



Windlesham Parish Council

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

Councillors	
Hardless	P
Lewis	P
Marr	P
Richardson	P
Wheeler	P

In attendance: Sarah Wakefield – Assistant Clerk

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

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

Cllr Lewis outgoing Chair

Cllr Wheeler took the Chair

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

WVC/25/02	Apologies for absence No apologies for absence.	
WVC/25/03	Declarations of Interest Cllr Lewis declared a non-pecuniary interest in item WVC/25/15 as she is a committee member at the Windlesham Field of Remembrance.	
WVC/25/04	To note the Committee's Terms of Reference The Terms of Reference were noted by all members. However, members resolved to establish a working party to review the Committee's Terms of Reference. It was suggested that the working party would formulate a motion to be presented to Full Council at a future meeting. The Clerk was asked to clarify the appropriate procedure for progressing this.	All Committee Members
WVC/25/05	Public question time <i>Members unanimously resolved to suspend standing orders to allow members of the public to ask questions not specifically related to items on the agenda and also allow members to exceed the 3 minute time limit per question.</i> <u>Tony Murphy, Windlesham Resident</u> handed the Chairman a document containing information relating to noise caused by the Heathpark Woods Development. He noted that the contents were not to be read out at the meeting but would give the committee background information relating to these issues. <u>Martin Albury, Windlesham Resident posed the following question:</u> I am a resident of HPW Drive, Windlesham. I have accepted that planning permission has been granted for the HPW development and did expect some disruption. What we have had over the past week far exceeds any reasonable level of disruption with noise and vibration. The contractor Divine us using, as directed by Persimmon a method of construction called percussion piling. This method is not recommended for residential areas with other less disruptive methods such as CFA (continuous flight auger) available to achieve the same results. This leads me to 3 points: <ol style="list-style-type: none"> 1) Why did planning permission not identify the process as not suitable in this residential area. The planning committee members, I am sure having a greater knowledge of these processes than myself and should have made provision in the planning for this system of work not to have been used on this site/ 2) Why do you not insist on all contractors working in residential areas of our Borough sign up to the Considerate constructor's scheme, especially a company as large as Persimmon. This would alleviate many of the issues identified as they have to agree a strict code of practice. 	

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

Ian Bourne, Windlesham Resident, posed the following question:

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

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

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

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

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

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

Leah Rose, Windlesham Resident raised the following concerns:

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

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

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

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

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

	whether any samples of the materials used on the haul road were taken during their visit.	
WVC/25/17	Correspondence No correspondence.	
WVC/25/18	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. WVC/25/19 Burial Matters	
WVC/25/19	Burial Matters Members were asked to consider a formally submitted request from a grave owner concerning a burial plot. Members expressed sympathy and understanding for the grave owners request, however they unanimously resolved to decline the request.	

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

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

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
12/03/2025	25-06	164	JS STONEMASONS	JS STONE	450.00	90.00	540.00	4100	505	450.00	Appraisal - Wind War Mem
21/03/2025	5217	165	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Int - McNeil
TOTAL INVOICES					640.00	90.00	730.00			640.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
VAT ANALYSISCODE S @ 20.00%					450.00	90.00	540.00				
TOTALS					640.00	90.00	730.00				

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

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

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

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

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2025	LOCALITY	170	GRANTS WPC	GRANTS	81.00	0.00	81.00	510	0	81.00	Repay unspent Locality Grant
TOTAL INVOICES					81.00	0.00	81.00			81.00	
VAT ANALYSISCODE OTS @ 0.00%					81.00	0.00	81.00				
TOTALS					81.00	0.00	81.00				

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
31/03/2025	2001	171	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4060	500	2,130.00	Grounds Maint - Mar 25
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 12

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/03/2025	5246	172	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment 27 Mar (Sealey)
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

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

Windlesham PL for Month No 1

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/04/2025	5303	175	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Int - Moore (W'sham)
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/04/2025	5326	176	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - Hall (Windlesham)
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

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

Windlesham PL for Month No 2				Order by Invoices Entered							
				Nominal Ledger Analysis							
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	2015	179	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Grounds maint - April 25 work
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

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

Windlesham PL for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

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

Windlesham PL for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

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

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Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

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

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

PAYMENTS FOR APPROVAL

30/06/2025

Windlesham Parish Council

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PURCHASE DAYBOOK

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Windlesham PL for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/06/2025	5549	189	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Intern Wind - Wright
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSISCODE OTS @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/06/2025	WVC/25/15	190	GRANTS WPC	GRANTS	1,000.00	0.00	1,000.00	4650	540	1,000.00	WFor grant re rubbish and dog
TOTAL INVOICES					1,000.00	0.00	1,000.00			1,000.00	
VAT ANALYSISCODE OTS @ 0.00%					1,000.00	0.00	1,000.00				
TOTALS					1,000.00	0.00	1,000.00				

Windlesham PL for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2025	2064	191	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem grounds - Jun 25
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSISCODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

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Windlesham Parish Council

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PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Windlesham PL for Month No 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
27/06/2025	5583	192	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Internment - Wright 25 Jun 25
11/07/2025	5636	193	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Intern - Eaton - W'sham
11/07/2025	90836	194	ONE TIME ACCOUNT	ONE TIME	140.00	0.00	140.00	4220	510	140.00	Face painting re: Windmill Fie
								355		-140.00	Face painting re: Windmill Fie
								6000	510	140.00	Face painting re: Windmill Fie
30/06/2025	103665	195	HAGS-SMP LTD	HAGS	63,441.06	12,688.21	76,129.27	4220	510	46,182.00	Windmill Field playground inst
								321		-46,182.00	Windmill Field playground inst
								6000	510	46,182.00	Windmill Field playground inst
								4220	510	17,259.06	Windmill Field playground inst
								325		-17,259.06	Windmill Field playground inst
								6000	510	17,259.06	Windmill Field playground inst

TOTAL INVOICES	63,961.06	12,688.21	76,649.27
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63,961.06

VAT ANALYSISCODE	OTS	@ 0.00%	520.00	0.00	520.00
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VAT ANALYSISCODE	S	@ 20.00%	63,441.06	12,688.21	76,129.27
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TOTALS	63,961.06	12,688.21	76,649.27
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Windlesham 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
18/07/2025	5663	197	NEIL CURTIS	NEIL		380.00	0.00	380.00	4005	500	380.00	Intern x 2 - Mummery/Crosbie
TOTAL INVOICES						380.00	0.00	380.00			380.00	
VAT ANALYSIS CODE				OTS	@ 0.00%	380.00	0.00	380.00				
TOTALS						380.00	0.00	380.00				

Windlesham 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
30/07/2025	2078	199	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Grounds maint - July 25
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

Windlesham 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				
03/08/2025	2234	198	SIR WHIPPY	SIR WHIPPY	150.00	30.00	180.00	4220	310	150.00	Ice cream - Wind Field opening				
								355		-150.00	Ice cream - Wind Field opening				
								6000	310	150.00	Ice cream - Wind Field opening				
					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			

Windlesham 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
15/08/2025	5783	200	NEIL CURTIS	NEIL	190.00	0.00	190.00	1000	500	190.00	Ashes Interment Windlesham
TOTAL INVOICES					190.00	0.00	190.00			190.00	
VAT ANALYSIS CODE E @ 0.00%					190.00	0.00	190.00				
TOTALS					190.00	0.00	190.00				

Windlesham PL for Month No 6				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/08/2025	2082	202	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Windlesham Cem Maintenance Aug
TOTAL INVOICES					2,130.00	426.00	2,556.00			2,130.00	
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,130.00	426.00	2,556.00				

Item 7- Windlesham Village Committee Budget Monitoring Report- 30th August 2025

1. Purpose of Report

This report summarises income and expenditure for Windlesham village as at the end of Month 5 (August 2025). It highlights variances against budget, notes key expenditure items, and provides context for Committee oversight.

