



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**  
 Held on Tuesday 28<sup>th</sup> April 2026, at 7.30pm held at St Anne's Church Centre, 43  
 Church Road, Bagshot

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

**In attendance:** Jo Whitfield –Clerk to the Council  
 John Woods - Resident  
 Bob Burlinson – Resident  
 Helen Hansen-Hjul - Resident

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

Members were advised that, although the Chair, Cllr White, was in attendance, she had lost her voice and therefore the Vice-Chair would chair the meeting.

Cllr Jennings-Evans took the Chair

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		Action
<b>C/25/232</b>	<b>Apologies for absence</b>  Apologies for absence were received from Cllrs Wilson, Wheeler and Gordon	
<b>C/25/233</b>	<b>Declarations of interest</b>  None	
<b>C/25/234</b>	<b>Public Questions</b>  <b>Q1:</b> Cllr Richardson raised a public question on behalf of Mr Murphy, who was not in attendance. Mr Murphy was dissatisfied that the summary of his previous public question, as recorded in the minutes, and challenged that it was not a true representation of what was said at the meeting. The Clerk acknowledged that Mr Murphy had provided a submission in excess of one	

	<p>A4 page, which had been summarised for the purposes of the minutes, noting that minutes are not a verbatim record. The Clerk further advised that it was a matter for Council to decide whether it considered the summary to be a true representation.</p> <p>Cllr Turner raised concerns that Mr Murphy's representations repeatedly revisited the same points and questioned whether the matters were now closed. The Clerk confirmed that all representations received had been responded to.</p> <p>The Council agreed to consider Mr Murphy's concerns under item 5 on the agenda.</p> <p><b>Q2:</b> A further public question was received after the deadline for public questions, relating to the condition of the war memorials and the length of time taken for Council action. As the question was received after the deadline, the Clerk advised that she had not had sufficient time to review the submission in detail. The Clerk nevertheless acknowledged that the process had been lengthy and had included condition surveys and the seeking of quotations, with delays arising as a result of the listed building consent process. It was noted that, due to the absence of a Heritage Officer at the principal authority, the pre-application submission had been reviewed by Historic England. Further delay occurred while awaiting allocation of a planning officer, who subsequently confirmed that specialist advice was being sought. The Clerk advised that a response is anticipated shortly and confirmed that she would respond directly to the resident.</p>	<b>The Clerk</b>
<b>C/25/235</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/25/225 To note the confidential report for the Full Council Meeting held on the 24<sup>th</sup> February &amp; 18<sup>th</sup> March 2026</p> <p>C/25/225 To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
<b>C/25/236</b>	<p><b>Full Council Minutes.</b></p> <p>In considering whether the minutes of the meeting held on 18 March were a true record, Councillors took account of the public question raised by Mr Murphy.</p> <p><b>It was resolved, with 13 in favour, 0 against, and 2 abstentions, to approve the minutes of the Full Council meetings held on the 18<sup>th</sup> of March and 7<sup>th</sup> of April 2026. The minutes were then signed by Cllr R Jennings Evans.</b></p>	<b>Cllr R Jennings-Evans</b>
<b>C/25/237</b>	<b>Committee and Sub-Committee Minutes</b>	

	<ul style="list-style-type: none"> <li>• The minutes of the Planning Committee meeting held on the 11<sup>th</sup> March, 24<sup>th</sup> March, and 15<sup>th</sup> April 2026 <b>were approved and</b> signed by Cllr Stevens.</li> <li>• The minutes of the Windlesham Committee meeting held on the 19<sup>th</sup> January 2026 <b>were approved and</b> signed by Cllr Lewis.</li> <li>• The minutes of the Bagshot Committee meeting held on the 3<sup>rd</sup> February 2026 <b>were approved and</b> signed by Cllr Willgoss.</li> <li>• The minutes of the Lightwater Committee meeting held on the 10<sup>th</sup> February 2026 <b>were approved and</b> signed by Cllr Hartshorn.</li> <li>• The minutes of the Personnel Committee meeting held on the 20<sup>th</sup> April 2026 <b>were approved and</b> signed by Cllr Turner.</li> </ul>	<p><b>Cllr Stevens</b></p> <p><b>Cllr Lewis</b></p> <p><b>Cllr Willgoss</b></p> <p><b>Cllr Hartshorn</b></p> <p><b>Cllr Turner</b></p>
<b>C/25/238</b>	<p><b>Accounts for payment</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £30,937.32, and Members were free to request an explanation of the individual items.</p> <p><b>It was resolved that the payments (Appendix A) in the total sum of £30,937.20 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
<b>C/25/239</b>	<p><b>Budget Monitoring</b></p> <p>Members were presented with the budget monitoring report up to the 31<sup>st</sup> March 2026, detailing any overspends in the financial year 2025-2026.</p> <p>Key variances were highlighted, including EMR-funded overspends relating to playground repairs, allotment purchase, and election costs, and an ongoing shortfall in the Licences &amp; Subscriptions budget, which Members previously resolved to cover from the General Reserve.</p> <p>Members were reminded that the General Reserve should be within the 3–12 month range of net revenue expenditure, <b>as</b> recommended by sector guidance.</p> <p>Cllr Richardson requested a breakdown of the burial income for 2025-2026.</p> <p><b>Members unanimously resolved to:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the revenue outturn for the year ended 31 March 2026.</b></li> <li><b>2. Approve the final Income &amp; Expenditure account showing a surplus of £1,027.</b></li> <li><b>3. Approve the Balance Sheet as at 31 March 2026.</b></li> <li><b>4. Approve the overspends identified, noting that these were funded from EMRs or external income.</b></li> <li><b>5. Note the level of earmarked reserves and associated commitments.</b></li> <li><b>6. Approve a £3,510 spend from the Tree Maintenance EMR to carry out necessary tree work at School Lane Field pond. Noting the current EMR stands at £38,500.</b></li> </ol>	<b>The Clerk</b>

	<p>The Clerk informed Members that the Council had now received the business rates demand for Hook Mill Lane. Due to changes in the rateable values, additional rates were now payable in respect of the tractor shed and one of the barns. Officers are challenging the revised charges; however, the Clerk advised that unless payment is made in the meantime, the associated subsidy would be lost. The Clerk therefore requested approval to set up a direct debit to ensure payments are made pending resolution of the matter.</p> <p><b>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved with 14 in favour, 0 against and 1 abstention to delegate authority to the Clerk and one other signatory to set up the necessary direct debit, which would be funded from the Lightwater Village reserve.</b></p> <p><b>Additionally, Members resolved to appoint a specialist business rates valuation consultant on a <i>no win, no fee</i> basis to review the rateable value of all Council land and buildings.</b></p>	<p>The Clerk &amp; 1 Signatory</p> <p>The Clerk</p>
<p><b>C/25/240</b></p>	<p><b>Banking Arrangements</b></p> <p>Members were provided with an update on the progress made to banking mandates and authorised signatories across all Windlesham Parish Council accounts, alongside a review of current investment arrangements. It sets out the actions completed to date, identifies outstanding matters with specific banks, and seeks approval to give notice on certain deposit accounts to improve accessibility, flexibility, and interest returns.</p> <p><b>Members resolved to:</b></p> <ul style="list-style-type: none"> <li>• <b>Note the progress made to update banking mandates and signatories.</b></li> <li>• <b>Note the outstanding actions with Skipton and Santander.</b></li> <li>• <b>Approve the issuing of notice to Cambridge &amp; Counties Bank and Redwood Bank to enable funds to be relocated to more accessible accounts.</b></li> <li>• <b>Note the transfer of precept funds to interest-earning deposit accounts.</b></li> <li>• <b>Note that further recommendations on alternative accounts will be brought back to Council once options have been assessed.</b></li> </ul>	
<p><b>C/25/241</b></p>	<p><b>Year-end Internal Audit Report 2025-26 – to review and approve recommendations.</b></p> <p>Council was presented with the year-end internal audit report, noting that the council last completed a data audit in 2018, and it was recommended that the council ensure this is completed regularly to comply with GDPR regulations.</p> <p>The Council’s current GDPR advisor has indicated that a full audit will cost in the region of £500; therefore, the Clerk will progress under delegated authority</p> <p>Cllr R Jennings-Evans and Cllr Malcaus Cooper thanked the staff for their work over the previous year, which had contributed to the positive Internal Audit Report presented to Council.</p>	

	<b>It was resolved unanimously to approve the internal audit report</b>	
<b>C/25/242</b>	<p><b>Annual Return (AGAR) – to review, approve, and sign off the Annual Governance Statement for 2025-26</b></p> <p>The Annual Governance Statement was presented to and reviewed by the Council. <b>It was unanimously resolved to approve the Annual Governance Statement, and permission was given for the Chair of the meeting, Cllr R Jennings-Evans and the Clerk to sign the document.</b></p>	
<b>C/25/243</b>	<p><b>Annual Return (AGAR) – to review, approve, and sign off Accounting Statements for 2025-2026</b></p> <p><b>The Accounting Statements for 2025-26 signed by the RFO on the 21<sup>st</sup> April 2026, were presented to and reviewed by the Council. It was unanimously resolved to approve the Accounting Statements, and permission was given for the Chair of the meeting, Cllr R Jennings-Evans, to sign the annual accounting statements for the annual return 2025-26.</b></p>	
<b>C/25/244</b>	<p><b>Community Infrastructure Levy Receipts</b></p> <p>Members were presented with a report detailing all CIL income and expenditure.</p> <p><b>Members noted that during this period, Windlesham received £15,234 (19/0749/PMR) and Lightwater £8,154 (24/0136/FFU) in CIL payments.</b></p> <p><b>The next receipt falls due in October 2026.</b></p>	
<b>C/25/245</b>	<p><b>Motion from Cllrs Wheeler, Lewis and Richardson requesting that Full Council reconsider the decision to reorganise its governance structure with effect from the 1st April 2026.</b></p> <p>Cllr Malcaus Cooper raised two points of order:</p> <ol style="list-style-type: none"> <li>1. One of the three proposers was not present, so in her view, under Standing Order 1b, the motion should be withdrawn</li> </ol> <p>The Clerk advised that it was for Council to determine whether the motion should be withdrawn on those grounds. However, two of the three proposers were present and therefore in a position to propose and second the motion. The Clerk further noted that withdrawing the motion would only result in delay, which would impact the Council's ability to convene committee meetings during this period.</p> <ol style="list-style-type: none"> <li>2. The motion did not meet the requirements of standing order 8a as she believed that the motion should have explicitly stated it was a special motion and used the words reverse rather than reconsider.</li> </ol>	

	<p>In response to this point the Clerk explained that, in her view, the motion met the requirements of a special motion. The Clerk noted that there is no other circumstance in which three councillors are required to sign a formal motion proposal, and that, notwithstanding the wording used, the intent of the motion was clear. The Clerk further advised that requiring withdrawal on these grounds would only result in delay and would adversely impact the Council's ability to operate efficiently.</p> <p><b>Members voted on whether to hear the motion, and it was resolved with 14 in favour, 1 against and 0 abstentions to proceed.</b></p> <p>Cllr Richardson explained that the proposers were seeking to reconsider the timing of implementation of the return to a thematic committee structure, proposing that this be deferred until the formal conclusion of the Community Governance Review (CGR) process and the issuance of the CGR Order.</p> <p>Cllr R Jennings-Evans queried this position, noting that a CGR Order could not dictate the Council's internal governance arrangements, as Windlesham Parish Council is its own legal entity. It was further noted that this position had been confirmed in the 2019 CGR report issued by Surrey Heath Borough Council.</p> <p>Cllr Marr noted that the village committee structure had worked well; however this view was challenged on the basis that, if the Windlesham councillors considered the structure to be effective, it was questioned why they had supported and signed the request for a Community Governance Review.</p> <p>Prior to the vote being taken, the Clerk advised Members that, should implementation be delayed, it would need to be deferred until 1 April 2027 to align with the financial year. The Clerk explained that implementing changes to accommodate the village committee structure and the associated accounting arrangements part-way through a financial year would not be feasible, as this would risk non-compliance with proper practices, undermine audit trails, distort budget monitoring, complicate AGAR reporting, and potentially compromise the integrity of the Council's accounts.</p> <p><b>Cllr Richardson withdrew the motion</b></p> <p><i>20:37 Cllr Richardson left the meeting.</i></p>	
C/25/246	<p><b>To appoint members to the following committees and approve the Committee Terms of Reference</b></p> <p>Cllr Turner noted that having three councillors from each village on every committee was not consistent with proportional representation.</p>	

Cllr Marr reminded Council that it had been resolved at the previous meeting that a special motion would be required to change this.

