



Windlesham Parish Council

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The Council Offices
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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE

Held on Tuesday 1st July at 7:15 pm at Lightwater Library, Guildford Road, Lightwater

Councillors	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

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

Cllr R. Jennings-Evans, outgoing Chair

Cllr Hartshorn took the Chair

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

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

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

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

	It was resolved to approve the allocation of up to £1,000 for planting, and to cover watering if necessary. This will be funded from the Lightwater Village Reserve. The Clerk will also liaise with Lightwater Connected regarding the potential for LVIS volunteers to maintain the area, subject to all necessary insurance and health and safety compliance. Should compliance not be confirmed by the end of July, the Clerk is granted delegated authority to appoint a contractor to undertake the work.	Clerk
LVC/25/14	Traffic & Infrastructure- To agree the Terms of Reference for a new Working Party and to discuss next steps At the April 2025 Lightwater Village Committee meeting, members unanimously agreed to establish a Traffic & Infrastructure Working Group. Members were asked to review the attached draft Terms of Reference and determine one of the following: • Approve the draft Terms of Reference as presented; • Reject the draft Terms of Reference; or • Propose amendments to the draft Terms of Reference for further consideration. In addition, members were asked to decide whether to proceed with a public call for representatives to join the Traffic & Infrastructure Working Group, delegating authority to the Clerk, in conjunction with the Communications Officer, to prepare and issue appropriate publicity materials, including a poster and supporting communications. Members noted the limitations imposed on them due to the lack of available funds however recognised that it was extremely important that they listen to their residents and establish a group to lobby relevant authorities. Members resolved to delegate authority to the Clerk to revise the Terms of Reference to include lobbying of relevant authorities in support of the implementation of traffic management solutions and infrastructure improvements. It was further resolved that Cllr Turner will chair the Working Party and lead on issuing a call to action to the community, inviting expressions of interest from those wishing to participate. The revised Terms of Reference will specify the membership structure. Subject to applications not exceeding the agreed membership limits, all eligible applicants will be accepted onto the group without further ratification. In the event that applications exceed the permitted numbers, the final membership will be determined by the Lightwater Village Committee at its next meeting.	Clerk Cllr Turner
LVC/25/15	Grant Applications It was noted that Lightwater Connected had submitted a grant application, which had not been included in the agenda; therefore, it will be reviewed at the next Full Council meeting.	
LVC/25/16	Clerks Update Lightwater Cemetery Land Registry	

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

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

Lightwater PL for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

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

Lightwater PL for Month No 3

Order by Invoices Entered

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



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**MINUTES OF A MEETING OF EXTRAORDINARY WINDLESHAM PARISH COUNCIL'S
LIGHTWATER VILLAGE COMMITTEE**
**Held on Tuesday 20th August 2025 at 6:15 pm at St Anne's Church Centre, 43 Church
Road, Bagshot**

Councillors	
Harris	PA
Hartshorn	A
R Jennings-Evans	P
D Jennings-Evans	A
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Joanna Whitfield- Clerk to the Council
Windsor Rackham – Lightwater Connected
Sue Rackham – Lightwater Connected
Andrew Winfer – Lightwater Scouts
1 x member of the public

Cllr Turner took the Chair

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

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		Action
LVC/25/20	To Elect a Chair for the Meeting In the absence of both the Chair and Vice-Chair, Cllr R Jennings-Evans nominated, Cllr Malcaus Cooper seconded, and it was resolved unanimously to elect Cllr Turner as Chair of the meeting.	
LVC/25/21	Apologies for absence Apologies for absence were received and accepted from Cllr Hartshorn.	
LVC/25/22	Declarations of Interest Cllr R Jennings-Evans declared a non-pecuniary interest in Item 6, noting that in her capacity as a County Councillor, she had also been approached in relation to a grant request.	

	Cllr Malcaus Cooper declared a non-pecuniary interest in item 5 on the agenda, noting that in her capacity as Chair of the Lightwater Society and being the leaseholder of the Briars Center, she works closely with the Scouts. Cllr Turner also declared a non-pecuniary interest in items 5 &6, noting his position as Council representative on Lightwater Connected and a connection to the Scouts in a personal capacity.	
LVC/25/23	Public question time There were no public questions.	
LVC/25/24	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: It was agreed that there were no items to be discussed in the confidential part of the meeting.	
LVC/25/25	Lightwater Recreation Ground- Members were reminded that at the April 2025 meeting of the Lightwater Village Committee, Members resolved to allow the 1st Lightwater Scouts to use the Recreation Ground for their annual bonfire and fireworks display in November 2025. However, Members raised concerns regarding post-event fire safety, noting that cordoning off the bonfire site alone was inadequate and requesting that the fire be fully extinguished before being left unattended. Following that meeting, discussions were held with the event organisers to review fire safety arrangements. The organisers reported that: • They had explored extinguishing options with Surrey Fire & Rescue Service and a private fire safety contractor. • Both advised that dousing the fire with water would create significant smoke hazards affecting the Lightwater Bypass and neighbouring properties, and could also cause field damage and contamination. The Council sought further guidance from: • SHBC Environmental Health Officer, who consulted with the Fire Station Commander for Camberley and Godalming. ◦ The Commander advised that the safest and most practical approach is to fence off the bonfire with suitable safety barriers and allow it to burn out naturally under controlled conditions. • Safety Advisory Group (SAG), which supports safe event planning and includes representatives from fire, police, ambulance, highways, licensing, and environmental health. ◦ The Chair of SAG has requested an event application and risk assessment from the organisers. Once submitted, SAG will determine whether additional advice is necessary. ◦ The completed event plan will be shared with emergency service control rooms for the night of the event.	

	Based on the advice received, Members were asked to: • Reconsider the April 2025 resolution requiring complete extinguishing of the bonfire. • Request an updated fire safety plan from the Scouts, incorporating any guidance provided by SAG. It was unanimously resolved that the Scouts must ensure the area surrounding the fire is suitably secured following the event, using Heras fencing or an alternative as advised by the Safety Advisory Group (SAG). Furthermore, the Scouts are to be requested to provide an updated fire safety plan incorporating any other guidance issued by SAG.	
LVC/25/26	Grant Applications <i>Cllr Harris joined the meeting</i> Members reviewed a grant application from Lightwater Connected, requesting financial support to fund a bi-monthly supplement to the 'Village Life' magazine, listing all local events, meetings, and functions undertaken by all voluntary groups in Lightwater. Cllr Turner proposed, Cllr Malcaus Cooper seconded, and it was resolved with 4 in favour and 1 against, to grant £250 towards the project. It was also resolved that should the Committee have any grant funds remaining at the end of the financial year, a further grant would be considered.	

There being no further business, the meeting closed at 18:38

Lightwater PL for Month No 4				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/07/2025	4820	72	WELDERS INC	WELDE	250.00	50.00	300.00	4060	455	250.00	Rep drop bolt on access gate
TOTAL INVOICES					250.00	50.00	300.00			250.00	
VAT ANALYSIS CODE S @ 20.00%					250.00	50.00	300.00				
TOTALS					250.00	50.00	300.00				

Lightwater PL for Month No 6				Order by Invoices Entered								
Nominal Ledger Analysis												
Invoice Date	Invoice Number	Ref No	Supplier A/c Name		Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2025	GRANT	73	LIGHTWATER CONNECTED		LWCONNECT	250.00	0.00	250.00	4650	440	250.00	Grant towards magazine supplm
TOTAL INVOICES						250.00	0.00	250.00			250.00	
VAT ANALYSIS			CODE	OTS	@ 0.00%	250.00	0.00	250.00				
TOTALS						250.00	0.00	250.00				

Lightwater PL for Month No 6

Order by Invoices Entered

Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/07/2025	10007577	74L	LODGE BROTHERS	LODGE	550.00	110.00	660.00	4905	455	550.00	QE Memorial maintena at LW Rec
TOTAL INVOICES					550.00	110.00	660.00			550.00	
VAT ANALYSIS CODE S @ 20.00%					550.00	110.00	660.00				
TOTALS					550.00	110.00	660.00				

Item 7 – Income and Expenditure Report as at 2 October 2025
Lightwater Village (Cost centres 400-455)

The schedule below reflects the Income and Expenditure report for Lightwater Village (extracted from the Windlesham Parish Council Income and Expenditure report) and covers the period to 2 October 25.