2. Summary of Key Findings

- Income received for Windlesham stands at **£57,350**, representing **46.2%** of the annual budget (£124,244).
- Expenditure to date totals **£93,044**, which is **74.9%** of the annual budget.
- Net expenditure at this stage is **£35,694**, offset by transfers from Earmarked Reserves (EMRs) where applicable.

3. Key Income Streams

Income Category	YTD Actual (£)	Annual Budget (£)	% of Budget Received
Burial Fees (Cemetery)	£23,670	£56,885	41.6%
Precept (local share)	£33,680	£67,359	50.0%

- Burial income** is performing steadily, with just under half the annual budget achieved.
- Precept** is received in line with the expected mid-year instalment.

4. Key Expenditure Highlights

Expenditure Category	YTD Spend (£)	Annual Budget (£)	% Spent	Notes
Playground Repairs & Renewal	£64,041	£2,400	2668%	Overspend, offset by £63,581 from EMR
Cemetery Grounds Maintenance	£9,140	£26,327	34.7%	Within expected range
Councillors' Allowances & Training	£3,430	£9,450	36.3%	Slightly below budget due to one Cllr not taking full allowance

Expenditure Category	YTD Spend (£)	Annual Budget (£)	% Spent	Notes
Grants	£2,018	£5,000	40.4%	Within expected range
Festive Lights	-£1,928	£4,223	(45.7%)	Timing difference – to be funded later in year

5. Observations and Matters for Consideration

- **Playground Overspend:** A substantial overspend of £64k has been recorded under playground works, funded by EMR (£63,581).
- **Cemetery Works:** Grounds maintenance expenditure is within the expected range, though future works should be monitored closely to avoid late-year compression of the budget.
- **Capital Projects:** Festive Lights and VE Celebrations are showing negative variances due to timing; these will balance in January/February 2026.
- **Overall Position:** The Committee is operating within budgetary expectations but is reliant on EMR support for large projects.

6. Conclusion

Windlesham village finances remain stable, with income received as expected and most expenditure on track. The planned playground overspend highlights the importance of EMR funding, with all such transfers being ratified. Councillors are asked to note the levels of income and expenditure shown in the attached I&E report, which demonstrate that the village remains in a sound financial position.

Windlesham500 Windlesham Cemetery

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Burial fees	1,450	23,670	56,885	33,215			41.6%	
Windlesham Cemetery :- Income	1,450	23,670	56,885	33,215			41.6%	0
4005 Ashes interment	0	2,280	7,056	4,776		4,776	32.3%	
4050 Rates	125	623	1,310	688		688	47.5%	
4060 Maintenance	0	445	2,216	1,771		1,771	20.1%	170
4061 Cemetery maintenance - grounds	0	9,140	26,327	17,187		17,187	34.7%	620
4062 Cemetery maintenance - general	0	0	15,000	15,000		15,000	0.0%	
4160 Greenspace Contingency	0	582	0	(582)		(582)	0.0%	

Windlesham Cemetery :- Indirect Expenditure	125	13,069	51,909	38,840	0	38,840	25.2%	790
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Net Income over Expenditure	1,325	10,601	4,976	(5,625)
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6000 plus Transfer from EMR	0	790	0	(790)
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Movement to/(from) Gen Reserve	1,325	11,391	4,976	(6,415)
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505 Windlesham Heritage

4100 War Memorial	0	0	4,541	4,541		4,541	0.0%	
Windlesham Heritage :- Indirect Expenditure	0	0	4,541	4,541	0	4,541	0.0%	0
Net Expenditure	0	0	(4,541)	(4,541)				

510 Windlesham Grounds Maintenance

4160 Greenspace Contingency	720	720	1,000	280		280	72.0%	
4165 Greenspace Contract	2,022	10,111	28,811	18,700		18,700	35.1%	
4185 Planting	0	1,923	2,110	187		187	91.1%	
4190 Christmas Trees	0	(1,953)	3,000	4,953		4,953	(65.1%)	
4220 Playground Repairs & Renewal	150	64,041	2,400	(61,641)		(61,641)	2668.4%	63,581
Windlesham Grounds Maintenance :- Indirect Expenditure	2,892	74,842	37,321	(37,521)	0	(37,521)	200.5%	63,581

Net Expenditure	(2,892)	(74,842)	(37,321)	37,521
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6000 plus Transfer from EMR	0	63,581	0	(63,581)
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Movement to/(from) Gen Reserve	(2,892)	(11,261)	(37,321)	(26,060)
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525 Windlesham Administration

1076 Precept	0	33,680	67,359	33,679			50.0%	15,000
Windlesham Administration :- Income	0	33,680	67,359	33,679			50.0%	15,000

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4403 Consultant costs	0	0	5,000	5,000		5,000	0.0%	
4950 Hall Hire	0	13	300	287		287	4.3%	
Windlesham Administration :- Indirect Expenditure	0	13	5,300	5,287	0	5,287	0.2%	0
Net Income over Expenditure	0	33,667	62,059	28,392				
6001 less Transfer to EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	0	18,667	62,059	43,392				
<u>530 Windlesham Councillors</u>								
4350 Training	0	0	700	700		700	0.0%	
4500 Cllr Allowances, Training & Ex	729	3,430	8,750	5,320		5,320	39.2%	
Windlesham Councillors :- Indirect Expenditure	729	3,430	9,450	6,020	0	6,020	36.3%	0
Net Expenditure	(729)	(3,430)	(9,450)	(6,020)				
<u>540 Windlesham Grants</u>								
4650 Grants	0	2,018	5,000	2,982		2,982	40.4%	
Windlesham Grants :- Indirect Expenditure	0	2,018	5,000	2,982	0	2,982	40.4%	0
Net Expenditure	0	(2,018)	(5,000)	(2,982)				
<u>550 Windlesham Capital Projects</u>								
4915 Festive Lights	0	(1,928)	4,223	6,151		6,151	(45.7%)	
4940 VE Celebrations	0	1,600	6,500	4,900		4,900	24.6%	
Windlesham Capital Projects :- Indirect Expenditure	0	(328)	10,723	11,051	0	11,051	(3.1%)	0
Net Expenditure	0	328	(10,723)	(11,051)				
Windlesham :- Income	1,450	57,350	124,244	66,894			46.2%	
Expenditure	3,746	93,044	124,244	31,200	0	31,200	74.9%	
Net Income over Expenditure	(2,296)	(35,694)	0	35,694				
plus Transfer from EMR	0	64,371	0	(64,371)				
less Transfer to EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	(2,296)	13,677	0	(13,677)				
Grand Totals:- Income	1,450	57,350	124,244	66,894			46.2%	
Expenditure	3,746	93,044	124,244	31,200	0	31,200	74.9%	
Net Income over Expenditure	(2,296)	(35,694)	0	35,694				
plus Transfer from EMR	0	64,371	0	(64,371)				
less Transfer to EMR	0	15,000	0	(15,000)				
Movement to/(from) Gen Reserve	(2,296)	13,677	0	(13,677)				

Item 8- Windlesham Cemetery

a) Cemetery Regulations Review

Background

Cllr Richardson has proposed several amendments to the current Windlesham Cemetery Regulations. These suggestions have been reviewed by the Cemetery Coordinator, who has provided feedback informed by both practical experience and legal considerations in cemetery management.

