



Windlesham Parish Council

Joanna Whitfield
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The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

31st October 2025

To: Cllrs Bakar, Du Cann, Gordon, White, Willgoss and Wilson

You are hereby summoned to attend a meeting of the Bagshot Committee to be held at St Anne's Church Centre, 43 Church Road, Bagshot on **Tuesday 11th November 2025 at 7pm** to act upon the under-mentioned business.

Yours sincerely

**Joanna Whitfield
Clerk to the Council**

MEETING INFORMATION

Members of the public are invited to attend this meeting or alternatively, if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday 11th November 2025. Please note that submissions for public participation will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting you must specify this to the Clerk in writing at the time of submission.

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AGENDA

- 1 Apologies for Absence**
- 2 Declarations of interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e)
- 3 Public question time**
- 4 Exclusion of the press and public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5 Committee and Sub-Committee Minutes:** To confirm and sign the open minutes of the previous Village Committee meeting held on the 22nd July 2025.

- 6 **Payment lists for approval**
- 7 **Committee finances** – Income & Expenditure Report
- 8 **Traffic & Infrastructure-** Bagshot Traffic Scheme update
- 9 **Bagshot Cemetery-** a) Cemetery Drainage and Pathways update
b) To discuss the planting of two cherry trees
- 10 **School Lane Field-** a) To discuss the maintenance of School Lane Field Pond
b) Update on the Pathway Improvements
c) To discuss the purchase of a new closed top bin
- 11 **Grants-** to consider a CIL Application from Bagshot Cricket Club
- 12 **County-Led Cross Parish Steering Group**
- 13 **Clerks update**
- 14 **Correspondence**
- 15 **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 Meetings) Act 1960.**



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

Held on Tuesday 22nd July 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

Councillors	
Bakar	P
Du Cann	P
Gordon	P
White	P
Willgoss	P
Wilson	P

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Rob Lee- Surrey Heath Borough Councillor
Chris Phoenix- Resident

Cllr Willgoss outgoing Chair

Cllr Willgoss took the Chair

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

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		Action												
BVC/25/01	To appoint a Chair and Vice Chairman of the Committee for the ensuing year One nomination was received as follows: Cllr Du Cann nominated, and Cllr Gordon seconded Cllr Willgoss as Chairman of the Committee. A recorded vote was taken as requested by Cllr Willgoss <table><tr><td>Cllr Bakar</td><td>In favour</td></tr><tr><td>Cllr Du Cann</td><td>In favour</td></tr><tr><td>Cllr Gordon</td><td>In favour</td></tr><tr><td>Cllr Wilson</td><td>Against</td></tr><tr><td>Cllr Willgoss</td><td>Did not vote</td></tr><tr><td>Cllr White</td><td>In favour</td></tr></table>	Cllr Bakar	In favour	Cllr Du Cann	In favour	Cllr Gordon	In favour	Cllr Wilson	Against	Cllr Willgoss	Did not vote	Cllr White	In favour	
Cllr Bakar	In favour													
Cllr Du Cann	In favour													
Cllr Gordon	In favour													
Cllr Wilson	Against													
Cllr Willgoss	Did not vote													
Cllr White	In favour													

	It was resolved with 5 in favour and 1 against, to elect Cllr Willgoss as Chairman of the Committee. One nomination was received as follows: Cllr White nominated, and Cllr Bakar seconded Cllr Du Cann as Vice Chair of the Committee. A recorded vote was taken as requested by Cllr Willgoss <table><tr><td>Cllr Bakar</td><td>In favour</td></tr><tr><td>Cllr Du Cann</td><td>In favour</td></tr><tr><td>Cllr Gordon</td><td>In favour</td></tr><tr><td>Cllr Wilson</td><td>In favour</td></tr><tr><td>Cllr Willgoss</td><td>In favour</td></tr><tr><td>Cllr White</td><td>In favour</td></tr></table> It was resolved with all in favour, to elect Cllr Du Cann as Vice Chair of the Committee.	Cllr Bakar	In favour	Cllr Du Cann	In favour	Cllr Gordon	In favour	Cllr Wilson	In favour	Cllr Willgoss	In favour	Cllr White	In favour	
Cllr Bakar	In favour													
Cllr Du Cann	In favour													
Cllr Gordon	In favour													
Cllr Wilson	In favour													
Cllr Willgoss	In favour													
Cllr White	In favour													
BVC/25/02	Apologies for Absence No Apologies for Absence.													
BVC/25/03	Declarations of Interest There were no Declarations of Interest.													
BVC/25/04	To note the Committee’s Terms of Reference Members noted the committees Terms of Reference.													
BVC/25/05	Public question time <i>Members unanimously resolved to suspend standing order 3 (e) to allow Cllr Lee to ask a question as he is not a resident of the Parish of Windlesham.</i> Cllr Rob Lee raised the following question: Are there any plans by the Committee to celebrate the opening of the new footbridge connecting Bagshot and Lightwater? Cllr White responded that although the Bagshot Committee currently has no official plans in place, she has been liaising with the Bagshot Society regarding activities. Cllr Lee further suggested that the Committee consider installing a commemorative plaque to mark the opening of the bridge. Members agreed that this idea should be explored further and brought back for discussion at a future meeting. It was also noted that collaboration with the Lightwater Committee would be													