**It was resolved to appoint the following Members to the Committees:**

**a. Finance & General Purpose**

**Cllr Turner  
Cllr Malcaus Cooper  
Cllr D Jennings-Evans  
Cllr Willgoss  
Cllr Bakar  
1 Bagshot Vacancy  
Cllr Marr  
2 Windlesham Vacancies**

**b. Civic Amenities & Recreation**

**Cllr R Jennings-Evans  
Cllr Hartshorn  
Cllr Harris  
Cllr White  
Cllr Willgoss  
1 Bagshot Vacancy  
Cllr Lewis  
Cllr Marr  
1 Windlesham Vacancy**

**c. Personnel**

**Cllr R Jennings-Evans  
Cllr Turner  
Cllr Malcaus Cooper  
Cllr White  
Cllr Du Cann  
1 Bagshot Vacancy  
Cllr Hardless  
2 Windlesham Vacancies**

**d. Communications**

**Cllr Malcaus Cooper  
2 Lightwater Vacancies  
Cllr Willgoss  
2 Bagshot Vacancies  
Cllr Lewis  
Cllr Hardless  
1 Windlesham Vacancy**

	<p><b>e. Planning</b></p> <p><b>Cllr Turner</b>  <b>Cllr Harris</b>  <b>1 Lightwater Vacancy</b>  <b>Cllr White</b>  <b>Cllr Du Cann</b>  <b>1 Bagshot Vacancy</b>  <b>Cllr Marr</b>  <b>2 Windlesham Vacancies</b></p> <p><b>It was resolved that any councillors wishing to fill the vacancies should notify the Clerk in advance, and that the appointments would be referred to the next Full Council meeting for approval.</b></p> <p><i>20:49 Cllr Hartshorn left the meeting</i></p> <p><b>It was also resolved to adopt the new Terms of Reference for all committees, subject to the following amendments:</b></p> <p><b>The delegated authority of the Finance and General Purposes Committee to spend is increased to £15,000 within the approved budget.</b></p> <p><b>The addition of the following wording in all Committee Terms of Reference, except Finance and General Purpose:</b></p> <p>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 resolution of the Council.</p> <p>Non-councillor members, advisory members, subject-matter experts and other invited attendees shall withdraw from the meeting for any item of confidential or exempt business unless the Committee resolves that their continued attendance is necessary for that item. Any person permitted to remain must comply with the Council’s confidentiality and data protection requirements and must not disclose confidential information or personal data without lawful authority.</p>	
<p><b>C/25/247</b></p>	<p><b>To approve amendments to the Scheme of Delegation and working party terms of reference</b></p> <p>Members were reminded that Council had previously resolved to reorganise its governance arrangements and adopt a unified thematic committee structure with effect from 1 April 2026.</p> <p>As a result, minor administrative amendments were required to the Scheme of Delegation and the Terms of Reference for Working Parties to ensure they accurately reflect the revised governance structure.</p> <p>Additionally, an amendment was proposed to allow the Clerk to authorise expenditure of up to £3,000 from unrestricted reserves, subject to the Financial Regulations and member reporting, to support the timely delivery of works and services.</p>	

	<p>Updated documents were provided for consideration.</p> <p><b>It was resolved to adopt the Scheme of Delegation and working party terms of reference with amendments as presented.</b></p>	
<b>C/25/248</b>	<p><b>To approve the 2026-2027 meeting schedule</b></p> <p><b>It was resolved to reschedule the September meeting of Full Council to 22 September, and to approve the remaining meeting schedule as presented, subject to venue availability.</b></p>	<b>The Clerk</b>
<b>C/25/249</b>	<p><b>Unitary Engagement – To consider Council priorities and to nominate engagement leads.</b></p> <p>Members were asked to:</p> <ol style="list-style-type: none"> <li>1. Consider and agree the priority areas for engagement with the successor unitary authority for each Working Party, and that future engagement with the new West Surrey Unitary Authority should be based on these priorities only.</li> <li>2. Nominate Councillors to act as engagement leads, operating within agreed priorities, with no delegated decision-making authority, and reporting back through the relevant Working Party and Full Council.</li> </ol> <p><b>It was resolved to agree the Terms of Reference for each working party and the following priorities, along with nominated lead Cllrs for each priority:</b></p> <p><b><u>Windlesham Working Party – Proposed priorities</u></b></p> <ol style="list-style-type: none"> <li>1. <b>Infrastructure &amp; Greenspace &amp; Cemetery</b> - This priority would focus on local infrastructure, protection of greenspace where strong local knowledge is essential, and Windlesham Cemetery <b>Lead: TBC</b></li> <li>2. <b>Adherence to the existing and emerging Windlesham Neighbourhood Plan</b> - This priority focuses on ensuring that the unitary authority continues to recognise and apply locally agreed planning policy. <b>Lead: TBC</b></li> <li>3. <b>A firm commitment from the unitary that they will be mindful of the special nature of the village</b> - This priority acts as the principle underpinning all engagement rather than a single service area. <b>Lead: TBC</b></li> </ol>	

	<p><b><u>Bagshot &amp; Lightwater Working Party – Proposed priorities</u></b></p> <p>1. <b>Assets &amp; Services</b> -This priority would focus on local assets and service delivery where parish-level involvement, delegation, or partnership could add value during and after vesting.</p> <p><b>Lead: Cllr Malcaus Cooper (Cllr R Jennings-Evans Substitute)</b></p> <p>2. <b>Highways &amp; Planning</b> - This priority would address issues where strong local knowledge is essential and where clear engagement routes with the unitary authority are required.</p> <p><b>Lead: Cllr White (Cllr Willgoss Substitute)</b></p> <p>3. <b>Community Provision</b> - This priority would focus on protecting and strengthening community-level provision and ensuring local needs remain visible within a larger authority.</p> <p><b>Lead: Cllr R Jennings-Evans (Cllr Malcaus Cooper Substitute)</b></p>	
C/25/250	<p><b>Hook Mill Lane Sale update</b></p> <p>Members were reminded that the Council had previously resolved to market and dispose of the land at Hook Mill Lane, Lightwater, supported by an independent professional valuation and the appointment of a land agent. It was further noted that a Notice of Intent to Market had been published in compliance with statutory requirements prior to the commencement of marketing.</p> <p>Members were asked to note the update on the sale process for the Hook Mill Lane depot, including the open days held.</p> <p>Members were also asked to appoint three councillors to be present when the bids are received, with all bids being reported back to the next available Full Council meeting, and that authority to accept or reject any bid remaining with the Full Council.</p> <p><b>It was resolved to note the update and appoint the following Councillors to be present when the bids are opened.</b></p> <p><b>Cllr Harris Cllr Turner Cllr R Jennings-Evans</b></p>	<p><b>Cllr Harris Cllr Turner Cllr R Jennings- Evans</b></p>
C/25/251	<p><b>Community Governance Review – Update</b></p> <p>Council received an update on ongoing liaison with Surrey Heath Borough Council in relation to the implementation of the Community Governance Review and the proposed disaggregation of Windlesham Parish Council.</p>	

	<p>Members noted that statutory responsibility for the legal and administrative arrangements, including the division of assets and liabilities, rests with Surrey Heath Borough Council.</p> <p>It was noted that Surrey Heath Borough Council is awaiting further advice on detailed implementation arrangements and timescales, and that a formal Reorganisation Order is currently expected before the summer recess. Members further noted that, while the Parish Council has no decision-making role in the process, it will be required to provide officer support and information to assist with implementation as appropriate.</p> <p><b>Noted</b></p>	
C/25/252	<p><b>Lightwater Recreation Trust – Outcomes from Preceding Trust Meeting</b></p> <p>Members were updated on the outcome of the preceding Trust meeting, including the expected grant aid required for the ensuing year.</p> <p><b>Members noted that the 2026–27 budget provision for maintenance and services under the Memorandum of Agreement had been agreed at £15,000. Since setting the budget, it has been identified that greenspace maintenance costs alone are estimated at approximately £17,000.</b></p> <p><b>Members further noted that this variance arises from the historical coding of greenspace maintenance expenditure to budget line 4165.</b></p> <p><b>Members resolved to vire £17,000 from the Greenspace Contract budget line (nominal code 4165) to nominal code 4905 to fund greenspace maintenance at the recreation ground. It was noted that this would leave a remaining budget of £15,000 for incidentals and redevelopment.</b></p> <p><b>Members noted that five consultants had been approached to undertake a feasibility study for the replacement of the existing pavilion and store at Lightwater Recreation Ground. Four were unable to quote or did not respond, resulting in a single quotation being received. The proposal provided for a high-level site appraisal, outline plans and elevations in line with the Council’s brief, and an indicative build cost with an itemised cost report to support future decisions.</b></p> <p><b>Members further noted that the Trust had resolved to proceed with a feasibility study for the replacement pavilion, at a cost of £2,750 for the initial study.</b></p> <p><b>The Council, acting under the Memorandum of Agreement, resolved to grant-aid this cost (£2,750) and further resolved to suspend Standing Orders to permit the production of three visualisations, at a total cost not exceeding £1,800.</b></p>	RFO

	<p><b>Finally, it was resolved that the costs would be met from the Lightwater Recreation Ground budget line (nominal code 4905) or from Earmarked Reserves (EMR 340).</b></p>	
<b>C/25/253</b>	<p><b>To consider greenspace procurement processes</b></p> <p>Council considered a report on greenspace and cemetery maintenance procurement, setting out the need for specialist procurement support in light of the Community Governance Review and anticipated changes to assets and governance arrangements from April 2027.</p> <p>Members noted the current procurement compliance risks relating to Windlesham Cemetery maintenance and the proposal to undertake a short-term Request for Quotation exercise to secure an interim replacement contract.</p> <p>Council also noted the requirement for strategic procurement planning for longer-term grounds maintenance arrangements beyond 2027, including consideration of future parish council structures and contract values.</p> <p>The report proposed the appointment of an external procurement consultant to support both the short-term cemetery procurement exercise and the preparation of a high-level grounds maintenance procurement strategy, with all decision-making authority remaining with Council.</p> <p>Members were informed that 4 quotations had been sought; however, only one quote was received.</p> <p>Council was asked to review the papers presented and, subject to being satisfied with the proposed scope, costs and programme, approve the appointment of the original procurement consultant to undertake the:</p> <ul style="list-style-type: none"> <li>• Windlesham Cemetery Maintenance RFQ process, in accordance with the refreshed quotation.</li> <li>• Lightwater &amp; Bagshot Grounds Maintenance Procurement Strategy</li> </ul> <p><b>It was resolved unanimously to appoint the original approved consultant to undertake the:</b></p> <ul style="list-style-type: none"> <li>• <b>Windlesham Cemetery Maintenance RFQ process, in accordance with the refreshed quotation.</b></li> <li>• <b>Lightwater &amp; Bagshot Grounds Maintenance Procurement Strategy</b></li> </ul> <p><b>This will be funded from budget line 4403/225 Consultant Costs.</b></p>	<b>The Clerk</b>
<b>C/25/254</b>	<p><b>Clerks update</b></p> <ul style="list-style-type: none"> <li>• <b>War memorials:</b> All required planning documentation has been submitted. Surrey Heath Borough Council is taking advice from the</li> </ul>	

Surrey County Council heritage consultant, and it is anticipated that the outcome will be communicated by the first week of May.

- **Asset Mapping:** Existing assets for Lightwater and Bagshot have been mapped on the Parish Online system. Mapping of Windlesham assets is in progress.
- **SHBC assets:** Once current assets have been mapped, all proposed asset transfers will be assessed and mapped.
- **Windlesham Cemetery drainage:** Quotes have been requested and will be reported to the Civic Amenities and Recreation Ground Committee.
- **Windlesham Cemetery memorial repairs:** Quotes have been obtained and a contractor appointed to carry out works to the Clarke Tomb, in accordance with the resolution of the Windlesham Village Committee.
- **School Lane Field path replacement and extension:** Works are scheduled to commence on 12 May.
- **Neighbourhood policing:** A meeting has been held with the new Neighbourhood Specialist Officer for the six villages to discuss partnership working and approaches to tackling anti-social behaviour.
- **School Lane Field remedial tree works:** Quotes have been obtained, and a contractor will be appointed under delegated authority to carry out the works following the bird nesting season.
- **Lightwater Fete:** The Operations Coordinator has been liaising with Lightwater Connected (Lightwater Fete Committee) and the Safety Advisory Group to support the event proceeding as planned.
- **Lightwater flags:** Quotes have been obtained, and the necessary permission is awaited from Surrey County Council.
- **Lightwater Cemetery Fencing** – Officers are currently progressing work on the Lightwater Cemetery fencing project and are awaiting the surveyor who undertook the topographical survey to overlay the Land Registry information and confirm the site boundary. Progress has been slower than anticipated due to the surveyor's existing workload, and officers will continue to monitor and follow up on this matter.
- **Bagshot Cemetery Drainage** – Officers have obtained three quotations for the proposed drainage works at Bagshot Cemetery. As the quotations exceed the relevant financial limits previously resolved, the matter will be referred to the Civic Amenities and Recreation Committee for consideration and a formal resolution.