Overview of Suggested Changes and Officer Feedback

The suggested changes (highlighted in red on the attached copy of the Cemetery Regulations) are summarised below, along with the Cemetery Coordinator's comments:

a) Resident / Non-Resident Fee Criteria

Proposal:

Increase the grace period for applying the resident rate to individuals who had moved to a care or nursing home outside the Parish, from 12 months to **24 months** prior to death.

Cemeteries Coordinator Feedback and considerations for the Committee:

The proposal to extend the residency eligibility period from 12 to 24 months warrants careful consideration. Office experience indicates that former residents, some of whom moved away up to 40 years prior to their death, can expect to qualify for reduced fees based on past residency within the Parish.

The rationale for selecting a 24-month timeframe may require further clarification, as it remains unclear why an individual who moved away 24 months ago would be considered more eligible than someone who left 36 or 48 months prior. In practice, there appears to be no consistent correlation between the length of time since moving and perceived entitlement to reduced fees.

Throughout 2025, council staff have received numerous enquiries from bereaved families who left the area as long as six years ago, questioning their ineligibility under the current criteria. An extension to 24 months may increase such enquiries, particularly as some families have yet to arrange memorials and may now seek reconsideration under the revised terms.

b) Height of Planting on Graves

Proposal:

Reduce the maximum permitted height of planting on graves from 3ft to 2ft.

Cemeteries Coordinator Feedback and considerations for the Committee:

While a reduction in the planting height limit may enhance the overall visual appearance of the cemetery, there are practical enforcement challenges associated with lowering the limit below the current 3ft threshold.

Retaining the 3ft limit offers operational efficiencies, as it aligns with the maximum permitted headstone height. This consistency allows staff to quickly and easily assess compliance through visual inspection, without the need for measurement tools or detailed records. In contrast, reducing the limit to 2ft would necessitate the allocation of additional resources to carry out physical measurements, issue increased volumes of correspondence to plot holders, and conduct repeat follow-up checks.

Furthermore, vegetation trimmed to 2ft is likely to regrow more rapidly beyond the threshold, resulting in a more frequent cycle of non-compliance and enforcement activity.

It may be more effective to maintain the 3ft height limit while introducing clearer restrictions on the types of planting permitted. This approach could support visual standards while reducing the administrative burden associated with frequent monitoring and enforcement.

c) Removal of Unsightly or Overgrown Planting on Unattended Graves

Proposal:

Council to be authorised to remove conifers, shrubs, grasses, and weeds which have become unsightly or overgrown.

Cemeteries Coordinator Feedback:

The aim of maintaining the cemetery in good order is supported. However, Members should note that the Local Authorities' Cemeteries Order 1977 (LACO) restricts the removal or disturbance of memorials and items (including planting) on graves without the written consent of the grave owner.

Considerations:

- In cases of uncontactable owners, a public notice approach (e.g., signage at the cemetery) will be required before any action is taken.
 - If a living legal owner is identified after any changes have been made to a grave, and no formal transfer of ownership was required, we would be legally obligated to restore the grave to its original condition upon their request.
 - Note: The time taken to identify, notify, and chase grave owners regarding maintenance is considerable.
-

Legal Framework

Under the Local Authorities' Cemeteries Order 1977:

- **Article 16(2):**
Authorises removal of tombstones, memorials, surface fittings, and plants, subject to compliance with Schedule 3.
- **Schedule 3:**
Places restrictions on the exercise of these powers, including:
 - **Consent Requirements** – written consent of the owner is required
 - **Notification Process** – the authority must:
 1. Display notices at cemetery entrances;
 2. Publish notices in local newspapers for two consecutive weeks;
 3. Serve direct notice where owner details are available;
 4. Allow at least three months' notice before removal.
 - **Right of Objection** – owners or relatives may object, in which case removal cannot proceed unless approved by the Secretary of State.

These safeguards ensure removals are handled sensitively and lawfully, maintaining respect for the bereaved and compliance with statutory duties.

Decision

Members are asked if they wish to:

1. **Approve the amendments of the Windlesham Cemetery Regulations, in response to the recommendations from Cllr Richardson and operational feedback from the Cemetery Coordinator.**
2. **Confirm whether any additional areas should be considered as part of the review.**

Windlesham Parish Council

REGULATIONS GOVERNING THE CEMETERIES WINDLESHAM, SURREY

(FULL VERSION – REVISED APRIL 2023)

The Cemeteries at Bagshot and Windlesham in Surrey are owned and operated by Windlesham Parish Council acting as the Burial Authority and are covered by the following regulations:

1. Administration.

- a. All requests for interments and memorials must be made by written application to the Clerk to the Council using the designated application forms and be received at least 5 working days before the burial date.
- b. The Council reserves the right to amend or suspend these regulations at any time as deemed necessary.

2. Cemetery Admission.

- a. The cemetery will be open to the public every day of the year from 9am to dusk :
- b. No person shall:
 - 1. wilfully create any disturbance in the cemetery;
 - 2. commit any nuisance in ~~athe~~ cemetery;
 - 3. wilfully interfere with any burial taking place in a cemetery;
 - 4. wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or ~~benches or tributes; or~~
 - 5. play at any game or sport in the cemetery.
- c. Anyone found in breach of the regulations above may be subject to prosecution.
- d. Visitors must conduct themselves in an orderly manner at all times and children must be accompanied by a responsible adult.
- e. Dogs must be kept under proper control and owners must clear up any dog mess within the cemeteries.
- f. The use of radios or other audible device is prohibited (except as part of a funeral service).
- g. No person may drop any litter or display any notice.
- h. No person may fly tip or deposit garden waste.
- i. No pesticides or insecticides may be used.

j. No vehicle (except as part of a funeral service or memorial installation) may enter the cemetery unless the user is registered disabled and no vehicles are permitted to drive on grassed areas within the cemetery.

k. No person shall place or leave any prohibited items within the cemetery, including dangerous objects, glass containers, beverage cans or any other offensive or noxious item.

3. Fees

a. Fees for all cemetery services will be reviewed periodically.

b. In determining whether the fees payable are at resident or non-resident rate the last permanent address of the deceased will be used. If a resident of the Parish has been accommodated in a care/nursing home outside of the Parish in the ~~12~~24 months prior to the date of death resident fees will apply. Long term residents who reside outside the Parish at the date of death will be considered in a case by case basis.

A resident is defined as anyone who is on the electoral register for the Parish at the time of death.

c. All cemetery fees, whether for interments or memorials, are to be paid in advance.

4. Exclusive Right of Burial – Full Size and Half Size Plots

a. Full sized burial plots and half sized ashes plots are available at Windlesham cemetery. The allocation of these plots will be in strict rotation subject to ground conditions, unless there are exceptional circumstances in which case a grave may be allocated in another part of the cemetery.

b. **A Deed of Grant** issued by the Council entitles the purchaser, his or her executors, administrators or assignee to the Exclusive Right of Burial for fifty years, from the date of purchase, in the specified plot. The Deed of Grant must be produced on demand to verify entitlement.

c. All applications for burial must be signed by the registered owner of the Exclusive Right of Burial.

d. If the registered owner of the Exclusive Right of Burial has deceased then the beneficiaries of the estate must contact the Clerk to the Council to transfer ownership.

e. Windlesham Parish Council may agree to buy back the Exclusive Right of Burial for an unused plot. Any refund will be based on the sum paid at the time of purchase, irrespective of current cemetery fees, and will incur a 10% administration fee or £100 whichever is the greater.

f. All reserved burial plots shall remain at all times the property of Windlesham Parish Council and should the plot not be used before the expiration of the Exclusive Right of Burial then the exclusive right will expire.

g. Any Exclusive Right of Burial due to expire may be renewed at the discretion of the Clerk at the fees then current.

h. The owner of the Exclusive Right of Burial may assign it to someone else by Deed or Will but the assignee cannot exercise it until he has in writing notified the Council who will alter the records accordingly.