Lightwater VC Income & Expenditure 2025-26				
		Year to date	Annual Budget	Variance
		02 Oct 25		
Income Detail				
1000	Burial fees	9,445	14,122	(4,677)
1076	Precept	106,024	106,024	0
1800	Other income			0
1950	CIL income			0
	Total income	115,469	120,146	(4,677)
Expenditure Detail				
4005	Ashes internment	380	1,764	1,384
4050	Rates	457	799	342
4060	Maintenance	358	1,300	942
4062	Cemetery maint - general	0	10,000	10,000
4100	War Memorial	574	4,541	3,967
4160	Greenspace contingency	233	1,000	767
4165	Greenspace contract	16,683	39,616	22,933
4185	Planting	2,160	1,852	(308)
4190	Christmas trees	(1,839)	3,000	4,839
4220	Playground repair/renewals	510	2,010	1,500
4350	Training	180	700	520
4403	Consultant costs	0	5,000	5,000
4500	Cllr allowances, training and e	6,220	13,739	7,519
4650	Grants	2,935	5,000	2,065
4915	Festive Lights Capital project	(1,493)	4,930	6,423
4940	VE Day celebrations	5,985	6,500	515
4950	Hall hire	19	300	281
4555	HMLD Building Costs	3,962	7,414	3,452
4055	Pavilion Utilities	132	420	288
4060	Pavilion Maintenance	800	0	(800)
4905	Pavilion Capital Project	0	10,000	10,000
	Total expenditure	38,256	119,885	81,629

Precept income has been received in full. Burial income has increased markedly in the last two months and currently stands at 67% of the total annual budget. There has been no CIL or other income to date.

Expenditure

Expenditure in the year to date is £38,255 against a total budget of £119,885. Of the budget amount £10,000 relates to the Cemetery EMR and has been transferred to that EMR from the general reserve. Any expenditure incurred will therefore be offset by a transfer from the EMR.

Other significant variances are reflected in the table below along with a brief comment on the spend.

		Year to date 10 Jun 25	Annual Budget	Variance	
4005	Ashes internment	380	1,764	1,384	Costs incurred related to increased burial income
4062	Cemetery maint - general	0	10,000	10,000	No expenditure anticipated but the full amount has been transferred to the Lightwater Cemetery EMR from the general reserve
4100	War Memorial	574	4,541	3,967	Minimal expenditure incurred but planned maintenance is proposed prior to the year end
4165	Greenspace contract	16,683	39,616	22,933	Greenspace contract costs for Apr-Sep at a cost of £2,780.43pcm
4403	Consultant costs	0	5,000	5,000	No costs in the ytd
4500	Cllr allowances and training	6,220	13,739	7,519	Cllr allowances for Apr 25 -Sep 25 - £1,020.81pcm; £65 re: NALC Conf (AT); 2 x remote attendees at SALC conference
4650	Grants	2,935	5,000	2,065	£500 re: Lightwater Society Fayre in the Square (LVC/24/66); £2,000 re: Briars Centre hearing loop (LVC/24/66); £250 to LW Connect re: magazine supplement; £185 share of Air Ambulance KSS grant
4940	VE Day celebrations	5,985	6,500	515	Lightwater Society VE Day event - £1,663 + £4,322 (LVC/24/66)
4555	HMLD Building Costs	3,962	7,414	3,452	Predominantly monthly rates of £679pcm plus monthly electricity charges
4905	Pavilion Capital Project	0	10,000	10,000	No costs in the ytd
4190	Christmas trees	(1,839)	3,000	4,839	Year end accruals - invoice awaited
4915	Festive lights	(1,493)	4,930	6,423	Year end accruals - invoice awaited
		33,407	111,504	78,097	
	Other items	4,849	8,381	3,532	
	Total expenditure	38,256	119,885	81,629	

Detailed Income & Expenditure by Budget Heading 02/10/2025

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Lightwater								
400 Lightwater Cemetery								
1000 Burial fees	0	9,445	14,122	4,677			66.9%	
Lightwater Cemetery :- Income	0	9,445	14,122	4,677			66.9%	0
4005 Ashes interment	0	380	1,764	1,384		1,384	21.5%	
4050 Rates	0	457	799	342		342	57.2%	
4060 Maintenance	0	358	1,300	942		942	27.5%	
4062 Cemetery maintenance - general	0	0	10,000	10,000		10,000	0.0%	
Lightwater Cemetery :- Indirect Expenditure	0	1,195	13,863	12,668	0	12,668	8.6%	0
Net Income over Expenditure	0	8,250	259	(7,991)				
405 Lightwater Heritage								
4100 War Memorial	0	574	4,541	3,967		3,967	12.6%	574
Lightwater Heritage :- Indirect Expenditure	0	574	4,541	3,967	0	3,967	12.6%	574
Net Expenditure	0	(574)	(4,541)	(3,967)				
6000 plus Transfer from EMR	0	574	0	(574)				
Movement to/(from) Gen Reserve	0	0	(4,541)	(4,541)				
410 Lightwater Grounds Maintenance								
4160 Greenspace Contingency	0	233	1,000	767		767	23.3%	233
4165 Greenspace Contract	0	16,683	39,616	22,933		22,933	42.1%	
4185 Planting	0	2,160	1,852	(308)		(308)	116.6%	
4190 Christmas Trees	0	(1,839)	3,000	4,839		4,839	(61.3%)	
4220 Playground Repairs & Renewal	0	510	2,010	1,500		1,500	25.4%	
Lightwater Grounds Maintenance :- Indirect Expenditure	0	17,746	47,478	29,732	0	29,732	37.4%	233
Net Expenditure	0	(17,746)	(47,478)	(29,732)				
6000 plus Transfer from EMR	0	233	0	(233)				
Movement to/(from) Gen Reserve	0	(17,513)	(47,478)	(29,965)				
425 Lightwater Administration								
1076 Precept	0	106,024	106,024	0			100.0%	10,000
Lightwater Administration :- Income	0	106,024	106,024	0			100.0%	10,000
4403 Consultant costs	0	0	5,000	5,000		5,000	0.0%	
4950 Hall Hire	0	19	300	282		282	6.2%	
Lightwater Administration :- Indirect Expenditure	0	19	5,300	5,282	0	5,282	0.3%	0
Net Income over Expenditure	0	106,006	100,724	(5,282)				
6001 less Transfer to EMR	0	10,000	0	(10,000)				