	<ul style="list-style-type: none"> <li>• <b>Unauthorised Swing at Bosman Drive Greenspace</b> – Following a report on the 14<sup>th</sup> of April 26 from a councillor regarding an unauthorised swing installed at Bosman Drive, the swing was removed by the 15<sup>th</sup> April 2026.</li> </ul> <p>This action was taken on safety and liability grounds. Councillors may wish to note recent news coverage in a BBC article dated 22 April, which reported that an inquest had heard that a 12-year-old girl was killed by a falling tree branch while playing on a rope swing, which should have been removed by the Council. This did not relate to Windlesham Parish Council but highlights the serious risks associated with unauthorised play equipment and the responsibilities placed on landowners.</p> <p>Thank you to the councillor who raised this matter. Please continue to report any similar issues so they can be addressed promptly.</p>	
<b>C/25/255</b>	<p><b>Correspondence</b></p> <p>Nothing to report</p>	
<b>C/25/256</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/25/257 To note the confidential report for the Full Council Meeting held on the 24<sup>th</sup> February &amp; 18<sup>th</sup> March 2026</p> <p>C/25/258 To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026</p>	
<b>C/25/257</b>	<p><b>To note the confidential reports for the Full Council Meeting held on the 24<sup>th</sup> February &amp; 18<sup>th</sup> March 2026, and approve recommendations therein</b></p> <p><b>It was resolved to note and approve the confidential reports presented.</b></p>	
<b>C/25/258</b>	<p><b>To note the resolutions made in the confidential report of the Personnel Committee held on 20 April 2026</b></p> <p><b>It was resolved to note and approve the confidential report presented.</b></p>	
	<b>There being no further business, the meeting closed at 21:20</b>	

## Payment List - 14th April 2026

### Purchase Ledger List

Invoice Date	Invoice Number	Supplier Name	Net Value	VAT	Invoice Total	Description
28-Mar-26	Inv 6346	Village Life Magazine	59.00	11.80	<b>70.80</b>	April 2026 Advert
28-Mar-26	Inv 43	All Saints Church	15.00	0.00	<b>15.00</b>	Hall Hire - Planning meeting
31-Mar-26	Inv 2715	Zentech IT	370.78	74.15	<b>444.93</b>	IT Support; Anti-Virus; Microsoft Subscriptions
31-Mar-26	Inv 2213	Pure Gardens	2130.00	426.00	<b>2556.00</b>	Windlesham Cemetery Maintenance
31-Mar-26	Inv GC092-254	Glendale	86.00	17.20	<b>103.20</b>	Plaques
01-Apr-26	Inv 0083	SALC	3289.63	0.00	<b>3289.63</b>	SALC/NALC Subscription
03-Apr-26	Inv 6646	Neil Curtis & Sons	190.00	0.00	<b>190.00</b>	Ashes Internment 02Apr Windlesham
07-Apr-26	Inv 2042617	SHBC	8925.21	1785.04	<b>10710.25</b>	Ground Maint Contract + Gym Inspections
10-Apr-26	Inv 4361/2026/27	ICCM	110.00	0.00	<b>110.00</b>	ICCM Membership Renewal
09-Apr-26	Inv 202610	St Annes Church Centre	66.00	0.00	<b>66.00</b>	Full Council Meeting March
01-Apr-26	Inv MEM257921-1	SLCC - JW Membership renewal	502.00	0.00	<b>502.00</b>	Membership renewal - JW
			15743.62	2314.19	<b>18057.81</b>	

**Bagshot 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
03/03/2026	INV 13967	B147	SWT	SURREYWILD	410.00	82.00	492.00	4170	310	410.00	Pond - Site visit and report
								345		-410.00	Pond - Site visit and report
								6000	310	410.00	Pond - Site visit and report
22/03/2026	INV 3127	B148	GREENLANDS	GREE	180.00	36.00	216.00	4160	300	180.00	Bin Replacement - School Lane
								345		-180.00	Bin Replacement - School Lane
								6000	300	180.00	Bin Replacement - School Lane
<b>TOTAL INVOICES</b>					<u>590.00</u>	<u>118.00</u>	<u>708.00</u>			<u>590.00</u>	
VAT ANALYSIS CODE S @ 20.00%					590.00	118.00	708.00				
<b>TOTALS</b>					<u>590.00</u>	<u>118.00</u>	<u>708.00</u>				

## Lightwater 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
06/03/2026	INV 6529	L85	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	Ashes Internment 4Mar
16/03/2026	INV I14443	L87	ZOO SIGNS	ZOOSI	128.30	25.66	153.96	4185	410	128.30	Planting Stickers
								350		-128.30	Planting Stickers
								6000	410	128.30	Planting Stickers
17/03/2026	GRANT	L86	LIGHTWATER SOCIETY	LIGHTSOC	5,000.00	0.00	5,000.00	4640	440	4,292.19	Grant
								351		-4,292.19	Grant
								6000	440	4,292.19	Grant
								4640	440	707.81	Grant
15/03/2026	INV 3126	L88	GREENLANDS	GREE	5,840.00	1,168.00	7,008.00	4555	435	5,840.00	HML Fencing
								350		-5,840.00	HML Fencing
								6000	435	5,840.00	HML Fencing
<b>TOTAL INVOICES</b>					<u>11,158.30</u>	<u>1,193.66</u>	<u>12,351.96</u>			<u>11,158.30</u>	
VAT ANALYSIS CODE S @ 20.00%					5,968.30	1,193.66	7,161.96				
VAT ANALYSIS CODE Z @ 0.00%					5,190.00	0.00	5,190.00				
<b>TOTALS</b>					<u>11,158.30</u>	<u>1,193.66</u>	<u>12,351.96</u>				

## Top Level 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
09/03/2026	INV 202607	918	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	325	66.00	Hall hire -Bagshot meet 3Feb
								4950	225	66.00	Hall hire - Full Council 24Feb
16/03/2026	INV 108858	919	PRINT	PRINT	295.00	0.00	295.00	4600	225	295.00	Printing for APM
23/03/2026	INV BK225590-1	920	SLCC ENTERPRISES LTD	SLCC	715.00	93.00	808.00	4350	220	715.00	Conference - J Whitfield
23/03/2026	BK225591-1	921	SLCC ENTERPRISES LTD	SLCC	815.00	113.00	928.00	4350	220	815.00	Conference - Wakefield
<b>TOTAL INVOICES</b>					<u>1,957.00</u>	<u>206.00</u>	<u>2,163.00</u>			<u>1,957.00</u>	
			VAT ANALYSIS CODE	E @ 0.00%	295.00	0.00	295.00				
			VAT ANALYSIS CODE	OTS @ 0.00%	500.00	0.00	500.00				
			VAT ANALYSIS CODE	S @ 20.00%	1,030.00	206.00	1,236.00				
			VAT ANALYSIS CODE	Z @ 0.00%	132.00	0.00	132.00				
<b>TOTALS</b>					<u>1,957.00</u>	<u>206.00</u>	<u>2,163.00</u>				

## Top Level 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
20/03/2026	INV 6584	922	NEIL CURTIS	NEIL	570.00	0.00	570.00	4005	500	380.00	Ashes Internments
								4005	400	190.00	Ashes Internment
18/03/2026	INV 4274	924	NP TREE MANAGEMENT	NPTREE	260.00	52.00	312.00	4220	310	260.00	Tree lifting around playground
09/03/2026	INV 128172	925	GD FIRE SECURITY	GDFIR	205.20	41.04	246.24	4455	225	205.20	Annual Intruder Alarm Maint
27/03/2026	INV 21688	923	VISION ICT	VISIO	145.00	29.00	174.00	4440	225	145.00	Website MOT
<b>TOTAL INVOICES</b>					<u>1,180.20</u>	<u>122.04</u>	<u>1,302.24</u>			<u>1,180.20</u>	
VAT ANALYSIS CODE S @ 20.00%					610.20	122.04	732.24				
VAT ANALYSIS CODE Z @ 0.00%					570.00	0.00	570.00				
<b>TOTALS</b>					<u>1,180.20</u>	<u>122.04</u>	<u>1,302.24</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
28/02/2026	INV 11181	W224	ONE CALL	ONECA	68.70	13.74	82.44	4062	500	68.70	Tap Replacement -Feb26
31/01/2026	11156	W225	ONE CALL	ONECA	49.50	9.90	59.40	4062	500	49.50	Tap isolation Jan26
<b>TOTAL INVOICES</b>					<u>118.20</u>	<u>23.64</u>	<u>141.84</u>			<u>118.20</u>	
VAT ANALYSIS CODE S @ 20.00%					118.20	23.64	141.84				
<b>TOTALS</b>					<u>118.20</u>	<u>23.64</u>	<u>141.84</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
27/03/2026	INV6618	W226	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Internment
<b>TOTAL INVOICES</b>					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>			<u>190.00</u>	
VAT ANALYSIS CODE Z @ 0.00%					190.00	0.00	190.00				
<b>TOTALS</b>					<u>190.00</u>	<u>0.00</u>	<u>190.00</u>				



**Windlesham Parish Council**

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The Council Offices  
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 Lightwater  
 Surrey  
 GU18 5RG

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

Held on Wednesday 6<sup>th</sup> May 2026 11:00am at All Saints’ Church Hall, Broadway Road, Lightwater.

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Marr	P
Du-Cann	P	Harris	-		

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

Cllr Marr took the Chair

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

.....

<b>PLAN/26/01</b>	<p><b>To elect a Chair of the Committee for the ensuing year</b></p> <p>Due to the Annual Meeting of the Council being held on 19th May, a Chair for the Committee cannot be formally appointed at this time. However, a Chair for the meeting was voted for, and Cllr Marr was appointed unanimously.</p> <p>Cllr Marr took the Chair.</p>
<b>PLAN/26/02</b>	<p><b>To elect a Vice Chair of the Committee for the ensuing year</b></p> <p>Due to the Annual Meeting of the Council being held on 19th May, a Vice-chair for the Committee cannot be formally appointed at this time.</p>
<b>PLAN/26/03</b>	<p><b>Apologies for absence</b></p> <p>No apologies.</p>
<b>PLAN/26/04</b>	<p><b>Declarations of interest</b></p> <p>No declarations of interest.</p>
<b>PLAN/26/05</b>	<p><b>Public question time</b></p>

	No Public Questions.
<b>PLAN/26/06</b>	<b>To note the Committee's Terms of Reference</b>  Members noted the Committee's Terms of Reference.
<b>PLAN/26/07</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/26/08</b>	<b>To discuss a proposal from Surrey County Council: Surrey Heath District Transportation Office and Highway Depot, 2 London Road, Bagshot, Surrey, GU19 5HN-</b> Permanent retention of a single-storey building for mortuary and office uses which was granted temporary permission under ref: SU/21/0415/PCM dated 13 July 2021; installation of modular extension units comprising a post-mortem suite, digital autopsy unit, covered walkway and bin store; and the associated building and infrastructural works.  <b>Members resolved No Objection to the proposal.</b>  <b>Members noted the shortage of mortuary facilities within Surrey. In addition, Members commented that the facility has been operating on the site for approximately five years, and that the proposal seeks to retain the existing building with the addition of new units. Members further noted that the site benefits from good transport links, supporting its suitability for the proposed use.</b>
<b>PLAN/26/09</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	<b>Bagshot Applications</b>		
26/0258/FFU	<b>Windlesham Golf Club, Grove End, Bagshot, Surrey, GU19 5HY</b> Erection of a single storey glass structure extension for external dining, and associated works.  <b>Members resolved No Objection with the following comments-</b> <b>Members support Environmental Health's recommendation of a Noise management plan.</b>	FPA	19 <sup>th</sup> May 2026
26/0279/ADV	<b>148 London Road, Bagshot, Surrey, GU19 5DF</b> Application for advertisement consent for the addition of 1x static led fascia sign, vinyl text to windows, poster fascia boards to windows, 1x non illuminated fascia	Advert	19 <sup>th</sup> May 2026

	<p>sign to rear and replacement of 2x vinyl signs on totem pole.</p> <p><b>No Objection</b></p>		
26/0338/FFU	<p><b>134 London Road, Bagshot, Surrey, GU19 5BZ</b> Erection of a self-build detached dwelling with detached garage following subdivision of existing plot following demolition of existing garage.</p> <p><b>Members resolved to raise No Objection, subject to confirmation that the proposal is not in addition to the previously approved application on this site for 26 flats.</b></p> <p><b>Members noted that a planning permission for 26 flats has already been granted and sought clarification as to:</b></p> <ul style="list-style-type: none"> <li>• <b>whether the current application is intended as an alternative to that approved scheme; and</b></li> <li>• <b>whether the existing permission for the flats remains valid or would be superseded by this application.</b></li> </ul>	FPA	20 <sup>th</sup> May 2026
26/0336/FFU	<p><b>Orchard Lodge, 32 Higgs Lane, Bagshot, Surrey, GU19 5DP</b> Erection of a replacement dwelling, conversion of retained garage into ancillary storage with insertion of roof lights and change to materials, relocation of access gates and associated hard and soft landscaping.</p> <p><b>No Objection</b></p>	FPA	21 <sup>st</sup> May 2026
26/0341/CES	<p><b>109 London Road, Bagshot, Surrey, GU19 5DH</b> Certificate of lawfulness for the proposed erection of a side extension to form garage following partial demolition of existing timber garage.</p> <p><b>Members noted that this application has already been approved. However, they asked for it to be noted that they would have recommended that a condition be applied to ensure that the garage is not converted into habitable accommodation in the future.</b></p>	Certificate Proposed Development	

	<b>Lightwater Applications</b>		
26/0323/FFU	<p><b>29 Birchwood Drive, Lightwater, Surrey, GU18 5RX</b></p> <p>Erection of a single storey rear extension, single storey side extension, first floor side extension over existing garage, part conversion of garage into habitable accommodation and new porch.</p> <p><b>No Objection</b></p>	FPA	15 <sup>th</sup> May 2026
26/0327/DTC	<p><b>140 Guildford Road, Lightwater, Surrey, GU18 5RW</b></p> <p>Submission of details to comply with condition 3 (soil analysis) attached to planning permission 25/0788/FFU for Erection of raised decking and landscaping works including increased levels to the rear garden.</p> <p><b>No Objection</b></p>	Details to comply	
26/0346/DTC	<p><b>162 Macdonald Road, Lightwater, Surrey, GU18 5YB</b></p> <p>Submission of details to comply with condition 5 (foundation design) relating to 24/1087/FFU for the erection of a two-storey rear extension maintaining the existing eaves and main ridge height with rear roof dormer and balcony, enlargement of existing front dormers, insertion of roof lights, and erection of a detached double garage following demolition of existing rear extension and detached garage.</p> <p><b>Members noted that the application is of a technical nature and requested that it be reviewed by SHBC.</b></p>	Details to comply	21 <sup>st</sup> May 2026
26/0347/FFU	<p><b>38 Broomfield, Lightwater, Surrey, GU18 5QN</b></p> <p>Erection of a single storey rear extension following demolition of existing conservatory and fenestration changes.</p> <p><b>No Objection</b></p>	FPA	21 <sup>st</sup> May 2026
26/0356/DTC	<p><b>Atv Go Karts Ltd, Blackstroud Lane East, Lightwater, Surrey, GU18 5XR</b></p> <p>Submission of details to comply with condition 9 (CEMP) and condition 10 (lighting) relating to 24/1026/FFU for the demolition of the 3 existing buildings (Sui Generis), with the erection of two replacement buildings to be used as a flexible Class B8/E use.</p>	Details to Comply	

