussions that may involve the naming of individuals would also be moved into the confidential session to ensure appropriate handling of sensitive information.</b>	
<b>LVC/25/07</b>	<b>Committee and Sub-Committee Minutes:</b>  <b>The minutes of the Lightwater Village Committee meeting held on 1<sup>st</sup> April 2025 were approved and signed by Cllr Hartshorn.</b>	
<b>LVC/25/08</b>	<b>Payments for approval</b>  The Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £752.51.  <b>It was resolved that the payments, in the total sum of £752.51 be authorised, and the Chair signed the Expenditure Transactions Approval List.</b>	
<b>LVC/25/09</b>	<b>Committee finances – Income &amp; Expenditure</b>  Members were presented with an income and expenditure report up until the 24 <sup>th</sup> June 2025.  <b>Members queried a discrepancy in the variance figures for budget line 4403/425 between the Income and Expenditure report and the accompanying narrative. The Clerk will seek clarification from the Responsible Financial Officer (RFO). Members otherwise noted the report. It was also agreed that the duplication in the accompanying</b>	<b>RFO</b>

	<b>narrative was unnecessary and that a concise explanation of the Income and Expenditure report would be sufficient in the future.</b>	
<b>LVC/25/10</b>	<p><b>AED Expenditure</b></p> <p>Members were informed that the Lightwater AED required a replacement battery. Acting under delegated authority, the Clerk had arranged for the purchase of the necessary battery at a cost of £235. This expenditure will be met from the Greenspace contingency budget.</p> <p><b>Members resolved a virement from the Lightwater Village EMR to the Greenspace Contingency to cover this spend.</b></p>	<b>RFO</b>
<b>LVC/25/11</b>	<p><b>Lightwater Cemetery</b></p> <p><b>a)</b> Consideration of measures to mark reserved burial plots.</p> <p>Members were presented with different options and quotes for marking reserved burial plots in Lightwater Cemetery.</p> <p>Members were asked to discuss the presented options, consider any additional options, and decide on their preferred method for marking reserved grave plots. Members were also asked to decide if they wished to delegate authority to the Clerk to obtain additional quotes for the preferred option and either present them at a future meeting for consideration or proceed with appointing a supplier based on suitability and/or cost.</p> <p><b>Members resolved, with six in favour and one against, to delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to fully cost stone markers and explore whether ground fixings will be necessary. Authority was also delegated to determine how plot markers for existing plots will be funded. It was agreed that, moving forward, the cost of plot markers will be met by the holder of the Exclusive Rights of Burial. Once a solution has been agreed, the cemetery price list will be updated accordingly to reflect this decision.</b></p>	<b>Clerk, Chair, and Vice Chair</b>
<b>LVC/25/12</b>	<p><b>Lightwater Recreation Ground-</b> To discuss post-event inspection findings and damage deposit</p> <p>Members were informed that following the recent hire of the Lightwater Recreation Ground, damage was identified to both the bollards and maintenance access gates. In light of this, members are now required to determine whether to retain all or part of the damage deposit to cover the necessary repairs.</p> <p><b>Members resolved that the hirer would be expected to meet the cost of the damaged bollard only, and the remaining deposit would be returned.</b></p>	<b>Operations Coordinator</b>
<b>LVC/25/13</b>	<p><b>War memorial planting-</b> To discuss planting options for Remembrance Sunday</p> <p>In preparation for Remembrance Sunday 2025, members are asked to decide if they wish to approve the allocation of up to £1,000 towards the planting and maintenance of flower beds surrounding the War Memorial and within the Memorial Gardens, should it be required.</p> <p>Members also discussed the possibility of volunteers maintaining this area subject to compliance with all insurance and health and safety requirements.</p>	

	<p><b>It was resolved to approve the allocation of up to £1,000 for planting, and to cover watering if necessary. This will be funded from the Lightwater Village Reserve. The Clerk will also liaise with Lightwater Connected regarding the potential for LVIS volunteers to maintain the area, subject to all necessary insurance and health and safety compliance. Should compliance not be confirmed by the end of July, the Clerk is granted delegated authority to appoint a contractor to undertake the work.</b></p>	Clerk
LVC/25/14	<p><b>Traffic &amp; Infrastructure-</b> To agree the Terms of Reference for a new Working Party and to discuss next steps</p> <p>At the April 2025 Lightwater Village Committee meeting, members unanimously agreed to establish a Traffic &amp; Infrastructure Working Group.</p> <p>Members were asked to review the attached draft Terms of Reference and determine one of the following:</p> <ul style="list-style-type: none"> <li>• Approve the draft Terms of Reference as presented;</li> <li>• Reject the draft Terms of Reference; or</li> <li>• Propose amendments to the draft Terms of Reference for further consideration.</li> </ul> <p>In addition, members were asked to decide whether to proceed with a public call for representatives to join the Traffic &amp; Infrastructure Working Group, delegating authority to the Clerk, in conjunction with the Communications Officer, to prepare and issue appropriate publicity materials, including a poster and supporting communications.</p> <p>Members noted the limitations imposed on them due to the lack of available funds however recognised that it was extremely important that they listen to their residents and establish a group to lobby relevant authorities.</p> <p><b>Members resolved to delegate authority to the Clerk to revise the Terms of Reference to include lobbying of relevant authorities in support of the implementation of traffic management solutions and infrastructure improvements.</b></p> <p><b>It was further resolved that Cllr Turner will chair the Working Party and lead on issuing a call to action to the community, inviting expressions of interest from those wishing to participate.</b></p> <p><b>The revised Terms of Reference will specify the membership structure. Subject to applications not exceeding the agreed membership limits, all eligible applicants will be accepted onto the group without further ratification. In the event that applications exceed the permitted numbers, the final membership will be determined by the Lightwater Village Committee at its next meeting.</b></p>	<p>Clerk</p> <p>Cllr Turner</p>
LVC/25/15	<p><b>Grant Applications</b></p> <p>It was noted that Lightwater Connected had submitted a grant application, which had not been included in the agenda; therefore, it will be reviewed at the next Full Council meeting.</p>	
LVC/25/16	<p><b>Clerks Update</b></p> <p><b>Lightwater Cemetery Land Registry</b></p>	

	<p>The solicitor has advised that the Land Registry is likely to take several months to process the cemetery application. Unfortunately, the installation of the new cemetery fencing cannot proceed until the registration is complete.</p> <p><b>Woodland Burials</b></p> <p>It was resolved at the April 2025 meeting to explore the feasibility of designating a section of the cemetery extension for woodland burials and the scattering of ashes. Investigations are still ongoing with woodland burial experts.</p> <p><b>Ashes Half Plots</b></p> <p>It was resolved at the April 2025 meeting to instruct the Assistant Clerk to further assess the suitability of an identified area for half plots. The gravedigging contractor has been instructed to assess the area when they are next in the cemetery.</p> <p><b>Hard standing at Lightwater Recreation Ground.</b></p> <p>At the last meeting, members requested that quotes be obtained for the installation of hard standing at the site used for the Scouts' Bonfire. The office is currently in the process of sourcing a suitable solution.</p> <p>Members noted that there were no updates for the Hook Mill Lane site or the sponsorship signs for the village planters.</p>	
<b>LVC/25/17</b>	<p><b>Correspondence</b></p> <p>No Correspondence.</p>	
<b>LVC/25/18</b>	<p><b>Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960.</b></p> <p><b>LVC/25/18- Cemetery Hedge</b></p>	
<b>LVC/25/19</b>	<p><b>Cemetery Hedge</b></p> <p>Members were asked to decide on the next steps regarding a section of the hedge in the cemetery.</p> <p><b>It was resolved to carry out the actions as detailed in the confidential report.</b></p>	<b>Clerk</b>

**There being no further business, the meeting closed at 20:45**

## Lightwater PL for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/05/2025	2028	70	PURE GARDENS	PUREG	574.36	114.87	689.23	4100	405	574.36	LW War Memorial tidy up/plants
								355		-574.36	LW War Memorial tidy up/plants
								6000	405	574.36	LW War Memorial tidy up/plants
TOTAL INVOICES					574.36	114.87	689.23			574.36	
VAT ANALYSIS CODE S @ 20.00%					574.36	114.87	689.23				
TOTALS					574.36	114.87	689.23				



Lightwater PL for Month No 3

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/05/2025	2960699	71	SSE BUSINESS	SSE	178.15	8.91	187.06	4915	450	178.15	LW Xmas lights elec 2024-5
TOTAL INVOICES					178.15	8.91	187.06			178.15	
VAT ANALYSISCODE F @ 5.00%					178.15	8.91	187.06				
TOTALS					178.15	8.91	187.06				



### **Windlesham Parish Council**

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The Council Offices  
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GU18 5RG

## **MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER RECREATION GROUND TRUST COMMITTEE**

**Held on Tuesday 1<sup>st</sup> July at 6:15 pm at Lightwater Library, Guildford Road, Lightwater**

<b>Councillors</b>	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

**In attendance:** Joanna Whitfield- Clerk to the Council  
Windsor Rackham – Lightwater Connected  
Richard Storer – Lightwater Connected

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

		<b>Action</b>
<b>LRT/25/01</b>	<p><b>To appoint a Chair and Vice Chairman of the Committee for the ensuing year</b></p> <p>Cllr Stevens proposed, Cllr R Jennings-Evans seconded, and it was unanimously agreed to appoint Cllr Malcaus Cooper as Chairman.</p> <p>Cllr Malcaus Cooper proposed, Cllr Turner seconded, and it was unanimously agreed to appoint Cllr Stevens as Vice Chairman.</p>	
<b>LRT/25/02</b>	<p><b>Apologies for absence</b></p> <p>No apologies for absence.</p>	
<b>LRT/25/03</b>	<p><b>Declarations of Interest</b></p> <p>Cllr R Jennings-Evans declared a non-pecuniary interest relating to any discussions that may involve grant applications to her in her capacity as a Surrey County Councillor.</p>	
<b>LRT/25/04</b>	<p><b>To note the Committee's Terms of Reference</b></p> <p>Members noted the Committee's Terms of Reference.</p>	

<b>LRT/25/05</b>	<b>Public question time</b>  No Public Questions.	
<b>LRT/25/06</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	
<b>LVC/25/07</b>	<b>To consider matters relating to the management and future maintenance of the Recreation Ground, in the Council's capacity as managing trustee of the Recreation Ground, including next steps in addressing the condition and potential options for the pavilion.</b>  Members were asked to: <ol style="list-style-type: none"> <li>1. Consider the current and future management of the Recreation Ground and identify opportunities to enhance its financial and operational sustainability in line with the charitable objectives.</li> </ol> <p><b>Members agreed that the immediate priority should be to address the derelict pavilion currently located on the site.</b></p> <ol style="list-style-type: none"> <li>2. Agree to initiate contact and arrange a meeting with the custodian trustee, Fields in Trust, to explore their views and any requirements regarding proposed improvements or changes to site use.</li> </ol> <p>The Clerk advised the Committee that an initial meeting had already taken place with Fields in Trust. Following that discussion, it is recommended that a public poll be undertaken to gauge local opinion on whether residents would prefer to see the derelict pavilion demolished and rebuilt, or replaced with an alternative sports facility, such as a multi-use games area (MUGA).</p> <p><b>It was resolved that, at the appropriate stage in the process, the Clerk will arrange a formal meeting with the custodian trustee to explore options in more detail.</b></p> <ol style="list-style-type: none"> <li>3. Discuss and propose a framework for community engagement to assess local interest and gather views on the future use of the Recreation Ground and the derelict pavilion site.</li> </ol> <p><b>It was resolved to delegate authority to the Clerk to draft a public poll aimed at gathering community opinion, in order to inform any next steps and ensure future decisions are aligned with identified local needs.</b></p>	
<b>LRT/25/08</b>	<b>Clerks Update</b>  None	
<b>LRT/25/09</b>	<b>Correspondence</b>	