	beneficial, with the possibility of installing a plaque on each side of the bridge.	
BVC/25/06	Exclusion of the press and public There were no exclusions to the press and public.	
BVC/25/07	Committee and Sub-Committee Minutes The minutes of the Bagshot Village Committee meetings held on the 7 th May 2025 were approved and signed by Cllr Willgoss.	Cllr Willgoss
BVC/25/08	Payment lists for approval The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £1,456.04. It was resolved payments to the total sum of £1,456.04 be authorised, and the Chair signed the Expenditure Transactions Approval List.	Cllr Willgoss
BVC/25/09	Committee finances – Income & Expenditure Report Members were presented with an income and expenditure report up until the 14 th July 2025. Members noted the report.	
BVC/25/10	Traffic & Infrastructure- to discuss the Bagshot Traffic Scheme Members discussed a recent meeting with Surrey County Council Highways who informed members that the current Bagshot Traffic Scheme has a budget shortfall between £80,000 and £100,000. It was noted during the meeting that WPC had already committed £100,000 towards the scheme from Bagshot CIL. Members were asked to discuss the possibility of allocating additional funding to the scheme and identify and agree on the priority elements of the project. Members unanimously resolved, in principle, to allocate up to £40,000 from the remaining Bagshot CIL funds towards the scheme. This allocation is subject to the receipt of a detailed breakdown of costings (to include the Lighting improvements at the crossings) and confirmation of the funding contribution from Surrey County Council. A final decision on the allocation will be made at a future meeting once this information is available. Members also agreed that the Guildford Road and High Street improvements should be prioritised within the scheme.	

	However, it was emphasised that the pedestrian crossing on Bridge Road also requires updating. To help manage costs, members suggested scaling back the proposed traffic calming measures on Bridge Road by removing the build-out and raised tables and instead installing traffic cushions on either side.	
BVC/25/11	Bagshot Cemetery- to discuss the Cemetery Drainage and Pathways Members were informed that the appointed contractor for the cemetery drainage works had gone into liquidation and therefore new quotes had to be sought. It was also noted that as members had agreed to replace the cemetery pathway, it would be both practical and cost effective to appoint a contractor to carry out both projects at the same time. Members unanimously resolved to delegate authority to the Clerk in conjunction with the Chair and Vice chair to seek quotes to carry out the drainage and cemetery pathway works and appoint a contractor based on price and/or overall suitability. Members also agreed quotes for a grave digger to provide support services should also be sought and appointed under the same delegated authority. Members also unanimously resolved to fund the works from the remaining amount left in the Bagshot Cemetery EMR, once the agreed spends for the memorial wall refurbishments and 2 x cherry trees had been deducted. The remaining funds are to be taken from the £20,000 already committed from the Bagshot CIL, if required.	Clerk, Chair, vice chair
BVC/25/12	School Lane Field- a) To discuss the maintenance of School Lane Field Pond Members were given an update following a site visit with the SHBC Drainage Engineer. It was advised that the pond be drained by gravity, with remaining water pumped out, followed by dredging to remove silt and unwanted vegetation. Disposal of dredged material will require careful consideration. Installation of an outfall system with deeper pipework and a control chamber was proposed to support long-term maintenance. Dredging is expected to take up to two weeks, with estimated costs around £8,000. A formal quotation and further assessment of the outfall system is being sought. Members unanimously approved the dredging of the pond and requested quotations to include both options: full off-site removal of the silt and retention of the silt on site. Authority was delegated to the Clerk, in conjunction with the Chair and Vice Chair, to obtain quotes and appoint a contractor based on cost and overall suitability. The same approach was agreed for the proposed outfall system.	Clerk, Chair & vice chair