	<p>Members noted that the application is of a technical nature and requested that it be reviewed by SHBC. Members further noted that appropriate planning conditions will need to be applied and rely upon SHBC to ensure these are implemented and enforced.</p>		
	<p><b>Windlesham Applications</b></p>		
26/0286/FFU	<p><b>1 Highwaymans Ridge, Windlesham, Surrey, GU20 6JY</b> Erection of single storey rear extension following demolition of existing conservatory.</p> <p><b>No Objection</b></p>	FPA	11 <sup>th</sup> May 2026
26/0297/DTC	<p><b>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY</b> Submission of details to comply with condition 6 (surface water drainage) attached to planning permission 25/1137/FFU for Erection of an earth-sheltered structure and associated landscaping following demolition of existing pool house and swimming pool.</p> <p><b>Members resolved to COMMENT as follows:</b> <b>It is proposed that rainwater will be harvested and will be used entirely for irrigation purposes, with no runoff from site. However, an allowance has been made for an overflow from the harvesting tank, in the event that it becomes full, in which case excess water will be discharged to an existing watercourse to the east of the site. The design includes a 75m<sup>3</sup> attenuation tank and a 20m<sup>3</sup> harvesting tank. We rely on the expertise of SHBC to ensure that the strategy meets requirements, in particular relating to any risks involved with the pumping of water approximately 130m across the site. The diagram on page 9 of Surface Water Drainage Report contains a “warning box”, with recommendations (routing of water away from pump catchment, maintenance of components, plan for pump failure) which could perhaps be conditioned.</b></p>	Details to compy	11 <sup>th</sup> May 2026

26/0321/FFU	<p><b>Hatton Court, Hatton Hill, Windlesham, Surrey, GU20 6AD</b></p> <p>Part retrospective application for replacement of front porch, brick infill of garage door, installation of rooflights to first and second floor and alterations to existing wall piers and entrance gates.</p> <p><b>No Objection</b></p>	FPA	19 <sup>th</sup> May 2026
26/0331/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>Submission of details pursuant to Condition 30 (bus stops) of permission 15/0590 (relating to outline planning permission for the erection up to 140 dwellings and community facilities, with associated landscaping, open space, car parking and access from Woodlands Lane, and use of land to provide publicly accessible recreation space (SANG) - details of access only to be agreed).</p> <p><b>Members resolved to COMMENT as follows: Condition 30 requires “raised bus boarders to assist level access to buses.” This appears to have been complied with in relation to one of the bus stops, which is labelled “location of proposed bus stop with associated bus access kerb and footway to be regraded to suit proposed levels”. However, there is no comparable caption in relation to the other bus stop next to the Post House Mews development. This needs to be clarified. The bus access should be located away from the vehicular access (private road) to Post House Mews, to ensure safety of bus users and avoid conflict with cars.</b></p>	Details to comply	19 <sup>th</sup> May 2026
26/0317/DTC	<p><b>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b></p> <p>Submission of details to comply with condition 14 (Archaeology) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane.</p> <p><b>Members resolved to COMMENT as follows: It was confirmed by the refusal of application 26/0140/DTC (which requested the removal of condition 14) that condition 14 remains in place and must be satisfied. The applicant has, therefore, submitted a written scheme of investigation dated 23 April 2026 and prepared</b></p>	Details to comply	

	<p>by Tetra Tech Consulting Services Ltd on behalf of Howarth Contractors Ltd.</p> <p>The report sets out a programme of archaeological works, which includes 6 trenches on site, each measuring 30m x 2m, excavation and recording methods, sampling, reporting, data completion, archiving and monitoring by the Surrey County Council Historic Environment Planning Team.</p> <p>The report appears to be comprehensive. We welcome the proposed involvement of SCC's Historic Environment Management Team and rely on their expertise (in conjunction with SHBC) to ensure that the report meets requirements and that the programme of works is carried out in accordance with the scheme of investigation.</p>		
26/0328/DTC	<p><b>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b></p> <p>Submission of details to comply with condition 4 (fenestration detail) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane.</p> <p><b>Members resolved to COMMENT as follows:</b>  <b>Stylistically, the proposed windows and doors are as expected, reflecting the elevations submitted with application 23/0080/FFU.</b>  <b>Regarding materials, it is confirmed that they will be double glazed white uPVC. We rely on SHBC to review the technical details of the construction sheet.</b></p>	Details to comply	

**There being no further business, the meeting closed at 11:36**



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S COMPLAINTS PANEL**  
**Held on 28<sup>th</sup> April 2026 at 2pm at Lightwater Library, Guildford Road, Lightwater**

Councillors	
White	P
Hardless	P
Turner	P

**In attendance:** Joanna Whitfield- Clerk to the Council  
 Lucy Shannon – Operations and Cemeteries Coordinator  
 Mr Hetherington – Lightwater Resident

Cllr Turner took the Chair

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

		Action
CP/25/01	<b>To appoint a Chair of the Panel for the ensuing year</b>  Cllr White proposed, Cllr R Hardless seconded, and it was unanimously agreed to appoint Cllr Turner as Chairman.	
CP/25/02	<b>Apologies for absence</b>  No apologies for absence.	
CP/25/03	<b>Declarations of Interest</b>  None	
CP/25/04	<b>Public question time</b>  No Public Questions.	
CP/25/05	<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:  CP/25/06- To consider a formal complaint in accordance with the Council's complaints procedure  <b>It was agreed that the above item would be discussed during the confidential part of the meeting.</b>	

<b>CP/25/06</b>	<b>To consider a formal complaint in accordance with the Council's complaints procedure</b>  <b>Members considered the complaint in accordance with the Council's complaints procedure and resolved to carry out the actions as detailed in the confidential report.</b>	
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**There being no further business, the meeting closed at 15:00**

# WINDLESHAM PARISH COUNCIL

## ANNUAL PARISH MEETING

Held on

Tuesday 17<sup>th</sup> March 2026 at 7.30pm

at

**The Hub at the Windlesham Field of Remembrance, Kennel Lane, Windlesham  
Attendance: 30**

### 1. **Chairman's Welcome and Introductions**

Cllr White extended a warm welcome to everyone attending the meeting and provided a brief overview of the format and essential housekeeping information.

### 2. **To appoint a Clerk for the meeting**

Cllr White proposed, Katia Malcaus Cooper seconded, and it was agreed unanimously to appoint Jo Whitfield, Clerk to the Council, to Clerk the meeting.

### 3. **Minutes of the previous meeting**

Cllr Harris proposed, Anita Gibbs seconded and it was unanimously resolved to approve the minutes of the previous meeting held on 13<sup>th</sup> May 2025 as a correct record. The Chairman duly signed these.

### 4. **Chairman's Report**

The Chairman of the Parish Council, Cllr White, gave an overview of actions taken as a result of last year's APM and the Council's objectives and current priorities. Residents were provided with the latest Strategic Plan update and the Annual Report which outlined the Council's work and accomplishments over the previous twelve months.

Attendees were advised that progress against the plan is as follows:

- 47 core objectives are rated green, including satisfactory internal and external audits, delivery of burial authority functions and good governance.
- 16 objectives are in progress and none are red.
- 22 strategic priorities are rated green, covering projects such as playground replacements, installation of outdoor gyms and the formation of traffic and infrastructure working groups.
- 7 priorities are amber (in progress) and 1 is red.

Following this, the Chairman introduced Windlesham Parish Council's Responsible Financial Officer (RFO), who delivered a presentation on the Council's financial matters.

The RFO provided an overview of the Council's financial position, outlining key areas of income, expenditure and reserves. The primary source of income remains the precept, representing a 5% increase on the previous year and remaining lower than many comparable parish councils. To keep the precept as low as possible, the Council has supplemented its budget with general reserves where appropriate.

On expenditure, staffing costs remain consistent at around 30% of total spend, with some increases attributed to additional hours. Other significant budget areas include greenspace maintenance and administration costs, covering election expenses, legal fees for asset transfers, telecoms, audit fees and civic meeting costs.

The RFO also explained the position regarding CIL income, which is allocated by committees but cannot be precisely predicted in terms of timing or value. Earmarked reserves (EMRs) include two major areas: CIL funds designated for infrastructure projects, and other allocations such as cemetery maintenance and the Lightwater Pavilion. These reserves fluctuate depending on incoming CIL receipts and planned project expenditure.

The presentation included detailed graphs and grouped breakdowns of major income and expenditure categories.

## **Questions**

No questions.

Cllr White gave a short overview of the upcoming Local Government Reorganisation. She said that from April 2027, Surrey Heath Borough Council will be replaced by two new unitary authorities: East Surrey and West Surrey, with Surrey Heath forming part of West Surrey. Each unitary council will deliver all local services, including waste, planning, social care, highways, housing, environmental health and leisure.

Elections will take place on 7 May 2026, where residents will elect councillors to the new authorities. Those elected will initially sit on shadow councils, responsible for preparing budgets, governance structures, staffing arrangements and service transfer plans ahead of the formal vesting day on the 1<sup>st</sup> of April 2027.

Additionally, a brief update was given on the CGR for Bagshot, Lightwater and Windlesham, now in Stage Three.

Surrey Heath Borough Council is proposing to:

- Retain a combined parish for Bagshot and Lightwater
- Create a new standalone parish and parish council for Windlesham Village

Residents are being consulted on parish names and the number of councillors for each area. After the consultation closes on 20 March, feedback will be reviewed and final recommendations made later in 2026, with any approved changes implemented ahead of the 2027 unitary transition.

## 5. **Service to the community award presentations**

Cllr White explained that the public were invited to nominate residents and groups for the awards. All nominations were considered by Full Council, and the following recipients were recognised:

- Bagshot – Rachael Welch (Dogs Walk This Way Rescue)
- Lightwater – Lightwater Scouts, Gill Cole (Lightwater PTA)
- Windlesham – Windlesham Fete Committee, George Gilbert (Windlesham Litter Pick), Shelly and Jerry Lawson (Windlesham Picnic)

Awards were then presented, and recipients were thanked for their hard work and valuable contributions to the community.

*20:05 The meeting was adjourned for refreshments*

*20:40 The meeting reconvened*

## 6. **Open Forum for electors to discuss issues important to their communities**

Electors present had the opportunity to discuss community affairs, identifying matters that are important to the whole parish community.

The session was chaired by Cllr, and the following topics were discussed by the electors:

### **1. Strategic Plan (2022–2027)**

Residents began by discussing the Strategic Plan. One resident welcomed the document but noted that it had been produced by the Council rather than by residents and suggested carrying out a review to assess what has and has not worked, identifying successes and areas for improvement at regular intervals. The Clerk confirmed that a new plan has been drafted for consideration and explained that, following the Community Governance Review, the new Windlesham Village Council will set its own priorities. The resident then asked whether the current plan is predetermined to run until 2027, and the Clerk advised that this would be a matter for the Council to decide.

### **2. Consultation and Resident Engagement**

Following earlier requests for wider consultation on the Strategic Plan, another resident commented that in her experience as a Parish Councillor, it is not practical for the Council to consult on every decision. They noted that councillors are elected to make decisions on residents' behalf and encouraged residents to engage proactively with the Council where possible.

Another resident raised concerns about a lack of engagement, pointing out that many people who are not technologically confident or active on social media may be excluded. A further resident supported this view, noting that comments from the 2023 APM indicated that around half of residents do not engage via social media. The Clerk reported that the Communications Officer is expanding engagement through other methods, including parish noticeboards, newsletters and local publications, and that improvements are already being seen.

### **3. Village Appearance and Environment**

One resident commented positively on the appearance of Lightwater, noting in particular the condition of the memorial gardens.

### **4. Speeding and Traffic issues**

#### **Speed Limits & Speed Enforcement**

A resident stated that although much time is spent monitoring speeds, enforcement is lacking, and without it, speed limits are ineffective.

The Chair highlighted the option of Community Speed Watch groups.

Another resident said some Lightwater roads may need lower limits while in their opinion, others could be increased to ease congestion.

They added that SCC engagement appears limited and that schemes may not be prioritised without Parish Council funding.

A further resident considered if the unitary authority would be more responsive.

#### **HGV and Travel Plan Compliance**

A resident noted heavy vehicle movements in the Heathpark Drive area are not following designated travel routes agreed under development travel plans.

#### **Traffic Counters and Surveys**

A number of residents asked about newly installed traffic counters in Bagshot and Windlesham.

A resident in her capacity as a Parish Councillor confirmed that the County Councillor and Highways were not yet aware of the reason for the traffic counters and were making enquiries to establish their purpose.

#### **Rat-Running Through Windlesham**

A resident commented that Windlesham is increasingly being used as a rat-run and asked why this is happening. The Chair explained that motorway problems often result in traffic being diverted through the village. Another resident added that slower speeds on the A30 encourage drivers to cut through Windlesham instead. A further comment

noted that the Lightwater Bypass is frequently blocked, causing additional traffic from Lightwater to divert through the village.

### **Bagshot Traffic Congestion**

A resident noted severe congestion around the Waitrose junction in Bagshot and mentioned that there had been a serious accident there only a few weeks ago. Another attendee added that SCC Highways have been unable to optimise the traffic light sequencing at this location, which continues to worsen the problem.