	<b>None</b>	
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**There being no further business, the meeting closed at 19:00**

**Agenda Item 7 - External Audit Conclusion for the accounting year 2024-2025**  
**Full Council – 29<sup>th</sup> July 2025**

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

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**Action**

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

---

**Joanna Whitfield**  
**Clerk to the Council**  
**July 2025**

## Windlesham Parish Council

### Notice of conclusion of audit

#### Annual Governance & Accountability Return for the year ended 31 March 2025

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

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

	Notes
1. The audit of accounts for <b>Windlesham Parish Council</b> for the year ended 31 March 2025 has been completed and the accounts have been published.	This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. <b>This must include publication on the smaller authority's website.</b> The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.
2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of <b>Windlesham Parish Council</b> on application to:	
(a) <u>JOANNA WHITFIELD - CLERK TO THE COUNCIL</u> <u>THE COUNCIL OFFICES</u> <u>THE AVENUE</u> <u>LIGHTWATER, GU18 5RG</u>	(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR
(b) <u>11AM - 1PM MONDAY, WEDNESDAY</u> <u>AND THURSDAY</u>	(b) Insert the hours during which inspection rights may be exercised
3. Copies will be provided to any local government elector of the area on payment of <u>£2</u> (c) for each copy of the Annual Governance & Accountability Return.	(c) Insert a reasonable sum for copying costs
Announcement made by: (d) <u>J WHITFIELD - CLERK TO THE COUNCIL</u>	(d) Insert the name and position of person placing the notice
Date of announcement: (e) <u>29/7/25</u>	(e) Insert the date of placing of the notice



## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

### WINDLESHAM PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

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

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

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

29/04/2025

and recorded as minute reference:

C/24/240

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

Chair

V. White

Clerk

*[Signature]*

[www.windleshampc.gov.uk](http://www.windleshampc.gov.uk)



## Section 2 – Accounting Statements 2024/25 for

### WINDLESHAM PARISH COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	962,252	997,889	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	347,791	505,201	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	266,747	192,379	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	145,539	164,916	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	433,362	359,631	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	997,889	1,170,922	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	992,212	1,182,927	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	379,991	407,098	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

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

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

*Richard Midgley*

Date

*14/04/2025*

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

*29/04/2025*

as recorded in minute reference:

*C/24/241*

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

*V. White*



### Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **WINDLESHAM PARISH COUNCIL – SU0083**

#### 1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

#### 2 External auditor’s limited assurance opinion 2024/25

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


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

None

#### 3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP		
External Auditor Signature		Date 19/07/2025

**Item 8 - Appointment of Internal Auditor for 2025-26**  
**Full Council 29<sup>th</sup> July 2025**

**1. Introduction**

- 1.1 The Council must appoint a suitably qualified internal auditor to carry out the annual internal audit. This is a legal requirement. Mark Mulberry of Mulberry and Co Ltd has carried out this role for the past 12 years.
- 1.2 As a qualified accountant, with many years of experience in the Parish sector, who is completely independent of the Council, Mark meets the key criteria of independence and competence.
- 1.3 There is no maximum time period for which an internal auditor can be engaged. It is recommended that we continue to use Mark Mulberry as our internal auditor, as he has a significant level of knowledge of Windlesham and is a leading provider of internal audit services to parishes in the Surrey and Sussex Area.
- 1.4 **Discussions were held at the Full Council meeting held in January 2024 (minute ref: C/23/160b) where Cllr R Jennings Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved to appoint Company Mark Mulberry and Co Ltd for 2024-25 and 2025-26 as per the recommendation of the RFO.**

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**Councillors are asked to:**

**Note the appointment of Mark Mulberry as the Council's internal auditor for 2025-2026**

---

## Item 9- Devolution cross-parish steering group

### Full Council 29<sup>th</sup> July 2025

#### Purpose of the Report

This paper provides an overview of Neighbourhood Area Committees (NACs) and recommends that Windlesham Parish Council actively participate in cross-parish discussions through the formation of a cross-parish steering group.

---

#### Background

Members will recall that during public question time at the last Full Council meeting, our County Councillors expressed their strong desire for parishes to play a central role in the development of the emerging Neighbourhood Area Committees (NACs).

Although NACs are currently in the pilot phase, the County Councillors are keen to ensure that parishes are actively engaged from the outset. To facilitate this, they have proposed the establishment of a cross-parish steering group. The purpose of this group would be to prepare collaboratively, enabling our villages to approach the evolving NAC structure with a shared vision and cohesive strategy, ensuring that:

- Local priorities are identified and represented
- Community needs are consistently voiced across parish boundaries
- Opportunities for joint working and resource sharing are maximised
- Parishes are well-positioned to influence future governance and funding opportunities under the NAC framework

This proactive approach will help ensure that Windlesham Parish Council and our neighbouring parishes have a meaningful and coordinated presence as NACs develop further within Surrey.

---

#### Action

Councillors are asked to consider:

1. **Approving participation** in the County-led Cross-Parish Steering Group.
  2. **Nominating councillor representatives** for the group.
  3. **Authorising the Clerk** to coordinate initial engagement and work alongside neighbouring parishes and our County Councillors to develop an engagement strategy aligned with NAC priorities.
- 

#### Further Information

##### What is a Neighbourhood Area Committee (NAC)?

Neighbourhood Area Committees will aim to bring people together and create real opportunities for local collaboration and insight gathering in towns and villages. The purpose and focus of the NACs is to:

- Understand key local issues
- Agree priorities and champion collaborative action
- Promote preventative activity
- Support thriving communities
- Act as advisory bodies (not constituted)
- Supported by a range of engagement tools

WPC's invitation to engage reflects our County Councillors' commitment to ensure parishes play a key role in this evolving model of local governance.

---

### **Where will the pilot Neighbourhood Area Committees be located and how were the boundaries chosen?**

A pilot phase will be starting in three local areas in the summer, reviewing progress and learnings by the end of 2025, with a vision to further roll out across Surrey. There are also ongoing discussions with other local areas that may be ready in the autumn to join as a 'fast follower' pilot area.

The initial three pilot areas will be:

- Esher and Cobham (Elmbridge)
- Dorking and villages (Mole Valley)
- Caterham, Warlingham and North Tandridge (Tandridge)

The latest Boundary Commission electoral divisions were used as the building blocks for each area. Boundaries adjusted to create a manageable number of potential NAC areas across new unitaries, including taking into account: Total number of committees; Average population per area (c.50,000), while accommodating Surrey's urban-rural diversity; Mix of Parished and unparished areas.

---

### **Who will be a member of a Neighbourhood Area Committee?**

To ensure that these committees have a strong connection between residents, groups and public service organisations, we expect them to include representatives from:

- Health partners
  - Surrey Police
  - Education and business sector
  - Large Voluntary Community Social Enterprise groups
  - Local councillors
  - Town and Parish Councillors
  - Local residents and community groups
-

### **What decision-making powers do the Neighbourhood Area Committees have?**

The NACs are not constituted, so they do not have direct decision-making powers. They will act as advisory bodies sharing local intelligence and insight with decision-making organisations. Powers granted to existing local partnerships can be viewed in Appendix A.

---

### **What will be the remit of these Neighbourhood Area Committees?**

NACs are very much in a development phase, and as yet there are no formal Terms of Reference; however, the Surrey Association of Local Councils has written a recommendation to SCC, which has also been shared with the MPs and the Borough and District Councils. Please see Appendix B.

---

### **Conclusion**

The Neighbourhood Area Committees represent a key opportunity for Windlesham Parish Council to strengthen collaboration with neighbouring communities, ensure our local needs are articulated. The invitation from our County Councillor provides a timely and strategic moment for the Parish Council to adopt a proactive role, ensuring that Windlesham is well-prepared to contribute meaningfully as the NAC framework evolves.

## Appendix A

### Powers granted to local partnership arrangements

The table below illustrates where, if any, powers are granted to the local partnership arrangements. This is a simple traffic light system to indicate if any powers are granted (green), the boards are consulted (yellow) or no role applies (red).

Area	Devolved Funding	Highways	Action Planning	Service Delivery	Planning	Community Engagement	Partnerships and Collaboration	TPC Devolution
Cornwall	Yellow	Yellow	Green	Yellow	Red	Green	Green	Green
Wiltshire	Green	Green	Green	Yellow	Red	Green	Green	Green
Durham	Green	Yellow	Green	Yellow	Red	Green	Green	Yellow
Westmorland & Furness	Green	Green	Green	Yellow	Red	Green	Green	Yellow
Cumberland	Green	Yellow	Green	Yellow	Red	Green	Green	Yellow
Somerset	Yellow	Yellow	Green	Yellow	Red	Green	Green	Green
Buckingham-shire	Yellow	Yellow	Green	Yellow	Red	Green	Green	Yellow

Green = Some actual powers

Yellow = Consultative only

Red = Nothing

## **SURREY ASSOCIATION OF LOCAL COUNCIL'S (SALC) RECOMMENDATION ON TERMS OF REFERENCE FOR NEIGHBOURHOOD AREA COMMITTEES (NACS) & COLLABORATIVE WAYS OF WORKING WITH THE NEW UNITARY.**

As we noted in our Unitary Parish Town and Community (PTC) Council Role Recommendation letter dated 20<sup>th</sup> February 2025, SALC have reviewed the learning from the establishment of Unitary Authorities elsewhere in the Country including, but not limited to, Cornwall, Wiltshire, Cumbria, Somerset, Northants and Shropshire. We have also held discussions with and shared learnings from other County Associations that have gone through the process. This has resulted in us establishing a concise list of mechanisms that would work well when creating new ways of working, and roles and responsibilities that could be shared between newly established Unitary Authorities and PTC Councils.

We strongly believe that, to ensure the success of NACs in particular, and to achieve the collaborative “rewiring” envisaged by Minister McMahon, the following elements should be embedded within future Surrey NAC Terms of Reference and operational framework.