5. Interments - Burials

a. In normal circumstances no more than two coffins or caskets are permitted in any one grave. A grave plot will no longer be available for the burial of a coffin or casket once ashes have been interred in that grave and a grave will not be reopened for a second burial unless the first burial was made at a depth of 7ft.

b. The outline of the grave space will be a maximum of 7ft x 3ft.

c. Coffins only of wood or other biodegradable material will normally be permissible (other materials must be agreed by the Council) and all coffins shall have a non-corroding plate bearing the deceased's name securely fixed.

d. No interments shall be at a depth exceeding 8ft, nor less than 3ft below the level of the adjoining grave.

e. No interment shall take place unless the coffin can be separated from any other coffin already in the grave by a layer of earth not less than 6 inches in depth.

f. The grave digging will be arranged by the Clerk upon receipt of the applicable interment fee.

g. No burial shall take place until the Registrar's Certificate of Disposal or the Coroner's Order for Burial is lodged with the Clerk of the Council.

h. Interments may only take place between 10am and 4pm on weekdays where at least 2 working days' notice has been given and acknowledged by the Council. Burials ~~within~~outside this period will only be permitted in exceptional circumstances.

i. Cremated remains (ashes) may be interred at the memorial walls or in full sized or half sized grave plots upon application, and payment of the appropriate fee. Where ashes are to be interred within grave plots the written permission of the owner of the Exclusive Right of Burial for that plot must be obtained.

j. The scattering of ashes is not currently permitted anywhere within the ~~three cemeteries~~cemetery nor is the unauthorised burial of ashes in any cemetery without the presence of a member of Council Staff.

6. Memorials – Grave Plots

a. Temporary markers and memorials, including wooden crosses will be removed after 12 months of burial. Temporary markers must not exceed 3ft in height above ground.

b. Permission must be obtained by the Council before any memorial or other physical feature is erected on a grave or before any additional inscription is added to a memorial. The owner of the Exclusive Right of Burial must sign the memorial application form. No memorial may be erected without the permission of the owner of the Exclusive Right.

c. All memorials must be erected in accordance with NAMM (National Association of Memorial Masons) or BRAMM (British Register of Accredited Memorial Masons) recommended codes of practice and must be installed in full accordance with BS8415 and therein shall remain the sole risk of the owner of the Exclusive Right of Burial for that plot. All memorials shall be kept in repair by their owners, and if not kept in good repair, they may be repaired or laid flat by the Council at the expense of the owner. The Council shall not be responsible for any damage or breakage which may occur through any cause whatsoever including vandalism or storm.

d. All monuments shall be constructed of good durable material and if constructed of more than one block of material shall be securely clamped together with non-rusting clamps. No fixed memorial shall be laid or erected without a base of stone or concrete of sufficient thickness and size to prevent settling. Where a headstone is designed to accommodate ashes the Council must be made aware of this fact and no ashes may be interred in the headstone without Council's permission.

e. No memorial shall have commercial advertising of any description. The Council shall approve the shape of the memorial and the inscribed wording.

f. No memorial shall have a photograph attached (whether temporary or permanent) without Council's permission. When seeking permission, the person with the Exclusive Rights of Burial must complete an application and submit a copy of the photo for approval. Photos must be no larger than 100mm x 100mm in size.

g. Kerb sets and other forms of grave surrounds, including all types of edging materials, protruding above ground level, are not permitted.

h. The Council reserves the right to remove any unauthorised memorial and the right to recover the costs incurred for the removal of the unauthorised memorial.

- i. All memorials shall have the number of the grave space cut in letters not exceeding one inch in height, and not more than six inches above the ground level and the cost of such works shall be at the expense of the owner of the monument.
- j. Two working days' notice shall be given to the Council before a monument is fixed. Any monumental mason wishing to work in any of the three cemeteries must make themselves known at the Windlesham Parish Office, The Avenue, Lightwater, GU18 5RG before conducting any work.
- k. The size of a memorial shall not exceed 3ft in height from ground level and 3ft in width.
- l. Memorials shall not be painted (unless prior approval has been given by the Council).
- m. Memorial benches, shrubs and trees may be placed in a chosen spot within the cemetery or in the three villages with council approval. Benches will be maintained by the Council unless prior agreements have been made with the Clerk to the Council. However, if in the opinion of the Clerk to the Council, any repairs are required, the applicant(s) will be informed and given a period of 4 weeks in which to complete and necessary weeks
- n. Benches must adhere to the Windlesham Memorial Bench policy.
- o. Only those memorial masons that can provide written proof that they conform to the NAMM Code of Practice may operate within the three cemeteries.

7. Memorial Wall

- a. Plaques must be 6 inches (15.24 cms) square and of bronze or bronze anodised aluminium.
- b. No plaques may be attached to any memorial wall except by the Council.
- c. Permission for a wall memorial plaque must be made in writing to the Clerk to the Council.
- d. All memorials at the memorial wall (whether fixed or not) are subject to the same memorial application as any other memorial. Council reserves the right to refuse any application.
- e. No more than one item is allowed at a memorial wall plot. The item must not exceed 6" x 6" in diameter and must not be more than 9" in height. The Council reserves the right to remove any items that do not comply with this regulation.

8. Maintenance

- a. Plot owners are responsible for maintaining their individual plots which must not exceed 7ft in length or be wider than the headstone plinth. After the grave has settled

and been levelled, it may be planted with grass, flowers or low growing shrubs but once planted must not be neglected so as to become unsightly. Conifers ~~and~~ shrubs, ~~grasses and other planting~~ should not exceed 2.3 ft in height or grow over the width of the grave or they will ~~have to~~ be removed. Brambles, grasses and weeds may also be removed if they become unsightly.

b. The Council reserves the right to remove any neglected, damaged, decayed or artificial tributes as well as any unauthorised articles such as fences, ornaments etc that are not an integral part of a memorial.

c. Grass cutting and ground work maintenance will be carried out by Windlesham Parish Council throughout the cemetery (but not on specific grave plots). No-one is permitted to mow or do any maintenance outside of their grave plot. The frequency of ground work maintenance within the cemeteries will be determined by the weather.

d. The Council reserves the right to carry out levelling or infilling of graves where necessary until such time as the settlement of the ground has ceased. This period usually lasts for 12 months. Owners are respectfully reminded not to plant this area of the grave whilst settlement occurs.

Item 8- Windlesham Cemetery

b) Burial Space and Consideration of Grave Space Buy-Back Scheme

Purpose of Report

To ask Members whether they wish to explore the potential for a buy-back scheme for unused grave plots at Windlesham Cemetery, including:

- Identifying eligible plots;
 - Reviewing original purchase prices;
 - Assessing potential incentives.
-

Background

The remaining capacity at Windlesham Cemetery is limited. Approximately, 210 plots are currently reserved, and it is possible that some are no longer required by the original purchasers or their families. To maximise the use of available space, some local authorities operate buy-back schemes, under which unused Exclusive Rights of Burial (EROBs) can be voluntarily surrendered to the council in return for a refund.

Currently, refunds are based on the original purchase price of the EROB, regardless of current cemetery fees. A 10% administration fee is deducted from the refund, or £100, whichever is greater. Purchase prices range from £90 - £3,150.