Detailed Income & Expenditure by Budget Heading 02/10/2025

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	96,006	100,724	4,718				
430 Lightwater Councillors								
4350 Training	0	180	700	520		520	25.7%	
4500 Cllr Allowances, Training & Ex	0	6,220	13,739	7,519		7,519	45.3%	
Lightwater Councillors :- Indirect Expenditure	0	6,400	14,439	8,039	0	8,039	44.3%	0
Net Expenditure	0	(6,400)	(14,439)	(8,039)				
435 Lightwater Council Buildings								
4555 HMLD Building Costs	0	3,962	7,414	3,452		3,452	53.4%	
Lightwater Council Buildings :- Indirect Expenditure	0	3,962	7,414	3,452	0	3,452	53.4%	0
Net Expenditure	0	(3,962)	(7,414)	(3,452)				
440 Lightwater Grants								
4650 Grants	0	2,935	5,000	2,065		2,065	58.7%	
Lightwater Grants :- Indirect Expenditure	0	2,935	5,000	2,065	0	2,065	58.7%	0
Net Expenditure	0	(2,935)	(5,000)	(2,065)				
450 Lightwater Capital Projects								
4915 Festive Lights	0	(1,493)	4,930	6,423		6,423	(30.3%)	
4940 VE Day/Village enhancements	0	5,985	6,500	515		515	92.1%	
Lightwater Capital Projects :- Indirect Expenditure	0	4,492	11,430	6,938	0	6,938	39.3%	0
Net Expenditure	0	(4,492)	(11,430)	(6,938)				
455 Lightwater Pavilion & Recreation								
4055 Pavilion Utilities	0	132	420	288		288	31.4%	
4060 Maintenance	0	800	0	(800)		(800)	0.0%	
4905 Pavilion Expenses	0	0	10,000	10,000		10,000	0.0%	
Lightwater Pavilion & Recreation :- Indirect Expenditure	0	932	10,420	9,488	0	9,488	8.9%	0
Net Expenditure	0	(932)	(10,420)	(9,488)				
Lightwater :- Income	0	115,469	120,146	4,677			96.1%	
Expenditure	0	38,255	119,885	81,630	0	81,630	31.9%	
Net Income over Expenditure	0	77,214	261	(76,953)				
plus Transfer from EMR	0	807	0	(807)				
less Transfer to EMR	0	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	0	68,021	261	(67,760)				

Detailed Income & Expenditure by Budget Heading 02/10/2025

Month No: 7

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	0	115,469	120,146	4,677			96.1%	
Expenditure	0	38,255	119,885	81,630	0	81,630	31.9%	
Net Income over Expenditure	0	77,214	261	(76,953)				
plus Transfer from EMR	0	807	0	(807)				
less Transfer to EMR	0	10,000	0	(10,000)				
Movement to/(from) Gen Reserve	0	68,021	261	(67,760)				

Item 8- Lightwater Cemetery

a) Consideration of measures to mark reserved burial plots.

Background

Members have previously discussed the introduction of stone markers for cemetery plots to improve identification and management. Two quotations have now been received for the supply of stone markers. These markers can be fixed into the ground using dowels, which offer the advantage of stability while allowing removal for maintenance purposes.

Previous Resolution

At the meeting held in July 2025, Members resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to:

- Fully cost the supply and installation of stone plot markers.
- Explore whether ground fixings will be necessary and appropriate.
- Determine how plot markers for existing plots will be funded.

It was further agreed that, moving forward, the cost of plot markers will be met by the holder of the Exclusive Rights of Burial. Once a solution has been agreed, the cemetery price list will be updated accordingly to reflect this decision.

Reserved and Vacant Plots

- The cemetery system currently shows only four reserved plots.
 - There are a number of vacant plots visible around the perimeter of the cemetery.
 - However, these may represent double rows intended for children's plots, which will require further investigation when time allows.
-

Quotes

Based on the following specification:

- 6" high x 4" wide x 3" deep, 3" up from bottom cut down 1.25"
- 1" high R cut into each marker
- Drill each marker base by 2" and insert an 8" stainless steel dowel into each one using a chemical bond

Quote 1- minimum order x 10

10 x Black granite markers as per above specification = £1,020/10

10 x stainless steel dowels = £146.60/10

Total = £1,192.90/10 (EX VAT)

Quote 2

10 x Black granite markers as per above specification = £420.00

10 x stainless steel dowels = £100.00/10

Total = £520.00/10 (EX VAT)

NB: no minimum order. Lead time is 14-16 weeks.

Funding options

Cemetery maintenance: balance of £942 available

Lightwater Cemetery EMR: balance of £54,079.92 available

Greenspace contingency: balance of £767 available

Lightwater Village EMR – available funds of £15,606.23

Decision

Members are asked to decide whether they wish to:

- 1) Proceed with one of the quotes as presented and if so, decide how to fund.**
- 2) Update the cemetery price list when next reviewed for 2026/27 to include the cost of a stone marker when pre purchasing a plot.**

Item 9- Lightwater Recreation Ground

a) To Review the Terms of Use for Lightwater Recreation Ground

Background

Under the current Terms of Use for Lightwater Recreation Ground, a refundable deposit of £500 is required to cover minor damages. However, in cases where the cost of repairs exceeds this deposit, the Council currently has limited means to recover the full amount. To address this gap, it is proposed that the Terms of Use be revised to strengthen the Council's ability to recover costs beyond the standard deposit. Specifically, the amendment would include a clause enabling the Council to seek reimbursement through the hirer's insurance provider for any damage or sanction exceeding £500.

Current Clause

“Any failure to observe any of the above considerations shall incur the loss of deposit or part thereof in order to make good any repairs and/or any other sanction that the Council may impose, including possible redress under law.”

Proposed Amendment

To address the gap in cost recovery, it is recommended that the following clause be added:

“Where the cost of repairs or sanctions exceeds the £500 deposit, the Council reserves the right to recover the additional amount from the hirer, which may include seeking reimbursement through the hirer's insurance provider.”

This amendment ensures that the Council has a clear and enforceable mechanism to recover costs beyond the deposit, protecting public funds and ensuring accountability.

Decision

Members are asked to decide whether to:

- 1. Approve the proposed amendment to the Terms of Use for Lightwater Recreation Ground.**
- 2. Instruct officers to update all relevant documentation and notify future hirers of the revised terms.**

- b) **To Consider a request from Lightwater Connected to use Lightwater Recreation Ground for the purpose of hosting the Lightwater Village Fete, followed by a music event**

Background

Lightwater Connected has submitted a request to use the Lightwater Recreation Ground for a one-day community event comprising a daytime fête and an evening music festival.

Event Details

- **Date Proposed:** 9th May 2026
 - **Duration:** 12:00-21:30
 - **Activities:** Stalls, games, food vendors, BBQ, fairground, inflatables, children's rides, arena events, live music performances, children's entertainment
 - **Expected Attendance:** 2,500 – 3,000
 - **Security & Stewarding:** To be provided by Lightwater Connected
 - **Insurance:** Public liability insurance to be provided by Lightwater Connected
-

Documents

Lightwater Connected have submitted an outline proposal which is attached.

They have also supplied an Event Application form which requires additional information. The organisers have been asked to supply the following paperwork and documentation by 9th November 2025 (6 months prior to event in line with the Recreation Grounds Terms of Use):

1. Event Application form to include-

- Site Plan
- Confirmation of Security and Stewarding arrangements
- Emergency procedures and First Aid provision details
- Details of Electrical Equipment
- Fire Safety
- Details of Inflatable equipment, fun fairs, temporary structures, animals, event day communications
- Lost & Found children
- Details of any licenses required
- Food provision
- Road Closures
- Noise management
- Waste management

2. **Event Risk Assessment**
 3. **Public Liability Insurance Certificate (minimum £10 million cover)**
-

Safety Advisory Group (SAG) Process

Once all required documentation has been received, Windlesham Parish Council will complete the Event Safety Decision-Making Matrix as part of the Safety Advisory Group (SAG) process. This matrix assesses the risk level of the event based on the information provided.