### **Key Recommendations for NAC Terms of Reference and Operational Framework**

1. **Minimum Meeting Frequency:** Define a minimum number of meetings per year to ensure meaningful engagement. We suggest NACs should meet at least every two months, be hybrid in form and open to the public.
2. **Governance Responsibility:** Clarify the officer/team responsible for managing quorum, collating items for Committee agendas including those from NAC members, recording and transparent publishing of decisions, financial monitoring, and performance tracking. Define frequency of performance review, by whom & follow up procedures for an underperforming NAC.
3. **Councillor Allocation Method:** In the interest of fairness and efficiency, we request that each PTC Council appoints a NAC member representative. Given the democratic mandate and local accountability of PTC councillors, this approach would ensure that each community retains a clear and independent voice. We further recommend that appointed representatives should not be both a member of Surrey County and any District, Borough, Town or Parish Council, to reinforce impartiality and avoid perceived conflicts of interest during any pilot phases of NACs.
4. **Decision-Making Protocols:** Establish transparent voting procedures and governance safeguards.
5. **Committee Oversight:** Define how population coverage, boundaries, and membership will be reviewed over time.
6. **Chair and Vice Chair Elections:** NAC to appoint. The Terms of Reference needs to clearly set out the process, eligibility (including both Unitary and PTC councillors), and term limits, ensuring equal voice and shared leadership. Our recommendation is that the Unitary and a representative PTC Councillor each hold a post so to ensure a partnership approach.
7. **Communication with PTCs:** Mandate reporting to all PTCs within each NAC's boundary not just Unitary Councils.
8. **Training Commitment:** Provide induction and ongoing training on NAC roles and responsibilities to its members.
9. **Evidence Integration:** Ensure a formal process for considering community consultation data from PTCs within NAC deliberations.

10. **Funding Allocation Framework:** Clarify how NACs will be funded, allocation of that funding and also allow for pooled resources for shared community priorities.
11. **Disbandment Procedures:** Include a member-led process to protect democratic accountability.
12. **Pilot NAC Workshop Engagement:** We recommend that each PTC Council within a NAC area nominates both its Proper Officer and one councillor representative to participate in workshops. This dual representation ensures a well-rounded perspective, drawing on both procedural knowledge and elected member insight.
13. **NAC Unitary Link Officer:** Must have sufficient respect and power within the new Unitary Councils so to effectively mobilise Unitary Staff to support the delivery of the NAC's agreed objectives.

Finally, we urge that a formal consultation with all PTCs in the County on the NACs' proposed Terms of Reference, core principles, and operational frameworks is undertaken. This step is essential to ensuring sector-wide alignment and support.

We would also like to take this opportunity to reiterate the requests for broader Unitary-PTC Council collaboration letter dated 20<sup>th</sup> February 2025 and ask that new Unitaries have the following in place so we achieve a successful **rewiring of the relationship between central and local government and with principal authorities and town and parish councils:-**

1. **A Charter** between Parish, Town and Community Councils and the Newly Formed Unitary(ies) establishing clear rights and responsibilities, mutual expectations, procedures and ways of working. The Charter will help avoid duplication and ensure efficiency of service delivery. Needs to be reviewing regularly and be binding.
2. **Parish Council Lead Liaison Officer** who is trained on the role of Parish and Town Councils within the County (SALC are happy to provide this training). The learnings we have been given from other existing Unitaries is that this role is critical, particularly in the early days.
3. **Create a PTC Council and Unitary Lead Focus Group.** Establish a group of sample PTCs to develop better ways of working and improvement ideas whether that be communication, highways, disaster response etc. This would be a permanent group set up for to facilitate improvements and consistency in ways of working between each new Unitary and their PTC Councils. Such roles would be rotated amongst PTC Councils over time, to ensure engagement across all PTC Councils
4. **Monthly meetings with SALC, representatives of nominated lead PTC Councils for the County and new Unitary Authority leaders.**
5. **Training support for the sector** to include courses on how to collaborate with new Unitary Authority and process for transfer of service or assets.

An additional request from our letter dated 20 February 2025 is that SALC be granted a seat on both the Unitary Executive Committee and the Standards Board of the new Unitary Authority. This representation would enable SALC to support more effective engagement with the PTC Council sector. In particular, SALC is well positioned to assist Monitoring Officers by guiding them to targeted training packages and where to seek mediation support to help resolve persistent standards issues efficiently and impartially. This contribution would directly reinforce the new Authority's commitment to high standards, transparency, and sector collaboration.



PAYMENTS

30/06/2025

## Windlesham Parish Council

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10:37

## PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

## Top Level for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
17/06/2025	535830	813	GUARDWELL	GUARD	9.00	1.80	10.80	4455	225	9.00	Replacement of alarm part
03/06/2025	3965	814	NP TREE MANAGEMENT	NPTREE	1,160.00	232.00	1,392.00	4195	210	1,160.00	Misc works - W'sham Infant Sch
TOTAL INVOICES					1,169.00	233.80	1,402.80			1,169.00	
VAT ANALYSIS CODE S @ 20.00%					1,169.00	233.80	1,402.80				
TOTALS					1,169.00	233.80	1,402.80				

Top Level for Month No 4				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/07/2025	202516	815	ST ANNES PCC	ANNE	50.00	0.00	50.00	4950	225	50.00	Hall Hire 24/6 - FC+Planning
30/06/2025	2304	816	ZENTECH IT	FRE01	320.52	64.10	384.62	4440	225	320.52	Monthly charges - Jun 25
02/07/2025	2041190	817	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - Jul 25
								4165	410	2,780.43	Greenspace - Jul 25
								4165	510	2,022.13	Greenspace - Jul 25
								4220	410	69.96	Playground insp - LW Rec
								4220	310	69.96	Playground insp - School Lane
02/07/2025	2041180	818	SURREY HEATH	SHBC01	4,944.29	0.00	4,944.29	4380	225	4,944.29	Wind (N) by-election cost
								365		-4,944.29	Wind (N) by-election cost
								6000	225	4,944.29	Wind (N) by-election cost
02/07/2025	2041179	820	SURREY HEATH	SHBC01	11,084.42	0.00	11,084.42	4380	225	9,875.71	Bagshot by-election cost
								365		-9,875.71	Bagshot by-election cost
								6000	225	9,875.71	Bagshot by-election cost
								4380	225	1,208.71	Bagshot by-election cost
30/06/2025	70076	821	WINDOW FLOWERS	WINDO	5,975.00	1,195.00	7,170.00	4185	310	1,892.00	Summer plant displays - 2025
								4185	410	2,160.00	Summer plant displays - 2025
								4185	510	1,923.00	Summer plant displays - 2025
26/06/2025	119793	822	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella testing
TOTAL INVOICES					30,974.69	2,979.19	33,953.88	30,974.69			
VAT ANALYSISCODE					OTS @ 0.00%	4,994.29	0.00	4,994.29			
VAT ANALYSISCODE					S @ 20.00%	14,895.98	2,979.19	17,875.17			
VAT ANALYSISCODE					Z @ 0.00%	11,084.42	0.00	11,084.42			
TOTALS					30,974.69	2,979.19	33,953.88				

## Top Level for Month No 4

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2025	10998	823	ONE CALL	ONECA	50.67	10.13	60.80	4455	225	50.67	Office WC repairs
15/07/2025	LS EXPENSES	824	LUCY SHANNON EXPENSE	SHANNON	198.26	0.00	198.26	4435	225	198.26	LS exp to 14 Julyl 25
<b>TOTAL INVOICES</b>					248.93	10.13	259.06			248.93	
VAT ANALYSIS CODE OTS @ 0.00%					198.26	0.00	198.26				
VAT ANALYSIS CODE S @ 20.00%					50.67	10.13	60.80				
<b>TOTALS</b>					248.93	10.13	259.06				

Agenda Item 11 – Full Council Meeting 29 July 25  
Budget Monitoring Report to 17 July 25

**1. Actions Required**

- Councillors should note the levels of income and expenditure shown and the associated balance sheet noting the figures as shown;

**2. Income & Expenditure summary**

The following table shows the total income and expenditure to 17 July 2025 as derived from the financial records of the Council.

WPC Income & Expenditure 2025-26		Year to date	Annual Budget	Variance
		17 Jul 25		
1000	Burial fees			
	- Bagshot	0	1,079	1,079
	- Lightwater	198	14,122	13,924
	- Windlesham	19,614	56,885	37,271
1030	Allotment fees	0	2,020	2,020
1076	Precept	275,531	551,060	275,529
1800	Other income	0	0	0
1900	Interest received	5,256	19,179	13,923
1950	CIL income	0	0	0
		300,599	644,345	343,746
	Total Expenditure	233,124	644,345	411,221
	Net income/(expenditure)	67,475	0	67,475
	Plus: Transfer from EMR	97,840	0	97,840
	Less: Transfer to EMR	38,700	0	38,700
	Movement to/(from) General Rese	126,615	0	126,615
		ok	ok	ok

The main element of income received is from the first 50% of the precept, the second 50% being due on 1 September 25. Of the precept funds received a total of £38,700 was transferred to the EMRs as per the budget schedule.

Cemetery income of £19,614 has been received in respect of Windlesham Cemetery and £198 for Lightwater. Interest income accrues over the year either on a monthly, quarterly or annual basis depending on the account type.

In terms of expenditure spend in the year to date details of the main elements are shown in the table below. Year to date expenditure is £233,124.

		Year to date	Annual Budget	Variance	
		05 Jun 25			
4061	Cemetery maint - grounds	7,010	26,327	19,317	Includes 3 x months Windlesham Cem maint (£2,130pcm) mplus an invoice of £620 for misc works
4062	Cemetery maint - general	0	25,000	25,000	Amount transferred to EMRs
4100	War Memorial	574	13,624	13,050	Costs relate to a tidy up of LW war memorial and additional planting
4165	Greenspace contract	33,704	120,047	86,343	Includes 4 x months Greenspace contract (£8,426pcm)
4170	Environmental costs	0	10,000	10,000	Costs related to Bagshot Pond. No expenditure in ytd
4185	Planting	5,975	5,789	(186)	Windowflowers invoice to cover planting in the three villages received and paid
4220	Playground repair/renewals	64,601	21,320	(43,281)	The bulk of the cost is related to the installation of the new Windmill Field playground at a total cost of £68,441. The full amount was covered by transfers from the Windmill Field EMR and the Windlesham CIL EMR.
4300+	Salaries/HMRC/Pens	59,294	194,361	135,067	Covers salaries and related charges for April 25 to July 25
4403	Consultant costs	0	20,000	20,000	No expenditure in ytd
4415	Insurance	0	5,244	5,244	Fixed price contract renews later in the year
4420	Finance system	3,366	3,476	110	Annual charge for the finance system
4430	Licences and subscriptions	4,367	4,977	610	Majority of subscription cost paid in early part of the year. This includes SALC/nalc with combined cost of £2,997, GDPR services - £350 and ICCM - £100; Adobe subscriptions -£398
4500	Cllr allowances and training	10,348	32,989	22,641	Covers councillor allowances and training for April 25 to July 25
4650	Grants	22,298	15,683	(6,615)	Main grants are re: Gomer Rd playground - £17,500; Briars Centre hearing loop - £2,000; WFor bins clearance - £1,000; Windlesham Fete committee - £1,018
4940	VE Day celebrations	8,169	18,000	9,831	The underspend currently is £9,831. If there is no further expenditure anticipated this amount would be available for virement.
4190	Christmas trees	(5,745)	9,000	14,745	Accrued for at year end, invoice awaited
4380	Elections	10,029	0	(10,029)	Year end accrual of £6k raised and offset against charges received from SHBC re: Bagshot - £11,084 and Windlesham - £4,944. Of the total costs a sum of £14,820 was released from the Elections EMR to leave a zero balance. The remaining £1,209 is reflected as an overspend in the accounts. Note tha the EMR will require replenishment in the budget calculations for the coming years.
4905	Pavilion capital project	0	10,000	10,000	No expenditure in ytd
4915	Festive lights	(4,969)	12,140	17,109	Accrued for at year end, invoice awaited
		219,021	547,977	328,956	
	Other items	14,103	96,368	82,265	
	Total expenditure	233,124	644,345	411,221	

Grants and VE Day celebration costs are detailed in Appendix A.