	It was further resolved that funding for the works would be drawn from the Environment Costs budget line. Members also noted the potential value of the removed silt and agreed to explore this opportunity further. b) An update on the Pathway Improvements Members acknowledged the update provided in the meeting papers and were informed that three quotations had been received. The Chair and Vice Chair will shortly be reviewing these.	
BVC/25/13	Grants No Grants to discuss.	
BVC/25/14	Clerks update New Memorial Wall The refurbishment of the new memorial wall in Bagshot Cemetery is now complete. Small paving slabs will be sourced to mark out individual plots. Members agreed to seek quotes to clean and to re render the wall. Planting of two new Cherry Trees in Bagshot Cemetery It was resolved at the May meeting to plant two Cherry trees in Bagshot Cemetery. Due to the current warm weather conditions, the planting has been scheduled for the autumn, when temperatures are more suitable to give the trees the best chance of successful establishment and long-term survival. Freemantle Playground Improvement works have been completed to add a drop bolt and sleeve to the gate at Freemantle Playground. Quotes are being sought to refurbish the benches at the playground. School Lane Field Pond The lifebuoy at School Lane Field Pond has been removed and thrown into a tree. However, it has been confirmed that Glendale have now retrieved the lifebuoy and replaced it into its casing.	
BVC/24/63	Correspondence The Assistant Clerk reported that correspondence had been received from residents regarding full bins in local green spaces.	

	An invitation was also shared with members concerning participation in a new Shop Watch scheme.	
BVC/24/64	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. No exclusions to the press and public.	

There being no further business, the meeting closed at 19:59

Bagshot 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
16/07/2025	17262	134	GROUND CARE AND LANDS	GROUND WIN	4,434.16	886.84	5,321.00	4060	300	4,434.16	Refurb of Memorial Wall
								337		-4,434.16	Refurb of Memorial Wall
								6000	300	4,434.16	Refurb of Memorial Wall
TOTAL INVOICES					4,434.16	886.84	5,321.00			4,434.16	
VAT ANALYSIS CODE S @ 20.00%					4,434.16	886.84	5,321.00				
TOTALS					4,434.16	886.84	5,321.00				

05/08/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

User: R.MIDGLEY

Bagshot 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
08/06/2025	4794	135	WELDERS INC	WELDE	150.00	30.00	180.00	4220	310	150.00	Freemantle Road - drop bolt
TOTAL INVOICES					150.00	30.00	180.00			150.00	
VAT ANALYSIS CODE S @ 20.00%					150.00	30.00	180.00				
TOTALS					150.00	30.00	180.00				

Bagshot PL for Month No 5				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
06/08/2025	202519	136	ST ANNES PCC	ANNE	50,00	0,00	50,00	4950	325	50,00	BVC 22 Jul 25 hall hire

Item 7- Committee Finances

1. Purpose of Report

To update the Council on income and expenditure against budget for the financial year 2025/26 to the end of Month 7 (October). This supports ongoing financial monitoring and identifies areas requiring Council attention or decision.

2. Summary of Key Findings

- Year-to-date (YTD) expenditure totals £56,949 against an annual budget of £102,194 (55.7% of total).
 - YTD income is £102,194, representing 99.4% of the annual budget.
 - Transfers from Earmarked Reserves (EMRs) total £22,534.
 - Movement to/from General Reserve totals £67,135.
 - Several budget lines show significant variances and are highlighted below.
-

3. Actions Required

Councillors are asked to:

- Note the levels of income and expenditure detailed within the attached reports.
 - Review the use of EMRs and consider whether additional transfers or budget adjustments are needed.
-

4. Income Performance

Income Source	YTD Actual (£)	Annual Budget (£)	% of Budget Received
Precept (Bagshot)	£101,115	£101,115	100.0%
Burial Fees (Bagshot)	£435	£1,079	40.3%