- If the event is rated medium or high risk, it will be referred to the SAG circulation meeting for further review and recommendations.
 - This process ensures that all safety considerations are addressed and that the event complies with local and national safety standards.
 - It is to be noted SAG require at least 3 months notice in order to facilitate a meeting.
-

Decision

Members are asked to decide whether to:

- **Approve the use of Lightwater Recreation Ground by Lightwater Connected for the proposed fête and music festival, subject to submission and approval of all required documentation.**
- **Delegate authority to the Clerk to liaise with the organiser and ensure compliance with all conditions prior to the event, to include any recommendations from SAG should a meeting be held.**

c) **To Consider a request from Lightwater Society to use Lightwater Recreation Ground for the purpose of hosting a music festival**

Background

Lightwater Society has submitted a request to use the Lightwater Recreation Ground on 11th July 2026 to host a fundraising music festival.

Event Details

- **Date Proposed:** 11th July 2026
 - **Duration:** 12:00-20:00
 - **Activities:** Live music performances, stalls, games, food vendors, bouncy castles
 - **Expected Attendance:** Approx. 4,000
 - **Security & Stewarding:** To be provided by Lightwater Society
 - **Insurance:** Public liability insurance to be provided by Lightwater Society
-

Documents required

a) **Event Application form- Provided**

- Site Plan- it has been confirmed by the organisers that the layout is a Draft and pending vendors/suppliers attendance
- Confirmation of Security and Stewarding arrangements
- Emergency procedures and First Aid provision details
- Details of Electrical Equipment
- Fire Safety
- Details of Inflatable equipment, fun fairs, temporary structures, animals, event day communications
- Lost & Found children
- Details of any licenses required
- Food provision
- Road Closures
- Noise management
- Waste management

b) **Event Risk Assessment- Provided**

c) **Public Liability Insurance Certificate (minimum £10 million cover)- Renewed Insurance cover to be provided**

Safety Advisory Group (SAG) Process

Windlesham Parish Council will complete the Event Safety Decision-Making Matrix as part of the Safety Advisory Group (SAG) process. This matrix assesses the risk level of the event based on the information provided.

- If the event is rated medium or high risk, it will be referred to the SAG circulation meeting for further review and recommendations.
 - This process ensures that all safety considerations are addressed and that the event complies with local and national safety standards.
 - It is to be noted SAG require at least 3 months notice in order to facilitate a meeting.
-

Recommendation

Members are asked to decide whether to:

- **Approve the use of Lightwater Recreation Ground by the Lightwater Society for the proposed music festival, subject to the submission of any additional documentation or requirements arising from the SAG meeting.**
- **Delegate authority to the Clerk to liaise with the hirer and ensure compliance with all conditions prior to the event, to include any recommendations from SAG should a meeting be held.**

d) To consider additional information received following the Surrey Advisory Group meeting regarding the Lightwater Scouts Fireworks Event

Purpose: To update Members on the Safety Advisory Group (SAG) recommendations following a recent meeting regarding the Lightwater Scouts Fireworks Event, and to seek approval for additional safety measures and responsibilities.

Background

At a previous meeting, the Council resolved that the Scouts must ensure the area surrounding the bonfire is suitably secured following the event, using Heras fencing or an alternative as advised by SAG. Furthermore, the Scouts were requested to provide an updated fire safety plan incorporating any further guidance issued by SAG.

A meeting has since been held with SAG, and the following recommendations have been provided to enhance the safety and preparedness of the event.

SAG Recommendations-

- **Subscription to the Purple Guide-** Event organisers are advised to subscribe to The Purple Guide to ensure alignment with best practice in event safety management.
- **Emergency Plan-** The current plan requires updating to include:
 - Procedures for full site evacuation.
 - Management of emergency services access.
 - Allocation of marshals and volunteers to specific roles and zones.
 - A contingency plan in case an exit becomes unusable.
 - Pre-event training and an on-site safety briefing for all staff and volunteers.
- **Medical Provision and Plan-** The plan should be expanded to:
 - Clarify the location and mobility of medical personnel.
 - Detail available equipment, including oxygen and defibrillator access.
 - Outline the types of injuries that can be managed on-site.
 - List qualifications and capabilities of staff and other trained volunteers.
- **Scout Fire Risk Assessment-** A dedicated assessment should be created or expanded to specifically address the bonfire, including:
 - Justification for its location (distance from trees, homes, and the A322).
 - Timing of ignition and safety controls (e.g., fencing, public access restrictions).
 - Confirmation that no additional fuel is added once lit and that the bonfire is assembled on the day of the event.
 - Additional controls in the event of high winds or ember disturbance.
- In addition, it was recommended that the field is closed to public access overnight.

Decision Required

Members are asked to:

1. **Note the recommendations issued by the Safety Advisory Group and acknowledge that event organisers have been requested to update their fire safety and emergency plans within 14 days, in line with the guidance provided.**
2. **Consider and approve whether the Recreation Ground should be secured until 9:00 am the following morning using suitable fencing, and agree the necessary**

arrangements to facilitate this, including responsibility for installation, monitoring and removal.

e) To consider a recommendation to Full Council to support a subscription to the Purple Guide

Background

Members are asked to consider whether the Committee wishes to recommend to Full Council that Windlesham Parish Council subscribes to the Purple Guide, a nationally recognised resource for outdoor event safety and management.

The Purple Guide was originally published by the Health & Safety Executive (HSE) and is now maintained by the Events Industry Forum (EIF). It provides comprehensive guidance for event organisers, suppliers, local authorities and others involved in the outdoor events industry. The Guide is regularly updated and expanded by UK event professionals, with input from key organisations including the HSE, the Institute of Licensing (IoL), and the Institution of Occupational Safety and Health (IOSH).

While not compulsory, the Purple Guide offers best practice advice that often goes beyond the minimum legal requirements, helping dutyholders to manage health and safety effectively—particularly at large-scale public events.

Subscribers receive:

- Full access to the Purple Guide website for 12 months.
- Notifications of new chapters and updates.
- Regular e-bulletins from the Events Industry Forum.

The subscription cost is £25 plus VAT per year for single-user access.

Relevance to the Council

Windlesham Parish Council is increasingly involved in supporting and overseeing community events, including fireworks displays, village fairs and seasonal celebrations. Access to the Purple Guide would:

- Enhance the Council's ability to assess event safety plans.
- Provide a reliable reference for organisers and committees.
- Strengthen the Council's position when liaising with the Safety Advisory Group (SAG) and other statutory bodies.

Decision

Members are asked to consider if they wish to recommend to Full Council whether Windlesham Parish Council should proceed with an annual subscription at a cost of £25 plus VAT.

Item 10- Review of AED Housing and Location

Background

The AED currently installed on the exterior wall of the DEBRA charity shop is housed in a cabinet that is not designed for long-term outdoor use. This raises concerns about its ability to protect the device from weather-related damage, potentially compromising its functionality and lifespan.

Concerns have been raised regarding weather protection, visibility, and long-term maintenance. In light of this, the Committee is asked to consider either:

- **Relocating the AED** to a more suitable site within the village, or
 - **Replacing the existing cabinet** with one specifically designed for outdoor use.
-

Considerations for Rehousing or Replacement

- **Cabinet Suitability:** A weatherproof, heated cabinet is recommended to ensure the AED remains operational in all conditions.
 - **Visibility and Accessibility:** Any new location should be easily accessible to the public and clearly signposted.
 - **Power Supply:** If a new AED cabinet is installed, permission will be required from the property owner or landlord. Additionally, the cabinet will need a reliable electricity supply to support essential features such as heating and internal lighting. The Committee must consider who will be responsible for providing and maintaining this electricity supply.
 - **Permissions:** Any relocation will require landlord or property owner consent.
-

Options for Consideration

Option A: Replace the Cabinet at Current Location

- Install a weatherproof, heated AED cabinet
- Confirm electricity supply arrangements with DEBRA.