### 3. *Committments*

As of 5 June 25 the Council held EMRs totalling of £877,988.16 with commitments of £343,104 identified and approved by the Full Council or individual Village Committees. This leaves uncommitted amounts of £534,884. These various amounts are shown in the table below.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 17 July 2025					
	Account	Balance at	Committed	Adj balance	
		17 Jul 25		17 Jul 25	
315	Capital Receipts	1,300.00		1,300.00	
320	EMR School Lane Play Equipment	35,742.54		35,742.54	
321	EMR Windmill Field playground	0.00		0.00	
325	EMR Windlesham CIL	37,043.12		37,043.12	<i>note £33,333 re: the allotment purchase will also be taken from this account leaving a balance of £5,133.85</i>
330	EMR Repairs and Maintenance	35,997.38	(10,000.00)	25,997.38	Bagshot Chapel repairs
331	EMR War Memorials	4,976.00		4,976.00	
332	EMR Allotments	2,000.00		2,000.00	
335	EMR Cemeteries	23,860.00		23,860.00	
336	EMR Lightwater Cemetery maintenance	63,250.00	(10,000.00)	53,250.00	Topographical survey of LW Cemetery
337	EMR Bagshot Cemetery maintenance	24,550.00		24,550.00	
338	EMR Windlesham Cemetery maintenance	36,418.00	(5,615.00)	30,803.00	Cemetery drainage - £5,615
340	EMR Lightwater Pavilion & Rec	143,391.91	(22,499.00)	120,892.91	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000
345	EMR Bagshot Village	13,068.56	(4,200.00)	8,868.56	Phone box renovations - £4,000; Face painting at Frementle Road playground opening - £200;
346	EMR Bagshot grants	317.00		317.00	
350	EMR Lightwater Village	18,485.54	(18,300.00)	185.54	Cemetery funding - £18,300 (c/24/43)
351	EMR Lightwater grants	5,020.00	(1,500.00)	3,520.00	Lightwater Village sign - £500; Lightwater Community Cinema - £750; Lightwater Society - £250
355	EMR Windlesham Village	15,139.15	(5,000.00)	10,139.15	Planning consultant for Neighbourhood Plan
356	EMR Windlesham grants	900.00		900.00	
360	EMR Lightwater CIL	0.00		0.00	
365	EMR Elections	0.00		0.00	
370	EMR Council Office Repairs	1,500.00		1,500.00	
375	EMR Playarea Repairs & Renewals	39,250.00		39,250.00	
377	EMR IT Equioment	517.01		517.01	
378	EMR Training	900.00		900.00	
380	EMR Bagshot CIL	282,758.59	(242,000.00)	40,758.59	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Allotment purchase - £100,000; Pathway around School Lane Field - £22,000
390	EMR Civic Functions	1,018.87		1,018.87	
395	EMR Tree Works	38,508.49	(23,990.00)	14,518.49	
396	EMR Greenspace	16,285.00		16,285.00	
399	EMR CGR costs	35,791.00		35,791.00	Direct CGR costs
	EMRs	877,988.16	(343,104.00)	534,884.16	

Councillors are reminded that in accordance with minute reference C/24/99 from the October 24 Full Council meeting a transfer of £33,333 to the Bagshot CIL EMR was agreed by each of the Lightwater and Windlesham Village Committees to cover the payment for the allotments. It is proposed to transfer this from EMR325 Windlesham CIL and Lightwater EMRs once the payment is made.

#### 4. Virements

There are no virements required in the current period.

#### Appendix A

Grants and payments in respect of VE Day are shown in the table below.

WVC GRANT RECONCILIATION (coel 4650/4940)- 2025-26					17 Jul 25
		Bagshot	Lightwater	Windlesham	Total
<b>Budget for the year</b>					
4650 - Grants		£5,683	£5,000	£5,000	£15,683
4940 - VE Day Celebrations		£5,000	£6,500	£6,500	£18,000
		£10,683	£11,500	£11,500	£33,683
<b>Grants awarded in 2025-26:</b>					
RBL re: VE Day Celebrations	WVC/24/71			£1,600	£1,600
Bagshot Events - VE Day flags	C/24/206	£584			£584
Lightwater Society re: events incl Fayre in the Square	LVC/24/66		£500		£500
Briars Centre re: installation of hearing loop	LVC/24/66		£2,000		£2,000
Lightwater Society re: VE Day community event	LVC/24/66		£1,663		£1,663
Lightwater Society re: VE Day community event	LVC/24/66		£4,322		£4,322
Gomer Road playground	BVC/23/08	£2,500			£2,500
Gomer Road playground	BVC/24/34	£15,000			£15,000
Bagshot Society - planting and Meet the Councillors event	C/25/22	£280			£280
Windlesham Village Fete committee - marquee and flags	C/25/33			£1,018	£1,018
WFor - re: rubbish collection and dog bins	WVC/25/15			£1,000	£1,000
					£0
<b>Total grant expenditure</b>		£18,364	£8,485	£3,618	£30,467
<b>Movements from EMRs</b>					
Gomer Road playground	BVC/23/08	(£2,500)			(£2,500)
Gomer Road playground	BVC/24/34	(£15,000)			(£15,000)
		(£17,500)	£0	£0	(£17,500)
<b>Available budget</b>		£9,819	£3,015	£7,882	£20,716
Grants		£5,403	£2,500	£5,000	£12,903
VE Day celebrations		£4,416	£515	£4,900	£9,831
		£9,819	£3,015	£9,900	£22,734



## Income &amp; Expenditure by Budget 17/07/2025

Month No: 4

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<b><u>Income</u></b>							
1000 Burial fees	3,848	19,812	72,086	52,274			27.5%
1030 Allotment Fees	0	0	2,020	2,020			0.0%
1076 Precept	0	275,531	551,060	275,530			50.0%
1900 Interest Received	216	5,257	19,179	13,922			27.4%
<b>Total Income</b>	<b>4,064</b>	<b>300,599</b>	<b>644,345</b>	<b>343,746</b>			<b>46.7%</b>
<b><u>Overhead Expenditure</u></b>							
4005 Ashes interment	380	1,900	8,820	6,920		6,920	21.5%
4050 Rates	280	1,114	2,934	1,820		1,820	38.0%
4055 Pavilion Utilities	14	82	420	338		338	19.5%
4060 Maintenance	14	1,091	15,516	14,425		14,425	7.0%
4061 Cemetery maintenance - grounds	0	7,010	26,327	19,317		19,317	26.6%
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	0	574	13,624	13,050		13,050	4.2%
4160 Greenspace Contingency	0	1,022	3,000	1,978		1,978	34.1%
4165 Greenspace Contract	8,426	33,702	120,047	86,345		86,345	28.1%
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185 Planting	5,975	5,975	5,789	(186)		(186)	103.2%
4190 Christmas Trees	0	(5,745)	9,000	14,745		14,745	(63.8%)
4195 Tree Maintenance/Surgery	0	2,375	10,000	7,625		7,625	23.8%
4220 Playground Repairs & Renewal	63,721	64,601	21,320	(43,281)		(43,281)	303.0%
4300 Salaries	11,475	45,625	149,885	104,260		104,260	30.4%
4340 Local Government Pension	2,031	8,076	26,538	18,462		18,462	30.4%
4345 HMRC Payroll	1,408	5,593	17,938	12,345		12,345	31.2%
4350 Training	0	1,107	6,100	4,993		4,993	18.1%
4380 Elections	16,029	10,029	0	(10,029)		(10,029)	0.0%
4400 Legal/HR/Recruitment Costs	0	400	4,500	4,100		4,100	8.9%
4403 Consultant costs	0	0	20,000	20,000		20,000	0.0%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	0	5,244	5,244		5,244	0.0%
4420 Finance System	0	3,366	3,476	110		110	96.8%
4425 External Finance Support	0	0	600	600		600	0.0%
4430 Licences & Subscription	199	4,367	4,977	610		610	87.7%
4435 Office Expenses	383	562	3,500	2,938		2,938	16.0%
4440 ICT Costs	321	871	6,220	5,349		5,349	14.0%
4445 Audit	0	(1,609)	1,575	3,184		3,184	(102.1%)
4455 Telecoms & Security	51	645	4,299	3,654		3,654	15.0%
4500 Cllr Allowances, Training & Ex	2,625	10,349	32,989	22,640		22,640	31.4%
4525 Bagshot Chapel Building Costs	14	42	280	238		238	15.1%

Continued over page

## Income &amp; Expenditure by Budget 17/07/2025

Month No: 4

## Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	505	2,006	7,073	5,067		5,067	28.4%
4555 HMLD Building Costs	663	2,636	7,414	4,778		4,778	35.5%
4600 Annual Meeting & Civic Costs	0	(813)	1,117	1,930		1,930	(72.8%)
4640 Marketing	0	150	8,500	8,350		8,350	1.8%
4650 Grants	0	22,298	15,683	(6,615)		(6,615)	142.2%
4905 Pavilion Project	0	0	10,000	10,000		10,000	0.0%
4915 Festive Lights	0	(4,969)	12,140	17,109		17,109	(40.9%)
4940 VE Celebrations	0	8,169	18,000	9,831		9,831	45.4%
4950 Hall Hire	50	520	3,650	3,130		3,130	14.2%
<b>Total Overhead</b>	<b>114,560</b>	<b>233,120</b>	<b>644,345</b>	<b>411,225</b>	<b>0</b>	<b>411,225</b>	<b>36.2%</b>
<b>Total Income</b>	<b>4,064</b>	<b>300,599</b>	<b>644,345</b>	<b>343,746</b>			<b>46.7%</b>
<b>Total Expenditure</b>	<b>114,560</b>	<b>233,120</b>	<b>644,345</b>	<b>411,225</b>	<b>0</b>	<b>411,225</b>	<b>36.2%</b>
<b>Net Income over Expenditure</b>	<b>(110,497)</b>	<b>67,479</b>	<b>0</b>	<b>(67,479)</b>			
plus Transfer from EMR	78,401	97,840	0	(97,840)			
less Transfer to EMR	0	38,700	0	(38,700)			
<b>Movement to/(from) Gen Reserve</b>	<b>(32,095)</b>	<b>126,620</b>	<b>0</b>	<b>(126,620)</b>			

## **Item 12- Grants**

### **To consider a Grant Application from Lightwater Connected**

#### **Summary:**

Windlesham Parish Council has received a grant application from Lightwater Connected, requesting financial support to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.

Regrettably, the grant application was not included on the agenda for the most recent Lightwater Committee meeting due to a misunderstanding with the receipt of the application form. Therefore, the application has been escalated directly to the Full Council for consideration.

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#### **Action:**

**Members are invited to consider the details of the grant application and supporting documentation attached and determine whether they wish to:**

- a) Approve the request in full, in part, or not at all.**
- or**
- b) Defer until the next Lightwater Committee meeting.**

#### **Details of Grant Request:**

Lightwater Connected seeks funding to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater.

