



Windlesham Parish Council

Joanna Whitfield
Clerk to the Council
Tel: 01276 471675
Email: clerk@windleshampc.gov.uk
Website: www.windleshampc.gov.uk

The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

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

Held on Tuesday 11th November 2025 at 7:00pm at St Anne's Church Centre, Church Road, Bagshot

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

In attendance: Sarah Wakefield– Assistant Clerk

Cllr Willgoss took the Chair

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

		Action
BVC/25/17	Apologies for Absence Apologies were received and accepted from Cllr Wilson.	
BVC/25/18	Declarations of Interest Cllr White declared a non-pecuniary interest in Item 11, noting prior discussions with Bagshot Cricket Club regarding planning enquiries.	
BVC/25/19	Public question time The following questions were received and read out at the meeting: Clare Davies, Bagshot resident submitted the following question: Would the council be willing to write to royal Mail to understand why the village post box has been taped up and to request that Royal Mail considers consulting on their decision to move to online services to best serve the village demographic? Members thanked the resident for their question and agreed to write to Royal Mail seeking clarification on their decision to remove the post box from service.	Assistant Clerk

	<p>The Eco Lead at St Anne's Church submitted the following question:</p> <p>I am writing to ask if the parish council could provide an update on the pond at the bottom of the Bagshot playing field next to Bagshot infant school.</p> <p>I am the Eco lead for St Anne's church and we have been talking to Ms Aldred the headteacher at the infants school about potential shared projects. She mentioned that the pond would be an ideal learning area and the children love wildlife and pond dipping in particular.</p> <p>I also spoke to the Scout leader Andy Woodward who would be keen to use the facility if it were in better order, they also like to explore wildlife but community service and Eco work feature highly on their agenda.</p> <p>The pond seems to have become rather stagnant and overgrown and the wooden decking is slippery and unsafe at the moment.</p> <p>I gather that there were plans to dredge and improve it but these were cancelled due to poor weather conditions at the time and the plans postponed.</p> <p>Could you advise if there are any current plans to tackle this area? I am pretty sure I could find a working party across the village to help clean and improve the decking but we are not qualified to manage the pond itself and need to leave that to professionals.</p> <p>Members thanked the resident for their question and noted that the pond would be discussed under item 10(a) on the agenda.</p>	
BVC/25/20	<p>Exclusion of the press and public</p> <p>There were no exclusions to the press and public.</p>	
BVC/25/21	<p>Committee and Sub-Committee Minutes</p> <p>The minutes of the Bagshot Village Committee meetings held on the 22nd July 2025 were approved and signed by Cllr Willgoss.</p> <p>Cllr White noted an error in minute reference BVC/25/01. It should state: <i>"It was resolved, with 4 in favour and 1 against, to elect Cllr Willgoss as Chairman of the Committee."</i> Members acknowledged this as the correct wording.</p>	Cllr Willgoss
BVC/25/22	<p>Payment lists for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £4,634.16.</p> <p>It was resolved payments to the total sum of £4,634.16 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Willgoss
BVC/25/23	<p>Committee finances – Income & Expenditure Report</p> <p>Members were presented with an income and expenditure report up until the 27th October 2025.</p>	

	Members noted the report.	
BVC/25/24	<p>Traffic & Infrastructure- Update</p> <p>The following update from SCC Highways was reported to members:</p> <p>Progress has been made on the traffic scheme, and 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.</p> <p>The scheme will now proceed with the following amendments:</p> <ul style="list-style-type: none"> • 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.) <p>The Highways design team is updating the plans accordingly and 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.</p> <p>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.</p> <p>Clarification on the project timescales, and further updates will be shared as soon as they become available.</p>	
BVC/25/25	<p>Bagshot Cemetery-</p> <p>a) Cemetery Drainage and Pathways update</p> <p>Members were updated on the quotations received for the cemetery drainage and pathway works. It was confirmed that three contractors had visited the site to assess the required work, however, to date, only one contractor had submitted a quotation.</p> <p>It was noted that the Assistant Clerk would persist with obtaining quotations so the project can be progressed.</p>	

	<p>b) To discuss the planting of two Cherry Trees</p> <p>Members were reminded that at the May meeting, it was resolved to plant two Cherry Trees in the cemetery. Due to the hot weather during the summer, the planting was delayed for six months. Unfortunately, during this time the cost of trees has increased, and members were asked if they wished to approve the price rise. It was noted that the price for the watering of the trees had not been affected.</p> <p>Members unanimously resolved to approve the increased spend of £80.</p>	
BVC/25/26	<p>School Lane Field-</p> <p>a) <u>To discuss the maintenance of School Lane Field Pond</u></p> <p>Members were informed that a revised specification had been received from the SHBC Drainage Engineer and asked if they approved the commencement of quote seeking based on the revised specification.</p> <p>Members unanimously approved to proceed with works to the pond based on the revised specification, delegating authority to the Clerk, in conjunction with the Chair and vice-chair to appoint a contractor based on price and/or suitability.</p> <p>It was also noted that a previous resolution agreed the funding of the ponds maintenance from the Environment Costs budget line.</p> <p>b) <u>An update on the Pathway Improvements</u></p> <p>Members were informed that following the review of 3 quotes by the clerk, chair and vice-chair, a contractor was appointed, and the approved pathway works will be completed in Spring 2026.</p> <p>c) <u>New closed top bin to replace wooden one near picnic bench</u></p> <p>Members were asked to consider the replacement of the existing wooden open-top bin near the picnic bench with a closed top litter bin.</p> <p>Members unanimously resolved to replace the wooden open-top bin with a closed-top model, delegating authority the Clerk to obtain quotes and appoint a supplier and contractor based on cost and/or suitability. Members also resolved to fund the project from the Bagshot Village Reserve.</p>	Clerk, Chair & vice-chair
BVC/25/27	Grants	Clerk