Option B: Relocate the AED to a New Site

- Identify a suitable alternative location
 - Install new cabinet with appropriate power supply
-

Decision

Members are asked to:

- 1. Review the suitability of the current AED cabinet and location.**
- 2. Approve either the replacement of the cabinet or relocation of the AED to a more appropriate site.**
- 3. Delegate authority to the Clerk to:**
 - Source quotes for a suitable outdoor AED cabinet**
 - Liaise with property owners regarding electricity supply**
 - Identify and assess alternative locations if relocation is preferred**

Item 11- To discuss the Maintenance of Lightwater War Memorial and Gardens

Background

Members are asked to consider the maintenance of the Lightwater War Memorial and gardens in preparation for Remembrance Sunday 2025, and to consider arrangements for ongoing maintenance thereafter.

A previous resolution was passed in July 2025 as follows:

It was resolved to approve the allocation of up to £1,000 for planting, and to cover watering if necessary. This will be funded from the Lightwater Village Reserve. The Clerk will also liaise with Lightwater Connected regarding the potential for LVIS volunteers to maintain the area, subject to all necessary insurance and health and safety compliance. Should compliance not be confirmed by the end of July, the Clerk is granted delegated authority to appoint a contractor to undertake the work.

As of this report, LVIS has confirmed they will not maintain the area for Remembrance Sunday. However, they have submitted a risk assessment and expressed interest in undertaking ongoing maintenance, subject to Committee approval.

Matters for consideration

- Review of a quote for planting and maintenance around the War Memorial and gardens in time for Remembrance Sunday.
- Discuss arrangements for ongoing maintenance.
- Watering arrangements during the summer months.

Quote Received

The following quote has been received for planting and maintenance around the War Memorial and gardens:

- **Scope of work:**
- **Activities-**
 - Grass cutting
 - Flowerbed weeding and cultivating soil
 - Remove old dead plants
 - Shrub cutting back and shaping
 - Re-define grass edges
- **£400 EX VAT**

- **Planting the War Memorial Flower Bed**
 - Plant up with lots of coverage and colour with a red and white theme.
- **£250 EX VAT**
- **Total = £650 EX VAT**



This quote falls within the previously approved £1,000 budget.

Ongoing Maintenance

Members are asked to note that, for the purpose of ongoing maintenance by L-VIS, the following supporting documents have been submitted:

- Confirmation of insurance cover
- Risk assessment approved by Clerk and signed by L-VIS

It is also suggested that there is:

- Agreement on frequency and scope of maintenance tasks
- Monitoring and review by the Clerk
- Annual budget set to accommodate any additional planting requirements as required

Watering Arrangements

The Committee is asked to consider whether watering of the planting around the War Memorial and the Memorial Gardens throughout summer should be added to the existing contract for hanging baskets and their maintenance.

Decision

Members are asked to decide whether they:

- 1. Approve the presented quote for planting and maintenance around the War memorial and maintenance of the gardens ahead of Remembrance Sunday.**
- 2. Approve the appointment of L-VIS to carry out ongoing maintenance of the War Memorial and surrounding gardens, and in addition:**
 - Give delegated authority to the Clerk to determine and agree the frequency and scope of maintenance tasks.**
 - Decide if they wish to set an annual budget to accommodate any additional planting requirements as needed and decide how to fund.**
- 3. Approve to include watering of the War Memorial planting in the existing hanging basket maintenance contract.**

Item 12- Remembrance Sunday Arrangements

At the Full Council meeting, it was agreed that:

- One wreath will be laid on behalf of the Council at the Lightwater War Memorial.
- A donation of £50 will be made to the Royal British Legion in support of the Poppy Appeal.

The Lightwater Village Committee is now asked to confirm will represent the Committee in laying the wreath and whether an additional wreath should be laid at another location within the village.

Decision

Members are asked to decide:

1. **Who will lay the Council's wreath at the Lightwater War Memorial.**
2. **Consider whether an additional wreath should be laid elsewhere in the village.**

Item 13- Lightwater Traffic & Infrastructure

Background and Resolutions

At the July 2025 meeting of the Lightwater Village Committee, members resolved that Cllr Turner will chair the Lightwater Traffic & Infrastructure Working Party. He led a call to action, inviting expressions of interest from residents and local stakeholders who wish to participate in the initiative.

Membership Structure

The Working Party comprises five members: one representative from a local community group and five individual residents.

Initial Meeting and Next Steps

Cllr Turner convened the inaugural meeting of the Working Party on 8th September. The meeting focused on reviewing the Terms of Reference and T & I issues in Lightwater Village.

Cllr Turner is expected to provide a verbal update on the meeting's outcomes at the Committee meeting.

At this early stage, it is not anticipated that the Working Party will present any formal recommendations for the Committee's consideration.

Item 14- To discuss Sponsorship signs for the village planters

Members have resolved that the five planters maintained by Windlesham Parish Council within the village should be clearly marked with plaques or stickers reading:

“Planters sponsored and maintained by Windlesham Parish Council.”



A review of Council records has found no evidence that WPC originally funded the purchase of the planters currently in place. However, it is confirmed that the Council continues to fund the seasonal planting and maintenance of these planters.

To date, one quote has been received for the production of suitable plaques/stickers:

Quote (attached)

10 x Stickers. Full Colour digitally printed on standard vinyl with a matt overlaminate. 150 x 150mm.

£102.00 EX VAT

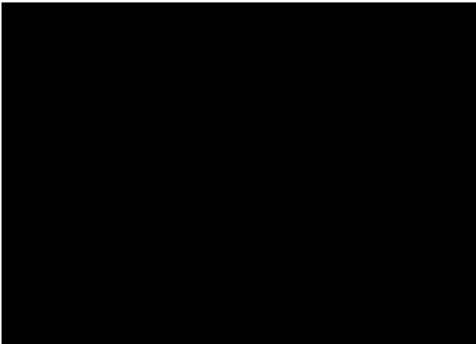
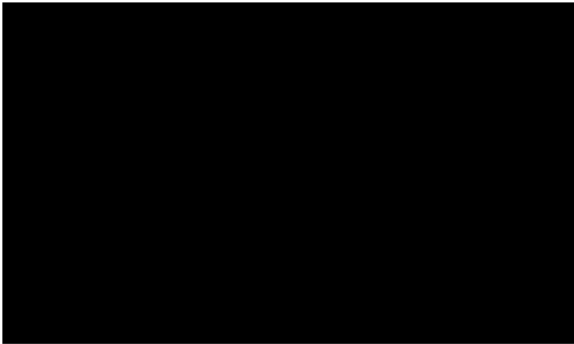
Funding

Lightwater Village Reserve- £15,606.23

Decision

Members are asked to decide:

- 1. Confirm whether they wish to proceed with the installation of plaques/stickers on the five WPC maintained planters.**
- 2. Approve the use of the current quote or request additional quotations.**
- 3. Determine the appropriate budget line for funding the initiative.**



QUOTATION

Ref No. Q22777/1
Dated 15/07/2025
Contact Sarah Wakefield
Tel 01276 471675

Sarah Wakefield
Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG
United Kingdom

Thank you for your enquiry, please find our quotation detailed below. If you would like to discuss your requirements further, please do not hesitate to contact us.

Re : Flower Planter Stickers

Item	Qty	Pack	Description	Unit Price	Total
A	10	Unit(s)	Stickers. Full colour digitally printed on standard vinyl with a matt overlaminate. 150 x 150mm	£10.20	£102.00
				Vat	£20.40
				Total	£122.40
			Layout, proof, manufacture and supply.		



Net Total	£102.00
VAT	£20.40
TOTAL Payable	£122.40

Payment: 50% deposit with order, balance paid in full on completion.
Title of goods does not pass until full payment has been received.

We reserve the right to charge interest at 8% over base rate on overdue accounts, in accordance with the Late Payment of Commercial Debts (Interest) Act 1998, if settlement is not within our agreed credit terms.