Advantages of Investigating a Buy-Back Scheme

- Optimises limited burial space without needing new land acquisition.
 - Improves record management and updates contact details for plot owners.
 - Supports long-term cemetery planning.
-

Disadvantages / Considerations

- Time-consuming process to verify each plot's ownership and eligibility.
- Older EROBs may be missing up-to-date contact information.
- Purchase records may be incomplete.
- Administrative costs in processing enquiries and refunds.
- Risk of limited uptake depending on incentive levels.
- Risk of high uptake, which will require the Council to consider how the buy-back costs would be funded.
- Older graves where purchase price is below £300 or where the addition of an admin fee effectively requires the grave owner to pay WPC to buy back. For example, this year, four

owners contacted WPC to buy back graves. Two chose to retain the plots and two chose to keep and pass onto friends due to no cash incentive.

Resources and Funding

The initial work is expected to be resource-intensive, requiring careful consideration of how it will be staffed. In addition, funding options for the buy-back will need to be explored.

Incentive Options to Consider

Should Members proceed to a policy development stage, potential incentives could include:

- Full refund of original purchase price (waiving £100 admin fee);
 - Additional goodwill payment. For example, £50-£100 on graves purchased for less than £300?
-

Burial Space Reuse and Management Considerations

Following a conversation between the Cemeteries Coordinator and the Institute of Cemetery and Crematorium Management (ICCM), the following considerations are highlighted for council attention:

Currently, there is no overarching reuse legislation in place outside a small number of London cemeteries. However, legislative reform is anticipated, as several private bills have already allowed reuse of grave plots in specific areas.

Under the Local Authorities' Cemeteries Order 1977 (LACO'77), councils may reclaim pre-purchased, unused graves over 75 years old through a defined legal process. This involves exhaustive efforts to contact registered owners or their descendants, supported by notices on the grave itself, in cemeteries, local papers, and online. Marginal areas and end-of-row spaces may also offer limited potential, though any decisions must carefully consider reputational impact—particularly where public sentiment may not align with legal entitlement.

Columbarium and above-ground niche systems present an effective and space-efficient alternative, with the added advantage of being reusable. However, these fall under contract law rather than LACO'77. Therefore, any lease should be supported by a solicitor-drafted agreement, clearly outlining time-limited terms and conditions. This must include explicit consent for ashes to be respectfully scattered if a lease is not renewed. All future transfers of such leases must be formally documented and agreed upon in writing.

The ICCM supports community consultation in shaping burial space policy. National trends suggest a significant shift toward cremated remains over full burials, driven by cost, environmental concerns, and space limitations. It is also important to note that local authorities are under no statutory duty to provide burial facilities.

Decision

Members are asked to decide whether to instruct Officers to investigate the feasibility of a grave space buy-back scheme at Windlesham Cemetery to-

- **Identify unused plots;**
- **Investigate purchase price records;**
- **Outline policy and process options.**

Item 8- Windlesham Cemetery

c) To consider a survey of the Cemetery

Background

Members have expressed interest in exploring whether unused or marginal areas within the existing cemetery footprint could be brought into use to support future burial provision. In addition, a complete and accurate map of the cemetery would ensure all existing graves are properly recorded.

Officers are currently investigating the most appropriate survey methods to assist with this work. Initial findings suggest that a topographical survey would provide accurate data on land levels, gradients, drainage conditions and subsoil characteristics. In addition, non-intrusive Ground Penetrating Radar (GPR) could be employed to detect unmarked graves.

Advantages of Conducting a Cemetery Survey

1. **Maximises Use of Existing Land**
 - Identifies areas within the current cemetery footprint that could be brought into use without expanding boundaries.
 2. **Supports Long-Term Planning**
 - Provides accurate data for capacity forecasts.
 3. **Cost-Effective Compared to Expansion**
 - Surveying existing land is less expensive than acquiring and developing new cemetery land.
 4. **Improves Accuracy of Records**
 - Confirms whether reserved, unused, or marginal land is actually suitable, reducing errors and future disputes.
 5. **Ensures Legal & Environmental Compliance**
 - Surveys assess soil depth, drainage, and water tables to ensure land is compliant with burial law and environmental standards.
 6. **Potential to Extend Operational Life**
 - Even a modest number of additional plots could significantly increase the cemetery's useful lifespan.
-

Disadvantages of Conducting a Cemetery Survey

1. **Financial Cost of Survey**
 - Professional surveying can be costly, with no guarantee of identifying suitable land.
2. **Staff Time & Resource Commitment**
 - Officers will need to manage the project, review results, and report back, diverting time from other duties.
3. **Risk of Limited or No Suitable Land Found**
 - The survey may conclude that no additional land is viable.

4. Environmental Constraints

- Even if land is identified, restrictions such as drainage issues or tree roots may limit its actual usability.

5. Short-Term Solution

- Any additional plots identified may only provide a temporary extension of capacity, not a long-term solution to burial space shortages.
-

Decision

Members are asked to consider:

- 1) whether they wish officers to investigate further the use of an appropriate survey (to be determined following expert advice) in the cemetery.**

and if so,

- 2) decide what areas of the cemetery are to be surveyed.**

Item 8- Windlesham Cemetery

d) Cemetery Maintenance

Background

Our cemetery greenspace contractor, currently undertakes routine cemetery maintenance within Windlesham Cemetery, ensuring that the grounds remain well-kept and presentable throughout the year. Their commitment and consistent care are greatly appreciated by the Council and the community.

Members have, however, commented that to maintain high standards, particularly during peak grass growing months, an additional amount of contractor time may be required.

Routine Maintenance Grass Schedule

Grass is cut once a week between April to September, and as and when necessary, at other times. In the old and extension areas of the cemetery the grass is maintained with a close cut, while in the oldest sections a rough cut is considered more appropriate due to the uneven ground conditions, where a close cut is not practical. Grass is also strimmed between graves in all sections.

It is to be noted, the grass cutting season will formally end in September/October.

Areas for Consideration

- **Older Section of Cemetery:** During the growing season, some areas appear unkempt, particularly with overgrown grasses and brambles on graves.
 - **Re-wilding Scheme:** The Windlesham Village Committee has previously agreed to re-wild two designated areas. However, members have said they may want to consider whether other areas could also be considered for re-wilding.
 - **Contractor Capacity:** Additional contractor time may be necessary to manage small projects and ongoing upkeep beyond routine maintenance.
-

Greenspace Procurement

- At the March 2025 meeting it was resolved to pause the procurement process until Autumn 2025. It was also resolved to extend the Windlesham Cemetery Greenspace contract for an initial 12-month extension, now running through to March 2026.
-

Funding

- **Greenspace Contingency:** £280

- **Windlesham Cemetery EMR:** £21,418 (£5,615 of which has been committed to drainage assessment)
 - **Windlesham Village Reserve:** £14,989
 - **Windlesham CIL:** £3,709
-

Decision

Members are asked to consider and decide on the following matters:

- **Whether members wish to take further action to address overgrown grasses and brambles on graves in the older part of the cemetery, taking into consideration the Local Authorities' Cemeteries Order 1977 (LACO) restricts the removal or disturbance of memorials and items (including planting) on graves without the written consent of the grave owner.**
- **Whether to maintain the current two designated re-wilding areas only, or to extend re-wilding to additional sections of the cemetery.**
- **Whether to request quotes for additional contractor time to manage small projects and/or provide more frequent than once weekly upkeep during the growing season, deciding how this could be funded. Or alternatively members are asked if they would like to address contractor time during the greenspace procurement process.**

Item 8- e) – Windlesham Cemetery Drainage- update

At the June 2025 committee meeting, members were asked to review two quotations and one accompanying reference for a proposed Groundwater Risk Assessment at Windlesham Cemetery, and it was unanimously agreed to proceed with a chosen contractor, noting funding from the Windlesham Cemetery EMR.