	<p>Members reviewed a CIL Funding Application from the Bagshot Cricket Club, requesting funds to replace their 32 Metre long fully enclosed two-lane practice facility.</p> <p>Members unanimously resolved to grant the Bagshot Cricket Club £10,000 for the purpose of replacing their 32 metre long fully enclosed tow-land practice facility. It was also resolved to fund the full amount from the Bagshot CIL.</p>	
BVC/25/28	<p>County-Led Cross Parish Steering Group</p> <p>Members were asked to decide to nominate one representative and one substitute to sit on the County-Led Cross Parish Steering Group, which is being formed to support the development of proposals for the Neighbourhood Area Committees.</p> <p>Members unanimously resolved to nominate Cllr White to represent Bagshot on the Steering Group. Members also agreed to nominate Cllr Willgoss to act as the substitute representative.</p>	
BVC/25/29	<p>Clerks update</p> <p>The Assistant Clerk updated members on recent vandalism at School Lane Field, which included damage to part of the fence and the removal of one of the life buoys. Members were advised that the fence has now been repaired. Members thanked the office staff for handling the matter promptly and efficiently.</p>	
BVC/24/30	<p>Correspondence</p> <p>No Correspondence.</p>	
BVC/24/31	<p>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.</p> <p>No exclusions to the press and public.</p>	

There being no further business, the meeting closed at 19:48

24/07/2025

Windlesham Parish Council

Page 63

11:44

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
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

Page 64

11:25

PURCHASE DAYBOOK

User: R.MIDGLEY

Bagshot PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

14/08/2025

Windlesham Parish Council

Page 65

10:01

PURCHASE DAYBOOK

User: R.MIDGLEY

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
				TOTAL INVOICES	50.00	0.00	50.00			50.00	
			VAT ANALYSIS	CODE	OTS	@ 0.00%	50.00	0.00	50.00		
					TOTALS	50.00	0.00	50.00			

PAYMENTS FOR APPROVAL

13/01/2026

Windlesham Parish Council

Page 68

14:39

PRELIMINARY PURCHASE DAYBOOK

User: J.WHITFIELD

Bagshot PL for Month No 10

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/01/2026	INV 31164	B139	GLASSMASTER	GLASSM	115.50	23.10	138.60	4220	310	115.50	Broken Glass noticeboard
				TOTAL INVOICES	115.50	23.10	138.60			115.50	
			VAT ANALYSIS CODE	S @ 20.00%	115.50	23.10	138.60				
				TOTALS	115.50	23.10	138.60				

Item 7- Committee Finances (Bagshot)

Purpose of Report

To update Members of the Bagshot Committee on income and expenditure against budget for the current financial year to 27 January 2026 (Month 10). This report supports ongoing financial monitoring and highlights any areas requiring attention or decision.

Actions Required

Councillors are asked to:

- Note the contents of this report and the attached detailed Income & Expenditure statement.
- Note that overspends funded from earmarked reserves (EMRs) are in line with previous Council approvals.

1. Income Performance

Bagshot's income for the year to date is summarised below:

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

Total Income YTD: £101,550

Observations

- Burial-related income remains below budget at Month 10, with only 40% of the annual estimate achieved.
- Ashes interment income was unbudgeted, creating a positive variance.
- The Precept has been received in full.

2. Key Expenditure Lines

Expenditure Category	YTD Spend (£)	Annual Budget (£)	% Spent	Comments
Cemetery – Maintenance	£5,034	£1,000	503.4%	Overspend; EMR-funded. (£4884)
Ashes Internment	£380	0		Unbudgeted
Environmental Costs	£0	£10,000	0.0%	No spend to date.
Planting	£1,892	£1,827	103.6%	Slight overspend.

Expenditure Category	YTD Spend (£)	Annual Budget (£)	% Spent	Comments
Christmas Trees	£1,953 credit	£3,000	–65.1%	Credit/timing variance.
Playground Repairs & Renewal	£1,869	£3,210	58.2%	On track. EMR (£150)
Councillor Allowances & Training	£8,765	£10,500	83.5%	Within expected profile.
Grants	£27,965	£5,683	492.1%	EMR-supported expenditure. (£27,500)
War Memorial	£167	£4542	3.7%	
Festive Lights	£1,548 credit	£2,987	–51.8%	Credit/timing variance.