- Precept income has been fully received.
 - Burial income is below 50%.
-

5. Key Expenditure Lines

Expenditure Category	YTD Spend (£)	Budget (£)	% Spent	EMR Transfer	Comments
Bagshot Cemetery Maintenance	£5,012	£1,000	501.2%	£4,884	Overspend, funded via EMR (Bagshot Memorial Wall Refurb)
Bagshot Grants	£18,143	£5,683	319.2%	£17,500	CIL EMR funded (Gomer Road Playground)
Christmas Trees	£1,892	£1,827	103.6%	None	Seasonal spend
Greenspace Contract	£21,738	£51,620	42.1%	None	

6. Earmarked Reserves & Commitments

As of 31 October 2025, EMR transfers total £22,534, with notable allocations to:

- Bagshot Cemetery Maintenance
- Bagshot Grants

	Account	Opening	Transfers	Committed	Adjusted balance	Reason for commitments	Budget
		balance			17 Jul 25		Decision
32 0	EMR School Lane Play Equipment	35,742.54			35,742.54		
33 7	EMR Bagshot Cemetery maintenance	25,000.00	(4,884.16)		20,115.84		
34 5	EMR Bagshot Village	13,068.56	33,333.33		46,401.89		
34 6	EMR Bagshot grants	317.00			317.00		
38 0	EMR Bagshot CIL	300,258.59	(84,166.67)	(182,000.00)	34,091.92	Traffic & infrastructure - £140,000; Bagshot Chapel - £20,000; Pathway around School Lane Field - £22,000	Various

Detailed Income & Expenditure by Budget Heading 31/10/2025

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
Bagshot								
300 Bagshot Cemetery								
1000 Burial fees	0	435	1,079	644			40.3%	
Bagshot Cemetery :- Income	0	435	1,079	644			40.3%	0
4005 Ashes interment	0	380	0	(380)		(380)	0.0%	
4050 Rates	79	549	825	276		276	66.5%	
4060 Maintenance	0	5,012	1,000	(4,012)		(4,012)	501.2%	4,884
Bagshot Cemetery :- Indirect Expenditure	79	5,941	1,825	(4,116)	0	(4,116)	325.6%	4,884
Net Income over Expenditure	(79)	(5,506)	(746)	4,760				
6000 plus Transfer from EMR	0	4,884	0	(4,884)				
Movement to/(from) Gen Reserve	(79)	(622)	(746)	(124)				
305 Bagshot Heritage								
4100 War Memorial	0	0	4,542	4,542		4,542	0.0%	
Bagshot Heritage :- Indirect Expenditure	0	0	4,542	4,542	0	4,542	0.0%	0
Net Expenditure	0	0	(4,542)	(4,542)				
310 Bagshot Grounds Maintenance								
4160 Greenspace Contingency	60	630	1,000	370		370	63.0%	
4165 Greenspace Contract	7,246	25,361	51,620	26,259		26,259	49.1%	
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%	
4185 Planting	0	1,892	1,827	(65)		(65)	103.6%	
4190 Christmas Trees	0	(1,953)	3,000	4,953		4,953	(65.1%)	
4220 Playground Repairs & Renewal	(3,479)	1,434	3,210	1,776		1,776	44.7%	150
Bagshot Grounds Maintenance :- Indirect Expenditure	3,828	27,364	70,657	43,293	0	43,293	38.7%	150
Net Expenditure	(3,828)	(27,364)	(70,657)	(43,293)				
6000 plus Transfer from EMR	0	150	0	(150)				
Movement to/(from) Gen Reserve	(3,828)	(27,214)	(70,657)	(43,443)				
325 Bagshot Administration								
1076 Precept	0	101,115	101,115	0			100.0%	
Bagshot Administration :- Income	0	101,115	101,115	0			100.0%	0
4950 Hall Hire	0	119	300	182		182	39.5%	
Bagshot Administration :- Indirect Expenditure	0	119	300	182	0	182	39.5%	0
Net Income over Expenditure	0	100,997	100,815	(182)				