Item 15- Strategic Plan Review

Background

At the Full Council meeting held in September 2025, Members reviewed the draft version of the revised Strategic Plan. Following discussion, it was resolved to defer a decision on formal adoption to allow each Village Committee the opportunity to review and discuss the document at their next scheduled committee meeting.

Attachment

The paper presented at the September 2025 Full Council meeting is attached.

Decision

Members are asked to:

- 1. Review the contents of the Strategic Plan.**
- 2. Provide comments or amendments.**

Item 8 – Strategic Plan Review

Full Council 30th September 2025

Members will be aware that the current Strategic Plan has reached the majority of its review milestones, with several original aims either achieved or now outdated due to changes in community needs, legislative frameworks, and operational capacity. This draft version reflects a refreshed approach grounded in the council's statutory functions and enhanced capabilities under the General Power of Competence.

Action

Members are asked to:

1. Review the contents of the draft Strategic Plan.
2. Provide comments or amendments.

Strategic Plan Overview

The new draft plan outlines Windlesham Parish Council's strategic ambitions across seven core values, each underpinning a defined set of outcomes and measurable actions:

Core Value	Explanation
Parish Council View	Measures to promote and better present the villages of Bagshot, Lightwater, and Windlesham
Happier and Healthier	Promote wellbeing through accessible public spaces, active living initiatives, and community support.
Cleaner and Greener	Deliver sustainable and environmentally responsible services, protecting and enhancing green spaces.
Safer and Stronger	Foster a secure, resilient community where people feel safe and engaged.
Connected and Engaged	Ensure that all residents feel heard, valued, and connected through effective communication, meaningful participation, and ongoing support.
Open and Responsible	Operate transparently and manage public funds and assets prudently with high standards of accountability, embracing transparent governance. Ensure that our Council adapts responsibly to legislative and structural changes, ensuring our community's voice is heard and its needs are represented through every tier of government
Guardians of heritage	We celebrate and protect the rich heritage, history, and identity of our Parish, ensuring that future generations can continue to enjoy, learn from, and be inspired by our local traditions, landmarks, and community stories.

DRAFT Strategic Plan for review – Sept 2025

Core Value	Explanation
Parish Council View	Measures to promote and better present the villages of Bagshot, Lightwater, and Windlesham
Happier and Healthier	Promote wellbeing through accessible public spaces, active living initiatives, and community support.
Cleaner and Greener	Deliver sustainable and environmentally responsible services, protecting and enhancing green spaces.
Safer and Stronger	Foster a secure, resilient community where people feel safe and engaged.
Connected and Engaged	Ensure that all residents feel heard, valued, and connected through effective communication, meaningful participation, and ongoing support.
Open and Responsible	Operate transparently and manage public funds and assets prudently with high standards of accountability, embracing transparent governance. Ensure that our Council adapts responsibly to legislative and structural changes, ensuring our community's voice is heard and its needs are represented through every tier of government
Guardians of heritage	We celebrate and protect the rich heritage, history, and identity of our Parish, ensuring that future generations can continue to enjoy, learn from, and be inspired by our local traditions, landmarks, and community stories.

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Value	Aligned Strategic Aims and Objective
Parish Council View	1. Improve the image of and pride within the villages and make them an attractive place to live and visit. We will aim to: ○ Ensure the Parish area has a positive image and identity, both locally and at the principal authority level. ○ Implement successful measures to enhance the village experience for residents: adding summer/winter planting and maintaining open spaces and street furniture community events programme. ○ Maintain a persistent expectation for high standards in the public realm, engaging businesses and residents in improvements. Timescale: 0-5 years Council Committee/Department: Communications and Marketing, Village Committees
	2. Continue to develop and improve the content of the Parish Council’s websites and social media. We will aim to: ○ Continue to increase participation and build engaged and active communities. ○ Enable truly meaningful engagement by improving the flow of information, both digital and otherwise, to and from the Parish Council. Timescale: 0-6 years Council Committee/Department: Communications and Marketing and Village Committees
	3. To encourage community initiatives to use the village spaces to create events, festivals, fetes, pop-up shops, etc. We will aim to: ○ Support events that meet the needs and ambitions of residents. ○ Promote, map, and encourage community events through collaborative efforts. Timescale: 0-10 years Council Committee/Department: Communications and Engagement and Village Committees

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Parish Council View	4. To actively support anti-crime and disorder campaigns within the Parish, in liaison with the police We will aim to: ○ Continue liaising with the PCSO's for the three villages. ○ Interact regularly with police Timescale: 0-10 years Council Committee/Department: Clerk/Assistant Clerk, all Councillors 5. Implement a Communications Strategy We will aim to: ○ Deliver and monitor a communications strategy ○ Develop better tools for listening with residents, community groups and strategic partners, i.e. introduction of interactive CMS platforms. Timescale: 0-10 years Council Committee/Department: Communications Committee 6. Implement a Marketing Strategy We will aim to: ○ Ensure the council brand is consistently linked to services. ○ Make best use of social media for the benefit of residents. ○ Manage the media effectively to promote Windlesham Parish Council. ○ Publish a regular newsletter four times per year for residents. ○ Make the best use of council noticeboards. ○ Be transparent, open and accessible with good communication at the heart of everything that we do. ○ Ensure the capacity for open information sharing is maintained. Timescale: 0-10 years Council Committee/Department: Communications and Marketing, Communications Committee 7. Provide Christmas Trees and lights, and liaise with local groups regarding light switch-on event We will aim to: ○ Continue providing Christmas Tree and Christmas Lights displays. Timescale: 0-10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees
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	8. Encourage people living and working in the three villages to participate and to engage in decision making. We will aim to: ○ Encourage everyone to get involved. Participation and engagement are key. We will always look at new ways to listen to residents and businesses to bring forward voices that are not usually heard. ○ Build relationships and trust, advocating for village projects. Timescale: Ongoing Council Committee/Department: Communications and Marketing and All Councillors
Happier and Healthier	9. Enable the provision and maintenance of street furniture We will aim to: ○ Provide and maintain street furniture where needed e.g. bins, benches etc. ○ Proactively identify gaps in provisions needed to fulfil needs within the community. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees
	10. To continue to maintain and improve its open spaces and be open to asset transfers of open spaces from higher-tier authorities. We will aim to: ○ Manage and look after our spaces to the high standards expected by our council. ○ Continue to plan how we create and manage open spaces, focusing on the people who enjoy them, balancing the need to conserve their biodiversity. ○ Continue to explore opportunities to take on more green spaces and more public places for the health and well-being benefit to parish residents. Timescale: 5-10 years Council Committee/Department: Clerk/Assistant Clerk and Full Council
	11. To support local voluntary organisations where deemed appropriate via the grant system. We will aim to: ○ Continue to support organisations through the use of grants to promote the health and wellbeing of our residents. ○ Ensure grant application forms remain available throughout the year with decisions made at appropriate meetings. ○ Increase public awareness of the grant availability

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Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

12. To deliver the Lightwater Recreation Pavilion project

We will aim:

- Ensure community engagement and usage planning.
- Complete delivery of a well-designed project that is suitable for the space and reflects the outcomes of community engagement.
- Provide inclusive facilities for all age groups.
- Maximise environmental and design standards in construction.

Timescale: 5 years

Council Committee/Department: Clerk/Assistant Clerk and Lightwater Village Committee

13. To promote wellbeing through the allotments and open spaces

We will aim to:

- Maintain allotment provision.
- Enhance public access to green spaces.
- Promote the physical and mental health benefits of open spaces.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Full Council

14. To improve accessibility in green spaces

We will aim to:

- Construct a countryside path at School Lane Field.
- Ensure design meets accessibility standards (e.g. DDA compliant).
- Connect the path to wider local networks.
- Promote usage by all demographics, including elderly and disabled users, to all our green spaces.