Observations

- Cemetery maintenance shows a significant overspend but is offset by EMR transfers.
- Grants expenditure is substantially higher than the base budget but supported by EMR transfers.
- Credits in Christmas Trees and Festive Lights appear to reflect supplier reimbursements or timing differences (relating to Christmas 2024)

3. Transfers to/from Earmarked Reserves (EMRs)

From the report:

- **Transfers from EMR:** £32,534 (total for Bagshot cost centres)
- **Transfers to EMR:** £0

Relate primarily to:

- Cemetery maintenance overspends
- Grant awards

4. Overall Financial Position

Category	Amount (£)
Total Income YTD Actual (99.4% of budget)	£101,550
Total Expenditure YTD Actual (79.6% of budget) excluding EMR	£81,333
Total Expenditure YTD Actual including EMR	£48,799

Conclusion

Month 10 performance for Bagshot shows income at expected levels and expenditure broadly aligned with the Council's financial plan. Overspends are fully supported by EMRs, and the year-to-date net position does not indicate any structural financial pressure.

Detailed Income & Expenditure by Budget Heading 27/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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	0	707	825	118		118	85.7%	
4060 Maintenance	9	5,034	1,000	(4,034)		(4,034)	503.4%	4,884
Bagshot Cemetery :- Indirect Expenditure	9	6,121	1,825	(4,296)	0	(4,296)	335.4%	4,884
Net Income over Expenditure	(9)	(5,686)	(746)	4,940				
6000 plus Transfer from EMR	0	4,884	0	(4,884)				
Movement to/(from) Gen Reserve	(9)	(801)	(746)	55				
305 Bagshot Heritage								
4100 War Memorial	50	167	4,542	4,375		4,375	3.7%	
Bagshot Heritage :- Indirect Expenditure	50	167	4,542	4,375	0	4,375	3.7%	0
Net Expenditure	(50)	(167)	(4,542)	(4,375)				
310 Bagshot Grounds Maintenance								
4160 Greenspace Contingency	0	1,233	1,000	(233)		(233)	123.3%	
4165 Greenspace Contract	3,623	35,724	51,620	15,896		15,896	69.2%	
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	185	1,869	3,210	1,341		1,341	58.2%	150
Bagshot Grounds Maintenance :- Indirect Expenditure	3,808	38,766	70,657	31,891	0	31,891	54.9%	150
Net Expenditure	(3,808)	(38,766)	(70,657)	(31,891)				
6000 plus Transfer from EMR	0	150	0	(150)				
Movement to/(from) Gen Reserve	(3,808)	(38,616)	(70,657)	(32,041)				
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	185	300	116		116	61.5%	
Bagshot Administration :- Indirect Expenditure	0	185	300	116	0	116	61.5%	0
Net Income over Expenditure	0	100,931	100,815	(116)				

Detailed Income & Expenditure by Budget Heading 27/01/2026

Month No: 10

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330 Bagshot Councillors</u>								
4350 Training	0	222	700	478		478	31.7%	
4500 Cllr Allowances, Training & Ex	875	8,765	10,500	1,735		1,735	83.5%	
Bagshot Councillors :- Indirect Expenditure	875	8,986	11,200	2,214	0	2,214	80.2%	0
Net Expenditure	(875)	(8,986)	(11,200)	(2,214)				
<u>335 Bagshot Council Buildings</u>								
4055 Pavilion Utilites	0	23	0	(23)		(23)	0.0%	
4525 Bagshot Chapel Building Costs	14	85	0	(85)		(85)	0.0%	
Bagshot Council Buildings :- Indirect Expenditure	14	108	0	(108)	0	(108)		0
Net Expenditure	(14)	(108)	0	108				
<u>340 Bagshot Grants</u>								
4650 Grants	0	27,965	5,683	(22,282)		(22,282)	492.1%	27,500
Bagshot Grants :- Indirect Expenditure	0	27,965	5,683	(22,282)	0	(22,282)	492.1%	27,500
Net Expenditure	0	(27,965)	(5,683)	22,282				
6000 plus Transfer from EMR	0	27,500	0	(27,500)				
Movement to/(from) Gen Reserve	0	(465)	(5,683)	(5,218)				
<u>350 Bagshot Capital Projects</u>								
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)				
Grand Totals:- Income								
Expenditure	4,757	81,333	102,194	20,861	0	20,861	79.6%	
Net Income over Expenditure	(4,757)	20,217	0	(20,217)				
plus Transfer from EMR	0	32,534	0	(32,534)				
Movement to/(from) Gen Reserve	(4,757)	52,751	0	(52,751)				

Item 8 a)- Cemetery Fees and Charges Review

The Committee are asked to review the fees and charges for Bagshot Cemetery and to make a recommendation to Full Council for ratification.

Officers have carried out a price comparison of cemeteries in the local area and put together some recommendations for Members to consider. The current price list is also attached (document 1).

Members are asked to review the table below.

Table 1: Number of Burials between January 2025 and December 2025

Burials in Bagshot between January 2025 – December 2025			
	Resident	Non-Resident	Total
Ashes wall - New			
Ashes wall - Re-open	1		1
Ashes half-plot - New			
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes full plot - Re-open			
Full burial - 1st			
Full burial - 2nd			

Members are asked to decide if they wish to increase/amend any of the charges.

Cemetery Fees and Charges Review – Bagshot Committee February 2026

Officers have carried out a price comparison of cemeteries in the local area for Members to consider.