**Total Grant Requested: £1,000-£2,000**

**The current available grant budget is £2,500**

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#### **IMPORTANT POLICY CONTEXT**

**The Lightwater Committee grant policy stipulates that all grants will be subject to a maximum of £1000 per project.**

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#### **Required Documents:**

- Completed and signed Grant Application Form - Received
- A copy of the Constitution - Received
- Copies of the last financial year accounts - A copy of the latest bank statement with NatWest and a copy of two balance sheets covering the period from the 1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025 have been received.



**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	LIGHTWATER CONNECTED
Registered Charity Number (if applicable)	/
Contact Name	[REDACTED]
Position within the organisation	CHAIRMAN
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
Total cost of purpose/project	£ 2000
Amount of grant requested	£ 1000 - £2000 (subject to WPC Policy 25/6)
Detail grants received (or applied for but not yet determined) from other sources:	NONE

<p>What are your organisation's objectives?</p>	<p>TO PROVIDE ADMINISTRATION SUPPORT FOR MEMBER VOLUNTARY ORGANISATIONS &amp; ENCOURAGE THE DEVELOPMENT OF THE VOLUNTEER NETWORK IN LIGHTWATER.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>TO FUND A BI-MONTHLY SUPPLEMENT TO THE MAJOR "VILLAGE LIFE" MAGAZINE LISTING ALL LOCAL EVENTS, MEETINGS &amp; FUNCTIONS UNDERTAKEN BY <u>ALL</u> VOLUNTARY GROUPS IN LIGHTWATER. THERE IS, CURRENTLY, NO WIDELY-CIRCULATED PUBLISHED INFORMATION AVAILABLE TO ALL 7000 RESIDENTS AND THIS ADDRESSES THIS PROBLEM (SEE COPY ATTACHED)</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>WE ARE PARTNERING WITH LOCAL PUBLISHER TO MONITOR &amp; PROVIDE CONTENT &amp; SUPERVISE 100% DISTRIBUTION TO ALL RESIDENCES.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>IT HELPS ALL VOLUNTARY GROUPS PUBLICIZE THEIR ACTIVITIES &amp; MAKES ALL ORGANISATIONS KNOWN TO THE COMMUNITY. IT BENEFITS ALL RESIDENTS &amp; GIVES THEM A PERMANENT REFERENCE POINT FOR ALL ACTIVITIES.</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:	BY INSISTING THAT PUBLISHER GUARANTEES OVER 90% CIRCULATION OF MAGAZINE, AS CURRENTLY, AND AMS FOR 100% THROUGH DISTRIBUTION BY OTHER MEANS E.G. LOCAL POST OFFICE, NEWSAGENTS, ETC.
Has community engagement been undertaken?	YES - 2 TRIPS IN MAY & JUNE 2025 TO GET DISTRIBUTION AS EFFICIENT AS POSSIBLE.

Total number of users of your organisation	up to 7000
Number of your users resident in Windlesham Parish who will directly benefit from the grant	7000
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	/

Current bank balance	£ 7098-32	date 15/05/2025
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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 conditions:

S  
N



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

Date.....19th MAY 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](mailto:clerk@windleshampc.gov.uk). The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

**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	



# Introducing The Village Life GUIDE TO WHAT'S HAPPENING IN LIGHTWATER

in partnership with Lightwater Connected



## Key Events

**VE Day Celebration** - Organised by Lightwater Society  
**Saturday 10th May, 12.00 - 18.00**  
 Lightwater Recreation Ground.

**Windesham Parish Council**  
**Annual Parish Meeting Tuesday 13th May**  
 Venue: The Briars Centre, Briar Avenue,  
 Lightwater, Surrey, GU18 5PF. For updates  
 visit: [www.windeshampcc.gov.uk](http://www.windeshampcc.gov.uk)



**Community Conversations** - 'Online Safety, Helping  
 To Keep Children Safe' Wednesday 14th May.  
 Time: 20.00. Venue: All Saints' Church.

**Community Cinema Monthly** - 'West Side Story' on  
**Saturday 17th May**. Free in All Saints' Church Hall.  
**Lightwater Fete** - Saturday 21st June 12.00 - 16.30,  
 Lightwater Recreation Ground.

**Foyers in the Square** - organised by Lightwater Society  
**Saturday 5th July, 11.00 - 15.00**  
**Saturday 13th September, 11.00 - 15.00**  
**Saturday 29th November, 15.00 - 18.30** (Christmas  
 Lights switch-on) Contact: [lightwaterevents@gmail.com](mailto:lightwaterevents@gmail.com)

**Lightwater Scouts Jubilee Sale**  
**Saturday 20th September, 10.00 - 11.30**, Scout Hut,  
 The Avenue, Lightwater.

**Lightwater Country Market** - First Saturday of the  
 month, 10.00 - 11.30, All Saints' Church Hall.

## Church Groups

### All Saints' Lightwater

**Sunday Services**  
 9.30 Traditional Holy Communion.  
 11.30 Contemporary Worship and children's groups.  
**Songs of Praise**  
 14.30, the fourth Wednesday of each month.

**All Saints' Coffee Shop**  
 First and Third Saturdays of each month,  
 10.00-12.00 noon in Lightwater Library including  
 the **Hearing Aid Clinic**. This is a free service that  
 offers maintenance support for NHS hearing aid  
 users, including battery replacement, cleaning,  
 and re-tuning.

**80**  
**SATURDAY 10TH MAY 12.00 - 18.00**  
**VE DAY**  
 LIGHTWATER RECREATION GROUND, BEHIND ALL SAINTS' CHURCH

**Lightwater Village**  
**Midsummer Fete**  
**Saturday 21 June 12.00 - 16.30**  
 Recreation Ground Broadway Road, GU18 5SL

**Community Conversations**  
**'Online Safety - Helping to Keep Children Safe Online' - let's talk!**

- What are some of the biggest risks for children in online spaces?
- What's a 'Lost Box', 'Snatch' or 'Whisper'?
- Understand how children experience the online world
- Learn about resources and tools that could help keep them safe

With  
 Alyah Pettit from the NSPCC  
**Wednesday 14 May 2025,**  
**7.45 for 8pm**  
 All Saints' Church Lightwater

There will be plenty of time for questions  
 Everyone welcome  
 Follow All Saints' Church Lightwater on  
 Facebook for details of all our events

**All Saints' Flower Festival**  
 Held at the Village Fete on 21st June.

**Recycling**  
 Bra Bank in the ladies toilet in the church hall. Toner,  
 laser and inkjet cartridges in the church porch.

**Youth Group**  
 Regular Sunday evenings at 18.00 in the church hall,  
 please contact the Parish Office first to check.

**Roundabout Lightwater**  
 Monthly magazine for the church and the village.

**All Saints' Church Hall**  
 Available for bookings. Please contact Parish Office.  
**Parish Office**  
 Open 9.30am - 12 noon, Mon, Tues, Thurs, Fri.  
 01276 453121, [office@allsaints.lightwater.org.uk](mailto:office@allsaints.lightwater.org.uk)

## Key Local Services

**Lightwater GP Surgery**  
 The Surgery, 39 All Saints' Rd, Lightwater, GU18 5SQ.  
 Tel: 01276 538600.

**Defibrillators**  
 (In an emergency dial 999 for the access code)

- Village Centre (next to Bayfield's Opticians)
- 11 Mount Pleasant Close
- Lightwater Surgery
- BP Garage
- The Co-op
- Lightwater Leisure Centre
- All Saints' Church Hall

**Lightwater Care**  
 Providing transport to residents for GP, hospital/other  
 appointments. Call 07933 123256, 10.00 - 12.00 noon,  
 Mon - Fri.

**Lightwater Food Bank**  
 Run by Camberley Besom, food collecting bins are in  
 the Co-op, and entrance to All Saints', for all donations.

**Lightwater Schools**  
 Federation of Lightwater Schools: Headteacher Mrs  
 Francesca Hooker

**Hammond Junior School** 01276 473972

**Lightwater Village School** 01276 473346

**Surrey Heath Neighbourhood Watch**  
[www.surreyheathnw.co.uk](http://www.surreyheathnw.co.uk)

**Country Park Ranger Service** 01276 707100

**Windesham Parish Council** 01276 471675

**Local Surrey Heath Borough Councillors**

Cllr. Julie Hoad: [julie.hoad@surreyheath.gov.uk](mailto:julie.hoad@surreyheath.gov.uk) 01276 479675

Cllr. Shaun Macdonald: 01276 479675

Cllr. Kevin Thompson: 07793 495841

**Surrey County Councillor:**  
 Cllr. Rebecca Jennings-Evans: 07973 549673

## Local Groups

**Lightwater Library Events**  
 83A Guildford Rd, Lightwater,  
 Surrey, GU18 5SB.  
 Opening Hours - 10.00 - 13.00  
 & 14.00 - 17.00 Tuesdays,  
 Wednesdays & Fridays and 10.00  
 - 13.00 Saturdays (ages 7-11).  
 Storytime - Tuesdays at 10.30.  
 LEGO Club - Saturdays 10.00 - 13.00.

**Lightwater Men's Group**  
 Meets on the last Thursday of every  
 month, 14.00-16.00, Red Lion pub.  
[lightwatermg18@yahoo.com](mailto:lightwatermg18@yahoo.com)

**Lightwater Ladies Group**  
 Meets on the second Thursday  
 of every month 14.00 - 16.00,  
 Red Lion Pub  
[lightwaterlg20@yahoo.com](mailto:lightwaterlg20@yahoo.com)

**Lightwater Gardening Club**  
 Meets at 19.00 first Friday of the  
 month - All Saints Church Hall  
 Contact: Shirley, 01276 502025

**Lightwater Scouts**  
[www.lightwaterscouts.org.uk](http://www.lightwaterscouts.org.uk)

**Lightwater Girl Guides**  
[lightwaterandwindesham@gg@gmail.com](mailto:lightwaterandwindesham@gg@gmail.com)

**Mother's Union**  
 Meets 14.00, first Monday of the  
 month, at All Saints Church Hall.

**Womens Institute**  
 Meets at 13.45, second Wednesday  
 of the month at All Saints Church  
 Hall, [bkhanchard@birtnet.net](mailto:bkhanchard@birtnet.net)

**Darby & Joan Club**  
 Meets at 13.30, 1st and 3rd  
 Wednesdays of the month -  
 All Saints Church Hall.

**Lightwater Chess Club**  
 Meets every Friday, 14.00 - 16.00  
 - Red Lion Pub, Les.christian@btopenworld.com

## Lightwater Club (CUI)

74 Guildford Road, Lightwater,  
 Surrey, GU18 5SD  
[lightwaterclub.co.uk](http://lightwaterclub.co.uk)

## Crossley Club

The Crossley Club, 113 Guildford  
 Road, Lightwater, Surrey, GU18 5RA  
[crossleyclub.co.uk](http://crossleyclub.co.uk)

**Eurovision Party**  
 Saturday, 17th May 2025  
 Time: Evening (Exact time TBC)  
 Join us for a fun-filled night  
 celebrating the Eurovision Song  
 Contest. Entry Fee: FREE event.

**Graffiti Child**  
 Saturday, 31st May 2025  
 Time: Evening 20.30  
 Details: Party night with sounds of  
 the 70s and 80s. Entry Fee: £2 for  
 members, £5 for non-members.

**Bingo**  
 Every Sunday, 20.00.

**Quiz Night**  
 First Wed of each month, 19.00.

**Duo Undercovers**  
 Sunday, 11th May 2025  
 Time: 3-6pm  
 A broad spectrum of classic hits and  
 chart-toppers, rock and reggae.  
 Entry Fee: Free to all.

