



Windlesham Parish Council

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MINUTES OF WINDLESHAM PARISH COUNCIL'S WINDLESHAM VILLAGE COMMITTEE Held on Wednesday 17th September 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

CLlr Richard Tear- Surrey County Council Councillor
Tony Murphy- Windlesham Resident

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

CLlr Wheeler took the Chair

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		Action
WVC/25/20	Apologies for absence No apologies for absence.	
WVC/25/21	Declarations of Interest All members disclosed a non-pecuniary interest in item WVC/25/33, and it was also confirmed that all members had completed a dispensation request in relation to the item.	
WVC/25/22	Public question time Tony Murphy, Windlesham Resident, made the following comment: Mr Murphy raised concerns that, under the agenda items of Traffic & Infrastructure and the Windlesham Neighbourhood Plan Review, projects in Windlesham appeared to be experiencing greater delays compared to those in the other villages.	

	<p>Cllr Wheeler responded that progress was not being blocked, but delays had occurred due to necessary surveys and changes in working party membership. She also noted that the other two villages do not have neighbourhood plans. It was confirmed that progress is being made on Windlesham Traffic & Infrastructure, and an update would be provided under that agenda item.</p>	
WVC/25/23	<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/25/37 To approve previous confidential resolutions</p>	
WVC/25/24	<p>Committee and Sub-Committee Minutes:</p> <p>The minutes of the previous Village Committee meeting held on the 18th June 2025 were approved and signed by Cllr Wheeler.</p> <p>Members noted that the following agenda items from the 18th June meeting required a response-</p> <p>WVC/25/04 WVC/25/08</p>	<p>Cllr Wheeler</p> <p>Assistant Clerk</p>
WVC/25/25	<p>Payments for Approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £72,261.06.</p> <p>It was resolved the payments the total sum of £72,261.06 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	<p>Cllr Wheeler</p>

WVC/25/26	<p>Committee Finances- Income & Expenditure Report</p> <p>Members were presented with an income and expenditure report up until the 30th August 2025 prepared by the Council's Proper Officer.</p> <p>Members requested clarification regarding the 2668% overspend on the Playground Repairs & Renewal budget line. It was confirmed that the significant overspend reflects the cost of the new playground installed at Windmill Field. This expenditure was funded through an Ear Marked Reserve, comprising Community Infrastructure Levy payments and a grant from Surrey County Council.</p> <p>Members noted the rest of the report.</p>	
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<p>WVC/25/27</p>	<p>Windlesham Cemetery-</p> <p>a) Cemetery Regulations Review</p> <p>The WVC reviewed the current Windlesham Cemetery Regulations and put forward a number of recommended amendments. Each amendment was considered in turn, with operational feedback from the Cemetery Coordinator discussed.</p> <p><u>Amendment a</u></p> <p>If a resident of the Parish has been accommodated in a care/nursing home outside of the Parish in <u>the 24 months prior to the date of death resident fees will apply.</u></p> <p>It was agreed the resident rate would apply if a resident of the Parish has been accommodated in a care/nursing home outside of the Parish in the 24 months prior to the date of death. Members unanimously resolved to update the Windlesham Cemetery Regulations to reflect this change. It was also noted that the cemetery price list would need to be updated accordingly.</p> <p><u>Amendment b- addition of the sentence:</u></p> <p><u>Long term residents who reside outside the Parish at the date of death will be considered in a case-by-case basis.</u></p> <p>The Assistant Clerk asked Members to consider the potential volume of future requests that may arise at meetings if this precedent is set. It was also suggested that specific criteria or Terms of Reference be established for cases involving long-term residents who had lived outside the parish for more than 24 months at the time of their death. Members requested that the exact number of such cases be identified. Members also requested the number of outstanding memorial applications submitted within the past 12 months where families had been charged the non-resident rate but would now qualify for the resident rate under the revised criteria.</p> <p>It was resolved that a decision on this addition to the Windlesham Cemetery Regulations would be deferred until the next meeting, pending the availability of the requested information and the development of appropriate eligibility criteria and Terms of Reference, to be drafted by Members.</p> <p><u>Amendment c</u></p> <p>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, shrubs, grasses and other planting should not exceed <u>3 ft</u> in height or grow over the width of the grave or they will have to be removed.</p> <p><u>Brambles, grasses and weeds may also be removed if they become unsightly.</u></p>	<p>Assistant Clerk/Cemeteri es Coordinator</p> <p>All Members</p>
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	<p>The Assistant Clerk confirmed that retaining the 3ft offers operation efficiencies, as it aligns with the permitted headstone height of 3ft. The Assistant Clerk reiterated 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.</p> <p>Members unanimously resolved to not amend this paragraph and retain the maximum planting height at 3ft.</p> <p>Members also resolved to restrict planting to small shrubs, flowers and bulbs, provided they do not exceed a height of 3 feet. The planting of trees on grave plots, regardless of species, is not permitted.</p> <p>Additionally, Members resolved to include a provision in the regulations permitting the removal of brambles, grasses and weeds, provided the appropriate procedures are followed in accordance with the Local Cemeteries Order 1977.</p> <p>Members resolved that all suggested word changes and grammar corrections are approved.</p> <p>b) To consider a Grave Buy-Back scheme</p> <p>Members were asked whether they wished to explore the potential for a buy-back scheme for unused grave plots at Windlesham Cemetery, including:</p> <ul style="list-style-type: none"> • Identifying eligible plots; • Reviewing original purchase prices • Assessing potential incentives. <p>Members were asked to decide whether to instruct Officers to investigate the feasibility of a grave space buy-back scheme at Windlesham Cemetery to-</p> <ul style="list-style-type: none"> o Identify unused plots; o Investigate purchase price records; o Outline policy and process options. <p>Members unanimously resolved to waive the administration fee, calculated as 10% of the refund amount or £100, whichever is greater, and to issue a full refund for the buy back of the Exclusive Right of Burial for an unused plot.</p> <p>Additionally, Members resolved to explore the feasibility of introducing a 'grave-by-back' scheme. A proposal outlining the scheme is to be prepared and brought to the next meeting, to include the following considerations:</p> <ul style="list-style-type: none"> o Identify unused plots; o Investigate purchase price records; o Outline policy and process options. 	<p>Assistant Clerk/Cemeteries Coordinator</p>
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	<p>Members unanimously resolved to address any additional contractor time during the Windlesham Cemetery greenspace procurement process.</p> <p>Members also resolved to await further guidance regarding the removal of brambles and weeds before obtaining quotes for the work.</p> <p>e) Cemetery Drainage</p> <p>Members were reminded the Cemetery Groundwater Assessment would be completed in the Autumn/Winter.</p> <p>Members noted the update in the meeting papers.</p> <p>f) Cemetery bins</p> <p>Members were presented with a quote for the removal of the bunker style bin in the oldest section of the cemetery.</p> <p>Members unanimously resolved to proceed with the quote as presented and to fund the work from the Windlesham Cemetery EMR.</p> <p>g) Historical Memorials</p> <p>Members were informed that the Assistant Clerk had been in contact with Brookwood Cemetery Society who has provided contact details for a specialist stonemason who recently completed significant restoration work on several memorials within Brookwood Cemetery.</p> <p>Members unanimously resolved to nominate Cllr Richardson to contact the stonemason for fact-finding purposes and for any recommendations, along with any quotes obtained, to be reviewed at the next Committee meeting.</p>	Cllr Richardson
WVC/25/28	<p>Windlesham Traffic & Infrastructure-</p> <p>a) Speed survey update</p> <p>Cllr Lewis provided an update on the recent speed surveys which have been undertaken and outlined the next steps.</p> <p>She mentioned that additional surveys have now been completed on Heathpark Wood Drive, and the recorded speeds are consistent with the original results, confirming that a 20mph speed limit could be introduced using signs alone. SCC Highways have identified areas for an initial suitable proposal which could be implemented with a mixture of signage and traffic calming measures.</p> <p>Cllr Tear confirmed he had written to ask that the proposal is considered for inclusion in the 2026/27 countywide 20mph programme. It was confirmed, if successfully prioritised, this route would likely enable the quickest delivery. It was also confirmed factors such as a funding contribution (via CIL or member allocation), were likely to support the case positively. If the Parish Council were to fund the project entirely through CIL, delivery would likely not take place until 2027 or later.</p>	