Interment Fees		Bagshot Cemetery Fee Excludes digging of graves for full burials	Average	Chobham Parish Council (April 2024) Excludes grave digging	Sunninghill & Ascot Parish Council (April 2023)- Excludes grave digging	Sunningdale Parish Council (April 2023) Includes grave digging
Type of Interment	Fee type	£727.00		£950.00	£200.00	£925.00
Coffin Re-open at single depth	Resident	£727.00	£700.50	£950.00	£200.00	£925.00
	Non Resident	£1,442.00	£1,566.75	£1,650.00	£400.00	£2,775.00
Ashes in a full size grave	Resident	£275.00 incl grave digging	£293.75	£325.00	£100.00	£475.00
	Non Resident	£600.00 incl grave digging	£725.00	£675.00	£200.00	£1425.00
Ashes Interred at memorial wall or version of	Resident	£275.00 incl grave digging				
	Non Resident	£600.00 incl grave digging				
Ashes re-open	Resident	£275.00 incl grave digging				
	Non Resident	£600.00 incl grave digging				

Memorial Fees

Memorials	Fee type	Bagshot Cemetery Fee	Average	Chobham Parish Council (April 2021)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)
Permission for memorial at grave plot	Resident	£200.00	£175.00	£280.00	£100.00	£120.00
Permission for memorial at grave plot	Non Resident	£200.00	£290.00	£400.00	£200.00	£360.00
Permission for additional inscription	Resident	£100.00	£80.00	£140.00	£40.00	£40.00
Permission for additional inscription	Non Resident	£100.00	£82.00	£200.00	£80.00	£120.00
Plaque at memorial wall (with or without ashes)	Resident	£85.00				
Plaque at memorial wall (with or without ashes)	Non Resident	£95.00				

Administration Charges

Administration	Fee type	Bagshot Cemetery Fee	Chobham Parish Council (April 2024)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)
Burial and grave register searches	Resident	25.00/hour		£50.00	£30.00
Burial and grave register searches	Non-Resident	25.00/hour		£100.00	£92.00
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Resident	£150.00	£150.00	£50.00	£50.00
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Non-Resident	£150.00		£100.00	£50.00



WINDLESHAM PARISH COUNCIL BAGSHOT CEMETERY FEES

Effective From: 1st April 2025

	Non-Resident fees	Resident Fees applies only to the deceased whom resided within the Windlesham Parish boundary.
Interments		
Re-opening for a 2 nd coffin burial	£1,442	£727
Ashes Interments		
Ashes interred in a grave or at memorial wall	£600	£275
Memorials		
Permission for memorial at grave plot	£200	£200
Permission for additional inscription on existing memorial	£100	£100
Plaque at memorial wall (with or without ashes)	£95	£85
Administration Charges		
Burial and grave register searches	£25 p/h	£25 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£150	£150

NB: Proof of residency will be required in the form of a driving licence or utility bill. A search of the electoral roll will also be done.

Item 8- Bagshot Cemetery

b) Cemetery drainage and Pathways

Previous Resolutions

At a 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 and has received two quotes which are attached.

Quote 1- Pathway Works = £8,343.00 EX VAT
Drainage Works = £14,514.00 EX VAT
Total = £22,857.00 EX VAT

Quote 2- Pathway Works = £6,914.50 EX VAT
Drainage Works = £6,692.48 EX VAT
Preliminaries = £595.00 EX VAT
Total = £14,201.98 EX VAT

A third quote is required, and it is hoped that following a site visit with another potential contractor this will be available within the coming weeks.

To: Sarah Wakefield, Windlesham Parish Council,
The Council Offices,
The Avenue, Lightwater,
GU18 5RG.

Quotation

Date: 12/11/2025

Cemetery- Pathway Works 280m x 1.2m Wide

We have prepared our quotation assuming the following conditions:

- Suitable, unrestricted access as well as a storage area for materials and arisings
- Works to be carried out during normal working hours of 7.30am- 4.30pm Monday- Friday
- We have assume works would be instructed and completed during drier months, we have not allowed to protect existing grass with mats
- As instructed we have not allowed for timber edgings to pathway or to install any drainage
- We have allowed for 1m high barrier fencing to create exclusion zones around work areas (not 2m high heras site fencing)
- We have allowed for 'Breedon self binding path gravel' at a thickness of 50mm over the total pathway 203m long. We have allowed to excavate and form a sub-base for a 40m section of the pathway as instructed.

Please check we have interpreted your instructions correctly by pricing all the necessary works that you require below

Description	Quantity	Unit
To mobilise plant and equipment, set up fenced material store/compound using 2m high heras fencing with signage	1	Item
To supply and maintain chemical site toilet for duration of works	1	Item
Allowance for 1m high barrier fencing on steel road pins to cordon off all work areas as work progresses	1	Item
To mark out pathway with line marker spray for agreement with client	247	m2
To excavate 40m section x 1.2m wide not exceeding 150mm deep, dumper to stockpile and dispose of arisings off site via registered waste carrier	48	m2
To supply and lay geotextile for weed prevention and ground stabilisation to 40m long section	48	m2
To supply, lay and compact MOT type 1 limestone (not cheaper recycled material) 100mm thick to 40m long section	48	m2
To supply, lay and compact Breedon self binding path gravel 50mm thick over entire path 203m long x 1.2m wide	247	m2

Subtotal	£8,343.00
VAT @ 20%	£1,668.60
Total	£10,011.60

If you have any queries or should wish to discuss the above any further please do not hesitate to contact us on [REDACTED]
[REDACTED] commitment to complete the works as efficiently and effectively as possible orders permitting

To: Sarah Wakefield, Windlesham Parish Council,
The Council Offices,
The Avenue, Lightwater,
GU18 5RG.