**Cheeky Blinders Ska and Reggae**  
 Saturday, 24th May 2025  
 Time: Evening (Exact time TBC)

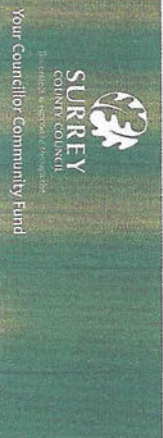
**Live performances featuring**  
 classic Ska and Reggae tunes.  
 Entry Fee: Members £8. Other £10.

**Zumba Classes**  
 Tuesdays 19.00-20.00  
 Fridays 10.30-11.30  
 Email [kimmymumba@hotmail.com](mailto:kimmymumba@hotmail.com)

**Monthly Bingo**  
 Date: Friday 9th May, 20.00.

**Monthly Children's Discos:**  
 For children up to 14 years old.

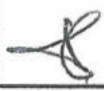

**Pool and Darts:** hosted regularly.  
 (All event details subject to change).





# LIGHTWATER CONNECTED

Balance Sheet for the Financial Year 1st April 2023 to 31st March 2024

INCOME		EXPENDITURE	
<u>Grants</u>	<u>£450.00</u>	<u>Fete 2023</u>	<u>£2,179.48</u>
Sparks - Balance of Rent Grant	£200.00	<u>Fete 2024 - Radio Frimley Park</u>	<u>£200.00</u>
Surrey Heath BC	£250.00	<u>Telephone Costs</u>	<u>£122.32</u>
<u>Fete 2023</u>	<u>£2,741.00</u>	<u>Insurance</u>	<u>£754.66</u>
<u>Fete 2024</u>	<u>£450.00</u>	<u>Room Hire</u>	<u>£164.00</u>
Stall Donations -	£450.00	<u>Web Site</u>	<u>£1,412.52</u>
<u>Donation from Lightwater Fete</u>	<u>£200.00</u>	Prior Year -	£769.31
For Insurance -		Current Year -	£643.21
<u>Grant from Council (2022/3)</u>	<u>£500.00</u>	<u>Printing / Stationary</u>	<u>£1,867.83</u>
From LRP - For Laptop -		Prior Year -	£623.71
		Current Year -	£1,244.12
<u>Google Ireland</u>	<u>£0.30</u>	<u>Sum Up Machines</u>	<u>£544.51</u>
			£389.97
			£25.00
			£129.54
		<u>Transfer to Fete (2023 Grant)</u>	<u>£500.00</u>
		<u>Raffle Drum</u>	<u>£69.93</u>
		<u>Flowers for the Church</u>	<u>£50.00</u>
		<u>LVIS Expenses</u>	<u>£35.92</u>
		<u>Meeting - Expenses</u>	<u>£9.28</u>
		<u>Roller Banners</u>	<u>£233.79</u>
	<u>£4,341.30</u>	<u>Expenditure Sub Total</u>	<u>£8,144.24</u>
Bank Account as at 1st April 2023	<u>£9,616.91</u>	Bank Account as at 31st March 2024	<u>£5,813.97</u>
Surplus / - Deficit	<u>-£3,802.94</u>	Connected	£562.13
		Fete	£3,043.07
		Unused Grants	£2,208.77
 31st March 2023 		<u>BANK BALANCE</u>	<u>£5,813.97</u>
<u>BALANCE - 10th NOVEMBER 2023</u>	<u>£5,813.97</u>		

The above accounts and the related balances, based upon cash receipts and payments for the year 2023/4 are in accordance with the underlying records.

Date

21.4.24

Date

13/5/24

# **LIGHTWATER CONNECTED**

Balance Sheet for the Period 1st April 2024 to 31st December 2024

INCOME		EXPENDITURE	
<u>Return of Unused 2023-4 Grants</u>	<u>-£1,368.00</u>	<u>2023/4 Lightwater Society Web Site</u>	<u>£19.14</u>
SHBC - Village Signs	-£500.00		
Sparks - Office Accomodation	-£868.00	<u>Telephone</u>	<u>£57.56</u>
<u>Transfer of Unused 2023-4 Grants</u>	<u>-£251.58</u>	<u>Room Hire</u>	<u>£203.00</u>
SCC - Newsletter Grant			
(passed to Lightwater Society)	-£251.58	<u>Insurance</u>	<u>£171.62</u>
<u>Donation by Lightwater Society</u>	<u>£250.00</u>		
2024 Fete		<u>Lightwater Fete - 2024</u>	<u>£1,777.16</u>
<u>Transfer of Donation to L-VIS (Seymours)</u>	<u>£100.00</u>		
(from Lightwater Society)		<u>2024</u>	
		Credit Card Charges	£3.22
<u>Sale of LIVE Laptop</u>	<u>£100.00</u>	Entertainers	£1,025.00
		Banners & Posters	£182.77
<u>Lightwater Fete - 2024</u>	<u>£2,370.00</u>	Temporary Event Notice	£21.00
		Tombola Prizes	£53.81
<u>2024</u>		First Aid	£120.00
Stall Donations	£1,278.00	Church Toilet Clean	£171.36
Tombola Sales	£992.00	Insurance Donation to L. Soc	£200.00
Seymour Tombola Grant	£100.00		
<b>Income</b>	<b>£1,200.42</b>	<b>Expenditure</b>	<b>£2,228.48</b>
Bank Account as at 31st March 2024	<u>£5,813.97</u>	Bank Account as at 31st December 2024	<u>£4,785.91</u>
Connected	£562.13	Connected	£700.00
<u>Ring Fenced</u>		<u>Ring Fenced -</u>	
Windlesham P.C - General Exps	£421.19	Lightwater Fete	£3,885.91
Sparks - Office Accomodation	£1,036.00	L-VIS	£100.00
SHBC - Village Signage	£500.00	LIVE	£100.00
Ring Fenced - Fete	£3,043.07		
SCC - Newsletter	£251.58		
			£4,785.91
<b>Surplus / - Deficit</b>	<b><u>-£1,028.06</u></b>	<b>BANK BALANCE</b>	<b>£4,785.91</b>
<b>BALANCE AS AT 31st DECEMBER 2024</b>	<b>£4,785.91</b>		

The above accounts and the related balances, based upon cash receipts and payments for the financial year 1st April to 31st December 2024 are in accordance with the underlying records

# LIGHTWATER CONNECTED

Balance Sheet for the Period 1st January 2025 to 31st March 2025

Specially Prepared for Windlesham Parish Council

INCOME		EXPENDITURE	
<u>GRANTS</u>	<u>£1,950.00</u>	<u>FETE</u> - (Radio Frimley Park)	£210.00
Surrey CC - Fete -	£500.00		
WPC - Fete -	£500.00	<u>LVIS</u> - (Plants)	<u>£7.58</u>
Surrey CC - Connected -	£700.00		
Lightwater Coop - LVIS -	£250.00		
<u>FETE</u>	<u>£395.00</u>		
Stall Donations -			
<u>LIVE</u>	<u>£106.26</u>		
Closure of Bank Account -			
	<b>£2,451.26</b>	<b>Expenditure Sub Total</b>	<b>£217.58</b>
Bank Account as at 1st January 2025	<u>£4,785.91</u>	Bank Account as at 31st March 2025	<u>£7,019.59</u>
<u>Ring Fenced Accounts</u>		<u>Ring Fenced Accounts</u>	
Connected	£700.00	Connected	£1,400.00
LIVE	£100.00	LIVE	£206.26
Fete	£3,885.91	Fete	£5,070.91
LVIS	£100.00	LVIS	£342.42
<b>Surplus / - Deficit</b>	<u><b>£2,233.68</b></u>		

Treasurer - Lightwater Connected  
11th July 2025

Account Name  
LIGHTWATER CONNECTED  
BUSINESS CURRENT ACCOUNT



NatWest

### Current Account

Summary	
Statement Date	30 MAY 2025
Period Covered	02 MAY 2025 to 30 MAY 2025
Previous Balance	£6,873.14
Paid In	£425.00
Withdrawn	£866.29
New Balance	£6,431.85
BIC	NWBKGB2L
IBAN	GB67NWBK52415648265357

## Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at [www.natwest.com](http://www.natwest.com)  
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
02 MAY 2025	BROUGHT FORWARD			6,873.14
12 MAY	Automated Credit L [REDACTED] 7962962312012150	50.00		6,923.14
	OnLine Transaction [REDACTED] LIGHTWATER CONNECT VIA ONLINE - PYMT FP 12/05/25 10 57151217512818000N		49.98	6,873.16
13 MAY	[REDACTED]	25.00		6,898.16
14 MAY	[REDACTED]	70.00		6,968.16
	[REDACTED] VIS FLOWERS VIA ONLINE - PYMT FP 14/05/25 10 55122329931268000N		24.84	6,993.32
15 MAY	[REDACTED]	50.00		7,043.32
	[REDACTED]	30.00		7,073.32
	[REDACTED]	25.00		7,098.32
19 MAY	OnLine Transaction [REDACTED] 0005902 L. CON VIA ONLINE - PYMT FP 19/05/25 10 27145432123378000N		264.00	6,834.32
20 MAY	OnLine Transaction [REDACTED] 35787531 VIA ONLINE - PYMT		27.47	6,806.85
22 MAY	[REDACTED]	25.00		6,831.85
23 MAY	[REDACTED]	50.00		6,881.85
27 MAY	[REDACTED]	50.00		6,931.85
28 MAY	OnLine Transaction WINDLESHAM PC LWATERFETE DEPOSIT VIA ONLINE - PYMT FP 28/05/25 10 03160745021612000N		500.00	6,431.85



# **Lightwater Connected**

## **Constitution**

### **1. Name of Organisation**

The Organisation shall be known as 'Lightwater Connected'.

### **2. Date of Inauguration**

1<sup>st</sup> September 2020

### **3. Date of this amendment**

4<sup>th</sup> March 2025

Since inauguration, and as a result of the emergence of Lightwater Society as the Residents Association in Lightwater, Lightwater Connected has evolved solely to looking after 'Group' interests, with no direct resident input. This revised Constitution, while retaining the same core aims, objectives and principles of the original, reflects this change.

### **4. Aims & Objectives**

- (a) To encourage the development of the volunteer network in Lightwater to serve all residents, irrespective of age, disability, gender, sexuality, race and faith.
- (b) To support the operations of any existing voluntary groups, who may want to become members, to coordinate their activities in the Village and provide administrative back-up.
- (c) To facilitate the creation of new voluntary groups or subsidiary operations.
- (d) To help member organisations:
  - 1. Perform their joint voluntary duties to the maximum benefit of all residents,
  - 2. Protect their volunteers with joint public and private liability insurance as part of the insurance cover of Lightwater Connected,
  - 3. Maximise their ability to generate funding,
  - 4. Maximise the effect of communication and publicity to all residents,
  - 5. Promote themselves to the wider health and business community,

- 6. Combine and use the skills of all the available volunteers to best effect.
- (e) To liaise and co-operate with wider public bodies, other support organisations and the local business community to the benefit of Lightwater residents.