	<p>Members requested that SHBC were contacted for a schedule of payment for CIL for all developments in Windlesham.</p> <p><i>The chair suspended standing orders to allow Cllr Tear and Tony Murphy to speak.</i></p> <p><i>Mr Murphy asked if high vs low priority roads had been identified. He used Woodland Lane as an example of a high priority road. Cllr Tear replied to say that SCC Highways supported an integrated scheme, initially based in the centre of the village, which would include Heathpark Drive. He said it was understood that there is a Section 106 requirement to reduce speeds along Woodlands Lane, but this did need clarifying with the Planning Authority.</i></p> <p>b) To consider a funding request from SCC Highways</p> <p>Members were asked to consider a funding request from Surrey County Council (SCC) Highways for the installation of a replacement vehicle activated sign (VAS) located on the B386 Chertsey Road which had been removed following being knocked over by a car.</p> <p>Members were informed that Cllr Tear had confirmed he had reallocated part of his Member contribution from another project to fund a new sign, meaning the Parish would not need to cover the cost.</p> <p>Members requested that Cllr Tear be written to, asking why an insurance claim had not been submitted for the sign at the time of the accident.</p>	<p>Assistant Clerk</p> <p>Assistant Clerk</p>
WVC/25/29	<p>Windlesham Neighbourhood Plan Review- to consider next steps</p> <p>Members were 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.</p> <p>Members unanimously resolved not to immediately expand the membership of the Windlesham Neighbourhood Plan Working Party. Instead, they agreed to explore the option of holding a public meeting as part of the early consultation stage, to update residents on the WNP Review to date and outline the next steps. It was felt that the public meeting could be an opportunity to recruit additional members to the working party.</p> <p>It was proposed that the Planning Consultant be invited to attend the meeting to provide guidance on the next stages and offer recommendations, followed by a Q&A session. It was suggested that any recommendations from the public meeting be considered first at a future Working Party meeting, before being brought forward for discussion at a committee meeting.</p> <p>Delegated authority was granted to the Clerk, in conjunction with Cllr Marr, Chair of the WNP Review Working Party, to progress arrangements.</p>	<p>Clerk & Cllr Marr</p>

WVC/25/30	<p>Windmill Field– to consider additional benches at Windmill Field</p> <p>It was noted that residents had requested additional benches at Windmill Field, and Members identified two potential locations for their installation. Members were also presented with estimated costs for different types of benches, including installation.</p> <p>Members unanimously resolved to seek quotes for one recycled plastic bench to be placed near the pathway. It was further agreed to apply to Cllr Tear for a grant, with any additional funding to be met from the Windlesham Village Reserve. Delegated authority was granted to the Clerk, in conjunction with the Chair and Vice Chair to obtain quotes and appoint a supplier once the funding had been received.</p>	Clerk, Chair & Vice Chair
WVC/25/31	<p>Remembrance Sunday- to discuss arrangements for Remembrance Sunday</p> <p>Members unanimously resolved to lay two wreaths and to donate £25/wreath. Additionally, it was decided that Cllr Hardless would lay the wreath at the Windlesham Field of Remembrance and Cllr Wheeler would lay the wreath at the Windlesham War Memorial. It was agreed to fund from the war memorial budget.</p>	
WVC/25/32	<p>Christmas Arrangements- to discuss the Christmas tree light switch on</p> <p>Members unanimously resolved that the Christmas Tree lights would be switched on on the 29th November.</p> <p>Cllr Lewis confirmed that arrangements would be similar to last year's event.</p>	
WVC/25/33	<p>Grants- to consider a Grant Application from the Over 60's Luncheon Club and a CIL Funding Application from the Windlesham Club & Theatre in collaboration with the Windlesham Drama Club</p> <p>Members reviewed a grant application from the Over 60's Luncheon Club, requesting £500 to help keep the cost of meals as low as possible for members.</p> <p>Members unanimously resolved to grant the organisation £500 for the above purposes.</p> <p>Members reviewed a CIL Funding Application from the Windlesham Club & Theatre, in collaboration with the Windlesham Drama Group, requesting £40,000 to upgrade and replace, where required, existing audio/visual equipment and necessary supporting infrastructure.</p>	

	Members deferred a decision on the CIL funding application, pending further information regarding the structure of the club to confirm it qualifies under the grant policy. Members also noted that the Windlesham Committee does not currently hold sufficient CIL funds to cover the request.	
WVC/25/34	Clerks Update No Update.	
WVC/25/35	Correspondence No correspondence.	
WVC/25/36	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/25/37 To approve previous confidential resolutions	
WVC/25/37	To approve previous confidential resolutions It was unanimously resolved to approve the confidential report from the June 2025 Committee meeting as a correct record.	

There being no further business, the meeting closed at 21:15

Windlesham PL for Month No 7				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
30/09/2025	WVC/25/33	204	GRANTS WPC	GRANTS	500.00	0.00	500.00	4650	540	500.00	Over 60s Luncheon Club grant
30/09/2025	2099	205	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Grounds maint - Sep 25
TOTAL INVOICES					2,630.00	426.00	3,056.00			2,630.00	
VAT ANALYSIS CODE					OTS @ 0.00%	500.00	0.00	500.00			
VAT ANALYSIS CODE					S @ 20.00%	2,130.00	426.00	2,556.00			
TOTALS					2,630.00	426.00	3,056.00				

Windlesham PL for Month No 7

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
03/10/2025	5968	206	NEIL CURTIS	NEIL	380.00	0.00	380.00	4005	225	380.00	2 x intern - Windlesham
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 8				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
31/10/2025	GC092-220	207W	GLENDALE	GLEND	86.00	17.20	103.20	4060	500	86.00	PLAQUE INSTALLATION X 2
31/10/2025	2117	208W	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	CEM MAINTENANCE OCT 25
TOTAL INVOICES					2,216.00	443.20	2,659.20			2,216.00	
VAT ANALYSIS CODE S @ 20.00%					2,216.00	443.20	2,659.20				
TOTALS					2,216.00	443.20	2,659.20				

Windlesham PL for Month No 8				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
31/10/2025	2134	209W	PURE GARDENS	PUREG	541.00	108.20	649.20	4060	500	541.00	WIN CEM BIN REMOVAL
TOTAL INVOICES					541.00	108.20	649.20			541.00	
VAT ANALYSIS CODE S @ 20.00%					541.00	108.20	649.20				
TOTALS					541.00	108.20	649.20				

Windlesham PL for Month No 8				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
14/11/2025	INV-6137	210	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes interment x 1
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 9

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
01/12/2025	2137	211W	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	CEMETERY GROUNDS MAINT NOV
21/11/2025	INV-6169	212W	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	ASHES INTERMENTS
TOTAL INVOICES					2,320.00	426.00	2,746.00			2,320.00	
VAT ANALYSIS CODE E @ 0.00%					190.00	0.00	190.00				
VAT ANALYSIS CODE S @ 20.00%					2,130.00	426.00	2,556.00				
TOTALS					2,320.00	426.00	2,746.00				

Item 7- Committee Finances

Purpose of Report

To update Members of the Windlesham Village Committee on income and expenditure against budget for the financial year 2025/26 to 9 January 2026 (Month 9). This supports ongoing financial monitoring and identifies areas requiring attention or decision.