Quotation

Date: 05/11/2025

Bagshot Cemetery Drainage Works

We have prepared our quotation assuming the following conditions:

- Suitable, unrestricted access as well as a storage area for materials and arisings
- Works to be carried out during normal working hours of 7.30am- 4.30pm Monday- Friday
- We have assumed works would be instructed and completed during drier months, we have not allowed to protect existing grass with mats
- We have allowed to use machinery to excavate soakaway pits
- We have allowed for 2m high heras antislip site fencing to create exclusion zones around work areas
- No allowances to remove and replace guttering
- We cannot commit to be in a position to undertake all works quoted as this will depend on our availability and workload

Please check we have interpreted your instructions correctly by pricing all the necessary works that you require below

Description	Quantity	Unit
To mobilise plant and equipment, set up site fencing using 2m high heras fencing with signage	1	Item
To supply and maintain chemical site toilet for duration of works	1	Item
Perimeter Drain- Excavate by hand a trench to the perimeter of the chapel, remove all arisings from site and dispose. Not exceeding 0.4m wide x 0.3m deep.	1	Item
Soakaways- Excavate 2 x pits 4.2m x 1.2m not exceeding 2m deep. Dispose of arisings off site. Supply and install 2 x crate soakaways, wrapped in terram geotextile and surrounded with 10mm pea gravel. Backfill on top of crates and compact in layers. Reinstate surface to match existing.	1	Item
Excavate trenches by hand and install new pipework and 2 x gulleys adjacent to chapel to connect to both soakaways, surround pipework in 10mm shingle and backfill trenches.	1	Item

Subtotal	£14,514.00
VAT @ 20%	£2,902.80
Total	£17,416.80

If you have any queries or should wish to discuss the above any further please do not hesitate to contact us on [REDACTED],
assuring you of our commitment to complete the works as efficiently and effectively as possible orders permitting

[REDACTED]

[REDACTED]

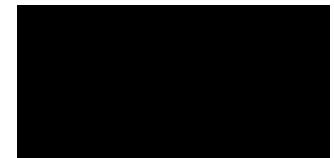
[REDACTED]

Client: Windlesham Parish Council

Address: Council Offices, The Avenue, Lightwater, GU18 5RG

Date: 9 December, 2025

Description: Self-binding gravel path & installation of x2 soakaways - Bagshot Cemetery



Item	Description	Unit	Rate £	Total £	Drawing	Notes
A	Site set up, surveys & preliminaries		1 £	595.00 £ 595.00		Inc H&S, welfare facilities, management
Total:						
1 New self-binding gravel path installation 50m & renovation of 50m of existing path						
1.1	Excavate and dispose of soil and hardcore to create a trench approximately 20cm deep		50 £	34.65 £ 1,737.50		
1.2	Supply, import, distribute, and compact approximately 10m ³ of MOT Type 3,		10 £	153.00 £ 1,530.00		
1.3	Supply, import, distribute and compact approximately 5m ³ of self-binding gravel & install heavy duty membrane,		5 £	253.10 £ 1,265.50		
1.4	Excavate and dispose of soil to square and tidy top of existing path - approximately 5cm deep		50 £	14.90 £ 745.00		
1.5	Supply, import, distribute and compact approximately 5m ³ of self-binding gravel		5 £	236.00 £ 1,180.50		
1.6	Machinery contribution		1 £	456.00 £ 456.00		
Total:						
2 Two soakaway installation						
2.1	Excavate and dispose of soil and hardcore to create two soakaways - 400cm x 100cm x 200cm deep		16 £	89.70 £ 1,435.50		
2.2	Excavate (manually) and dispose of soil and hardcore to create two trenches approx 1200cm length		12 £	49.59 £ 595.08		
2.3	Supply, import, install 20mm gravel base for two soakaway crate		2 £	298.75 £ 597.50		
2.4	Supply, import, install soakaway crate to fill 16m ³ of area %. Wrap it with non-woven geotextile		16 £	165.30 £ 2,644.80		
2.5	Supply, import, install pipes and connect gutters with soakaway		12 £	33.70 £ 404.40		
2.6	Supply, import, distribute and compact MOT type 3 & self-binding of the top of the soakaway crate to connect paths		8 £	69.90 £ 559.20		
2.7	Machinery contribution		1 £	456.00 £ 456.00		
Total:						
Overall Total:						
£ 14,201.98						
<i>VAT applicable at the current rate</i>						

Please be aware that we may need to arrange an additional grab lorry for disposal, so kindly allow for this in the budget.

Prior to commencement - 50%

End of work - 40%

After customer sign off is completed - Balance of 10%

Item 9- School Lane Field- To discuss the maintenance of School Lane Field Pond

Previous Resolution

At the November 2025 meeting, members unanimously resolved to approve to proceed with works to the pond based on the revised specification, delegating authority to the Clerk, in conjunction with the Chair and vice-chair to appoint a contractor based on price and/or suitability.