## **5. Pedestrian Safety**

A resident highlighted that the pedestrian bridge between Windlesham and Lightwater is very dangerous.

A Windlesham Councillor noted that plans have been discussed to improve the bridge, but progress has been slow.

## **6. Recognition of Councillors**

A resident thanked councillors for their work and the time spent reviewing lengthy papers, but questioned why only half were present at the APM.

The role and expectations of a councillor were discussed. Another resident observed that some councillors are very engaged, while others are less so.

Discussion followed on councillor numbers, noting the CGR proposal of seven per village.

## **7. Future of Unitary Council Representation**

A Lightwater Councillor commented on the challenges of serving as a unitary councillor while working full-time, noting uncertainties around allowances, workload and meeting frequency. They suggested the role may be more suited to those retired or financially independent.

The Chair said retired individuals often bring valuable experience.

Another attendee noted the significant pressures on council officers and another added that unitary authorities may struggle to become fully operational in time.

It was noted by the Chair that any issues falling outside the Parish Council's jurisdiction, such as highways and traffic matters, would be raised and highlighted to the relevant authority.

**The meeting closed at 21.21.**

**Agenda Item 9 – To appoint members to committees**  
**Full Council 19<sup>th</sup> May 2026**

Listed below are the committees of the Council which were appointed at the April Full Council, for the year 2026-27. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes.

Chairs and Vice-Chairs of Committees will be elected at the first meeting of each committee.

All terms of reference for all committees, except the Lightwater Recreation Ground Trust Committee, were approved by Full Council at the meeting held on the 28<sup>th</sup> April 2026, and will be noted by each committee at their first meetings.

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**Action**

- 1. Members are asked to note Membership to the Committees listed below, noting that any Councillor may act as a substitute:**
  - a) Civic Amenities & Recreation Committee
  - b) Finance & General Purpose Committee
  - c) Personnel Committee
  - d) Planning Committee
  - e) Communications Committee
  - f) Lightwater Recreation Ground Trust Management Committee – for appointment
- 2. Members are asked to consider the appointment of the Members highlighted in Committee membership list below.**
- 3. Members are asked to appoint Members to the Lightwater Recreation Ground Trust Management Committee:**
- 4. Note the delegation arrangements, including the scheme of delegation and terms of reference to all committees, except the Lightwater Recreation Ground Trust Committee, were approved at the Full Council meeting held on the 28<sup>th</sup> April 2026.**
- 5. To review and approve the Lightwater Recreation Ground Trust Committee Terms of Reference for 2026-2027**

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**Committee Membership Approved 28<sup>th</sup> April 2026**

**Civic Amenities & Recreation Committee**

Cllr R Jennings-Evans  
Cllr Hartshorn  
Cllr Harris  
Cllr Willgoss  
Cllr White

**Finance & General-Purpose Committee**

Cllr Turner  
Cllr Malcaus Cooper  
Cllr D Jennings-Evans  
Cllr Willgoss  
Cllr Bakar

**Personnel Committee**

Cllr Hardless  
Cllr R Jennings-Evans  
Cllr Turner  
Cllr Malcaus Cooper  
Cllr White

Cllr Lewis  
Cllr Hardless  
Cllr Gordon  
Cllr Marr

**Planning  
Committee**

Cllr Turner  
Cllr Harris  
Cllr Du Cann  
Cllr White  
Cllr Marr  
1 Bagshot Vacancy  
1 Lightwater Vacancy  
2 Windlesham Vacancies

Cllr Marr  
1 Bagshot Vacancy  
Cllr Wheeler  
Cllr Lewis

**Communications  
Committee**

Cllr Malcaus Cooper  
Cllr Willgoss  
Cllr Lewis  
Cllr Hardless  
Cllr Gordon  
1 Bagshot Vacancies  
2 Lightwater Vacancies  
1 Windlesham Vacancy

Cllr Du Cann  
Cllr Willgoss  
1 Windlesham Vacancies  
Cllr Wheeler

**Lightwater Recreation  
Trust Committee**

3 Bagshot Vacancies  
3 Lightwater Vacancies  
3 Windlesham Vacancies

**Windlesham Parish Council**  
**Lightwater Recreation Ground Trust Committee – Terms of Reference**

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

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Membership of the committee will consist of a maximum of 9 members, consisting of a maximum of 3 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 resolution of the Council.

Non-councillor members, advisory members, subject-matter experts and other invited attendees shall withdraw from the meeting for any item of confidential or exempt business unless the Committee resolves that their continued attendance is necessary for that item. Any person permitted to remain must comply with the Council's confidentiality and data protection requirements and must not disclose confidential information or personal data without lawful authority.

**FUNCTIONS:**

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

**a. Governance & Oversight**

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

**b. Facilities Management**

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

### **c. Financial Management**

- Oversee the financial arrangements, including income received and expenses incurred, ensuring transparency and adherence to the Charities Act 2011 and the Accounts and Audit Regulations 2015.
- Ensure insurance provisions are in place and regularly reviewed.

### **d. Strategic Development**

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

### **e. Legal & Statutory Compliance**

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

### **Delegated Authority**

**The Trust Committee shall have delegated authority to:**

- **Authorise expenditure within budget allocations to a maximum of £15,000, for maintenance and operations of the Recreation Ground.**
- **Commission or instruct work necessary to fulfil obligations under the Agreement, within budget and policy framework.**
- **Make recommendations to Full Council on any matter outside its delegated financial limits.**

### **The Chairman shall:**

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

**Agenda Item 10 – To note continuation of the agreed working parties**  
**Full Council 19<sup>th</sup> May 2026**

Members are to note the continuation of the active working parties below, noting the attached terms of reference:

**Windlesham Traffic & Infrastructure Working Party**

**Windlesham Neighbourhood Plan**

**Lightwater Traffic & Infrastructure Working Party**

**Bagshot & Lightwater Unitary Engagement Working Party**

**Windlesham Unitary Engagement Working Party**

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**Recommendation**

**CGR Working Party** – Members should note that this working party met once and the recommendation is that this working party be disbanded.

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Windlesham Traffic & Infrastructure Project Working Group Terms of Reference

Group Type	Working Party in conjunction with the Clerk and reporting to the <b>Civic Amenities Committee</b>
Purpose	To review proposed solutions, alongside expected impacts from proposed Developments in and around the Village, identifying viable options which can mitigate traffic speed and improve road safety for all users in Windlesham Village whilst enhancing and sustaining our shops, charities and businesses for the benefit of the Windlesham Residents.
Membership	Community Groups – 2 representatives from any of the below: <ul style="list-style-type: none"> <li>• All Windlesham Village Councillors, with 1 nominated Windlesham Village Councillor to act as Chair of the Working Group</li> <li>• 2 members of Business community</li> <li>• 2 Community Groups</li> <li>• 1 representative from the WNP Working Party</li> <li>• 2+ members of Village Community</li> </ul>
Terms Of Reference	The remit of the Working Party will be: <ol style="list-style-type: none"> <li>1. To work with SCC Highways to consult with Residents on viable proposals, gathering data for mitigation: - <ul style="list-style-type: none"> <li>• Intro of 20mph zones within the Village</li> <li>• Reduction of speed by 10mph in other areas</li> <li>• Speed Surveys to include Broadway Road; Woodlands Lane; Chertsey Road; Heath Park Drive; Updown Hill; School Road/Snows Ride; Church Road</li> </ul> </li> <li>2. Review and report feedback to the <b>Civic Amenities Committee</b> <ul style="list-style-type: none"> <li>• Speed Surveys</li> <li>• Consultation</li> <li>• Safety consideration of pedestrians, cyclists, horse riders</li> <li>• HGVs use within Village</li> </ul> </li> </ol>
Delegated Powers	The Councillor representative selected as Chair of this Working Party, or their nominated substitute, will report back to the <b>Civic Amenities Committee</b> at key stages of this Project. The Working Group will have no decision-making powers, or powers to spend.
Quorum	Two group members, plus one <b>Civic Amenities Committee</b> Councillor, acting as Chair
Budget	There is no budget associated with this Project, any recommendations that have associated costs must be referred to the <b>Civic Amenities Committee</b> at the earliest opportunity and will only be approved subject to available funds.
Frequency of Meetings	As required
Transparency	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC and all notes of discussions or transcript/recording of meetings held by this Working Group will be submitted to the WPC Clerk for audit purposes to be retained in parish records.
Date of Formation	5 <sup>th</sup> September 2023 (WVC) <b>Amended 28<sup>th</sup> April 2027</b>
Agreed End Date	

Windlesham Neighbourhood Plan Working Group Terms of Reference.

Group Type	Working Party in conjunction with the Clerk, reporting to Full Council.
Purpose of the group	<p>The Windlesham Neighbourhood Plan (WNP) provides the adopted planning policy guidance for Windlesham Village. Surrey Heath Borough Council adopted the WNP as part of its Local Plan in June 2019.</p> <p>Subsequently, the Surrey Heath Local Plan is being revised, which could replace the Core Strategy, and numerous policies have changed in the National Planning Policy Framework and National Model Design Code. Additionally, some evidence underpinning the policies in the NDP is less robust now because circumstances have changed or there is new evidence. Therefore, the Windlesham Neighbourhood Plan may need to be updated to accord with these current policies.</p>
Membership	<p>Original membership of this working group was determined through appointment by the Windlesham Village Councillors, acting under the delegated authority of the Windlesham Parish Council (minute ref: C/23/87b). Nominations for membership were received by the committee, which then conducted a vote to appoint the following members:</p> <p>2 members of the business community</p> <p>All Windlesham Village Councillors, although it is anticipated that no more than 2 Councillors will attend at any one time.</p> <p>Chair and Vice Chair of Council – This was amended to Chair only by Full Council resolution C/25/217</p> <p>Borough and County Representatives.</p> <p>Up to 2 community groups</p> <p>1 from the Windlesham Traffic Management Working Group</p> <p>Up to 10 members of the community</p> <p>To ensure the group is effective and remains on task as determined by these terms of reference, the Village committee elected Cllr Marr as Chair of the Working Group.</p> <p>With the creation of a new committee structure on the 1<sup>st</sup> April 2026, any new Members will be determined by Full Council.</p>
Terms of	<p>Specific Purposes;</p> <p>Monitor the effectiveness of the WNP Policies and assess the need for modifications to the existing neighbourhood plan.</p>

<p><b>Reference</b></p>	<ol style="list-style-type: none"> <li>1. Stage 1: Assess the needs for modifications to the plan             <ol style="list-style-type: none"> <li>i. Part A: Screening against Local Plan Part 2 and NPPF 2023</li> <li>ii. Part B: Considering evidence, other changes and monitoring</li> </ol> </li> <li>2. Stage 2: Identify the type of review</li> </ol> <p>Following periodic presentation of the evidence gathered above, the qualifying body (the Parish Council) will then consider if there is sufficient evidence to warrant initiating the statutory process.</p> <ol style="list-style-type: none"> <li>3. Stage 3: Undertake the review</li> </ol> <p>The working party is to carry out the above process in accordance with the Parish Council Neighbourhood Plan Review toolkit.</p>
<p><b>Reporting to</b></p>	<p>The Full Council.</p>
<p><b>Delegated Powers</b></p>	<p>The working group has no decision-making powers or powers to spend.</p> <p>The working group will report to Full Council.</p>
<p><b>Quorum</b></p>	<p>Three group members plus one Windlesham Village Councillor acting as Chair.</p>
<p><b>Budget</b></p>	<p>The working group has no power to spend and must report back to Full Council.</p>
<p><b>Frequency of Meetings</b></p>	<p>As required.</p>
<p><b>Transparency</b></p>	<p>The Clerk will be notified of all meeting dates in advance, and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.</p>
<p><b>Date of Formation;</b></p>	<p>29<sup>th</sup> November 2023 (Amended 28<sup>th</sup> April 2026)</p>
<p><b>Agreed End Date</b></p>	

### Lightwater Traffic & Infrastructure Project Working Group Terms of Reference.

<p><b>Group Type</b></p>	<p>Working Party in conjunction with the Clerk and reporting to the Civic <b>Amenities Committee.</b></p> <p>The working party has been established in response to growing concerns within Lightwater regarding transport and infrastructure issues, including increasing traffic volumes, speeding, parking pressures, and the village’s proximity to the M3 and Junction 3. While it is acknowledged that <b>currently Lightwater Village</b> has no Community Infrastructure funds for highways or infrastructure projects, and that responsibility for these matters primarily lies with other statutory authorities, the Council recognises the importance of engaging with residents and representing their views. The scope and purpose of this engagement are set out below.</p>
<p><b>Purpose</b></p>	<p>To identify and prioritise issues relating to traffic and infrastructure, and lobby relevant authorities. Additionally, to work with relevant authorities to review solutions, taking into account expect impacts from proposed developments in and around the village, identifying viable options which can mitigate traffic speed and improve road safety for all road users in Lightwater village whilst enhancing and sustaining the shops and businesses for the benefit of the Lightwater residents.</p>
<p><b>Membership</b></p>	<p>Community groups – 2 representatives from any of the below</p> <ul style="list-style-type: none"> <li>• 2 members of business community</li> <li>• All Lightwater Village councillors, with 1 nominated Lightwater village councillor to act as chair of the working group.</li> <li>• Up to 2 Lightwater community groups</li> <li>• Up to 10 members of the community.</li> </ul>
<p><b>Terms of Reference</b></p>	<p>The remit of the working party will be:</p> <ul style="list-style-type: none"> <li>• <b>Engage and Lobby Authorities</b> Represent the views of the Council and the community by engaging with and lobbying relevant authorities, such as National Highways, Surrey County Council Highways (or any successor Unitary Authority), and Surrey Heath Borough Council, to support the implementation of traffic management solutions and infrastructure improvements within Lightwater Village.</li> <li>• <b>Assess Impact and Evidence Gathering</b> Monitor and evaluate the effects of regional and national infrastructure, including the M3 and Junction 3, on the Lightwater community. Gather up-to-date data and evidence in collaboration with the appropriate highways authority to support interventions such as traffic calming</li> </ul>