## **5. Membership**

- (a) Full membership is open to all like-minded, voluntary organisations or groups of residents, in, or closely associated with, the Village, who have established 'rules of working' and who support and operate within the aims and objectives of Lightwater Connected. Acceptance for membership will be by a two-thirds majority vote at a Managing Committee meeting, including any proxies.
- (b) Associate membership (with no voting rights), is open to other groups who support our aims and objectives, but who choose not to be, or cannot be, full members (e.g. the Church; Scouts, etc). Acceptance for this category of membership will be by two thirds majority at a Managing Committee Meeting, including any proxies.
- (c) Member Groups must maintain their own affairs independently and in accordance with their own clearly defined 'rules of working' and must agree to maintain detailed records and accounts, either themselves or through the Treasurer of Lightwater Connected.
- (d) Member Groups must appoint a Committee Member to serve on the Managing Committee of Lightwater Connected, and regularly report on all activities.
- (e) The individual Committee Members must be accountable to the Managing Committee and responsible for their Group's compliance with the requirements of the Lightwater Connected Insurance Policy and to any directives emanating from the Managing Committee.

## **6. Powers**

- (a) To take whatever action is necessary to meet the aims and objectives of Lightwater Connected.
- (b) To take action to ensure all member groups comply to their 'rules of working' and to the requirements of the Lightwater Connected Group Insurance Policy.
- (c) To take out the necessary insurance to protect itself, the public and all Group volunteers while performing duties as outlined in clause 4.
- (d) To open and operate the necessary Bank Accounts
- (e) To raise money to enable Lightwater Connected and its member organisations to fund their necessary costs, projects and operating expenses

- (f) To co-opt volunteers on to the Managing Committee in a non-voting capacity.
- (g) To amend the Constitution to comply with any relevant changes of circumstances.

## 7. Management

- (a) Lightwater Connected will be administered by a Managing Committee consisting of one representative from each of the member organisations. Additional individuals may be co-opted and their membership subsequently reconfirmed annually by a two-thirds majority of the Committee.
- (b) Official Executive roles will be appointed from within the Committee, by majority vote, and must include a Chairman and a Treasurer appointed from within the Committee.
- (c) The quorum for the Managing Committee shall be 3 members, or their proxies, including any elected Chairman, Vice Chairman, or Treasurer, all of whom have equal voting powers.
- (d) Major decisions, including any changes to this Constitution will be communicated by email or video link or at an AGM or a specially convened EGM to which members will be given at least 14 days' notice.
- (e) A minimum of 3 actual meetings (online or in person) should be held every year, called by the Chairman, one of which will be treated as an AGM. Any two committee members can agree to call additional meetings.
- (f) A suitably précised report of all Managing Committee meetings will be sent/emailed to all members to be approved at the next meeting.
- (g) Committee members are expected to take a full part in the running of Lightwater Connected while respecting both the 'rules of working' and interests of their respective independent organisations, the wider interests of the Village and the terms and conditions of the Group Insurance Policy.
- (h) The Managing Committee has the power to remove a member Organisation or Committee Member from membership if, in the opinion of the Committee, any of the aims and objectives and good practice (as prescribed in clause 4 and 7(g) above), are deemed to not being met. Such a decision must have a two-thirds majority of those present, including proxies.
- (i) If a Member Group wishes to leave Lightwater Connected for any reason, it should inform the Chairman in writing.
- (j) Throughout this document the two-thirds majority rule, applicable for the approval of all motions by the Executive, applies to the number of members involved, or their proxies, as long as the quorum condition has been met.



If, in the opinion of the Chairman of the meeting, any item raised requires a more substantive discussion and vote, this will be deferred until a further meeting takes place to ensure all committee members are aware of the consequences.

## **8. Finance**

- (a) A bank account shall be operated specifically in the name of Lightwater Connected
- (b) All payments from the Bank Account must be authorised by two signatories - a committee member, and the Treasurer, or their authorised proxies.
- (c) Reasonable out-of-pocket expenses may be paid to members of the Managing Committee and anyone else authorised by it, for completion of any duties relating to the business of Lightwater Connected. All expenditure to be approved by a two thirds majority of the Managing Committee or their proxies.
- (d) Each participating Group will be expected to contribute to the running costs of Lightwater Connected according to its income and ability to do so. This will be decided in accordance with its use of the available services and will be agreed between the Treasurer and the Group when it is accepted for membership and then reviewed annually and approved by a two thirds majority of the Managing Committee, including proxies.
- (e) Lightwater Connected accounts are to be prepared and independently examined as soon as possible after each year of operation and presented for approval at an AGM which must be held within 3 months of the year end. These accounts will show the balances and 'independently-reviewed' accounts for each of the member organisations whose accounts are held within Lightwater Connected.
- (f) All Member Organisations must keep suitably balanced reports of income and expenditure. Funds, if held in the Lightwater Connected bank account, will be ring-fenced for each Organisation's sole use.
- (g) All funding received should be ring-fenced for each of the applicable member organisations as specified, with sufficient unassigned funds being held for the day-to-day administration of Lightwater Connected, as agreed by the Managing Committee
- (h) In the event of a member group leaving the Organisation, all ring-fenced funds and grants, less any outstanding costs or disbursements, will be transferred to a bank account specified by the departing Group.



## 9. Dissolution

The Managing Committee will take whatever action is required, at that time, to wind up the Organisation, to continue it in a different format or amalgamate it with another Organisation; every option to be considered and decided by a two-thirds majority vote of the Managing Committee, including any proxies.

## 10. Adoption of Constitution

Following the adoption and signing of this revised Constitution, and until the Organisation is dissolved, as set out in Clause 9 above, the persons listed below, or any successor representatives of each member organisation, or any independently approved and appointed members, will act with due diligence as an ongoing Managing Committee:

Windsor Rackham, 36 Lightwater Meadow  
Lightwater, Surrey, GU18 5XJ

Sig

Date... 4th March 2025

John Towlson, 40 Lightwater Meadow,  
Lightwater, Surrey, GU18 5XJ

Signe

Date... 4th March 2025

John Herren, 1 MacDonald Road,  
Lightwater, Surrey, GU18 5TN

Signe

Date.....

Peter Hurford, 26 Curley Hill Road,  
Lightwater, Surrey, GU18 5YQ

Signed...

Date... 4/3/25

## **Item 13 – To Consider a Council Response to Surrey Local Government Reorganisation Consultation**

### **Purpose of Report**

To inform members of the statutory consultation currently being undertaken regarding the future structure of local government in Surrey and to seek Council approval to formulate and submit a formal response on behalf of Windlesham Parish Council.

Members were asked to review the proposals ahead of the meeting and submit responses to the Clerk to enable a response to be drafted.

Only one Councillor responded; therefore, the Clerk has attached a paper outlining perceived Strengths and Risks (Appendix A), along with suggested responses to each consultation (Appendix B).

---

### **Action**

#### **Council is asked to:**

- **Consider whether it wishes to submit a formal response to the consultation**  
**and if so**
  - **Agree on the draft responses provided or provide alternative responses.**
-

## Appendix A

### Two vs. Three Unitary Proposals for Surrey

After reviewing the details of both proposals, a comparative assessment based on the information provided has been prepared below. This assessment evaluates the strengths and risks of each approach.

It should be acknowledged that in both proposals, Surrey Heath is grouped with Woking, which is under intervention and exceptional financial support from the Government due to debts exceeding £2 billion, linked primarily to property investments.

To the Clerk's knowledge, at the time of writing, no explicit statements have been made on how Woking's debt obligations will be dealt with, but it is possible that they could transfer to any future unitary authority, particularly impacting the fiscal capacity of a West Surrey unitary.

### Conclusion

While both models have their advantages, the three-unitary proposal offers a more balanced and locally responsive framework for Surrey Heath and Windlesham Parish.

- It ensures that Surrey Heath has a stronger voice in shaping services and priorities within a smaller West Surrey.
- The tighter grouping aligns better with the economic, social, and geographic realities of the area.
- There is greater potential for Surrey Heath to influence regional economic strategies, housing policies, and transport planning in ways that reflect local needs rather than the priorities of larger urban centres.

However, success will depend on:

- Robust financial planning to prevent resource shortfalls.
- Clear governance structures to ensure cross-boundary collaboration on strategic services.
- Commitment to parish and community empowerment, so local needs continue to shape policy

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### Comparative Assessment

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#### Three Unitary Proposal (East, North, West Surrey)

#### **Strengths – County Wide**

- **Better Reflection of Economic Geography:**  
The three-unitary model aligns more closely with Surrey's distinct economic, social, and geographic areas:
  - **North Surrey** (Elmbridge, Spelthorne, Runnymede) reflects strong economic ties with London and Heathrow.

- **East Surrey** captures the commuter belt into London while also covering semi-rural zones.
- **West Surrey** (Guildford, Woking, etc.) reflects a more self-contained local economy with unique needs.
- **More Responsive Governance:**  
Smaller, more tailored authorities can better address specific local priorities, such as transport infrastructure near Heathrow in North Surrey or rural service needs in East Surrey.
- **Local Identity & Cultural Cohesion:**  
The proposed divisions better preserve local identities and historic connections within the respective areas.
- **Potential for Devolution:**  
A three-unitary model may present a stronger case for tailored devolution deals, with each unitary engaging distinct regional or central government stakeholders based on their unique local priorities.

### **Strengths – Surrey Heath**

- **Stronger Local Voice:**  
A smaller West Surrey authority increases the likelihood that Surrey Heath's interests are recognised and acted upon. With fewer partners at the table, Surrey Heath would hold more proportionate influence in decision-making, service priorities, and strategic planning.
- **More Tailored Service Delivery:**  
The three-unitary model provides greater flexibility to design services that respond to local demographics and social needs, rather than applying county-wide or broad-brush policies.
- **Enhanced Community Identity:**  
This model respects the existing socio-economic cohesion between Surrey Heath and its immediate neighbours, particularly Woking and Guildford, fostering stronger joint working on economic development, transport, and public health.
- **Better Scope for Devolution:**  
A smaller authority may be more agile and more directly able to secure devolved powers, potentially enabling more funding and decision-making at the local level for infrastructure, housing, and transport relevant to Surrey Heath.

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### **Risks & Challenges -County Wide**

- **Higher Transition & Administrative Costs:**  
Creating three authorities increases the complexity and cost of reorganisation compared to a simpler two-unitary model.
- **Risk of Fragmentation:**  
Without strong coordination mechanisms, there is a real risk of inconsistencies in service standards across the county, especially for strategic services like social care, education, and public safety.
- **Financial Viability Concerns:**  
Areas like Spelthorne and Woking, with financial vulnerabilities, may present challenges for North and West Surrey, respectively. Robust financial planning is essential to mitigate these risks.

#### **Risks and Challenges -Surrey Heath**

- **Higher Administrative Costs:**  
Creating three authorities may result in higher transition and ongoing administrative costs, which could impact initial budgets and service stability.
- **Risk of Financial Strain:**  
If not carefully planned, the smaller West Surrey unitary could face financial pressures, particularly if neighbouring boroughs (like Woking) continue to carry fiscal burdens. This could constrain investment and service delivery in Surrey Heath.

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### **Two Unitary Proposal (East Surrey & West Surrey)**

#### **Strengths – County Wide**

- **Administrative Simplicity:**  
A two-unitary structure is simpler, reducing duplication of governance structures and potentially easing the transition process.
- **Economies of Scale:**  
Larger authorities can deliver efficiencies, especially in complex, high-cost services such as adult social care, highways, and education.
- **Potentially Stronger Fiscal Base:**  
Larger units may be more financially resilient overall, assuming equitable distribution of resources between East and West.