It was also noted that a previous resolution agreed the funding of the pond's maintenance from the Environment Costs budget line (up to £10,000).

Update

Three quotes were received following the revised specification. The Clerk, Chair and Vice Chair reviewed all submissions and shortlisted two that were considered the most suitable. One quote proposed approximately five days of work, while the second, although more expensive, set out a more thorough two-week maintenance programme.

Members agreed that the pond does require comprehensive maintenance but were also keen to avoid unnecessary ecological disturbance. It was therefore decided to re-engage with a nature-based organisation (as per minute ref: BVC/23/77), who will visit the site and provide independent management recommendations. A site visit will take place shortly, after which the Clerk, Chair and Vice Chair will revisit the quotes in light of the ecological advice received.

In the meantime, due to the number of trees surrounding the pond, a tree surgeon has been asked to provide a quote to address any trees that are dead, diseased or dying within the main pond area and it is hoped this work can be progressed.

Specification (reflects a proposal as suggested by Wayne Purdon- SHBC Drainage Engineer)-

1. Use of a small excavator to clear overhanging tree debris and fallen branches.
2. Tidy vegetation around the edges, to include brambles.
3. Pull out some of the silt to allow water around the boardwalk area. It has been suggested the excavated silt is left, fenced off to drain down for a couple of weeks, returning to reprofile and tidy up. Quote to leave the silt on site with a chestnut pale fence to deter access to the area.
4. Tree debris to be chipped on site.

Quotes

	Pond	Description of work	Estimated number of days work	Cost EX VAT	Total cost EX VAT	Public Liability
Contractor 1	Main Pond	Which includes to mobilise the requisite plant to clear over hanging trees remove scrub pull out the	2 days	£3,245.00	£5,630.00	£5 million

		<p>fallen trees and chip on-site.</p> <p>Pull back the silt in the boardwalk areas and reprofile within the banks and fence off with chestnut paling fencing.</p> <p>*If there is a requirement to return later in the Spring to reprofile the silt the cost would be £895 EX VAT.</p> <p>2 days cutting clearing and chipping.</p>	1 day	£895.00		
Contractor 2		<p>Main Pond</p> <p>Allow to clear overhanging trees and fallen branches and shred or chip onsite.</p> <p>Allow to clear surrounding areas of all hedges/shrubs/vegetation and shred/ship onsite.</p> <p>Pond next to board walk</p> <p>Allow to clear pond area next to boardwalk of reeds and silt, deposit on bank and securely fence to allow to drain and dry.</p> <p>Upper Pond</p> <p>Revisit shape and grade silt once dry and clear site upon completion.</p> <p>Allow to clear pond of overhanging trees and fallen branches</p>	4 days 4 days 2 days 4 days	<p>£3,174</p> <p>£3,304</p> <p>£3,474</p> <p>£1,476</p> <p>£3,514</p>	<p>£19,886.00</p>	<p>£10 million</p>

		<p>and shred or chip onsite.</p> <p>Allow to clear surrounding areas of all hedges/shrubs/vegetation and shred/ship onsite.</p> <p>Cart all green waste and shred/chip on site.</p> <p>Preliminaries, welfare, H&S, supervision, etc</p>	14 days total	£2,784 £1,260 £900		
--	--	--	---------------	--------------------------	--	--

Funding

Environment Fund - £10,000

Bagshot Village Reserve - £46,401.89

Bagshot CIL - £64,091.32 (uncommitted funds)

Decision

Members are asked to note the proposed course of action and to decide whether they wish to increase the budget from £10,000 to £20,000 to reflect the additional maintenance likely to be required around the pond, and to determine how the extra £10,000 should be funded.

Item 10- Christmas 2026- To discuss the small shop front Christmas Trees along Bagshot High Street

Purpose of the Report

To ask Members to consider whether the Parish Council wishes to seek quotes for the provision and installation of shop-front Christmas trees along Bagshot High Street for Christmas 2026.

Background

Historically, the Bagshot Society arranged the installation of small Christmas trees fixed to brackets on businesses and residential properties along Bagshot High Street. The Parish Council typically supported this through a grant contribution only.

In 2025, the Christmas trees were cancelled due to significantly increased insurance requirements and health and safety obligations. As a result, no trees were put up last year.

With increasing interest from the community, Members are asked to consider whether the Parish Council would like to take on responsibility for commissioning the installation directly for Christmas 2026.

Proposal

That the Council consider:

1. **Seeking formal quotations** from competent contractors for:
 - Supply of small Christmas trees
 - Installation onto existing or new brackets
 - Fit-for-purpose lighting
 - Collection and disposal after the festive period
2. **Appointing a contractor** to undertake the installation, maintenance (if needed) and removal.

Financial Considerations

- Costs will depend on quotes received.
- If Members wish to proceed, the Assistant Clerk will advise cost implications once quotations are obtained.
- There is no provision in the 2026/27 budget for this project. Funding may come from Bagshot Village Reserve.

Bagshot Village Reserve = £46,401.89

Other Considerations

- Permission from each business and residence to attach brackets to buildings and use their electrical supply.

- Electrical safety compliance. Need to ensure the residents/ businesses plug sockets are safe.
- Health and safety requirements.