Actions Required

Councillors are asked to:

- Note the contents of this report and the attached detailed Income & Expenditure statement.
- Observe that overspends on certain budget lines (e.g. Playground Repairs & Renewal) are funded via EMRs in line with previous Council decisions.

Income Performance

Income Source	YTD Actual (£)	Annual Budget (£)	% of Budget Received
Burial Fees	33,789	56,885	59.4%
Ashes Interment	3,040	7,056	43.1%
Precept (Windlesham)	67,359	67,359	100.0%
CIL Income	9,947	0	Unbudgeted
Total Income	115,958	124,244	93.3%

Key Expenditure Lines

Expenditure Category	YTD Spend (£)	Budget (£)	% Spent	Comments
Playground Repairs & Renewal	64,441	2,400	2685.0%	Significant overspend- funded by EMR.
Cemetery Maintenance – Grounds	17,660	26,327	67.1%	On track.
Cemetery Maintenance – General	0	15,000	0.0%	No spend yet.

Councillor Allowances & Training	6,084	8,750	69.5%	On track.
Grants	2,648	5,000	53.0%	Within budget.
Festive Lights	(1,928) credit	4,223	-45.7%	Timing difference/credit.

Earmarked Reserves & Commitments

- Transfers from EMRs (YTD): £64,371
 - Transfers to EMRs (YTD): £24,947
- These movements reflect approved funding for playground works and other projects.

Observations

- Overspend on Playground Repairs & Renewal is fully funded from EMRs.
- Seasonal lines (Festive Lights, Christmas Trees) show timing differences and credits.
- Core administration and councillor costs remain broadly on track.
- Cemetery maintenance general budget remains unused.

Year-End Position

Based on current trends and EMR support, Windlesham's section is forecast to remain within overall Council financial strategy. General Reserve movements will be monitored to ensure compliance with recommended reserve levels (3–12 months net revenue expenditure).

Conclusion

The financial position for Month 9 shows income at 93.3% and expenditure at 89.4% of budget. Variances are largely explained by EMR-funded projects and timing differences.

Item 8- Windlesham Cemetery

a) Cemetery Regulations Review

Background

At the September 2025 committee meeting, members reviewed the current Windlesham Cemetery Regulations and considered several amendments. Operational feedback from the Assistant Clerk and Cemetery Coordinator was discussed for each proposal.

Amendment A – Resident Rate for Care/Nursing Home Residents

Proposal:

If a resident of the Parish has been accommodated in a care or nursing home outside the Parish within 24 months prior to the date of death, resident fees will apply.

Resolution at September meeting:

Members unanimously agreed that the resident rate will apply under these circumstances. The Windlesham Cemetery Regulations will be updated accordingly, and the cemetery price list in April 2026 will be amended to reflect this change.

Amendment B – Long-Term Residents

Proposal:

Addition of the sentence:

“Long-term residents who reside outside the Parish at the date of death will be considered on a case-by-case basis.”

Discussion and Resolution at September meeting:

- Officers raised concerns about the potential volume of future requests if this precedent is set.
- It was suggested to establish specific criteria or Terms of Reference for such cases. It was resolved at the meeting that the development of an appropriate eligibility criteria or Terms of Reference be drafted by Members following the receipt of the number of cases involving long-term residents living outside the Parish for more than 24 months.

Below is a table and accompanying notes showing the number of burials and ashes interments from November 2024 to present.

Burials and Ashes Interments (Nov 2024 – Nov 2025)

Category	Ashes	Burials	Notes
Resident within the parish	14	6	
Resident outside parish (previous 0–12 months)	0	0	
Resident outside parish (12+ months)	1	1	
Resident outside parish (24+ months)	11	7	See breakdown below

Breakdown for 24+ months (Ashes)

- 3 – Deceased was never a resident
- 3 – Former resident, moved to a nursing home required outside parish; spouse/applicant still resident
- 4 – Long-term residents, moved for retirement/health
- 1 – Long-term resident, moved to abroad

Breakdown for 24+ months (Burials)

- 3 – Deceased was never a resident
- 4 – Former resident, moved to a nursing home required outside parish; deceased/spouse/applicant owned grave

Additional Notes:

- Additionally, this year, there have been 10–15 enquiries regarding interments where the deceased was previously a resident but left the parish 3–35 years ago, with 6–8 years being most common. These interments did not proceed because the applicant did not want to pay the non-resident fee.
- Hypothetically, if every interment and request from long-term residents who had lived outside the parish for more than 24 months at the time of death were required to come before the committee for case-by-case consideration, there could be up to 33 separate requests to review.

Decision required:

Members have received the data for review and are asked to confirm whether they wish to:

- agree on a criterion or terms of reference for long-term residents, or
- decide not to include this clause in the regulations

Amendment C – Planting and Plot Maintenance

Current Regulation:

Plot owners are responsible for maintaining plots within size limits and ensuring planting does not become unsightly.

Discussion & Resolution at September meeting:

- Retain maximum planting height at **3ft**, aligning with permitted headstone height.
- Restrict planting to small shrubs, flowers, and bulbs (no trees permitted).
- Include provision for removal of brambles, grasses, and weeds, following procedures under the **Local Authorities' Cemeteries Order 1977 (LACO)**.
- Approve all suggested wording and grammar corrections.

Item 8- Windlesham Cemetery

b) To discuss a grave buy-back scheme

Background

At the September 2025 committee meeting, members discussed the potential introduction of a Grave Buy-Back Scheme at Windlesham Cemetery. The purpose of the scheme would be to allow the Council to repurchase unused grave plots from owners who no longer wish to retain the Exclusive Right of Burial (ERB).

Members resolved to explore the feasibility of such a scheme and to prepare a formal proposal for consideration at the next meeting. It was also resolved that, should a buy-back proceed, the administrative fee (previously set at 10% of the refund amount or £100, whichever is greater) would be waived, and a full refund of the original purchase price would be issued to the owner of an unused plot.