It was decided for that the work would take place in the Autumn 2025, and we are awaiting a firm start date from the contractor.

Following the assessment, a Groundwater Risk Assessment Report will be provided, including recommendations to address surface water and groundwater flooding into graves. The report will be circulated to members once the assessment has been completed, at which point the next steps outlined in the report can be considered.

Item 8- Windlesham Cemetery

f) Cemetery bins- to consider the removal of a bunker style bin

Background

In recent months, the committee replaced three new bins to help tackle an ongoing issue of fly tipping.

Update

- The three new bins have now been installed and are being well used.
 - Since installation, the amount of fly-tipping and general litter within the cemetery has reduced.
 - One bunker-style bin remains in the oldest section of the cemetery, and its presence continues to attract inappropriate disposal of waste.
-

Quote for Removal

A quotation has been sought for the removal of the remaining bunker-style bin and the reinstatement of the surrounding ground.

- **Scope of Works:** Remove rubbish, remove brick bin walls, prepare ground, lay turf on prepared ground and tidy up and remove all waste. Removal and disposal of existing bunker bin, reinstatement of ground, making good the area.
- **Quoted Cost:** £541 + VAT

Quote attached.

Funding

- **Greenspace Contingency:** £280 is available to support any additional works required.
 - **Windlesham Cemetery EMR:** £21,418 (£5,615 of which has been committed to drainage assessment)
 - **Windlesham Village Reserve:** £14,989
 - **Windlesham CIL:** £3,709
-

Decision

Members are asked to decide:

1. **Whether to remove the bunker style bin from the cemetery.**

And if so,

2. **If they wish to approve the quote presented. Members are also asked to consider how they wish to fund the work should they wish to proceed.**

Item 8- Windlesham Cemetery

g) Historical Memorials

Background

- As part of the Council's historic Memorial Repair Programme, a number of memorials have recently been repaired successfully.
 - Several remaining historic memorials requiring attention are of a more complex nature and will require the expertise of a specialist stonemason.
-

Progress to Date

- The Assistant Clerk has been in contact with Brookwood Cemetery, which has extensive experience in the conservation of historic memorials.
 - Brookwood Cemetery referred the Council to the Brookwood Society, an organisation which raises funds and coordinates restoration projects for heritage memorials.
 - The Society has kindly provided contact details for a specialist stonemason who recently completed significant restoration work on several memorials within Brookwood Cemetery.
-

Areas for Consideration

- The use of a specialist stonemason will likely result in higher costs than general memorial repairs, reflecting the skills and materials required.
 - Councillors will need to consider whether to:
 - Approach the stonemason for an initial site visit and quotation.
 - Decide if the Council wishes to prioritise heritage restoration or focus resources on essential safety repairs only.
-

Decision Required

Councillors are asked to:

- 1. Decide whether to obtain a quotation from the specialist stonemason recommended by the Brookwood Society.**
- 2. Consider whether to nominate a councillor to progress this matter, working alongside the Assistant Clerk.**
- 3. Agree any further actions arising from discussion at this meeting.**

Item 9- Windlesham Traffic & Infrastructure

a) Speed Survey update

Background

The Parish Council requested speed surveys at a number of key locations across the village in order to build a stronger evidence base for possible interventions.

These surveys were commissioned by Surrey County Council (SCC) Highways and are intended to inform discussions around potential reduced speed limits and traffic calming measures in the village.

Speed Survey Locations

Surveys were carried out at the following sites:

- **Woodlands Lane** (on bend)
- **Chertsey Road** × 2
- **Heath Park Drive** (near Birch Road) × 2
- **Updown Hill** (outside shops, halfway up)
- **School Road** × 3
- **Snows Ride**
- **Church Road** (on hill between Pound Lane & Rectory Lane) × 2
- **Kennel Lane** (centre of the long stretch between Church Road & Hatton Hill) × 2
- **Hatton Hill**
- **Thorndown Lane**
- **Pound Lane**
- **Broadway Road**

Heathpark Drive – Further Surveys Required

Given the difference in speeds recorded between previous survey results and the latest results for Heathpark Drive, it has been agreed that further surveys are necessary to ensure confidence in the accuracy of the data.

- These repeat surveys will be undertaken in September, after the school holidays.
- They will be carried out by SCC at no extra cost to the Parish Council.
- The new results will form part of the overall evidence base when considering any future traffic management measures.

Next Steps

- **Data Review:** SCC Highways has provided the raw survey data. This is currently being reviewed by SCC Highways.

- **Meeting with SCC Highways:** A meeting has been arranged between Parish Council representatives and SCC Highways to discuss the survey findings in detail. **A summary of the key points and outcomes from this meeting will be presented verbally at the Committee meeting.**
 - **Potential Measures:** Depending on the results, recommendations may include:
 - Introducing **20mph limits** in priority areas.
 - Installing **traffic calming features**
 - Adjusting existing **Vehicle Activated Signs (VAS)** or installing new ones.
 - **Community Engagement:** Should new measures be proposed, public engagement will be required before implementation.
-

Decision

Members are asked to consider any further actions arising following the meeting with SCC Highways and from discussion at this meeting.

b) To consider a funding request from Surrey County Council (SCC) Highways

SCC Highways has approached the Parish Council with a request to consider funding the installation of a replacement vehicle activated sign (VAS) located on the B386 Chertsey Road.

The VAS previously located on the B386 Chertsey Road, near the start of the 30mph speed limit and the junction with Heathpark Drive (facing traffic headed towards the village centre), was unfortunately struck by a vehicle earlier this year and damaged beyond repair. The sign, which displayed a bend warning and “SLOW DOWN” message when activated, was subsequently removed along with its post.

The original sign was installed by SCC in 2008 as part of a county-wide VAS programme. It developed a fault in 2018, and at that time, SCC were unable to prioritise its replacement. However, the Parish Council funded a new sign.

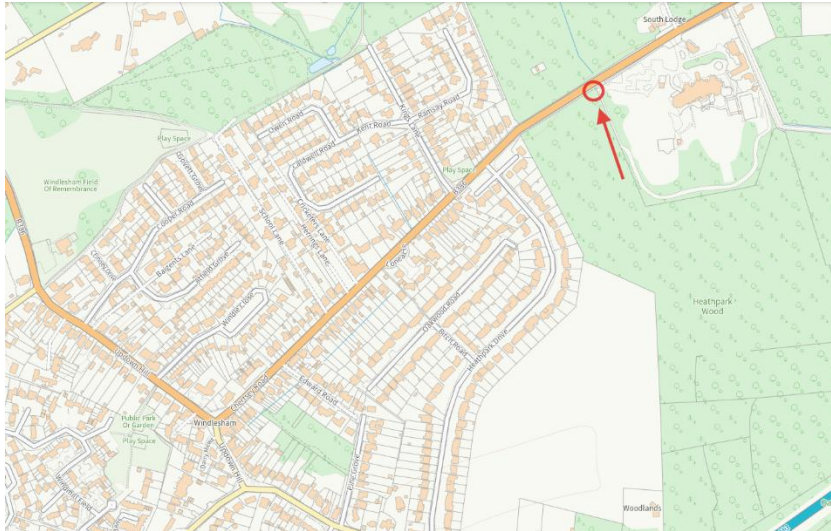
Unfortunately, a similar situation has arisen, and SCC would like to ask whether the Parish Council would consider allocating funding again to support the installation of a replacement VAS.