	<p>measures and an HGV restriction, with consideration for all road users, including pedestrians and cyclists.</p> <ul style="list-style-type: none"> <li>• <b>Community Engagement and Consultation</b> If appropriate, conduct resident surveys to inform the evidence base and identify local concerns. Share feedback from such consultations with the relevant agencies and report outcomes to the Lightwater Village Committee.</li> <li>• <b>Policy Representation and Advocacy</b> Prepare evidence-based submissions, including written correspondence, public statements, and responses to consultations or planning forums, to advocate for traffic safety, congestion mitigation, and improved connectivity in and around the village.</li> <li>• <b>Funding Opportunities</b> Research and identify relevant funding streams to support any proposed infrastructure projects or feasibility studies.</li> <li>• <b>Neighbouring Villages</b> If appropriate, contact and work with similar bodies in neighbouring communities both inside and outside of the Parish to identify common issues, as some aspects may require integrated solutions.</li> </ul>
<b>Delegated Powers</b>	The councillor representative selected as Chair of this working party, or their nominated substitute, will report back to the Civic Amenities Committee at key stages of this project. <b>The Working Group will have no decision-making powers or the power to spend.</b>
<b>Quorum</b>	Three group members plus one <b>Lightwater Village</b> councillor acting as Chair.
<b>Budget</b>	There is no budget associated with this project; any recommendations that have associated costs must be referred to the <b>Civic Amenities Committee</b> at the earliest opportunity and will only be approved subject to available funds.
<b>Frequency of Meetings</b>	As required
<b>Transparency</b>	Will be achieved by ensuring all meeting dates are notified in advance to the Clerk of WPC, and all notes of discussions or a transcript/recording of meetings held by this working group will be submitted to the WPC clerk for audit purposes to be retained in the parish records
<b>Date of Formation;</b>	1 <sup>st</sup> July 2025 ( <b>Amended 28<sup>th</sup> April 2026</b> )
<b>Agreed End Date</b>	30 <sup>th</sup> April 2027

### Windlesham Unitary Engagement Working Party

<b>Group Type</b>	Working Party in conjunction with the Clerk and reporting to Full Council.
<b>Purpose of the group</b>	To lead a structured, coordinated approach to engagement with the new West Surrey Unitary Authority; to identify and agree the Windlesham Village priority areas for collaboration; and to articulate clearly how the new Parish Council could add value post-vesting arrangements
<b>Membership</b>	All Windlesham Councillors
<b>Terms of Reference</b>	<p>Specific Purposes;</p> <ul style="list-style-type: none"> <li>• Identify and agree Windlesham Villages' priority areas for collaboration with the successor authority.</li> <li>• Develop a clear and consistent set of priorities and messages for external engagement.</li> <li>• Demonstrate how the new Parish Council could add value at a local level, complementing the unitary authority's strategic role.</li> <li>• Ensure engagement is coordinated, proportionate, and aligned with the establishment of a new Parish Council.</li> <li>• Act as the focal point for Member input to reduce duplication or conflicting messages.</li> <li>• Bring recommendations and updates back to Full Council at agreed intervals</li> </ul>
<b>Reporting to</b>	Full Council
<b>Delegated Powers</b>	The working group has no decision-making powers or powers to spend.
<b>Quorum</b>	3 members
<b>Budget</b>	The working group has no power to spend and must report back to the Full Council.
<b>Frequency of Meetings</b>	As required.
<b>Transparency</b>	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
<b>Date of Formation;</b>	18 <sup>th</sup> March 2026
<b>Agreed End Date</b>	30 <sup>th</sup> April 2027

### Bagshot & Lightwater Unitary Engagement Working Party

<b>Group Type</b>	Working Party in conjunction with the Clerk and reporting to Full Council.
<b>Purpose of the group</b>	To lead a structured, coordinated approach to engagement with the new West Surrey Unitary Authority; to identify and agree the Parish Council's priority areas for collaboration; and to articulate clearly how the Parish Council can add value during the transition and post-vesting arrangements
<b>Membership</b>	All Bagshot and Lightwater Councillors
<b>Terms of Reference</b>	<p>Specific Purposes;</p> <ul style="list-style-type: none"> <li>• Identify and agree the Parish Council's priority areas for collaboration with the successor authority.</li> <li>• Develop a clear and consistent set of priorities and messages for external engagement.</li> <li>• Demonstrate how the Parish Council can add value at a local level, complementing the unitary authority's strategic role.</li> <li>• Ensure engagement is coordinated, proportionate, and aligned with agreed Council priorities.</li> <li>• Act as the focal point for Member input to reduce duplication or conflicting messages.</li> <li>• Bring recommendations and updates back to Full Council at agreed intervals</li> </ul>
<b>Reporting to</b>	Full Council
<b>Delegated Powers</b>	The working group has no decision-making powers or powers to spend.
<b>Quorum</b>	2 members from each village
<b>Budget</b>	The working group has no power to spend and must report back to the Full Council.
<b>Frequency of Meetings</b>	As required.
<b>Transparency</b>	The Clerk will be notified of all meeting dates in advance and notes outlining all meeting discussions or a recording/transcript of the meeting will be supplied to the Clerk.
<b>Date of Formation;</b>	18 <sup>th</sup> March 2026
<b>Agreed End Date</b>	30 <sup>th</sup> April 2027

**Agenda Item 11 - Full Council and Committee Meeting dates – 2026-27**  
**Full Council 19<sup>th</sup> May 2026**

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**Action**

**Members are asked to note the schedule of meetings agreed at the Full Council meeting held on the 28<sup>th</sup> April 2026**

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**Full Council meetings**

To be held 10 times per year on the following dates.

19<sup>th</sup> May 2026– Annual Council Meeting Election of Chairman etc

30<sup>th</sup> June 2026 – **Only if required.**

28<sup>th</sup> July 2026

23<sup>rd</sup> September 2026 – Sign off External Audit before the 30<sup>th</sup> Sept

27<sup>th</sup> October 2026 – Budget and Precept

24<sup>th</sup> November 2026 – Budget and Precept to be completed (**please note this clashes with SHBC Audit and Standards Committee.**)

19<sup>th</sup> January 2027 – Precept demand (**please note this clash with SHBC Executive**)

23<sup>rd</sup> February 2027

23<sup>rd</sup> March 2027 – Year end Accounts (**please note this clash with SHBC Audit and Standards Committee.**)

27<sup>th</sup> April 2027

18<sup>th</sup> May 2027 – Next municipal year Annual Council Meeting Election of Chairman etc

**Planning Committee meetings**

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

19<sup>th</sup> May 2026 - Start time: 6.30pm (rescheduled from 13th May)

27<sup>th</sup> May 2026 – Start time: 11 am (if required)

10<sup>th</sup> June 2026 - Start time 11am

30<sup>th</sup> June 2026 - Start time 6:30pm

15<sup>th</sup> July 2026 - Start time: 11am

28<sup>th</sup> July 2026- Start time: 6:30pm

12<sup>th</sup> August 2026 - Start time: 11am

2<sup>nd</sup> September 2026 - Start time: 11 am

16<sup>th</sup> September 2026 - Start time: 11am if necessary

29<sup>th</sup> September 2026 - Start time: 6:30pm

21<sup>st</sup> October 2026 - Start time: 11am

11<sup>th</sup> November 2026 - Start time: 11am

24<sup>th</sup> November 2026 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.**)

16<sup>th</sup> December 2026 - Start time: 11am

13<sup>th</sup> January 2027 - Start time: 11am

26<sup>th</sup> January 2027 - Start time 11am

10<sup>th</sup> February 2027 - Start time: 11am

23<sup>rd</sup> February 2027 - Start time: 6:30pm

10<sup>th</sup> March 2027 - Start time: 11am

23<sup>rd</sup> March 2027 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.** 7<sup>th</sup> April 2027 - Start time: 11am

27<sup>th</sup> April 2027 - Start time: 6:30pm

### **Personnel Committee**

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

23<sup>rd</sup> June 2026

6<sup>th</sup> October 2026

12<sup>th</sup> January 2027

16<sup>th</sup> March 2027

Start time: 6.30pm

### **Finance Committee**

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

23<sup>rd</sup> June 2026

6<sup>th</sup> October 2026

12<sup>th</sup> January 2027

16<sup>th</sup> March 2027

Start time: 7.30pm

### **Communications Committee**

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

11<sup>th</sup> May 2026

27<sup>th</sup> July 2026

9<sup>th</sup> November 2026

8<sup>th</sup> February 2027

Start time: 6.30pm

### **Civic Amenities & Recreation Committee**

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

11<sup>th</sup> May 2026

27<sup>th</sup> July 2026

9<sup>th</sup> November 2026

8<sup>th</sup> February 2027

Start time: 7.30pm

### **Budget Setting Meetings**

- 8<sup>th</sup> September 2026 – Chairs of each Committee to meet informally to discuss budget requirements.
- 13<sup>th</sup> October 2026 – Chair of Committees to meet to discuss Council budget for the 2<sup>nd</sup> time.
- Budget to be discussed at the October Full Council meeting
- 4<sup>th</sup> November 2026 – Chair of Committees to meet to discuss Council budget for the final time.
- Budget to be agreed at the November Full Council meeting.

### **Annual Parish Meeting & Awards**

21<sup>st</sup> April 2027 – Start time: 7pm

**Agenda Item 12 – Council representation on outside organisations**  
**Full Council 19<sup>th</sup> May 2026**

Historically, the Parish Council have had Councillors attend meetings of various local outside organisations. Some of these associations are a result of a previous grant policy, and some are long-standing arrangements. Below is last year's list.

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**Action**

**Members are to consider whether they wish to act as the Parish Council representative, or whether they would like all Cllr appointments dissolved and re-appointed. Those highlighted will need new appointments.**

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**APPOINTMENTS 26/27**

Bagshot

Bagshot Playing Fields Association	Cllr White
Bagshot Society	Cllr Willgoss
St Anne's Hall Management Committee	Cllr Du Cann

Lightwater

Lightwater Connected	Cllr Turner
Lightwater Society	Cllrs Malcaus Cooper

Windlesham

Windlesham Field of Remembrance	Cllr Lewis
---------------------------------	------------

General

Chobham Common Liaison Group	<b>VACANCY</b>
Surrey County Association of Parish & Town Councils	Cllr Malcaus Cooper

**LONGER-TERM APPOINTMENTS WITH A 4-YEAR TERM**

**Valley End Institute – VACANCY – A representative is required**

**WC Lees Resthouses – VACANCY – A representative is required**

**WC Lees Sick Poor Fund – VACANCY – A representative is required & Members should note that Helen-Hansen-Hjul was appointed until 2027**

Members are reminded that last year the Council advertised these positions to the wider public with no success.

		Term	Until
Windlesham United Charities (5 appointees)	VACANT	4 years	
	Mr Alan Stevens	4 years	May 2029
	Mrs D Winterton	4 years	May 2029
	Mr J Winterton	4 years	May 2029
	Mrs V White	4 years	Nov 2027

**JW**  
**Clerk to the Council**  
**May 2026**

**Agenda Item 13 – Standing Orders**  
**Full Council 19<sup>th</sup> May 2026**

It is a requirement that Standing Orders are reviewed regularly.

**a) Standing Orders**

Councillors last reviewed and approved Standing Orders at the Full Council meeting held on the 20<sup>th</sup> January 2026.

Link to adopted document: [260120 Standing Orders ADOPTED JANUARY 26.pdf](#)

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**Action required:**

- 1. Members are asked to review the Standing Orders presented and either adopt as presented without amendments or amend and adopt the document.**
- 

**JW**  
**Clerk to the Council**  
**May 2026**

**Agenda Item 14 – Financial Regulations**  
**Full Council 19<sup>th</sup> May 2026**

It is a requirement that Financial Regulations are reviewed regularly.

Councillors last reviewed and approved Financial Regulations at the Full Council meeting held on the 20<sup>th</sup> January 2026.

Link to adopted document: [Financial regulations 2026- ADOPTED JAN 26.pdf](#)

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**Action required:**

- 1. Members are asked to consider the following amendment:**
  - a) It is proposed that Financial Regulation 5.6 be increased from £60,000 to £100,000. This remains well below the procurement threshold set out in the Procurement Act 2023 (as amended by subsequent regulations), which sets the threshold at £207,720.**
  - b) To remove the word 'village' under 6.7 & 6.8 as these committees have been disbanded.**
- 2. Members are asked to review the Financial Regulations presented and either adopt as presented without amendments or amend and adopt the document.**

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**JW**  
**Clerk to the Council**  
**May 2026**

**Agenda Item 15 – Fixed Asset register – review of inventory of land and assets**  
**Full Council 19<sup>th</sup> May 2026**

The fixed asset register was reviewed at the Full Council meeting held on the 24<sup>th</sup> February 2026, as part of the year-end accounts. Please see attached.

Since the previous review, two assets have been added to the register, resulting in the balance of assets held changing from £559,353.91 to £559,581.33

Members should note that, as per our audit requirements, fixed assets can only be stated at original cost or proxy cost, never valuation. The replacement value column is for insurance purposes.