Objectives of the Scheme

The aims of introducing a Grave Buy-Back Scheme are to:

- Identify and recover unused grave spaces for potential future use.
 - Provide flexibility to families who no longer wish to retain their burial rights.
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Scope of Feasibility Work

Officers have been instructed to investigate the following areas:

- 1. Identification of Unused Plots**
 - Review cemetery records and plot registers to identify all graves where the Exclusive Right of Burial has been purchased but no interment has taken place.
 - Cross-check contact details and ownership information for those plots.
 - 2. Review of Purchase Price Records**
 - Examine historical records to determine the original purchase prices paid for ERBs.
 - 3. Development of Policy and Process Options**
 - Prepare a draft Grave Buy-Back Policy outlining eligibility, exclusions, payment arrangements and record-keeping requirements.
 - Propose a clear process for managing buy-back requests, including verification, documentation and payment.
 - Include the option for the Council Office to initiate the scheme by writing to owners of unused plots to invite participation.
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Proposed Scheme Summary

The proposed Grave Buy-Back Scheme would:

- Allow registered owners to voluntarily surrender the Exclusive Right of Burial for unused plots.
 - Require ownership verification and completion of a Deed of Surrender.
 - Provide a full refund of the original ERB purchase price (administration fee waived).
 - Permit the Council to reallocate surrendered plots for future use, subject to cemetery regulations.
 - Be administered by the Cemetery Office under a formal policy framework approved by Council.
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Next Steps

The Assistant Clerk has:

1. Written a Draft Grave Buy-Back Policy and Process Document for review (attached).
 2. Written a standard letter to contact owners of eligible plots inviting participation (attached).
 3. Prepared a summary of potential unused plots and total refund exposure (attached).
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Considerations

If members agree to proceed with the scheme, the following tasks will need to be incorporated into the 2026 workstream:

- Investigating grave ownership and verifying addresses.
- Drafting and sending letters to plot owners.
- Retrieving and checking original Deeds of Grant.
- Confirming ownership details and current addresses (including cases where owners have moved).
- Responding to queries from plot owners.

Key considerations:

- The process will be time-consuming due to incomplete records and limited information currently held.
- Although burial data exists in Excel, much of it is incomplete because historic original paper records were not fully maintained.
- The committee may need to consider whether increased compensation should be offered for surrendering plots if up take is poor.
- The committee should consider how the repurchase of plots will be funded.

Estimated Time Breakdown- it is difficult to give an accurate time breakdown due to each plot requiring different investigation, however, the breakdown below offers a guide:

- 1. Investigating ownership, verifying addresses and retrieving Original Deeds of Grants:**
 - Approx. **20 minutes per plot** (due to incomplete records and manual checks).
 - For 180 plots: **approx. 60 hours.**
 - 2. Drafting and sending letters**
 - Batch preparation and printing: **6–8 hours.**
 - Addressing and posting: **4–6 hours.**
 - 3. Handling queries and follow-up**
 - Assume **15–20 minutes per response**, with 50% response rate (90 plots).
 - For 90 responses: **22–30 hours.**
 - 4. Processing payments**
 - Approx. 10–15 mins per transaction (verification, approval, payment run)
 - For 180 plots: **30–45 hours.**
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Recommendation

It is recommended that the scheme be promoted initially through parish notice boards, social media channels and the village magazine to engage local grave owners and monitor responses.

Subsequently, a phased approach could be adopted, starting with the extension section where contact details are more likely to be accurate and up to date.

Decision

Members are asked to decide whether they wish to:

- 1. Adopt the Buy-Back Policy as drafted or propose amendments.**
- 2. Approve initial promotion of the scheme through parish noticeboards, social media, and printed materials (e.g., newsletters, village magazines).**
- 3. Implement a phased approach to the scheme, beginning with the extension section, noting that the Clerk will need to plan how this work fits into the 2026 workstream.**
- 4. Determine the funding arrangements for the repurchase of unused plots.**

Draft Grave Buy-Back Scheme Policy- January 2026

1. Introduction

This policy sets out the approach of Windlesham Parish Council to the repurchase (“buy-back”) of unused or partially used grave spaces within cemeteries under its management. The aim is to ensure that burial land is used effectively, fairly, and in line with current regulations, while providing flexibility and support to families who no longer wish to retain exclusive rights of burial.

2. Purpose

The purpose of this policy is to:

- Provide a clear and transparent process for the repurchase of unused graves.
 - Ensure consistent treatment of all grave owners.
 - Support the sustainable management of cemetery space.
 - Uphold the Council’s legal and administrative responsibilities under the Local Authorities’ Cemeteries Order 1977 (LACO) and any subsequent amendments.
-

3. Eligibility

The Council may consider repurchasing a grave space where:

- The *Exclusive Right of Burial* (ERB) has been purchased from Windlesham Parish Council.
 - No interment has taken place in the grave.
 - The ownership of the ERB can be legally verified and transferred back to the Council.
 - The grave space remains suitable for reuse and meets the Council’s cemetery layout and operational requirements.
-

4. Exclusions

The Council will not repurchase:

- Graves where an interment has already taken place.
- Graves unsuitable for reuse.

- Graves where the ownership cannot be traced.
 - Graves subject to unresolved ownership disputes.
-

5. Buy-Back Value

- The Council will repurchase eligible grave spaces at the original purchase price paid for the Exclusive Right of Burial.
 - No interest or adjustment for inflation will be applied.
-

6. Application Process

1. The registered owner (or legally appointed representative) must submit a written request to the Clerk.
 2. The Council will verify ownership and check the burial records.
 3. A site inspection will be undertaken to confirm the grave's suitability for buy-back.
 4. Once approved, the owner will be asked to complete a *Deed of Surrender* to formally transfer ownership back to the Council.
 5. Payment will be made to the verified owner within 14 days of the completed surrender.
 6. The Council Office may also initiate the scheme by writing to owners of unused plots to invite participation.
-

7. Record Keeping

All buy-back transactions will be recorded in the cemetery registers, with details of the surrendered plot and the date of repurchase. The Council will retain all supporting documentation in accordance with its record retention policy.

8. Reuse of Graves

Once the Exclusive Right of Burial has been legally surrendered, the Council reserves the right to reissue the plot in accordance with cemetery regulations and relevant legislation.

9. Review of Policy

This policy will be reviewed every two years, or sooner if required by legislative or operational changes.

10. Contact

For further information, please contact:

Joanna Whitfield

Windlesham Parish Council

E-mail: clerk@windleshampc.gov.uk

Tel: 01276 471675

Reserved and unused plots in Windlesham Cemetery (November 2025)

Total = 180

Cemetery Section	Year Purchased	Purchase price (£) if recorded
AA	1974	6
AA	1947	
AA	1942	2
BB	1943	
BB	1950	
BB	1950	
BB	1972	
CC	1975	7
CC	1962	
CC	1962	19
CC	1962	19
CC	1970	6
CC	1963	4
DD	1975	6
DD	1987	65
DD	1980	40
DD	1982	50
DD	2009	280
EE		504
EE	1955	6
EE	1949	
FF	1999	270
FF	1999	90
FF	1999	90
FF	1999	90
FF	1995	85
FF	1996	170
FF	1999	90
FF	1999	90
FF	1996	85
FF	1996	85
FF	1996	85
FF	1988	
FF	1989	65
FF	1990	70
FF	1989	65
FF	1993	80

FF	1993	
FF	1993	*
FF	1992	80
HH	1975	7
HH	1984	55
HH	1993	80
HH	1993	80
HH	1995	85
HH	1995	85
HH	1995	85
HH	1999	90
HH	2013	440
HH	2012	440
HH	1999	90
HH	2002	100
HH	1994	170
GG	1992	70
GG	1986	60
GG	1987	65
GG	1998	50
GG	1937	
GG	1994	85
GG	1993	80
GG	1993	80
GG	1993	80
GG	1993	80
GG	1993	
GG		
GG	1993	80
GG	1991	70
GG	1995	85
GG	1995	85
GG	1994	85
GG	1994	85
GG	1994	85
GG	1994	85
GG	1995	170
GG	1994	170
GG	1993	80
GG	1995	170
GG	1993	80
GG	1989	65
GG	1982	50
GG	1992	70