Estimate costs:

SCC Highways anticipate the cost to be between £5,000 to £7,500

Below are photos of the VAS along with a map indicating its location.





SCC Highways have been asked to clarify what the outcome would be if members decide not to provide funding. Would the VAS simply be lost and not replaced, and is the Parish Council the only source of funding for this project?

It is hoped this information will be available in time for the Committee meeting.

Funding:

- **Windlesham Village Reserve:** £14,989
 - **Windlesham CIL:** £3,709
-

Decision:

Members are asked to:

- 1. Decide whether they wish to support the replacement of the VAS with Parish Council funding.**
- 2. Confirm where funding should be allocated from.**

Item 10- Windlesham Neighbourhood Plan Review

Background

Following the involvement of a Planning Consultant, progress has been made in reviewing the current Windlesham Neighbourhood Plan. He has reviewed the existing document and offered a number of early recommendations to support the review process. He has also produced evidence reports which have been circulated to Committee and working party members.

Progress and Recommendations

The consultant's key recommendations include:

- **Updated Housing Needs Survey**
A new survey is suggested to ensure current housing needs are accurately represented.
 - **Policy Audit**
Identification of policies requiring updates, with guidance from the consultant on the extent and nature of proposed changes.
 - **Design Codes and Technical Support**
If design codes are needed, a consultancy could be engaged for this work. It is to be noted that Locality's neighbourhood planning grant funding has come to an end.
 - **Review Scope and Referendum**
Clarification will be needed on whether the plan will undergo minor wording changes or more significant updates requiring a referendum.
 - **Community Consultation**
Early engagement with residents is advised, particularly if a wider review is considered.
 - **Engagement with Surrey Heath Borough Council**
SHBC should be informed and involved early in the process.
 - **Preliminary Work**
The consultant has compiled evidence reports, which have been shared with the Committee and Working Party.
-

Decisions

Members are asked to decide whether they wish to expand the Neighbourhood Plan Working Party by recruiting additional members in order to strengthen capacity and broaden representation.


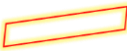

Members are also asked to consider whether to act now on any of the consultant's key recommendations, or to wait until the Working Party has met to review them in detail.

Item 11- Windmill Field- to consider additional benches at Windmill Field

Background

- Residents have suggested that additional seating would be beneficial outside the play area at Windmill Field, allowing parents and carers to supervise children in comfort.
 - Currently, one bench is located within the play area, but none outside.
-

Proposed locations for new benches

-  = New bench suggested location(s)
-  = very boggy area
-  = existing bench in place



Types of benches

A range of bench styles and materials is available. The table below provides an overview of the options, including style, material and indicative costs.

Product Details	Photo	Cost
Hardwood Bench with armrests 180cm length (concrete fixing bolts included)		Approx £750 (EX VAT)
Recycled Plastic Bench 180cm length (concrete fixing bolts included)		Approx £600 (EX VAT)
Metal Frame with timber slats 190cm length (concrete fixing bolts included)		Approx £650 (EX VAT)

Installation costs

The benches will require a concrete base. Below is a quote which gives members an indication of anticipated costs for installation.

- Prepare and lay a concrete base 2.1m x 1.2m x 150mm deep
 - Apply 2 x coats of clear wood oil to help preserve bench (if applicable)
 - £980 (EX VAT)/ben
-

Financial Implications

- Estimated cost range: **£1,580– £1,730/bench.**
 - Proposed funding source: To be advised by RFO
 - Ongoing maintenance: depends on material choice (wood vs recycled plastic).
-

Decision

Members are asked to decide if they wish to proceed with seeking firm quotes for two new benches in Windmill Field, to be brought back for consideration at their December meeting.

Item 12- To consider arrangements for Remembrance Day for Windlesham Village Committee

Each year, the Council sends a representative to the Remembrance Services held in each village, and wreaths are provided for Councillors to lay at the war memorials.

The wreaths have a cost of approximately £20 each to make, and the British Legion, which provides them, asks for a donation.

In recent years, the Council has agreed a donation of £50 per wreath.

Over the last 2 years

Windlesham Village Committee has laid 2 wreaths, the Council 1 to be laid at the WFOR and 1 to be laid at the War Memorial.

It was also agreed by the WVC Committee to contribute £25 per wreath.

Decision

- 1. Members are asked to decide how many wreaths the committee will lay**
 - 2. How the Committee wishes to donate to cover the cost of the wreaths**
 - 3. Which Councillors will represent each committee at the laying of the wreaths**
-

Funding

Historically, the Remembrance Wreath donations are funded from the War Memorial budget, and the available budgets for 24/25 are as follows:

Windlesham £4,541

Item 13- To discuss the Christmas tree light switch on

Members are informed that the Windlesham Christmas tree will be in situ and ready for the light switch on from the 29th of November.

Please note: Installation of the lamp column lighting across all three villages is scheduled for the week commencing 24th November, with the lights expected to be switched on at 4pm on either 29th or 30th November.

Members are asked to decide which date they would like to switch on the Christmas tree lights and advise of any further arrangements.

Item 14- Grants

To consider a Grant Application from the Over 60's Luncheon Club

Summary:

The Windlesham Committee has received a grant application from the Over 60's Luncheon Club, requesting funds to help keep the cost of meals as low as possible for members.

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 Over 60's Luncheon Club seeks funding to help keep the cost of their meals as low as possible for members. Additionally, funds would be utilised to pay their chef and for hall hire.

Total Grant Requested: £500

The current available grant budget is £2,982

Required Documents:

- Completed and signed Grant Application Form - Received

To consider a CIL Funding Application from the Windlesham Club & Theatre in collaboration with Windlesham Drama Club

Summary:

The Windlesham Committee has received a CIL Funding Application from the Windlesham Club & Theatre in collaboration with Windlesham Drama Club, requesting funds to upgrade and replace, where required, existing audio/visual equipment and necessary supporting infrastructure.

Action:

Members are invited to consider the details of the grant 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 Windlesham Club & Theatre in collaboration with Windlesham Drama Club seeks funding to help upgrade and replace, where required existing audio/visual equipment and necessary supporting infrastructure.

Total Grant Requested: £40,000

Current Windlesham CIL is £3,709

Current available grant budget is £2,982

Required Documents:

- Completed and signed Grant Application Form – Received
- A copy of the written constitution – Received
- Copies of last financial year-end accounts – Financial Year-End accounts received for the year ending 31st January 2024. The applicant wishes members to note that due to a

change in accountant the audited accounts for the year ended 31st January 2025 have not yet been completed.