Detailed Income & Expenditure by Budget Heading 31/10/2025

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
330 Bagshot Councillors								
4350 Training	0	135	700	565		565	19.3%	
4500 Cllr Allowances, Training & Ex	875	6,140	10,500	4,360		4,360	58.5%	
Bagshot Councillors :- Indirect Expenditure	875	6,275	11,200	4,925	0	4,925	56.0%	0
Net Expenditure	(875)	(6,275)	(11,200)	(4,925)				
335 Bagshot Council Buildings								
4525 Bagshot Chapel Building Costs	0	71	0	(71)		(71)	0.0%	
Bagshot Council Buildings :- Indirect Expenditure	0	71	0	(71)	0	(71)		0
Net Expenditure	0	(71)	0	71				
340 Bagshot Grants								
4650 Grants	178	18,143	5,683	(12,460)		(12,460)	319.2%	17,500
Bagshot Grants :- Indirect Expenditure	178	18,143	5,683	(12,460)	0	(12,460)	319.2%	17,500
Net Expenditure	(178)	(18,143)	(5,683)	12,460				
6000 plus Transfer from EMR	0	17,500	0	(17,500)				
Movement to/(from) Gen Reserve	(178)	(643)	(5,683)	(5,040)				
350 Bagshot Capital Projects								
4915 Festive Lights	0	(1,548)	2,987	4,535		4,535	(51.8%)	
4940 VE Day/Village enhancements	0	584	5,000	4,416		4,416	11.7%	
Bagshot Capital Projects :- Indirect Expenditure	0	(964)	7,987	8,951	0	8,951	(12.1%)	0
Net Expenditure	0	964	(7,987)	(8,951)				
Bagshot :- Income	0	101,550	102,194	644			99.4%	
Expenditure	4,960	56,949	102,194	45,245	0	45,245	55.7%	
Net Income over Expenditure	(4,960)	44,601	0	(44,601)				
plus Transfer from EMR	0	22,534	0	(22,534)				
Movement to/(from) Gen Reserve	(4,960)	67,135	0	(67,135)				
Grand Totals:- Income	0	101,550	102,194	644			99.4%	
Expenditure	4,960	56,949	102,194	45,245	0	45,245	55.7%	
Net Income over Expenditure	(4,960)	44,601	0	(44,601)				
plus Transfer from EMR	0	22,534	0	(22,534)				
Movement to/(from) Gen Reserve	(4,960)	67,135	0	(67,135)				

Item 8- Traffic and Infrastructure- Update

Previous resolution

Members unanimously resolved, in principle, to allocate up to £40,000 from the remaining Bagshot CIL funds towards the scheme, subject to the receipt of a detailed breakdown of costings (to include the Lighting improvements at the crossings) and confirmation of the funding contribution from Surrey County Council. A final decision on the allocation will be made at a future meeting once this information is available.

Members also agreed that the Guildford Road and High Street improvements should be prioritised within the scheme. However, it was emphasised that the pedestrian crossing on Bridge Road also requires updating. To help manage costs, members suggested scaling back the proposed traffic calming measures on Bridge Road by removing the build-out and raised tables and instead installing traffic cushions on either side.

Current Status

SCC Highways have confirmed progress has been made on the traffic scheme. They have confirmed that the proposals can proceed without requiring any further financial contribution from the Parish Council beyond the £50,000 already agreed. This has been made possible due to the cancellation of another project within the programme and an underspend on a separate scheme, which has freed up additional funding.

The scheme will now proceed with the following amendments:

- **Bridge Road Zebra Crossing:** Replace the extended kerb build-out with a localised kerb build-out featuring hatched road markings. This will maintain pedestrian safety benefits at a reduced cost. *(Note: the proposed raised table at the crossing will be retained.)*
- **Northern End of Bridge Road:** Replace the proposed raised table with speed cushions.
- **Western End of Guildford Road:** Replace the proposed raised table with speed cushions, which will reduce costs and minimise impact on bus services. *(Note: raised tables at Zebra crossings will be retained.)*

SCC Highways have confirmed that their design team is updating the plans accordingly. These will be shared with the Parish Council once ready. A safety audit will be conducted, and feedback from the bus operator (due to Guildford Road being on a bus route) will be sought prior to wider public engagement.

Next Steps

Regarding the potential additional measures in the High Street (for which BVC has committed a further £50,000), it is proposed that these be considered as a separate second phase. Highways believe this approach will help avoid delays to the delivery of the current scheme for Bridge Road and Guildford Road.

We are currently awaiting clarification on the project timescales, and further updates will be shared as soon as they become available.

Item 9: Bagshot Cemetery

a) Cemetery Drainage and Pathways update

Previous Resolutions

At the previous committee meeting, members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to:

- Seek quotes for the drainage and cemetery pathway works.
- Appoint a contractor based on price and/or overall suitability.
- Seek and appoint a grave digger to provide support services under the same delegated authority.