### **Strengths - Surrey Heath**

- **Economies of Scale:**  
Joining a larger West Surrey authority could enhance the delivery of major services like waste management, adult social care, and education through pooled resources.
  - **Administrative Simplicity:**  
The two-unitary model simplifies the structure of governance, reducing bureaucracy and possibly improving clarity for residents and businesses engaging with the new authority.
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### **Risks & Challenges – County Wide**

- **Overly Simplistic Division:**  
The two-unitary model risks masking Surrey's diverse socio-economic profiles. For example, North Surrey's unique challenges (such as Heathrow-linked economies) are not adequately represented in this model.
- **Potential for Economic & Service Imbalance:**  
The West Surrey unitary would likely be more economically powerful, housing Guildford, Woking, and other prosperous areas, potentially leaving East Surrey disadvantaged if fiscal equalisation is not properly addressed.
- **Blunt Approach to Governance:**  
With only two authorities, there is a risk that governance becomes less locally responsive and that smaller communities' voices are diluted.

### **Risks & Challenges – Surrey Heath**

- **Loss of Local Identity:**  
In a larger West Surrey authority, **Surrey Heath risks being overshadowed** by larger, more prominent neighbours like Guildford and Woking. Priorities of more urbanised or affluent areas could dominate, marginalising the distinct needs of Surrey Heath's communities, particularly rural and semi-urban parts.
  - **Weaker Local Influence:**  
The breadth of the West Surrey unitary might dilute Surrey Heath's influence on strategic decisions. There is a real risk that service priorities, infrastructure investment, and planning policies become centralised, potentially disadvantaging more peripheral boroughs.
  - **Risk of Service Fragmentation:**  
Without strong governance frameworks, services could become standardised, ignoring localised needs, particularly in areas like social care, housing, and community safety, where Surrey Heath has unique challenges.
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## **Appendix B**

### **Consultation 1 Response: Two-Unitary Proposal — East and West Surrey**

#### **Question 1: Does the proposal suggest sensible economic areas and geographies?**

**Response:**

No.

**Explanation:**

While the two-unitary proposal attempts to divide Surrey along broad economic lines, it does not fully reflect the county's nuanced economic geography, particularly the distinctiveness of North Surrey's economic links to London and the destabilising impact of Woking's financial situation on any West Surrey authority.

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#### **Question 2: Will the local government structures achieve the outcomes described?**

**Response:**

No.

**Explanation:**

The two-unitary proposal could achieve some administrative efficiencies and strategic capacity, but its ability to deliver the full range of outcomes is questionable, especially for smaller communities, which face the dual risks of being overshadowed by larger authorities in policy-setting and bearing a share of financial exposure from Woking's debt.

This model carries the danger that financial stability could be compromised, local responsiveness diminished, and critical services fragmented across the county without proper safeguards in place.

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#### **Q3 Is the proposal for unitary local government of the right size to achieve efficiencies, improve capacity and withstand financial shocks and is this supported by a rationale for the population size?**

**Response:**

Yes

**Explanation:**

The larger size might bring efficiencies, but local needs could be diluted without robust representation mechanisms. Additionally, there is no convincing evidence in the proposal to demonstrate that the chosen sizes are optimal. There is also a critical financial vulnerability in West Surrey due to Woking's debt, which could seriously compromise the model's ability to withstand financial shocks. Finally, there is a risk that larger population size alone will not compensate for fiscal instability or loss of local responsiveness.

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#### **Q4: As an area covering councils in Best Value intervention and in receipt of Exceptional Financial Support, do you agree the proposal will put local government in the area as a whole on a firmer footing?**

**Response:**

No

**Explanation:**

There is no credible assurance in the two-unitary proposal, as currently framed, that local government in the area would be on a firmer financial footing. In fact, the absorption of Woking's liabilities into West Surrey presents a material financial threat, not a solution.

Without assurances of explicit debt management measures and financial safeguards, this reorganisation risks embedding financial fragility within the new structures, rather than eliminating it.

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**Q5 Will the proposal prioritise the delivery of high quality and sustainable public services to citizens, improve local government and service delivery, avoid unnecessary fragmentation of services and lead to better value for money in the delivery of these services?**

**Response:**

No

**Explanation:**

This model risks service fragmentation for smaller communities if a centralised model dominates. It does not provide sufficient assurance that public services will improve or that they will be delivered sustainably or equitably.

The proposal's simplicity is outweighed by significant fiscal risks arising from Woking's debt, the danger of losing local focus within a large and diverse unitary, and the absence of clear mechanisms to prevent the fragmentation of services across Surrey.

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**Q6 Has the proposal been informed by local views, and does it consider issues of local identity and cultural and historic importance?**

**Response:**

No

**Explanation:**

There is limited evidence that local views have sufficiently informed the two-unitary proposal, and concerns remain that it inadequately addresses local identity, cultural heritage, and historic ties.

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**Q7 Does the proposal support devolution arrangements?**

**Response:**

No

**Explanation:**

While it provides a structural basis for devolution, it lacks the necessary governance commitments to ensure that devolved powers benefit all areas equitably, especially



boroughs like Surrey Heath. Without these, there is a risk that power could be centralised at the unitary level without passing meaningful control to communities, failing to leverage the full economic and social benefits that devolution could unlock.

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**Q8 Will the proposal enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment?**

**Response:**

No

**Explanation:**

The proposal is unlikely to enable stronger community engagement or genuine neighbourhood empowerment. It risks creating larger, more remote authorities, reducing the ability of residents to influence decisions that affect their local areas. Unless greater recognition is given to town and parish councils, with formal powers and resources to represent and act on local priorities, the opportunity to strengthen local democracy and bring decision-making closer to communities will be severely limited.

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**Q9 (Other comments):**

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**Consultation 2 Response: Three-Unitary Proposal — East, North, and West Surrey**

**Question 1: Does the proposal suggest sensible economic areas and geographies?**

**Response:**

Yes

**Explanation:**

This model offers a more sensible and strategically coherent division of Surrey. It reflects economic realities, community identities, and functional geographies much more accurately.

It preserves many of the borough's natural alliances with neighbouring areas and enables tailored governance while keeping a proportionate voice.

However, success will depend on robust financial planning, particularly around Woking's debt, and a commitment to preserving local identities and ensuring fair resource distribution.

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**Question 2: Will the local government structures achieve the outcomes described?**

**Response:**

Yes

**Explanation:**

This model provides a stronger platform for responsive governance, enabling authorities to craft strategies that reflect local priorities.

It is capable of achieving the outcomes described because it offers a more responsive, locally focused governance structure. It allows for targeted economic and infrastructure development aligned with local strengths and enhances community engagement and democratic participation.

However, its success will depend on robust financial planning, especially around Woking's debt and formal strategic coordination across the three unitary authorities.

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**Q3 Is the proposal for unitary local government of the right size to achieve efficiencies, improve capacity and withstand financial shocks and is this supported by a rationale for the population size?**

**Response:**

Yes

**Explanation:**

Residents stand to benefit from a unitary authority that is large enough to ensure long-term sustainability yet small enough to remain locally responsive. This model provides a more appropriate scale to deliver service efficiencies, build governance capacity that reflects local priorities, and withstand financial shocks, provided that Woking's significant debt is effectively managed and does not destabilise the West Surrey unitary.

This model also offers stronger prospects for fair representation and local influence within a smaller, more focused West Surrey. It enhances the alignment between population size, service demands, and economic planning, thereby reducing the risk of smaller areas like Surrey Heath being marginalised. Crucially, it delivers a population base sufficient for efficient service delivery while preserving local democratic accountability.

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**Q4: As an area covering councils in Best Value intervention and in receipt of Exceptional Financial Support, do you agree the proposal will put local government in the area as a whole on a firmer footing?**

**Response:**

Yes

**Explanation:**

This model offers a clearer pathway to fiscal stability, provided that the financial legacies of boroughs like Woking are addressed within transition planning.

It creates more balanced and economically coherent units, allows for focused financial recovery in smaller, manageable areas and maintains better local oversight and accountability.

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**Q5 Will the proposal prioritise the delivery of high quality and sustainable public services to citizens, improve local government and service delivery, avoid unnecessary fragmentation of services and lead to better value for money in the delivery of these services?**

**Response:**

Yes

**Explanation:**

The model has greater potential to deliver high-quality, sustainable, and locally responsive services compared to the two-unitary proposal. It offers a better fit between governance scale and local service needs with greater opportunity for tailored service design.

However, this potential will only be realised if Woking's debt is addressed, with financial safeguards to prevent harm to the new authority's budget.

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**Q6 Has the proposal been informed by local views, and does it consider issues of local identity and cultural and historic importance?**

**Response:**

Yes

**Explanation:**

This proposal better recognises local identities and historic affiliations compared to the two-unitary model and has been shaped through collaboration between boroughs and districts, bringing local knowledge and community sensitivities into the design.

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**Q7 Does the proposal support devolution arrangements?**

**Response:**

Yes

**Explanation:**

This model is structurally well-suited to support devolution, offering the scale necessary for government negotiations, the focus needed to develop area-specific policy approaches and a more equitable governance framework than the two-unitary model.

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**Q8 Will the proposal enable stronger community engagement and deliver genuine opportunities for neighbourhood empowerment?**

**Response:**

Yes

**Explanation:**

This model presents a stronger foundation for community engagement and neighbourhood empowerment than the two-unitary proposal. Its smaller authority size, closer alignment of community identities, and potential for proportionate representation create conditions where communities could engage more meaningfully with local government.

To fully realise this potential, however, greater recognition must be given to the role of town and parish councils. As the most local tier of governance, they are uniquely positioned to represent neighbourhood interests, preserve community identity, and ensure that decision-making is responsive to local priorities. Strengthening their powers, responsibilities, and resources within any new unitary framework will be essential to embedding genuine local empowerment

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**Q9 (Other comments):** This model holds more promise for preserving and enhancing local identity, ensuring that borough-specific concerns remain central to the new governance landscape.

## **Item 15 - Clerks Update**

**Full Council 29<sup>th</sup> July 2025**

### **Asset Transfers**

Members may recall that at the Full Council meeting in June, Members delegated authority to undertake a review to consider which of the SHBC assets, if any, they may wish to take on if the opportunity arose.

This working party has now carried out an initial assessment. Indicating that they wished to continue to explore the possibility of taking responsibility for several local assets. These include the majority of open spaces, play areas, and benches, as well as the public toilets in Bagshot and the Lightwater Scout Hut, if this falls within SHBC transfer objectives.

The importance of undertaking due diligence prior to any formal commitments is recognised; therefore, the Clerk will initiate some feasibility work and liaise with on its current position regarding any proposed asset transfers, including any draft terms, timescales, or supporting information that may assist the Parish Council in its consideration of the matter.

### **Community Governance Review**

At the SHBC Full Council meeting held on 16th July, it was resolved to proceed with a Community Governance Review (CGR) covering the entire borough. At the time of writing, the consultation documents had not been published. Therefore, as soon as the consultation becomes available, the Chair of Council will call an Extraordinary General Meeting (EGM) to enable Members to consider a formal response.

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