GG	1992	70
GG	1992	71
LA	1999	270
LA	1999	90
LA	1999	90
LA	1999	90
LA	1999	270
LA	2000	100
LA	1999	90
LA	2000	300
LA	2002	100
LA	2001	100
LA	2001	100
LA	2000	100
LA	2001	100
LA	2002	100
LB	2002	100
LB	2002	100
LB	2004	110
LB	2003	110
LB	2003	110
LB	2003	110
LB	2002	300
LB	2002	300
LB	2004	220
LB	2005	720
LB	2002	
LB	2003	110
LB	2003	110
LB	2003	110
LB	2003	110
LB	2003	100
LB	2003	110
LB	2003	110
LC	2010	840
LC	2010	280
LC	2012	440
LC	2012	440
LC	2010	280
LC	2010	280
LC	2010	280
LC	2010	280
LC	2011	280
LC	2011	280

LD	2017	400
LD		400
LD	2017	400
LD	2017	400
LD		400
LD		810
LD		810
MA	2000	100
MA	2000	300
MA	2003	330
MA	2004	110
MA	2004	110
MA	2000	100
MA	2004	220
MA	2004	110
MA	2004	110
MA	2004	110
MA	2004	110
MA	2004	110
MA	2005	220
MA	2004	220
MA	2000	100
MA	2004	110
MB	2006	240
MB	2006	720
MB	2008	120
MB	2007	240
MB	2010	280
MB	2010	280
MB	2008	720
MB	2008	720
MB	2010	280
MB	2008	240
MC	2007	240
MC	2008	240
MC	2010	1110
MC	2008	240
MC	2008	240
MC	2005	220
MC	2005	220
MC	2011	840
MC	2005	110
MC	2005	220
MC	2007	720
MC	2006	220
MD	2012	1320

MD	2012	440
MD		
MD	2013	440
MD	2013	440
MD		1510
MD	2013	1320
MD	2013	*
MD	2013	440
MD	2015	400
MD	2013	400
MD		400
Total		£34,903

Re: Grave Buy-Back Scheme – Windlesham Cemetery

Dear (Title) (Surname),

Our records show that you hold the Exclusive Right of Burial (ERB) for a reserved grave space at Windlesham Cemetery, (insert grave number). As part of an ongoing review of cemetery records and available space, the Windlesham Village Committee is exploring the potential to repurchase unused plots from owners who no longer wish to retain their burial rights.

This initiative has been introduced to help ensure the effective management and future availability of burial spaces within the cemetery, while providing flexibility and choice to existing plot owners.

Participation is entirely voluntary, and if you wish to retain ownership of your plot, no action is required. However, if you would like to consider surrendering your unused plot, the Council would:

- Verify your ownership of the Exclusive Right of Burial.
- Verify that no interment has taken place in the grave.
- Verify that the grave space remains suitable for reuse and meets the Council's cemetery layout and operational requirements.
- Arrange for the formal surrender of the grave rights through a *Deed of Surrender*; and
- Issue a full refund of the original purchase price (the normal administrative fee will be waived).

A copy of the Buy-back policy is enclosed for your reference.

If you would like further details or wish to discuss this in confidence, please contact the Council Offices on- Tel: 01276 471675 or by email at clerk@windleshampc.gov.uk.

We appreciate that burial arrangements are personal and sensitive matters, and we assure you that all enquiries will be handled respectfully and in strict confidence.

Thank you for taking the time to consider this matter.

Yours sincerely,

Joanna Whitfield

Clerk to the Council

Item 8- Windlesham Cemetery

c) Cemetery Fees

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

Members are asked to review the attached documents.

Document 1- Price comparison with local cemeteries

Document 2- Current Price List

Document 3- Burial data between May 2021 and Nov 2025

Document 4- Burial Trends between May 2021 and Nov 2025

Document 5- Remaining burial space available

Members are requested to review the information and determine whether they wish to revisit the charges and propose a recommendation to Full Council for approval.

It is to be noted that following a resolution made at the Windlesham Committee meeting in September 2025, the criteria for resident fees will also include past residents of the Parish who have been accommodated in a care or nursing home outside the Parish within 24 months prior to the date of death.

Document 1 – Cemetery Fees and Charges Review – Windlesham Committee December 2025

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

Grave Plots

Plot Size	Fee type	WPC Price April 2025 (Deed of Grant 50 years)	Average	Chobham Parish Council April 2024 (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council April 2025 (Deed of grant 99 years)	Sunningdale Parish Council April 2025 (deed of grant 99 years)
Full	Resident	£1,075.00	£956.25	£1,000.00	£800.00	£950.00
Full	Non- Resident	£3,150.00	£2600.00	£2,800.00	£1,600.00	£2,850.00
Ashes Grave Plot (Half Sized)	Resident	£538.00	£440.75	£450.00	£400.00	£375.00
Ashes Grave Plot (Half- Sized)	Non- Resident	£1,575.00	£1,175.00	£1,200.00	£800.00	£1,125.00
Child (0- 16 years)	Resident	£0.00	£0.00	£0.00	£0.00	0-16 years £0.00

Child (ages 0- 16 years)	Non Resident	£756.00	£360.25	£665.00	£20.00	0-16 years £0.00
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Interment Fees

Type of Interment	Fee type	WPC Price (April 2019)- Excludes digging of graves for full burials	Average	Chobham Parish Council (April 2024) Excludes grave digging	Sunninghill & Ascot Parish Council (April 2023)- Excludes grave digging	Sunningdale Parish Council (April 2023) Includes grave digging
Coffin at double depth	Resident	£1,314.00	£859.75	£1000.00	£200.00	£925.00
	Non Resident	£3,150.00	£2,281.25	£2,800	£400.00	£2,775.00
Coffin at single depth	Resident	£1,027.00	£775.50	£950.00	£200.00	£925.00
	Non Resident	£1,890.00	£1,678.75	£1,650.00	£400.00	£2,775.00
Child 0-16 Interment	Resident	£0.00	£14.50	£0.00	£0.00	£58.00
	Non Resident	£360.00	£133.50	£0.00	£0.00	£174.00
Ashes in a full size grave	Resident	£338.00 incl grave digging	£309.50	£325.00	£100.00	£475.00
	Non Resident	£756.00 incl grave digging	£764.00	£675.00	£200.00	£1425.00
Ashes in a half size grave	Resident	£338.00 incl grave digging	£309.50	£325.00	£100.00	£475.00
	Non Resident	£756.00 incl grave digging	£764.00	£675.00	£200.00	£1425.00
Ashes Interred at memorial wall or version of	Resident	£338.00 incl grave digging				
	Non Resident	£756.00 incl grave digging				
Ashes re-open	Resident	£338.00 incl grave digging				
	Non Resident	£756.00 incl grave digging				