Members also unanimously resolved to fund the works from the remaining balance in the Bagshot Cemetery Earmarked Reserve (EMR). Should additional funds be required, these are to be drawn from the £20,000 already committed from the Bagshot CIL.

Update

The Clerk has engaged with three contractors regarding the drainage and pathway works. At the time of writing, quotes are still pending and will be reviewed once received. Further updates will be provided at the next meeting.

b) To discuss the planting of two Cherry trees

Background

At the May meeting, it was agreed to plant two cherry trees in the cemetery, funded from the Bagshot Cemetery EMR. Due to the hot weather over the summer, the planting was postponed until autumn.

However, the cost of trees has increased over the past six months, and the contractor's quoted price has risen by £80.

New Quote:

Supply and plant 2 Prunus accolade cherry trees 12/14cm girth.

To include planting, mulching, staking and ties.

Total = £705 EX VAT

NB: the approved quote for tree watering remains unchanged.

Members are asked to decide if they wish to approve the increased spend.

Item 10- School Lane Field

a) To discuss the maintenance of School Lane Field Pond

Previous Resolution

At a previous meeting, members unanimously resolved to approve the dredging of the pond and requested quotations to cover both options:

- Full off-site removal of the silt
- Retention of the silt on-site

Authority was delegated to the Clerk, in conjunction with the Chair and Vice Chair, to obtain quotes and appoint a contractor based on cost and overall suitability. The same approach was agreed for a proposed outfall system.

It was further resolved that funding for the works would be drawn from the Environmental Costs budget line. Members also noted the potential value of the removed silt and agreed to explore this opportunity further.

Maintenance Update

The greenspace contractor has completed initial maintenance works, including:

- Removal of plastic debris and other non-natural items from the pond
- Clearance of easily accessible branches and tree debris

Quotation 1- Based on Previous Resolution

A budget quote has been received for the proposed pond improvement works under the original scope:

Main Pond Works:

- Draining down the watercourse, with over-pumping if required
- Fencing off the working area
- Removal of silt and self-seeded trees
- Chipping of removed vegetation to remain on-site
- Electro-fishing prior to draining to safely manage any fish present

The contractor proposed using an adjacent 15m x 10m area beside the pond to spread and dry the excavated silt. This area would be fenced off with Heras fencing, and topsoil would be stripped and stored separately. Once dried and reduced in volume, the material would be mixed with the topsoil and the area reinstated.

Alternative: Off-site removal is possible but would require sampling and testing. Due to limited access, this option may incur significantly higher costs.

Budget Quote Total:

- **Main Pond Works:** £12,995.00 (Ex VAT)
- **Top Side Debris Removal (Day Rate):** £975.00 per day (Ex VAT) *Subject to all necessary permissions and authorisations.*

A separate quote will be provided if a basic drain-down system is designed.

Further Advice and Revised Scope

Following further consultation with the SHBC Drainage Engineer, the advice is that **extensive dredging is not necessary**. Observations suggest:

- The pond contains tree debris and silted areas near the boardwalk, which could be addressed through light-touch maintenance.
- Clearing deeper silt from the pond bed offers limited visual benefit.

Recommended Actions:

- Use of a small excavator for one day to remove overhanging branches, fallen debris and tidy pond edges
 - Partial removal of silt to improve water flow near the boardwalk
 - Temporary fencing of a designated area to allow silt to drain and dry, followed by a return visit to reprofile and reinstate
-

Quotation 2 – Based on Revised Advice

A revised quote reflecting this reduced scope has been requested and will be shared at the meeting.

Nature Preservation

At the July 2024 meeting, members resolved to engage with a Wildlife Trust to develop a maintenance plan for the pond. A quote was accepted to cover a site visit and professional advice from the Trust's Wetland Officer.

Following this engagement, at the November 2024 meeting, members further resolved to defer any action until expert guidance had been received from a qualified drainage engineer. This was to ensure that any proposed ecological improvements would align with necessary drainage considerations before proceeding.

Decision

Members are asked to decide whether to:

Approve the commencement of quote seeking for revised pond works, reflecting the updated advice that a reduced scope of intervention is now considered sufficient.

Delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to appoint a suitable contractor based on cost and/or overall suitability.

b) An update on the Pathway Improvements

The Clerk, Chair and Vice Chair reviewed three quotations for the proposed pathway improvements at School Lane Field. Following this review, a contractor has been appointed to carry out the works.