- Copy of latest Bank Accounts – Received
- Tendering Process - Received



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS UNDER £1000
 Please complete all details in BLOCK CAPITALS

Name of Organisation	St Johns Baptist, Under 60's Luncheon Club
Registered Charity Number (if applicable)	
Contact Name	[REDACTED]
Position within the organisation	Treasurer & Secretary.
Telephone number	[REDACTED]
Address of organisation Held @ The Link, St Johns Baptist Church, Church Road, Windlesham, Surrey.	[REDACTED]
Postcode: GU20 6BL	[REDACTED]
Email address	[REDACTED]
For what purpose/ project is the grant requested? What is the evidence/ need for the purpose/ project?	<p>To help us keep the cost of our meals as low as possible for our members, We reduced the cost of members meal back down to £6.00. Our Members meal includes a freshly prepared and cooked meal plus freshly prepared sweet and finally a cup of coffee or tea.</p> <p>We also pay our chef for selecting collecting the ingredients, Then preparing and cooking our meal and sweet. With help from upto 3 to 4 volunteers.</p> <p>Our hall hire is also £119.00 a month. We are trialing to also meet during August this year! We have not met during August in the past.</p>
Total cost of purpose/ project	£ 500.00
Amount of grant requested:	£ 500.00



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 ☐

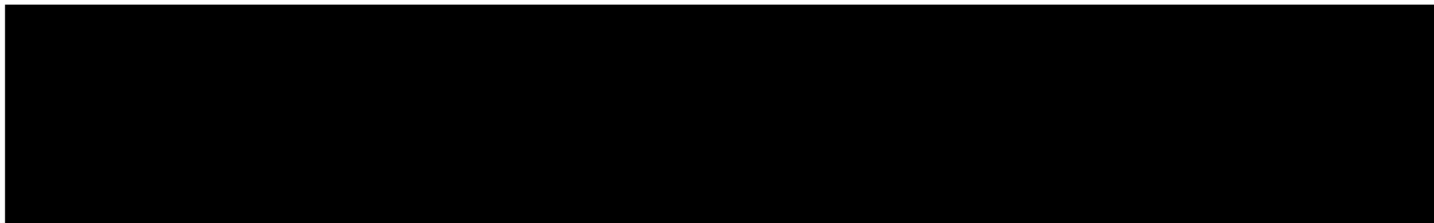
Windlesham ☒

Name of Organisation	Windlesham Club & Theatre (WCT) in collaboration with Windlesham Drama Group (WDG)
Registered Charity Number (if applicable)	Both Applicants are Not for Profit Organisations
Contact Name	[REDACTED]
Position within the organisation	Both Chairs of their respective organisations [REDACTED]
Telephone number	[REDACTED]
Address of organisation	Windlesham Club & Theatre Kennel Lane Windlesham Surrey
Post Code	GU20 6AA
Email Address	[REDACTED]
Total cost of purpose/project	Based upon an indicative only quotation £40,000 ex VAT
Amount of grant requested	£40,000 ex VAT
Detail grants received (or applied for but not yet determined) from other sources:	<p>None.</p> <p>However, it is only appropriate to advise that with the full backing and support of Richard Tear, our local County Councillor, an approach was made to Surrey County Council for funding under Your Fund Surrey Large Community Projects. Disappointingly, the SCC Administrative Team informed us that they considered that the basis of our application was ineligible as not meeting the criteria of the fund since it is designed to support projects that will provide significant additional and new community benefits over and above any current provision. This was certainly not made clear within SCC published guidance and may have been very well motivated by unknown budgetary considerations.</p>

<p>What are your organisation's objectives?</p>	<p>WCT Constitution states :</p> <p>"Objects of the Club shall be non-political nor religious and shall be to provide a wide range of leisure, social, recreational, entertainment, sporting and amenity interest activities for the residents of Windlesham and the local community."</p> <p>WDG Constitution states :</p> <p>"The object of the society is the furtherance of Drama and Entertainment with emphasis on plays"</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>Upgrade and replace, where required, existing Audio / Visual equipment and necessary supporting infrastructure systems.</p> <p>The Audio Visual equipment and supporting infrastructure systems within the Hall /Theatre is a complete mix employing a little relatively modern, but also very ancient analogue technology (certain stage lights being at least 40 years old and second-hand when first acquired). It is in desperate need of a complete update in line with contemporary performance and safety standards, and not least to reduce the present annual heating and power cost for the whole of the Club in excess of £21,000.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<ol style="list-style-type: none"> 1. By the retention and expansion of users through the appeal of the Hall/Theatre in terms of expectation and experience against other competitive venues where AV equipment & systems meet modern digital standards. 2. By the provision of AV facilities appropriate to activities carried out and planned (see below). 3. By future proofing frail and failing AV systems with reliable and flexible replacements. 4. By the prevention of potential safety and fire hazards presented by increasingly old and outmoded systems requiring height access. 5. By significantly reducing energy consumption required to power antiquated analogue equipment and systems and reduction of carbon emissions. <p><i>It is conservatory estimated that WCT net expenditure outflow attributable to the upkeep of the structure and fabric of the Hall / Theatre over the last ten years exceeds some £60,000.</i></p>

<p>How does the application meet the criteria for this fund?</p>	<p>Seven categories of projects are listed within Surrey Heath Borough Council's published Guidance relating to Local Improvement Funds to be spent on local projects in the Borough under the Community Infrastructure Levy. Those which directly relate to this Application are :</p> <ul style="list-style-type: none"> ✓ Indoor Sports & Leisure Facilities ✓ Community Facilities ✓ Climate Change ✓ Digital Infrastructure <p>It is confirmed that the following circumstance rendering an Application ineligible have not, nor will not, occur :</p> <ul style="list-style-type: none"> X Projects that have commenced prior to an application being submitted, X Ongoing revenue costs for a project, X Annual maintenance or repair, X Projects promoting a political party, X Projects that conflict with existing council policies, X VAT that you can recover.
<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:</p>	<p>The Hall / Theatre is a multi-functional resource fully accessible to and used by the immediate communities of Windlesham, Bagshot and Lightwater and wider afield in Surrey Heath & Berkshire.</p> <p>Certain non-onerous licensing restrictions apply and are implemented as too are reasonably expected conditions of use.</p>
<p>Has community engagement been undertaken?</p>	<p>Key Stakeholders of the Hall/Theatre are :</p> <ul style="list-style-type: none"> • Windlesham Drama Group • Red Carpet Entertainments • The Laughing Chili Comedy Club • Royal British Legion Windlesham Branch • The Arts Society Windlebrook • Windlesham Film Club • Windlesham Bowls Club (AGMs & other events) • Stagecoach • Terry Jane School of Dance • Dawn Lodge (Masonic Instruction) • Local Voting Station • Zumba • Local Boot Camps • Back-up support for local "rained off" outside village events / functions (e.g. fete etc) • Charitable events and functions from time to time • Public (and WCT M/WDG Members) Entertainment – covering all genres of music from classical to popular, choirs and big bands, special themed nights, New Years Eve, broadcast and live sporting events for the community etc. • Public Hire including birthday celebrations and parties, award ceremonies weddings, wakes, and other similar functions. <p><i>This Application is supported by other major Windlesham community organisations with whom close relationships are maintained.</i></p>

Total number of users of your organisation	It is difficult to estimate the frequency of use or numbers of persons currently using the Hall/Theatre, but it is safe to say the facility is in use at least 80% of the time and total aggregated 'footfall' visits spread over a year are estimated to exceed 10,000 persons.
Number of your users resident in Windlesham Parish who will directly benefit from the grant	Within the Windlesham Parish all 17,000 residents are potential users of the Hall/Theatre and will benefit for the grant. Further, residents of adjoining areas such as Chobham, West End, Woking, Camberley, Ascot, Sunningdale etc frequently visit the venue.
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	Refurbishment by way of assets renewal as detailed above. Following original funding by community subscriptions, under an Indenture 1879 a Custodial Trust was created and still exists to hold the land and the buildings. The property is occupied in perpetuity and managed by WCT via it's elected Management Committee who conclude facility use arrangements. Rolling and essentially evergreen usage arrangements covering the Hall / Theatre and exterior storage facilities is in place between the WCT and WDG (similar to the Windlesham Bowls Club).



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 : Chair

Date : 26th August 2025

Signed : 

Name : 

Position in organisation : Chair

Date : 26th August 2025

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. 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	