Timescale: 10 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

15. To appoint a high-quality contractor to maintain and enhance parish green spaces

We will aim to:

- Appoint a procurement consultant to advise on tender design, compliance, and the evaluation process.

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Cleaner and Greener

- Prepare and issue a clear specification detailing maintenance standards, biodiversity goals, and community priorities.
- Conduct a competitive and transparent procurement process in accordance with Financial Regulations and Standing Orders.
- Assess tenders based on quality, environmental performance, and value for money.
- Ensure the resulting contract includes measurable KPIs, flexibility, and review points.
- Communicate outcomes and expectations to residents to support transparency and accountability.

Timescale: 2 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

16. To promote biodiversity. To create a 'rewilding' programme in appropriate areas.

We will aim to:

- Work with partners to secure the enhancement of green spaces so residents have access to a diverse range of green spaces for play, amenity, wildlife, relaxation, and socialising.
- Ensure rewilding efforts will be considered and well communicated.
- Endeavour to establish rewilded areas of natural beauty, where appropriate, across our asset base.

Timescale: 0-10 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees.

17. To maintain current tree stocks.

We will aim to:

- Maintain a robust tree management plan for all Council-owned land.
- Implement the Tree Management Policy, including carrying out regular tree surveys.
- Explore opportunities to improve land use for a wide range of environmental benefits.
- Work with partners to deliver improvements to the village's biodiversity.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Full Council

18. To provide community support to ensure the upkeep of community areas i.e. open spaces and verges. Identifying needs through ward members and working with community groups.

We will aim to:

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- Work to ensure a robust programme is in place, with regard to clean open spaces and safe environments for community use, with feedback from the general public.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

19. To provide summer planting and hanging baskets in all three villages

We will aim to:

- Continue providing summer floral displays throughout the villages.

Timescale: 0-10 years

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

20. The Parish Council is committed to safeguarding the Green Belt and will robustly oppose development proposals that threaten its integrity.

We will aim to:

- Respond to planning applications with reference to the policies and protections contained within the National Planning Policy Framework (NPPF), the Local Plan, the Windlesham Neighbourhood Plan, and the Lightwater Design Statement;
- Ensure that local context and character are upheld through representations.
- Engage with the local planning authority and residents to advocate for sustainable development that respects designated green spaces and landscape value.

Timescale: Ongoing

Council Committee/Department: Planning Committee

21. To continue to maintain and improve its open spaces.

We will aim to:

- Manage and look after our spaces to the high standards expected by our council.
- Continue to plan how we create and manage open spaces, focusing on the people who enjoy them, balancing the need to conserve their biodiversity.

Timescale: Ongoing

Council Committee/Department: Clerk/Assistant Clerk and Village Committees

22. To manage and maintain all Cemeteries for environmental resilience

We will aim to:

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	○ Investigate and, where necessary, implement drainage solutions to manage surface water at Bagshot and Windlesham Cemeteries. Assess site impact and maintain safe, respectful access for visitors. ○ Support the long-term usability and environmental resilience of the sites. ○ Explore and develop a dedicated woodland burial area within Lightwater Cemetery to offer a natural, sustainable interment option aligned with ecological and community values. Timescale: Drainage 3-5 years , Woodland Burial10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees 23. To enhance biodiversity and water stewardship in public green spaces We will aim to: ○ Carry out seasonal maintenance of the School Lane Field pond. ○ Monitor and manage vegetation to support biodiversity. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Bagshot Village Committee
Safer and Stronger	24. To collaborate with Surrey County Council/future Unitary Council highways authorities to reduce HGV traffic and improve road safety, including measures to address speeding. We will aim to: ○ Advocate for appropriate traffic restrictions and routing to limit non-essential HGV movement through residential areas; ○ Support highway improvements that promote safety, reduce congestion, and protect local infrastructure; ○ Work with enforcement partners to identify and implement effective speed reduction initiatives. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees 25. To collaborate closely with Surrey Police to reduce crime and anti-social behaviour across the parish. We will aim to: ○ Strengthen community safety through joint working, intelligence sharing, and local initiatives; ○ Support visible policing, including engagement at public meetings and events; ○ Advocate for preventative measures, particularly in areas identified as local priorities by residents. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees

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Connected and Engaged	26. Consult with local people regarding the provision of Parish Council services and facilities. We will aim to: ○ Work to maximise the benefit of our buildings to the local community ○ Ensure that as the first tier of local government, we keep abreast of issues that affect our communities. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council
	27. To strengthen community-led planning and local participation We will aim to: ○ Complete a comprehensive review of the Windlesham Neighbourhood Plan to reflect current needs and policy updates. ○ Engage residents, businesses, and local groups throughout the review process. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village & Planning Committees
	28. To empower and involve the community through funding and engagement We will aim to: ○ Promote the availability of council grants to local voluntary and community groups. ○ Provide clear, year-round access to application guidance and forms. ○ Publicise successful grant outcomes to inspire wider participation. ○ Host and support community engagement events and initiatives that encourage local voices and volunteering. ○ Ensure engagement methods are accessible, inclusive, and representative of all parish residents. Timescale: Ongoing Council Committee/Department: Communications and Communications Committee
	29. To support the community through the use of Community Infrastructure Levy funds to help improve facilities within the parish. We will aim to: ○ Identify community projects to determine use of CIL funds as appropriate. Timescale: Ongoing

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	Council Committee/Department: Village Committees 30. To improve accessibility and transparency of Council meetings We will aim to: ○ Refurbish the Council Chamber to create a welcoming, accessible, and fit-for-purpose civic space. Ensure the refurbished chamber supports inclusive access for all, including those with mobility or sensory needs. ○ Promote remote or hybrid attendance options where feasible. Publish agendas and supporting papers in accessible formats and within statutory timelines. Publicise meetings through multiple platforms to reach a broad audience. ○ Provide clear and friendly guidance for the public on how to attend, observe, or participate. Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council 31 - Encourage people living and working in the Parish to participate and to engage in decision making. We will aim to: ○ Encourage everyone to get involved. Participation and engagement are key. We will always look at new ways to listen to residents and businesses to bring forward voices that are not usually heard. ○ Engage with and support the wide variety of community organisations in the Parish which help us deliver our aims. ○ Build relationships and trust, advocating for Parish projects. Timescale: Ongoing Council Committee/Department: Communications, Village Committees and Full Council
Open and Responsible	31. To provide open, responsible leadership and strong local governance We will aim to: ○ Develop, approve, and deliver a new Strategic Plan aligned with community priorities and statutory responsibilities. ○ Establish the Chairman's Group to provide cross-council strategic oversight and coordination. ○ Maintain regular reviews of all Parish-owned assets and service contracts to ensure value, condition, and compliance. ○ Approve and implement an investment policy to safeguard public funds and monitor fiscal performance transparently. ○ Monitor developments in local government reorganisation and prepare timely responses to emerging structural changes.