Memorial Fees

Memorials	Fee type	WPC Price	Average	Chobham Parish Council (April 2021)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)
Permission for memorial at grave plot	Resident	£302.00	£200.50	£280.00	£100.00	£120.00
Permission for memorial at grave plot	Non Resident	£460.00	£355.00	£400.00	£200.00	£360.00
Permission for additional inscription	Resident	£151.00	£92.75	£140.00	£40.00	£40.00
Permission for additional inscription	Non Resident	£227.00	£156.75	£200.00	£80.00	£120.00
Plaque at memorial wall (with or without ashes)	Resident	£90.00				
Plaque at memorial wall (with or without ashes)	Non Resident	£95.00				

Administration Charges

Administration	Fee type	WPC Price	Chobham Parish Council (April 2024)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)
Burial and grave register searches	Resident	30.00/hour		£50.00	£30.00
Burial and grave register searches	Non-Resident	32.00/hour		£100.00	£92.00
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Resident	£182.00	£150.00	£50.00	£50.00
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Non-Resident	£189.00		£100.00	£50.00



WINDLESHAM PARISH COUNCIL CEMETERY FEES – WINDLESHAM CEMETERY

Effective From: 1st April 2025

		Non-Resident fees	Resident Fees applies only to the deceased whom (a) resided within the Windlesham Parish boundary (b) was an ex-resident of Windlesham Parish who moved from the Parish to live in assisted care within the last 12 months.
	Purchase of the Exclusive Right of Burial (50 years):		
1	Full sized grave plot for immediate use	£3,150	£1075
2	Child sized grave plot (aged 0-16 years)	£756	No charge
3	Ashes grave plot (half sized grave plot)	£1575	£538
	Interments		
4	Coffin interment - first	£3,150	£1,314
5	Coffin interment - second	£1,890	£1,027
6	Coffin interment for a child	£378	No charge
	Ashes Interments		
7	Ashes interred in a grave or at memorial wall	£756	£338
	Memorials		
8	Permission for memorial at grave plot	£460	£302
9	Permission for additional inscription on existing memorial	£227	£151
10	Plaque at memorial wall (with or without ashes)	£95	£90
	Administration Charges		
11	Burial and grave register searches	£32 p/h	£30 p/h
12	Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£189	£182

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

Document 3

Burial data between November 2024 and November 2025

Plot purchase and Interments between November 2024 and November 2025

		Resident	Fee	Total Fee	Non-Resident	Fee	Total Fee
Plot Purchase	Full Plot	6	£1,075	£6,450	2	£3,150	£6,300
	Half Plot	3	£538	£1,614	1	£1,575	£1,575
Interment	Full Burial – Double depth	6	£1,314	£7,884	2	£3,150	£6,300
	Full Burial- Re-open	3	£1,027	£3,081	3	£1,890	£5,670
	Ashes Half Plot - New	2	£338	£676	1	£756	£756
	Ashes Half Plot – Re-open	4	£338	£1,352	5	£756	£3,780
	Ashes wall - New	3	£338	£1,014	4	£756	£3,024
	Ashes wall – Re-open	-	£338	-	1	£756	£756
Total				£22,071			£28,161

Total income for plot purchase & Interment fees Nov 2024 – Nov 2025 = £50,232

Historical Data:

Interments between May 2021 and July 2024 (38 months)

	Resident	Average per annum	Non-Resident	Average per annum	Total
Ashes wall - New	11	3.4	11	3.4	22
Ashes wall – Re-open	4	1.2	3	0.9	7
Ashes Half Plot - New	13	4.0	9	2.8	22
Ashes Half Plot – Re-open	3	0.9	7	2.2	10
Ashes Full Plot - New	5	1.5	1	0.3	6
Ashes Full Plot- Re-open	4	1.2	9	2.8	13
Full Burial - New	17	5.2	12	3.7	29
Full Burial – Re-open	11	3.4	13	4.0	24
Total Income May '21 – July '24	£44,905.00		£88,200.00		
Average Income per annum	£14,032.81		£27,562.50		

New plots purchased since May 2021- July 2024

	Resident	Average per annum	Non-Resident	Average per annum	Total
Ashes at the Wall	11	3.4	11	3.4	22
Half Plots - New	13	4.0	9	2.8	22
Full Plots - New	22	6.8	13	4.0	35
Total Income May '21 – July '24	£27,588.00		£49,000.00		
Average Income per annum	£8,621.25		£15,312.50		

Document 4

Burial Trends Analysis

Plot Purchases - Counts vs Historical Average (per annum)

Burial data between November 2024 – November 2025 vs Burial data between May 2021 – July 2024 (Historical)

Plot Type	Residents (Nov '24 – Nov '25)	Residents Historical Average	% diff	Non- Residents (Nov '24 – Nov '25)	Non- Residents Historical Average	% diff
Full Plot	6.0	6.8	-11.8%	2.0	4.0	-50.0%
Half Plot	3.0	4.0	-25.0%	1.0	2.8	-64.3%

- **Resident** plot purchases were slightly below the historical per-annum average for both full and half plots.
- **Non-resident** plot purchases were lower than the historical averages in both categories.

Interments — Nov '24 – Nov '25 vs Historical Average (per annum)

Interment Type	Residents (Nov24– Nov25)	Residents s Hist Avg	% diff	Non-Residents (Nov24– Nov25)	Non-Residents s Hist Avg	% diff
Full Burial – Double	6	5.2	+15.4%	2	3.7	-45.9%
Full Burial – Re-open	3	3.4	-11.8%	3	4.0	-25.0%
Ashes Half Plot – New	2	1.5	+33.3%	1	0.3	+233.3%
Ashes Half Plot – Re-open	4	1.2	+233.3%	5	2.8	+78.6%
Ashes wall – New	3	3.4	-11.8%	4	3.4	+17.6%
Ashes wall – Re-open	0	1.2	-100.0%	1	0.9	+11.1%

Summary:

- **Residents:** Above-average activity in Full Burial (new/double depth) and ashes half plot categories. Below average in Full Burial (re-open) and Ashes wall (re-open).
- **Non-Residents:** Above-average activity in ashes categories (both half plot and wall), but below average in full burials.

Revenue Comparison

Nov '24–Nov '25 revenue

- Residents: **£22,071**
- Non-Residents: **£28,161**
- **Total: £50,232**

Historical revenue (May '21 – Jul '24)

- Interments totals: Residents **£44,905**, Non-Residents **£88,200**
- Plot purchase totals: Residents **£27,588**, Non-Residents **£49,000**
- **Average per annum** (interments + plots):
 - Residents: **£14,032.81 + £8,621.25 = £22,654.06**
 - Non-Residents: **£27,562.50 + £15,312.50 = £42,875.00**
 - Combined average per annum: **£65,529.06**

Change vs historical average per annum (Nov '24 – Nov '25 actual for the year):

- Residents: **£22,071 vs £22,654.06 -2.6%**
- Non-Residents: **£28,161 vs £42,875.00 -34.3%**
- **Total: £50,232 vs £65,529.06 -23.3%**

Interpretation:

- Resident income for Nov24–Nov25 is roughly on par with historical annual averages (slightly lower).
- Non-resident income is below the historical annual average, driving the overall total down by about 23% vs a typical historical year.

Document 5

Remaining burial space available

	Number of New Plots between May 2021-Nov 2025	Average per 12-month period (calculated over 4.5 year period average and rounded)	Number of vacant plots	Based on monthly average, remaining burial space will last (yrs)
Half Plots - New	26	5.8	40	6.9
Full Plots - New	43	9.6	91	9.5
Ashes Wall - New	29	6.4	35	5.5

Item 8- Windlesham Cemetery

d) Cemetery Drainage

A Groundwater Risk Assessment was carried out at Windlesham Cemetery on 2nd December 2025. Six sampler boreholes were excavated across the cemetery site to provide an assessment of the ground conditions and to assess whether any shallow groundwater is encountered on site. The boreholes were distributed across the entire site to assess soil variability and depth to groundwater.