Decision

Members are asked to:

1. **Decide whether they wish to seek quotations for the supply, installation, lighting and removal of shop-front Christmas trees for Bagshot High Street.**
2. **If proceeding, delegate authority to the Clerk to obtain quotations and report back to Committee with costs.**

Item 11- Strategic Plan Review

Background

The 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.

Previous Resolution

At the September 2025 Full Council meeting, it was resolved that each village committee should review the Strategic Plan at their next committee meeting and provide comments or proposed amendments.

- The draft Strategic Plan is attached for consideration.

Next Steps

- Village committees to submit feedback and proposed amendments following their discussions.
- A consolidated version of the Strategic Plan will be prepared for Full Council approval at a future meeting.

Recommendation

Members are asked to review the attached draft and provide comments or amendments.

DRAFT Strategic Plan for review – 2026

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 – 2026

Value	Aligned Strategic Aims and Objective
Parish Council View	<p>1. Improve the image of and pride within the villages and make them an attractive place to live and visit.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ 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. <p>Timescale: 0-5 years</p> <p>Council Committee/Department: Communications and Marketing, Village Committees</p> <p>2. Continue to develop and improve the content of the Parish Council's websites and social media.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ 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. <p>Timescale: 0-6 years</p> <p>Council Committee/Department: Communications and Marketing and Village Committees</p> <p>3. To encourage community initiatives to use the village spaces to create events, festivals, fêtes, pop-up shops, etc.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Support events that meet the needs and ambitions of residents. ○ Promote, map, and encourage community events through collaborative efforts. <p>Timescale: 0-10 years</p> <p>Council Committee/Department: Communications and Engagement and Village Committees</p>

DRAFT Strategic Plan for review – 2026

Parish Council View	<p>4. To actively support anti-crime and disorder campaigns within the Parish, in liaison with the police</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Continue liaising with the PCSO's for the three villages.○ Interact regularly with police <p>Timescale: 0-10 years</p> <p>Council Committee/Department: Clerk/Assistant Clerk, all Councillors</p> <p>5. Implement a Communications Strategy</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: 0-10 years</p> <p>Council Committee/Department: Communications Committee</p> <p>6. Implement a Marketing Strategy</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: 0-10 years</p> <p>Council Committee/Department: Communications and Marketing, Communications Committee</p> <p>7. Provide Christmas Trees and lights, and liaise with local groups regarding light switch-on event</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Continue providing Christmas Tree and Christmas Lights displays. <p>Timescale: 0-10 years</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
---------------------	---

DRAFT Strategic Plan for review – 2026

	<p>8. Encourage people living and working in the three villages to participate and to engage in decision making.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Communications and Marketing and All Councillors</p> <p>9. Enable the provision and maintenance of street furniture</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Provide and maintain street furniture where needed e.g. bins, benches etc.○ Proactively identify gaps in provisions needed to fulfil needs within the community. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
Happier and Healthier	<p>10. To continue to maintain and improve its open spaces and be open to asset transfers of open spaces from higher-tier authorities.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: 5-10 years</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>11. To support local voluntary organisations where deemed appropriate via the grant system.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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

DRAFT Strategic Plan for review – 2026

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.

DRAFT Strategic Plan for review – 2026

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:

DRAFT Strategic Plan for review – 2026

- 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:

DRAFT Strategic Plan for review – 2026

	<ul style="list-style-type: none">○ 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. <p>Timescale: Drainage 3-5 years , Woodland Burial10 years</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>23. To enhance biodiversity and water stewardship in public green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Carry out seasonal maintenance of the School Lane Field pond.○ Monitor and manage vegetation to support biodiversity. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Bagshot Village Committee</p>
Safer and Stronger	<p>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.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>25. To collaborate closely with Surrey Police to reduce crime and anti-social behaviour across the parish.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>

DRAFT Strategic Plan for review – 2026

Connected and Engaged	<p>26. Consult with local people regarding the provision of Parish Council services and facilities.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>27. To strengthen community-led planning and local participation</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village & Planning Committees</p> <p>28. To empower and involve the community through funding and engagement</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Communications and Communications Committee</p> <p>29. To support the community through the use of Community Infrastructure Levy funds to help improve facilities within the parish.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ Identify community projects to determine use of CIL funds as appropriate. <p>Timescale: Ongoing</p>

DRAFT Strategic Plan for review – 2026

	<p>Council Committee/Department: Village Committees</p> <p>30. To improve accessibility and transparency of Council meetings</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>31 - Encourage people living and working in the Parish to participate and to engage in decision making.</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: Ongoing</p> <p>Council Committee/Department: Communications, Village Committees and Full Council</p>
Open and Responsible	<p>32. To provide open, responsible leadership and strong local governance</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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.

DRAFT Strategic Plan for review – 2026

	<ul style="list-style-type: none">○ Consider and review opportunities for asset transfers from higher-tier authorities, retaining local ownership and control where it benefits residents. <p>Timescale: 1 year</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>33. To manage the sale of the Hook Mill Lane Depot Site transparently and in the best interests of the community</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: 2 years</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Full Council</p>
Guardians of heritage	<p>34. The Parish Council will aim to safeguard and promote the Parish's historical and cultural heritage</p> <p>We will aim to:</p> <ul style="list-style-type: none">○ 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. <p>Timescale: 3-5 year</p> <p>Council Committee/Department: Clerk/Assistant Clerk and Village Committees / Full Council</p>

Item 12- Grants

To consider a Grant Application from Bagshot Good Companions

Summary:

The Bagshot Committee has received a grant application from the Bagshot Good Companions, requesting funds to help fund monthly meetings and outings run by the organisation.