The project was initially scheduled to commence in September 2025, pending confirmation from Surrey Heath Borough Council (SHBC) regarding planning requirements. SHBC Planning subsequently confirmed that the proposed works could be undertaken by the Parish Council under Class A of Part 12 of the *Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)*.

However, SHBC advised that formal confirmation was still required to ensure planning permission was not necessary. As a result, the Parish Council was asked to submit an application for a Certificate of Lawful Development, which unfortunately delayed the project and led to the loss of the contractor's original scheduling slot.

The appointed contractor has since advised that the works should be undertaken when the field is sufficiently dry to minimise ground damage during construction. Accordingly, the works have now been rescheduled for Spring 2026, when conditions are expected to be favourable.

c) New closed top bin to replace wooden one near picnic bench

To improve waste management, it is proposed that the existing wooden open-top bin, at School Lane Field near the picnic bench, be replaced with a closed-top litter bin, similar in style to the bins already onsite.

Indicative costs:



Bin = £240.00

Labour = £200.00

Total cost = £440.00 Ex VAT

Funding options:

Bagshot CIL: £34,091 (uncommitted (£74,091 if additional £40K for T&I is uncommitted)

Bagshot Village Reserve: £46,401.89

Decision:

Members are asked to decide if they wish to:

- 1. Approve the replacement of the wooden open-top bin with a closed-top model.**
- 2. Delegate authority to the Clerk, in consultation with the Chair and Vice Chair, to obtain quotes and appoint a supplier based on cost and/or suitability.**
- 3. Confirm funding source.**

Item 11- Grants

To consider a CIL Application from Bagshot Cricket Club

Summary:

The Bagshot Committee has received a CIL Funding Application from the Bagshot Cricket Club, requesting funds to replace the 32 Metre long fully enclosed two-lane practice facility.

Action:

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

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

Details of Grant Request:

The Bagshot Committee has received a CIL Funding Application from the Bagshot Cricket Club, requesting funds to replace the 32 Metre long fully enclosed two lane practice facility.

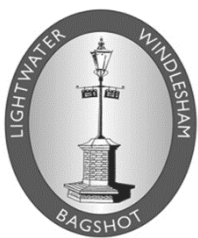
Total Grant Requested: £10,000

Bagshot CIL: £34,091 (uncommitted (£74,091 if additional £40K for T&I is uncommitted)

Grant budget: £5,040

Required Documents:

- Completed and signed Grant Application Form – Received
- A copy of the written constitution – Received
- Copies of last financial year-end accounts
- Copy of latest Bank Accounts – Received
- Tendering Process - Received



WINDLESHAM PARISH COUNCIL

COMMUNITY INFRASTRUCTURE LEVY FUNDING APPLICATION FORM GRANTS OVER £1000

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☒

Lightwater ☐

Windlesham ☐

Name of Organisation	BAGSHOT CRICKET CLUB
Registered Charity Number (if applicable)	Community Amateur Sports Club (CASC) CH8947
Contact Name	[REDACTED]
Position within the organisation	[REDACTED]
Telephone number	[REDACTED]
Address of organisation	BAGSHOT CRICKET CLUB BAGSHOT PARK, BAGSHOT, SURREY
Postcode	GU19 5HS
Email address	membership@bagshotcc.co.uk
Total cost of purpose/project	£ 47,976
Amount of grant requested	£ 10,000
Detail grants received (or applied for but not yet determined) from other sources:	£15,000 raised by club from events and donations etc. £5,000 from Windlesham Parish Council. £10,000 ECB grant. Pending:- Application for up to £10,000 to County Councillor Richard Tear at Your Fund Surrey, waiting confirmation of timescale and amount. Promisary note from a member to donate up to £5,000 once we get close to the total amount required.