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	○ Consider and review opportunities for asset transfers from higher-tier authorities, retaining local ownership and control where it benefits residents. Timescale: 1 year Council Committee/Department: Clerk/Assistant Clerk and Full Council 30. To manage the sale of the Hook Mill Lane Depot Site transparently and in the best interests of the community We will aim to: ○ Appoint qualified professional advisors to oversee valuation, legal compliance, and marketing of the site. ○ Ensure the sale process complies with statutory obligations and achieves best value. ○ Communicate openly with the public regarding the purpose, progress, and outcomes of the sale. ○ Consider future community or environmental impacts in the selection of a purchaser or use. ○ Allocate proceeds from the sale in line with council policy & priorities, ensuring transparency and community benefit. Timescale: 2 years Council Committee/Department: Clerk/Assistant Clerk and Full Council
Guardians of heritage	31. The Parish Council will aim to safeguard and promote the Parish’s historical and cultural heritage We will aim to: ○ Preserve and maintain the Bagshot Chapel and other valued heritage assets in line with conservation standards. ○ Undertake ongoing care and respectful presentation of cemeteries and memorials. ○ Repair and maintain the Parish’s Grade II listed war memorials to ensure their longevity and public respect. ○ Explore external funding and heritage grants to support conservation work where appropriate. Timescale: 3-5 year Council Committee/Department: Clerk/Assistant Clerk and Village Committees / Full Council

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Item 16- To consider a motion from Cllr Stevens: Request for the committee to consider the allocation of Lightwater CIL to help progress the refurbishment of the Council Chamber

Windlesham Parish Council has previously obtained outline estimates for refurbishing the Council Chamber located at Lightwater Cemetery. At earlier Full Council meetings, Members expressed unanimous support for the principle of creating a fully functioning meeting space. In particular, the space would support the recent decision to begin video streaming of Council meetings, offering a dedicated and controlled environment for this purpose.

The Council has been notified of an upcoming Community Infrastructure Levy (CIL) payment of £18,626.00, linked to a development in Lightwater. Members are asked to consider whether to allocate these funds towards supporting the delivery of the proposed project.

Decision

Members are asked to consider whether they support a recommendation to Full Council to allocate the available Lightwater CIL funding towards the refurbishment of the Council Chamber.

Item 17- Grants- to consider a Grant Application from the Lightwater Scouts

Summary:

The Lightwater Committee has received a grant application from the Lightwater Scouts, requesting funds for the hire of Heras fencing to enclose the bonfire area at their Bonfire & Firework Event.

Action:

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

- **Approve the request in full, in part, or not at all.**

Details of Grant Request:

The Lightwater Scouts seek funding to help pay for the hire of Heras fencing to enclose the bonfire area at their Bonfire & Fireworks Event on 8t November

Total Grant Requested: £263.28

The current available grant budget is £2,065

Required Documents:

- Completed and signed Grant Application Form - Received

In addition:

- Quote for Heras Fencing



WINDLESHAM PARISH COUNCIL

APPLICATION FORM

GRANT UNDER £500

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

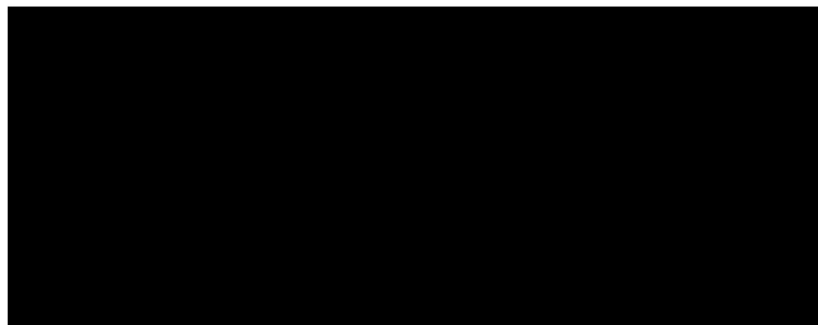
Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation/Group	1st Lightwater Scout Group.
Contact Name	[REDACTED]
Position within the organisation/group	[REDACTED]
Telephone number	[REDACTED]
Address of organisation/group	The Avenue Lightwater. GU18 5RG
Postcode	GU18 5RG
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	We need to rent See attached form.
Total cost of purpose/project	£ 263.28
Amount of grant requested:	£ 263.28

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



Date 28/9/25

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

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

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

For official use

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



28th September 2025

Grant under £500 application Form

For what purpose /project is the grant requested?

As part of our preparations for the upcoming community Bonfire Night event, it has been recommended that Heras fencing be hired to securely enclose the bonfire area at the conclusion of the event. This measure is intended to ensure public safety and prevent any unauthorised access once the event has ended.

Following our investigation, the cost for hiring the fencing is £263.28, which reflects the minimum hire period required by the supplier. Given the nature of this event as a community gathering, we are seeking the Council's support to help cover this specific cost. Your assistance would enable us to implement the necessary safety measures without placing additional financial strain on the event budget.

We appreciate your consideration and continued support of local community initiatives.

1st Lightwater Scout Group
The Avenue
Lightwater
Surrey
GU18 5RG

Registered Charity in England and Wales
Charity Number: 267802
www.lightwaterscouts.org.uk

Lightwater scouts
The Avenue
Lightwater
Surrey
GU18 5RG

Quote No : 403012581
Date : 25/09/2025
Expires : 25/10/2025
Your Ref : Karrie Ingram
Our Ref : nthorn
Damage Waiver : 15.00%
Page : 1 of 1

Account: Z735902

Item	Description	Quantity	Unit	Price	Period	Total	VAT
Quote Details 403012581/1 Start of hire Friday 07/11/25 to Sunday 09/11/25(2 days)							
Delivery Ref: quote							
Instructions: 2XID REQUIRED UPON DEL OR COLLECTION FROM DEPOT NOT COVERED FOR LOSS OR THEFT							
Despatch From: 07/11/2025							
BM12	3.5M Temp Fence Panel	12	Each	5.50	Week	132.00	S
BM14	Rubber Block	12	Each	0.50	Week	12.00	S
BM10	Panel Clamp	24	Each	0.25	Week	12.00	S
TRTOOLSCOL	Transport Tools Collection	1	Each	20.00	Each	20.00	S
TRTOOLSDEL	Transport Tools Delivery	1	Each	20.00	Each	20.00	S
TSD	Transport Supplement Delivery	1	Each				
Cash Summary							
Hire Amount							156.00
Damage Waiver							23.40
Loss Charge							0.00
Damage Charge							0.00
Consumables/Service							0.00
Delivery/Collection							40.00
VAT							43.88
Deposit							0.00
Total Charges							263.28
Previously Paid							0.00
This Payment							0.00
Refunds							0.00
Invoiced To Date							0.00
Balance							263.28
VAT	Description	Goods	Rate	VAT			
S	Standard	219.40	20.00	43.88			

Item 18- Clerks Update

Lightwater Cemetery Fencing

The Land Registry documentation for the cemetery remains outstanding. The Council's solicitor has indicated that processing the cemetery registration may take several months. As a result, installation of the new fencing cannot proceed until the registration is formally completed.

Woodland Burials

A specification has been issued to three contractors specialising in woodland burials to include:

“Windlesham Parish Council is exploring the development of a woodland burial area as an extension to the existing cemetery in Lightwater. The initiative aims to offer a sustainable, environmentally sensitive, and community-focused burial option that complements and enhances the natural landscape.

The scope of the project includes:

- Assessing the feasibility of establishing a woodland burial area on the proposed site.
- Preparing a concept design and layout that integrates with the existing cemetery and surrounding environment.
- Ensuring compliance with relevant legislation, planning policies, and environmental standards.
- Providing guidance on long-term management, operational planning, and biodiversity enhancement.”

To date, no responses have been received from the invited contractors.

Hardstanding at bonfire site

Following Member requests, the office is currently looking into suitable solutions for installation of hardstanding at the site used for the Scouts' annual bonfire. However, feedback from other local authorities suggests that reseeded the area with grass each year has proven to be a cost-effective and successful alternative. Members may wish to consider this approach as a potential solution moving forward.

Metal fencing at the Square

Cllr Hartshorn has raised concerns regarding the condition of the metal fencing at The Square. While the fencing does not fall under the Parish Council's remit, any relevant updates or observations from Members will be noted and recorded in the minutes.