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 Bagshot Good Companions seeks funding to help fund monthly meetings and outings run by the organisation.

Total Grant Requested: £500

The current available grant budget is £5,863.00

(additionally, £317 is available from the Bagshot Grants EMR)

Required Documents:

- Completed and signed Grant Application Form – Received

To consider a Grant Application from Curley Park Rangers Football Club

Summary:

The Bagshot Committee has received a grant application from Curley Park Rangers Football Club, requesting funds to help with pitch maintenance.

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:

Curley park Rangers Football Club seeks funding to help

Total Grant Requested: £3,000.00

The current available grant budget is £5,863.00

(additionally, £317 is available from the Bagshot Grants EMR)

Required Documents:

- Completed and signed Grant Application Form – Received
- Copies of the last financial year-end accounts – Received
- Copy of the latest bank statement - Received



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	Bagshot Good Companions
Contact Name	
Position within the organisation/group	CHAIR PERSON
Telephone number	
Address of organisation/group	
Postcode	
Email address	
For what purpose/ project is the grant requested?	The B.G.C. meet on the last Friday of the month in the Parish Hall for Bingo, Raffle and Tea and meeting up for a chat—all for £5. Last year we had an afternoon tea in August. For Christmas we went to The Inn at West End for Lunch. Also at Christmas Members get a gift of wine or chocolates
What is the evidence/need for the purpose/ project ?	
Total cost of purpose/ project	
Amount of grant requested:	£ 500

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:

Signed... 

Name 

Position in organisation  Bagshot Good Companions

Date.....

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	



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	CURRY PARK RANGERS FOOTBALL CLUB	
Registered Charity Number (if applicable)		
Contact Name		
Position within the organisation	ASSISTANT CLUB SECRETARY	
Telephone number		
Address of organisation	CONNAUGHT PAVILLION WHITMOOR ROAD BAGSHOT, SURREY	
Postcode	GU19 5QE	
Email address		
Total cost of purpose/project	£ 34,055.92	
Amount of grant requested	£ 3000.00	10%
Detail grants received (or applied for but not yet determined) from other sources:	NONE.	

What are your organisation's objectives?	<p>To promote football and to provide; practice, matches for children in the local communities from the age of 5-18. We have also now created a new team for young adults from 18-25</p> <p>To promote exercise, team work, problem solving and other transferable life skills. To promote education and to support over 14's to gain relevant qualifications</p>
For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	<p>ground maintenance. Our site on combealt park is the biggest site. We have to cut the grass, mark the pitches and maintain them through an annual maintenance programme of vertidraining, fertilising, seed distribution and patching.</p> <p>We also rotate the pitches to facilitate as even wear & tear. We are asking for 10% of the fees</p>
How will you monitor and evaluate achievement of your objectives?	<p>Condition of pitches, weather plays a significant factor. In extended rainy or hard frost we consider the effect on the pitches if played on. Our grounds officer assesses pitches weekly and responds by moving matches around to support the wear & tear on the site.</p>
How does the application meet the criteria for this fund?	<p>Our biggest costs is the ground maintenance. We have had very wet weather this season and we anticipate that the maintenance this year will be significant. We want to look at drainage to facilitate the draining of the very wet areas with clay soil drainage issues are significant.</p>

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	Our Club serves the whole community of Bagshot, Lightwater, Windlesham, Camberley & beyond. We are a fully inclusive club, we are constantly promoting coach training to open more and more teams. We are now providing our facilities for age 18 → 23 years old.
Has community engagement been undertaken?	We engage with all the local schools. We fully support Connaught School by maintaining their pitches. This means children in the community can also play sport at school as well as at the weekend.

Total number of users of your organisation	in excess of 600
Number of your users resident in Windlesham Parish who will directly benefit from the grant	we don't record numbers by location. But all our teams come from WPC
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	No lease at present

Current bank balance	£ 75 000	date 9/11/2026
----------------------	----------	----------------

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

Name

Position in organisation... Assistant Club Secretary

Date..... 12-01-26

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

For official use

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

Item 13- Clerks Update

Bagshot Traffic Scheme

The designs for the proposed traffic scheme in Bagshot Village have now been drafted by SCC Highways. Residents will be updated on the next steps once the plans are finalised. It should be noted that the scheme will be part-funded by £50,000 from the Bagshot CIL. A further £50,000 from Bagshot CIL has also been allocated to deliver a raised table on Bagshot High Street, which will form part of later works.

Cherry Trees in Bagshot Cemetery

The cherry trees in Bagshot Cemetery have now been planted. A two-year watering programme will begin in late spring to support their establishment.

School Lane Field Pathway Improvements

The planning application for the pathway at School Lane Field has been submitted to SHBC, and we expect to receive a decision by early March 2026. Subject to approval, the work has been provisionally scheduled with the contractor for April 2026.

Lifebuoy at School Lane Field Pond

One of the lifebuoys at the School Lane Field pond has been stolen again. A replacement has been ordered and will be installed as soon as possible. The second lifebuoy remains in place.