What are your organisation's objectives?	Our Mission statement:- Bagshot Cricket Club aims to make cricket accessible to the whole community, whilst maintaining ECB Clubmark status. We aim to do so by providing a friendly atmosphere in which everyone is welcome to play cricket in the spirit of the game. We intend to continually improve our facilities and opportunities for all so that we improve our standards of cricket. We aim to do this by: Being the focus for cricket in our community. Providing coaching and practice facilities. Encouraging good sportsmanship and behaviour.
For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	Bagshot Cricket Club offers an open to all inclusive sports and leisure opportunity to the local community. Sport is a recognised outlet for the community to engage with each other, to exercise in order to maintain physical and mental wellbeing. A safe and appropriate training facility is essential to allow this to continue. The village cricket club has provided cricket in the community since 1867. The outdoor training net facilities on the ground are over 20 years old, ageing and becoming unsafe due to uneven ground and loss of grip to the surface. The club is the only facility offering cricket to the community of the village and its immediate surrounds. The current net facility is close to being closed due to safety issues and it is important that current & future playing adult and child members have the opportunity to continue to train in a safe environment.
How will you monitor and evaluate achievement of your objectives?	We have a Committee who meet each month and monitor our compliance with the Club Constitution and Safeguarding responsibilities. This enables us to keep our England Cricket Board (ECB) Clubmark status. With a new training facility we can offer current and future membership a safe and functional place to train and develop. The club keep accurate membership records and drive to increase numbers. The Club also seeks to engage with the local community, offering the facilities to local schools and businesses free of charge. Examples of this are the use of the ground for training and games by Hall Grove School and visits from members of the local care home, Bagshot Gardens, to enjoy Sunday afternoons watching cricket. The club will continue to develop relationships with the community.
How does the application meet the criteria for this fund?	The Community Vision for Surrey 2030 notes a desire for people to live healthy & fulfilling lives, where they are enabled to achieve their full potential & contribute to their community. Sport, when open for all, is a recognised contributor to this vision. Additional ambitions are that young people feel safe & confident & that everyone lives healthy, active, fulfilling lives. The Club complies with the ECB requirements to ensure a safe & secure place to participate in sport. Another objectives is to deal with the health of a growing & ageing population & the impacts to mental & social health. Offering access for all to sports and leisure in our village, fits well with this objective. We provide Walking Cricket, aimed at older participants, but is open to anyone with mobility or other issues.

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	The Club has a paying membership which provides for the maintenance and development of our facilities. We seek to engage with the local community and offer the use of our facilities to local schools (Collingwood College and Hall Grove) and businesses, free of charge, albeit outside of regular match and club training times.
Has community engagement been undertaken?	Each spring we offer open days for adult and children to come along and experience the Club. We seek to advertise the club as always open to new members in local magazines and on socila media. The Club is actively looking to continue to grow our youth, ladies and walking cricket sections. We have the assistance of the Surrey Cricket Foundation in this end and their extensive reach through County wide contacts and social media presence is a positive for this drive. The Club secured the support of Coucillor Richard Wilson for the net rebuild project during the initial application in January 2025.

Total number of users of your organisation	160-200
Number of your users resident in Windlesham Parish who will directly benefit from the grant	160-200
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Current bank balance	£ 12,777.37	date 22/10 / 2025
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Supporting documentation to be submitted with the grant application.

A copy of the written constitution ☒

Copies of the last financial year-end accounts ☒

A copy of your latest bank statement ☒

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

Additional documentation required for grant requests over £3,000

Tendering process ☒

Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan ☐

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

Yes ☒ No ☐

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

Signed [redacted]

[redacted]

[redacted]

22nd October 2025
[redacted]

[redacted]
[redacted]
[redacted]
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[redacted]	[redacted]
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Item 12: Participation in County-Led Cross Parish Steering Group Update

Background

Councillors previously resolved in September to participate in the County-led Cross Parish Steering Group, which is being formed to support the development of proposals for the Neighbourhood Area Committee (NAC). This participation was subject to clarification on structure and representation.

Following this resolution, the Clerk contacted Surrey County Councillors to seek clarification on:

1. The number of representatives required from Windlesham Parish Council.
2. Whether the Steering Group would elect a representative to sit on the NAC or if a direct nomination from the Parish Council was expected.

Cllr Tear advised that the proposals remain in the early stages and no formal guidance is yet available. He supported the Council's approach and suggested that representatives from each village be invited to participate.

Current Position

At the October Full Council it was agreed that each Village Committee will nominate:

- **One representative** to sit on the Steering Group.
- **One substitute** to act in the event the representative is unavailable.

It was noted that further clarification may be provided as the NAC proposals develop, and representation may need to be revisited.

Decision

The Bagshot Village Committee is asked to:

- **Nominate one Councillor** to represent Bagshot on the Steering Group.
- **Nominate one substitute Councillor.**