Figure 19. Exploratory Hole Location Plan

The full results from the assessment are attached which includes recommendations for the newer (extension), 'old' and 'old, old' sections.

Summary of findings and recommendations

Groundwater- Given the granular soils and lack of groundwater encountered, the potential for groundwater flooding would be limited at this site. Monitoring wells have been installed, and it might be prudent to complete some longer-term seasonal monitoring to pick up the worst-case water levels.

Surface Water- The surface water flooding would normally be dealt with via a combination of shallow French drains draining into a swale / pond / reed bed, before ultimately being sent to a soakaway in the shallow soils.

- **Old, Old section:** For the older sections of the cemetery, where access is very constrained, the main surface water flooding issues are likely to be the small depression from former graves, given the under lying sandy soils, which are slow draining, a simple solution would be to fill in these depressions with some free draining topsoil to prevent the visual aspect of the flooding. Alternatively, some French drains could be installed along the existing grassed pathways (if they are confirmed free from burials), before

entering small soakaways placed at the lowest points (again confirmation would be needed of areas free from burials).

- **Newer (extension section):** In the newer section of the cemetery, there is more space available for the establishment of a small series of French drains, linking to a small soakaway. These drains would likely follow the existing site topography, with the soakaway constructed at the lowest point in the northwestern corner. Some limited soakage testing was undertaken in the WLS boreholes, the results indicated that drainage is possible, albeit very slowly.



Figure 20. New Cemetery Drainage plan

Old section:

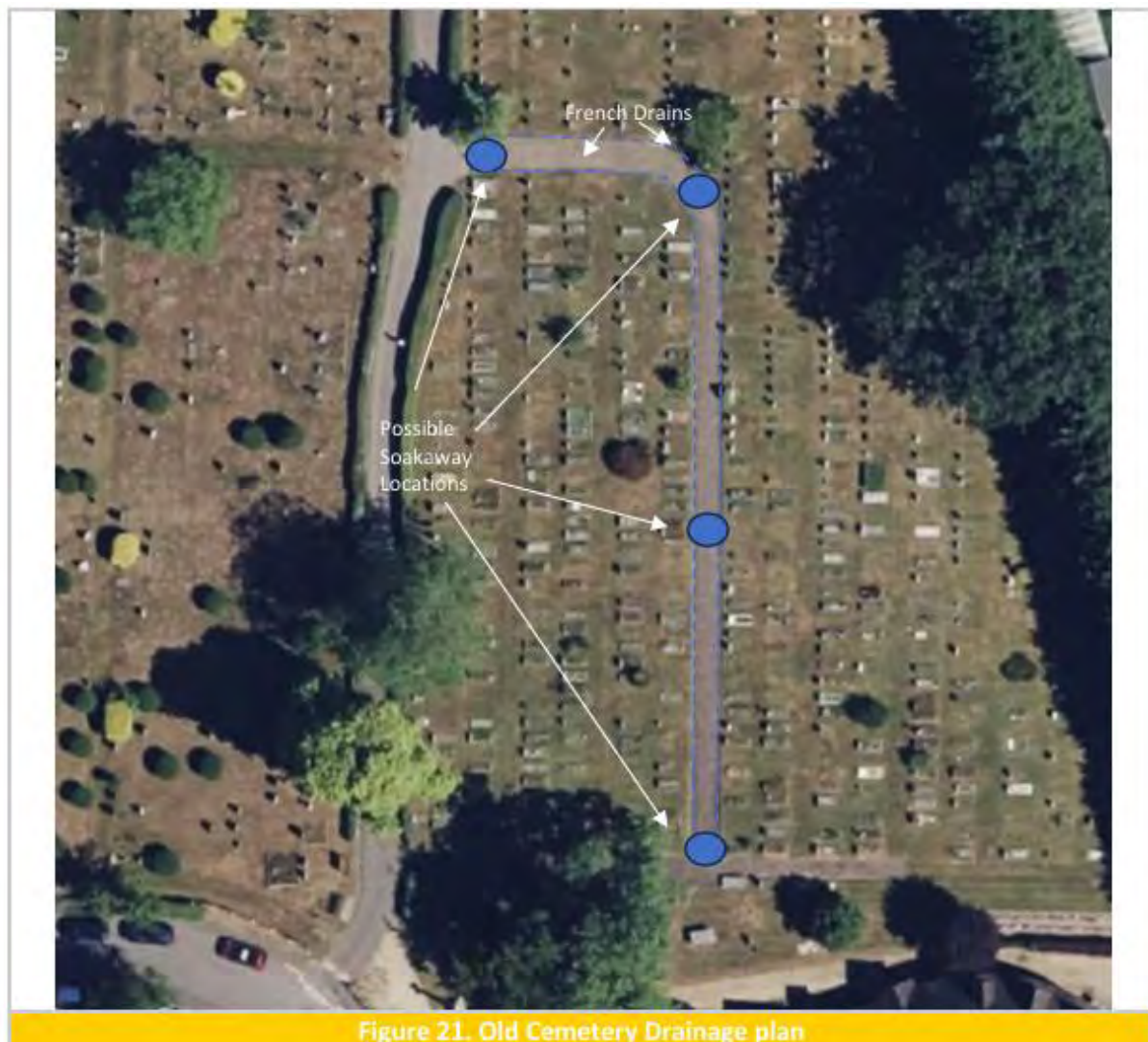
Based upon the findings of the site investigation boreholes, one of the proposed plans to remove the existing gravel pathways and replace these with grassed areas for future burials, shouldn't lead to any future surface water flooding issues. It's recommended that the full depth of gravel is removed from the footpaths and replaced with free draining topsoil, this will prevent any potential issues around digging through the compacted gravels and the gravels allow water to enter any future graves during construction.

An alternative is to upgrade the existing pathway to try and alleviate the surface flooding issues. Given the severely compacted nature of the pathway gravels and the slight depressed nature of the pathway, it is recommended that the entire footpath is upgraded to prevent further issues.

The following would then be required:

- Complete removal of the existing gravel pathway to the depth of the underlying natural sands.
- Aeration of the underlying sands to remove some of the previous compaction.
- Installation of French drains or perforated drains along the edges of the footpath
 - o Option A: Perforated Drain (for persistent flooding)
 - Dig a trench along the low edge
 - Lay perforated pipe wrapped in geotextile
 - Backfill with clean crushed stone
 - Daylight the pipe downhill or to a soakaway
 - o Option B: French Drain (simpler)
 - Trench + geotextile + clean stone (no pipe)
- Installation of new path including upgrades to the gravel structure (critical for longevity)
 - o Base Layer
 - 100–150 mm of well-graded crushed stone (e.g., MOT Type)
 - o Separator Fabric
 - Install non-woven geotextile between soil and base Prevents mud pumping up into the gravel during wet weather
 - o Surface Layer
 - Avoid pea gravel—it floats and migrates in water. Do not compact the upper gravel layers, as this would preclude water ingress.
- Inclusion of small soakaways / attenuation crates at topographically low points to allow for water storage during high rainfall events, before ultimate soakage into the underlying sands.