Members should also note that the Council is currently reviewing all assets across the Parish and uploading them to the Parish Online mapping system.

**Members are asked to note the fixed asset register as provided.**

**JW**  
**Clerk**  
**May 2026**

Windlesham Parish Council - Register of Assets

Transaction #	Category	Asset details				Location details			
		Ref	Minute Reference	Date of acquisition	Description	Replacement Value	Original cost/value	Location	Present use or capacity
	Community Asset	28			phone box Bagshot	£	1.00	Bagshot	Community Asset
	Community Asset	29			Mr Atkins Memorial Bench	£709.00	£ 709.00	Windlesham	Community Asset
	<b>Infrastructure Asset</b>	95			Bench Yaverland Drive	£650.00	£ 650.00	Yaverland drive Bagshot	Installed
	<b>Infrastructure Asset</b>	96			8 new noticeboards	£13,424.00	£ 11,135.00	around the parishes	Installed
2751	Infrastructure Assets	101			Bollard	£600	£ 126.68	School Lane Field	Installed
3094	<b>Infrastructure Asset</b>	107			Heritage lights in Windlesham	£12,000.00	£ 8,972.04	Windlesham Village	Installed
3140	<b>Infrastructure Asset</b>	108			Stone block for QEII plaque	£250.00	£ 250.00	Lightwater Rec Ground	Installed
	Office equip	124			Assistant Clerk PC	£450.00		Office	Office
	Office equip	125			Netgear Nighthawk Wifi extender	£130.00	£ 135.62	Chamber	provision of internet in Chamber
	Office equip	126			Panel heaters - Parish Office	£1,415.00	£ 1,415.00	office	office
	Office equip	127			new telephone system	£1,134.00	£ 1,134.00	officer	office
	Machinery	127			AED - Defib	£2,000.00	£2,000.00	Lightwater Square - public access	Emergency Assistance
	Community Asset				Bagshot VAS signs x2	£6,000	£4,640.00	Bagshot	Infrastructure Asset
	Community Asset				2 X benches WC Lees	£1,400	£1,053.00	WC Lees Windlesham	Community Asset
	Community Asset	002			Bagshot Cem Wall	£	1.00	Bagshot Cemetery	Community Asset
	Community Asset	003			Land at High Curley	£	1.00	High Curley	Community Asset
	Community Asset	005			Bagshot Cem gates	£	1.00	Bagshot Cemetery	Community Asset
	Community Asset	006			Lightwater Cem Wall	£	1.00	Lightwater Cemetery	Community Asset
	Community Asset	007			Lightwater Cemetery	£	1.00	Lightwater Cemetery	Community Asset
	Community Asset	008			Bagshot War Memorial	£75,000	£ 1.00	St Anne's Church	Community Asset
	Community Asset	009			Windlesham War Memorial	£35,000	£ 1.00	St John's Church	Community Asset
	Community Asset	010			Lightwater War Memorial	£20,000	£ 1.00	Lightwater Village	Community Asset
	Community Asset	011			Kings Lane Play Space	£	1.00	Kings Lane, Windlesham	Community Asset
	Community Asset	012			Windlesham Cem Wall	£	1.00	Windlesham Cemetery	Community Asset
	Community Asset	013			Riverside Avenue OS	£	1.00	Riverside Ave, Lightwater	Community Asset
	Community Asset	014			Mill Pond OS	£	1.00	Mill Pond, Windlesham	Community Asset
	Community Asset	015			Mill Pond to School Rd	£	1.00	Mill Pond, Windlesham	Community Asset
	Community Asset	016			Hawkes Leap OS	£	1.00	Hawkes Leap, Windlesham	Community Asset
	Community Asset	017			Bosman Drive OS	£	1.00	Bosman Drive, Windlesham	Community Asset
	Community Asset	018			Windlesham Cemetery	£	1.00	Windlesham Cemetery	Community Asset
	Community Asset	019			School Lane Field OS	£	1.00	School Lane, Bagshot	Community Asset
	Community Asset	020			School Lane bridge & boardwalk	£	1.00	School Lane, Bagshot	Community Asset
	Community Asset	021			Stirling memorial	£	1.00	Windlesham Cemetery	Community Asset
	Community Asset	022			Windlesham New Memorial wall	£8,000	£ 1.00	Windlesham Cemetery	Community Asset
	Community Asset	023			Lightwater Recreation Ground gate	£8,000	£ 1.00	Lightwater Recreation Ground	Community Asset
	Community Asset	024			Lightwater Recreation fencing	£30,000	£ 1.00	Lightwater Recreation Ground	Community Asset
	Community Asset	025			Lightwater Cemetery gates	£2,000	£ 1.00	Lightwater Cemetery	Community Asset
	Land & Buildings	027			Bagshot Cemetery shed	£800.00	£ 599.00	Chapel Lane, Bagshot	Storage
	Land & Buildings	028			Council Office	£100,000.00	£ 16,035.00	The Avenue, Lightwater	Parish Offices
	Land & Buildings	029			Council Chamber	£100,000.00	£ 1.00	The Avenue, Lightwater	Parish Chamber
	Land & Buildings	030			Lightwater Pavilion	£250,000	£ 15,016.00	Broadway Rd, Lightwater	Recreational facility
	Land & Buildings	031			Lightwater Recreation Shed	£2,000	£ 1,284.00	Broadway Rd, Lightwater	Storage
	Land & Buildings	032			Bagshot Chapel	£	1.00	Bagshot Cemetery	Heritage Day
	Land & Buildings	033			Hook Mill Lane Depot	£250,000	£ 30,449.00	Hook Mill Lane, Lightwater	Parish Depot
	Land & Buildings	034			Lightwater Cemetery shed	£1,000.00	£ 733.00	The Avenue, Lightwater	Storage
	Land & Buildings	035			Sitesafe 96	£3,554.00	£ 1,365.00	HML Depot	Not in use
	Land & Buildings	036			Sitesafe 66	£3,554.00	£ 1,155.00	Windlesham Cemetery, Church Road, Windlesham	Not in use
	Land & Buildings	037			Windlesham Cemetery Shed	£2,000	£ 7,595.00	Windlesham Cemetery, Church Road, Windlesham	Not in use
	Land & Buildings	038			Titan underground sewage tank	£	£ 3,434.00		
	Infrastructure Assets	039			Kings Lane Play Equip	£40,000.00	£ 35,000.00	Kings Lane Windlesham	Recreation
	Infrastructure Assets	042	C/22/184d		Lightwater Rec Plaq Equip	£45,000.00	£ 44,507.09	Broadway Road, Lightwater	Recreation
	Infrastructure Assets	043			SLF Play Equip	£70,000.00	£ 52,074.11	School Lane, Bagshot	Recreation
	Infrastructure Assets	044			SLF Play area	(included in 043 above)	£ 1.00	School Lane, Bagshot	Recreation

Infrastructure Assets	045	SLF Combat cableway	(included in 043 above)	£	1.00	School Lane, Bagshot	Recreation
Infrastructure Assets	046	SLF gates		£	266.00	School Lane, Bagshot	
Infrastructure Assets	047	Bagshot Clock		£12,000.00	£ 8,011.00	High Street, Bagshot	
Infrastructure Assets	048	Planters		£2,500.00	£ 1,456.00		
Infrastructure Assets	049	Notice boards - 2 x wooden		£3,356.00	£ 2,103.00	W Cem	Information
Infrastructure Assets	050	Bench seats		£1,200.00	£ 997.00		Recreation
Infrastructure Assets	051	Dog/litter bins		£2,500.00	£ 1,434.00	Various greenspace locations	
Machinery	074	Teleshoring grave shoring		£1,000.00	£ 726.00	W Cem	Not in use
Machinery	078	Stihl brushcutter (Old)		£550.00	£ 463.20	W Cem	Not in use
Machinery	079	Honda self-propelled mower		£849.00	£ 588.00	W Cem	Not in use
Machinery	080	W Shed sundry tools		£250.00	£ 250.00	W Cem	Not in use
Office equip	081	B Chapel furniture		£3,500.00	£ 2,333.00	Bagshot Chapel	
Office equip	082	Lightwater Pavilion furniture		£0	£ -	Lightwater pavilion	
Office equip	084	Chamber sound system		£2,000.00	£ 1,976.00	Chamber	
Office equip	085	Chamber furniture		£4,500.00	£ 2,997.00	Chamber	
Office equip	086	Chain of office		£800.00	£ 836.00	With Chairman	
Office equip	087	Office equip & furniture		£3,590.00	£ 2,275.00	Office	
Office equip	088	Computer & office machines (1 PC, screens, laptop, printer)		£1,250.00	£ 3,292.00	Office	
Machinery	089	Clarke FG3000 generator		£250.00	£ 215.00	W CEM	Not in use
Infrastructure Assets	090	Bus Shelter		£11,150.00	£ 8,562.00	Updown Hill Windlesham	
Infrastructure Assets	091	Hanging basket columns x 10		£10,000.00	£ 6,738.00	Bagshot and Windlesham Village Centre:	Summer planting
2828 Infrastructure Asset	092	Glasdon Bin		£250.00	£ 232.88	HMLD	Installed
2855 Machinery	093	Tools - Shoring Equipment (Load lock cargobar x 12)		£420.00	£ 275.88	HMLD	Gravedigging
2864 Infrastructure Asset	094	Bench at Poplar Avenue		£650.00	£ 645.00	Windlesham Cem	Installed
2865 Machinery	095	Electrical Hedgecutter yx-STIHSE71-24	£205	£	150.00	Windlesham Cem	Cem maintenance
2866 Machinery	096	Backpack blower br430 yx-stibr430	£618	£	303.20	Windlesham Cem	Cem maintenance
Community Asset	097	Bagshot Jubilee Lamp		£	1.00	Bagshot Square	Community Asset
2942 Office equip	099	Fire safe		£921.00	£ 824.00	Office	Burial records
2956 Office equip	100	Projector - Epson EB-S11DL		£400.00	£ 269.25	Chamber	Planning
Office equip	121	HP Desk top - Clerks PC		£350.00	£ 275.00	Office	
Office equip	122	Fujitsu Scan Snap		£570.00	£ 420.00	office	
Machinery	123	Stihl brushcutter (new) s/n 181352802		£550.00	£ 550.00	W Cem	Not in use
Office equip	128	Councillor iPads and keyboards		£13,482.00	£9,846.00	Councillors	
Office equip	129	2 x HP Elite display screens refurbished		£228.00	£228.00	Office	
Office equip	129	4 x HP Elite display screens		£1,048.00	£320.00	Office	
Office equip	130	HP laptop Assistant Clerk		£300.00		Home	
Office equip	131	HP laptop Cemeteries Administrator		£300.00		Home	
Office equip	132	Office iPhone SE		£440.00	£440.00	Office	
Office equip		Office laptop		£405.00		Office	
Office equip		HP 800 G4 Core i5-8500t desktop computer		£329.00	£329.00	Office	
Office equip		2 x HP E24 G5 FHD Monitor		£300.00	£290.00	Office	
Office equip		HP Elitebook i7 and dock		£1,100.00	£929.00	The Clerk	
Office equip		HP Elitebook i7 and dock		£1,100.00	£929.00	Assistant Clerk	
Office equip		HP Elitebook i7 and dock		£1,100.00	£929.00	Cemetery Coordinator	
Office equip		HP 850 G5 - Corei7-8650U, 32GB, 512GB SSD, 15.6", W10P (Refurb)		£550.00	£472.00	RFO	
Office equip		Left hand corner cantilever desk		£250.00	£250.00	Office	
Office equip		Epson WorkForce Pro WF-C5890DWF		£500.00	£ 399.00	Office	
Office equip		office chair		£114.00	£114.00	Office	office
Machinery		strimmer harnesses x2		£	1.00	Windlesham shed	
Machinery		Large wheel barrow		£	1.00	Windlesham shed	
Machinery		Ladders x3		£	1.00	Windlesham shed	
Machinery		hose and trolley		£	1.00	Windlesham shed	
Machinery		Petrol cans x4		£	1.00	Windlesham shed	
Infrastructure Assets		Kings Lane noticeboard		£1,704.00	£1,704.00	Kings Lane Playground Windlesham	Information
Infrastructure Assets		Lightwater outdoor gym		£13,000.00	£ 11,995.00	Broadway Road, Lightwate	Recreation
Infrastructure Assets		Bagshot outdoor gym		£10,000.00	£ 9,999.00		
Infrastructure Asset		2 x new Glasdon waste bins		£500.00	£300.00	Bagshot cemetery	Installed
Infrastructure Asset		Height restriction barrier		£3,000.00	£2,400.00	Lightwater rec	Installed
		Bagshot cemetery fence and gate NEW		£3,500	£2,130.00	Bagshot cemetery	Community Asset
		Windlesham cemetery gates and fence NEW		£4,500	£3,900.00	Windlesham cemetery	Community Asset
Community Asset		Margaret Williams memorial bench		£500.00	£500.00	School Lane Field	Community Asset
Community Asset		Silent Soldiers x 9 originally 12, 3 stolen		£2,100.00	£1,200.00	Various locations	Community Asset
Community Asset		3 x litter bins at Lightwater Recreation ground		£750.00	£750.00	Lightwater Recreation Ground	Community Asset

			4 x VAS signs Lightwater	£12,000.00	£11,225.00		Infrastructure Asset
			Bagshot Chapel roof replacement	£15,000.00	£11,500	Chapel Lane, Bagshot	Infrastructure Asset
Infrastructure Assets			Security bollards	£2,400	£2,357	Lightwater Recreation Ground	Infrastructure Asset
Land & Buildings		12 Aug 97	Allotment, Hook Mill Lane (Long term lease)	£0.00	£0.00	Hook Mill Lane, Lightwater	Allotment land
Infrastructure Assets	BVC/22/016	20 Jun 24	Freemantle Road Playground, Bagshot	£26,500.00	£26,500.00	Freemantle Road, Bagshot	Infrastructure Asset
Land & Buildings			School Lane Field recreational land and pond (4.5 acres)		£1.00	Bagshot	
Land & Buildings			Lightwater Memorial Garden, All Saints Road, LW		£1.00	Lightwater	
Land & Buildings			Woodland r/o Lightwater Cemetery		£1.00	Lightwater	
Land & Buildings			Kings Lane play space		£1.00	Windlesham	
Community Asset			Bagshot Cemetery,		£1.00	Chapel Lane, Bagshot	
Infrastructure Assets		16 Sep 24	Depth marker, pond in Bagshot	£560.94	£560.94		
Office equip			2x visitor chairs (office)	£40.00	£40.00	Council office	Office equip
Infrastructure Assets			Bench outside Vickersy, Guildford Road Lightwater	£500.00	£1.00		
Office equip	C/25/19	26 Jun 25	Jabra Evolve telephoneheadsets x 4 Evolve 65 SE Mono	£200.00		Home location	Office equip
Office equip	C/25/19	26 Jun 25	Jabra Evolve telephoneheadsets x 1 Poly blackwire mormoaurat	£45.00	£45.00	Home location	Office equip
Infrastructure asset	WVC/24/70	30 Jun 25	Windmill Field playground, Windlesham	£63,441.06	£63,441.06	Windmill Field	Infrastructure Asset
Office Equipment			HP Screens x 2	£500.00	£320.00	Council office	
Infrastructure Assets		14 Apr 25	3 x 'Deep Water' signs at Bagshot pond	£556.68	£556.68		
Infrastructure Assets	WVC/24/68	15 Apr 25	3 x Waste bins at Windlesham Cemetery	£581.85	£581.85		
previous ommission			Commemorative Bench, Lightwater Memorial Gardens	£1,500.00	£1,039.05		
Allotment land purchase				£100,000.00	£100,000.00		
Added 26-27							
Office Equipment	Del Auth	31 Mar 26	projector screen	£200.00	£109.10	Council Office	Civic Meetings
Office Equipment	Del Auth	31 Mar 26	Projector	£200.00	£118.32	Council Office	Civic Meetings
					£227.42	Total	
				£	559,581.33		
			Fixed assets as at 31 March 24 per AGAR	£1,316,319.90	£379,991.48		
			Fixed assets as at 31 March 25 per AGAR	£1,445,059.37	£407,098.42	£559,581.33	
			Fixed assets as at 31 March 26 per AGAR		£559,353.91		
Items removed in FY 25-26							
					£0.00	Total	

**Agenda Item 16 – Council Insurance Cover**  
**Full Council 19<sup>th</sup> May 2026**

Councillors are asked to note that the Council's insurance was renewed in September 2024. It was agreed that the Council would enter into a 3-year long-term ending on 30<sup>th</sup> September 2027 (minute ref: C/24/61).

Please note that Members are able to review the policy schedule on the Councillor SharePoint site.

**JW**  
**Clerk to the Council**  
**May 2026**

**Agenda Item 17 – Council Policies**  
**Full Council 19<sup>th</sup> May 2026**

Members are reminded that the Council should review all policies annually unless legislation requires changes to be made sooner. At the Full Council meetings held in November 2025 and January 2026, Council policies were reviewed and adopted.

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**Action**

**Members are asked to consider if they wish to appoint a policy review working party for 2026-27.**

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**JW**  
**Clerk to the Council**  
**May 2026**

## **Agenda Item 18 - GDPR – re-appointment of Data Protection Officer**

**Full Council 19<sup>th</sup> May 2026**

### **Background**

With the introduction of GDPR regulations, the Council had a full audit of its information processes carried out by an external company. Council also agreed to appoint a Data Protection Officer – this meant we had in place an external, independent person who could deal with any requests for data under the regulations.

The regulations have since altered, and there is no specific requirement for a Parish Council to appoint a Data Protection Officer; it is discretionary. However, I would recommend that Councillors consider continuing to have an appointed Data Protection Officer, as this would be deemed best practice for a Council of this size.

The renewal, due in June, has been confirmed at £350 (no VAT) for the year, there being no increase on the 25-26 fees. For this fee, they will act as our nominated Data Protection Officer, dealing with any data access requests and providing guidance where necessary in relation to GDPR compliance. They also review our data policies on an annual basis and can provide training if required. If further audits are required, they would be at an agreed additional cost.

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### **Action**

**Members are asked to consider if they would like to** re-appoint the current consultant as the Council's Data Protection Officer for the next 12 months, approving a spend of £350 to be funded from the Licences and Subscriptions budget line 4430/225

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### **Funding**

Members are to note that this cost was budgeted for as part of the annual budget setting process for 2026-27.

**JW**  
**Clerk to the Council**  
**May 2026**

## **Agenda Item 19 - Annual Review of Fees and Charges**

**Full Council 19<sup>th</sup> May 2026**

Members are reminded of the requirement within the Council's Standing Orders to undertake an annual review of all fees and charges.

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### **Action**

**Members are asked to note that the Council has complied with the requirement set out in Standing Orders to review fees and charges annually.**

---

The Clerk can confirm that the required reviews have been undertaken as follows:

- Allotment Fees: Reviewed and approved in January 2026

Members resolved:

- that allotment charges will be subject to an annual increase in line with the Retail Price Index (RPI); and
- that a one-off administration charge of £60 will apply to all new allotment holders.

- Cemetery Fees and Charges: Reviewed and approved in February 2026

Council received and noted the following committee decisions on cemetery charges for 2026/27:

- Bagshot Committee (3 February 2026): resolved no fee increase for 2026/27.
- Lightwater Committee (10 February 2026): resolved to increase all fees annually in line with CPI.
- Windlesham Committee (19 January 2026): resolved no fee increase for 2026/27.

These reviews were carried out in accordance with the Council's governance framework and form part of the routine annual financial management process.

## Item 20 – To approve Committee Recommendations

Full Council 19<sup>th</sup> May 2026

Members are reminded that any expenditure exceeding the committee's authorised limit of £15,000 must be formally approved by Full Council. This ensures appropriate oversight and compliance with governance procedures for all significant financial commitments.

### Action

Review and either approve or not the recommendations below:

#### CAR/26/07 – Windlesham Cemetery Drainage

Members considered ongoing drainage issues within the old section of Windlesham Cemetery and unanimously resolved to proceed with Quote D, recommending a spend of £15,845 to Full Council, to be funded from the Windlesham Cemetery Maintenance EMR. Members further unanimously approved a budget of up to £2,000 for grave digger services, with delegated authority to the Clerk to approve expenditure within delegated limits, also funded from the EMR. It was additionally resolved to defer a decision on commissioning a topographical survey pending clarification of longer-term drainage requirements.

- **Resolved (unanimous):**
  - Proceed with **Quote D**; recommend **£15,845** to Full Council.
  - Fund from **Windlesham Cemetery Maintenance EMR**.
- **Resolved (unanimous):**
  - Approve **grave digger costs up to £2,000** and delegate authority to Clerk.
  - Fund from EMR.
- **Resolved:**
  - **Defer** decision on topographical survey.

#### CAR/26/08 – Bagshot Cemetery Drainage & Pathway

Members reviewed drainage and pathway improvement works at Bagshot Cemetery and unanimously resolved to proceed with Quote A, recommending a spend of £22,857 to Full Council. Funding was agreed from the Bagshot Cemetery Maintenance EMR (£19,410) and the Bagshot Village Reserve (£3,447). Members also unanimously approved an upper limit of £2,000 for grave digger services, delegating authority to the Clerk to approve expenditure as required, to be funded from the Bagshot Village Reserve.

- **Resolved (unanimous):**
  - Proceed with **Quote A**; recommend **£22,857** to Full Council.
  - Fund from **EMR (£19,410)** and **Village Reserve (£3,447)**.
- **Resolved (unanimous):**
  - Approve **grave digger costs up to £2,000**; delegate to Clerk.
  - Fund from Village Reserve.

PAYMENTS

**PURCHASE LEDGER INVOICE LISTING**

**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
10/04/2026	INV 6664	937	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Internment Wind Cem
19/04/2026	F165 YY	938	BT	BRIT TEL	12.18	2.43	14.61	4455	225	12.18	BT - Final Bill
22/04/2026	INV 1989	939	MULBERRY CO	MULBE	205.60	41.12	246.72	4445	225	205.60	Year End Audit Fee
28/04/2026	INV 202614	940	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	225	132.00	Hall Hire - 2 Meetings April
28/04/2026	INV 63	941	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning meeting
28/04/2026	EXP APRIL	942	SARAH WAKEFIELD	SWAKE	28.15	0.00	28.15	4435	225	28.15	Office Exp - Wakefield
30/04/2026	INV 2228	943	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint Apr
06/05/2026	INV 2042744	944	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maintenance - May 26
								4905	455	1,419.63	Ground Maint - LW Rec
								4905	455	72.90	Gym Inspection - LW Rec
								4220	210	72.90	Gym Inspection - Bagshot
30/04/2026	INV 2772	945	ZENTECH IT	FRE01	644.84	128.96	773.80	4440	225	390.78	Monthly IT Support
								4435	225	254.06	Printer Ink Cartidges
02/05/2026	INV 0362	946	ASTORIA ELECTRICAL	ASTORIA	350.00	70.00	420.00	4905	455	350.00	EICR - Lightwater Pavilion
04/05/2026	INV 0363	947	ASTORIA ELECTRICAL	ASTORIA	504.42	100.89	605.31	4905	455	504.42	Emergency Elect Work LW Pav
<b>TOTAL INVOICES</b>					<u>13,137.40</u>	<u>2,554.44</u>	<u>15,691.84</u>			<u>13,137.40</u>	

## Item 22- School Lane Field Path

Full Council 19<sup>th</sup> May 2026

### Purpose of the Report

To seek Council's consideration of a proposed adjustment to the agreed contract sum for the installation of a path at School Lane Field.

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### Background

Members will recall that in May 2025, the Bagshot Committee resolved and Full Council approved the recommendations to install a path around School Lane Field at a cost of **£22,407**, to be funded from the **Bagshot CIL Earmarked Reserve (EMR)**.

Planning consent has since been obtained, and the contractor was instructed to proceed. A start date was agreed, and work has now commenced.

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### For consideration

The contractor has now notified the Council of increased material costs arising since submission of their original quotation. These increases relate solely to supplier price changes and not to labour or plant costs.

The contractor has detailed the additional costs as follows:

- Muckaway: £75
- MOT Type 1: £234
- Breedon Path Gravel: £346

**Total additional cost: £655 plus VAT**

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### Financial and Governance Considerations

The Clerk does not have delegated authority to approve expenditure above the agreed contract sum.

The contractor has advised that they will proceed with the works at the original contract price of £22,407 pending the Council's decision.

Members should note that the project is to be funded from the Bagshot CIL EMR, and any approved increase would need to be met from that allocation.

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### Action

Members are asked to consider the following options:

**Option 1 – Approve the adjustment**

Approve the additional sum of **£655 plus VAT**, to be funded from the Bagshot CIL EMR, along with the original cost, recognising that the increase is attributable to material cost inflation outside of the contractor's control.

**Option 2 – Decline the adjustment**

Confirm that the contract sum remains at **£22,407**, noting the contractor's agreement to proceed. Noting that the project is to be funded from the Bagshot CIL EMR.

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**Item 23 - Clerks Update**  
**Full Council 19<sup>th</sup> May 2026**

**War Memorials Update (as at 11 May 2026)**

- **Survey reports, repair schedules and Historic England advice have been provided to SHBC's newly appointed Planning Officer.**
- **Initial pre-application planning review received on the 11th May 2026 confirms:**
  - Lightwater Memorial: Due to the nature of the repairs, listed building consent is not required.
  - Windlesham Memorial: No objection in principle; however, consent is expected to fall under faculty jurisdiction (Diocese), not the LPA, due to its location within the curtilage of St John the Baptist Church.
  - Bagshot Memorial: Further clarification requested on the scope of works. As with Windlesham, permission is expected to fall under faculty jurisdiction due to its location within the curtilage of St Anne's Church.
- **The Council has now engaged directly with the Guildford Diocese, who have:**
  - Identified the appropriate officer responsible for determining consent.
  - Confirmed documentation has been forwarded for review.
  - Indicated responses will follow once internal consideration is complete.
- **The shift to faculty jurisdiction has been confirmed by the Planning Officer as taking precedence over listed building consent in these cases.**
- **The appointed contractor has been asked to refresh quotations due to delays incurred during the planning clarification process**
- **The Principal Historic Buildings Officer at SCC has provided a grant application to Cllr Tear to enable the Parish Council to apply for grant funding.**

**Surrey ALC AGM & Conference 2026**

Members are advised that bookings are now open for the Surrey ALC AGM and Conference, to be held on Thursday, 5 November 2026, at Silvermere Golf Club, Cobham.

The event will comprise the AGM followed by a conference themed "Adapting with Confidence", covering local government reorganisation, planning reform, asset transfer and emerging legislative changes, including employment law, internal audit requirements and AGAR digitisation.

The Clerk will attend the conference.

Councillors interested in attending (either in person or virtually) are asked to notify the Clerk. In-person attendance may be limited. Costs will be met from the Council's training budget.

Members should also note that the Council may appoint a formal voting representative (Member or Clerk), subject to approval at a Council meeting and recording in the minutes ahead of the AGM.