Possible Soakaway & French Drain locations:



Conclusion:

In terms of suitability of the extension site for burials, the site is considered suitable for burials to take place in line with the current published EA guidance, however, there is some uncertainty with the final groundwater levels.

Although, the site is already an operational cemetery and would in theory be able continue to operate as it currently does, as operators, you have an obligation to ensure that you do not cause a significant risk to the underlying groundwater.

A series of permanent groundwater monitoring wells were installed across the site, which could allow for on-going groundwater monitoring to confirm the existing conditions. This would also allow any recommendations for burials in regard to groundwater flooding – depending on worst case water levels, restrictions on burials depths or potential requirements for longer term water sampling.

Given the underlying granular soils, consideration could be given to the installation of French drains and soakaways in both the old and new sections of the cemeteries – albeit confirmation of no burials would be required (especially in the older cemetery).

A detailed topographical survey would be required in order to progress any potential detailed drainage designs.

Recommendation:

In the surveyor's opinion, additional groundwater monitoring is recommended for a minimum of 12 months to capture the full extent of seasonal fluctuations.

To keep costs as low as possible, two options have been provided:

- **Option 1:** Supply of a dip meter and training for council staff to carry out the monthly tests independently.
- **Option 2:** An engineer-led service, where a qualified engineer conducts a dip test every month for one year.

The quotes for both options are attached and summarised below:

Option 1: £1,280 EX VAT

Option 2: £6,980 EX VAT

Decision:

Councillors are asked to decide on the following next steps:

- **If they wish to approve a 12-month groundwater monitoring programme confirm seasonal fluctuations and ensure compliance with EA guidance-**
 - Decide if monitoring is carried out in-house using dip meter and training provided by the surveyor or by an engineer (as per attached quotes).
 - Decide how to fund if approved.
 - Consider next steps once 12-month groundwater monitoring has been completed and results analysed by surveyor.

OR

- **Do not approve additional groundwater monitoring**
- **Obtain quotes for a detailed topographical survey, required to progress any detailed drainage design for the cemetery**

- **Obtain quotes for a phased drainage improvement-**
 - **Old, Old Section:** consider to either fill depressions with free-draining topsoil or install French drains (subject to burial clearance which will require further surveying).
 - **Old Section:** Remove and replace gravel paths with free-draining topsoil or upgrade paths with drainage and structural improvements. Install French drains and soakaways.
 - **Extension:** Install French drains and soakaway at the north-west corner.

- **Delegate authority to the Clerk to obtain additional quotes for any approved works to be brought back to a future meeting.**

Discover what's beneath

A Groundwater Risk Assessment Report for Windlesham Parish Council

Address: Windlesham Cemetery, Church Road, Windlesham, GU20 6BL

Date: 16th December 2025



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1 Introduction and Site Location

() were requested to undertake a Site Investigation of the existing cemetery to ascertain the underlying ground conditions and its suitability for future burials. In addition, the investigation was targeted to try and understand the surface water / groundwater flooding which is currently affecting burials at the site.

The proposed development area has been assessed on a 2.5km area of influence: grid reference 493020, 163854 and the nearest postcode is GU20 6BL. The total site area is approximately 1.82 hectares.

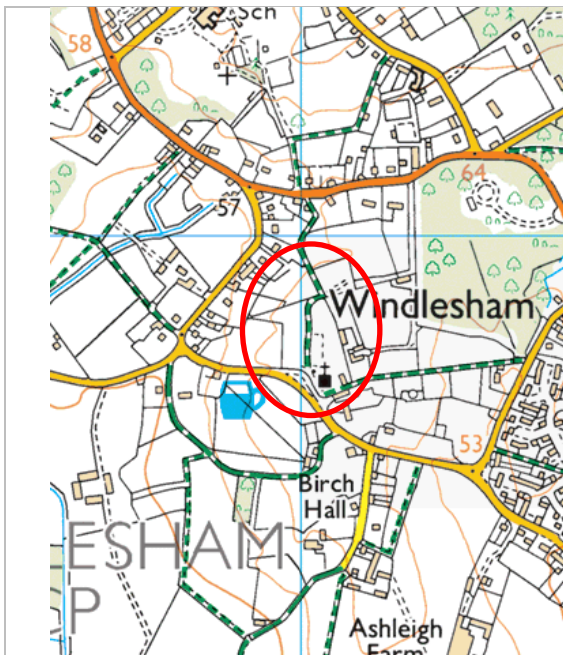


Figure 1. OS map of the site (boundary indicated in red)



Figure 2. Aerial Image of the site (boundary indicated in red)

Information provided by the client, indicates that burials are approximately 15 per annum (based on the 5yr average).

2 Background and Guidance

This section sets out the relevant legal and policy advice relevant to the grant of planning permission for new and also the operation of existing cemeteries. New cemetery developments or extensions to existing cemeteries can be very emotive. However, these concerns are often disproportionate to the actual environmental risk.

Whilst the Local Planning Authority is the principal controlling body in determining approval for new sites or site extensions, significant information is required to ensure that the environmental risks are examined and that the Environment Agency's views are considered. Therefore, measures to prevent pollution must be undertaken and reported. Any regulatory decision-making is based on sound

scientific knowledge. On this basis, a review of potential pollution from cemeteries was undertaken by the Environment Agency in collaboration with the British Geological Survey.

The aim was to review old and new cemeteries and measure the effects of contamination from viruses, bacteria and other microbiological pathogens and to assess the potential of chemical contaminants affecting groundwater supplies from decomposition processes. Preliminary results showed that the operating cemetery examined in the study (25 years old) did show some evidence of bacterial contaminants in groundwater derived from corpses. However, no viruses were detected and the overall contaminant loading was found to be low. The studies found that degradation and attenuation was occurring indicating that potential risks were low. Whilst the outcome of this research found contaminant risk to be low, it should be reviewed in the context that natural attenuation processes may have been optimum at these sites. Therefore, to optimise natural attenuation and reduce the risk of possible groundwater contamination, a series of guidelines have been drawn up that are directly applicable to cemeteries.

The most up-to-date guidance issued by the Environment Agency (EA) is provided in:

- [The Environment Agency's approach to groundwater protection](#) (February 2018 Version 1.2), which updated 'Groundwater protection: Principles and practice (GP3) (2013)';
- [Groundwater protection technical guidance](#), published March 2017.
- [Protecting groundwater from human burials](#), published October 2023, updated June 2025.

The purpose of the published guidance is to help those operating cemeteries to understand how to manage cemeteries and burial of human and animal remains, to prevent or limit groundwater pollution.

Failure to manage and reduce any environmental risk to a minimum may result in action being taken under the Environmental Permitting (England and Wales) Regulations 2016, the Water Resources Act 1991 and the Anti-pollution Works Notice Regulations 1999.

The recently updated guidance, 'Protecting groundwater from human burials' has, for the first time, introduced the need for high risk cemetery sites to require an Environmental Permit to operate. This places additional financial implications on the operation of the cemetery as well as requiring the operators to ensure they meet the terms of the permit. It is therefore important that any new cemetery or extension to an existing cemetery is assessed at an early stage to understand whether the site would be liable to the new environmental permitting regulations. Similarly, a list of exemption conditions are now provided for low risk cemeteries, which can operate without a permit.

2.1.1 Groundwater Protection Policy

Initial risk screening starts with the tools contained in the 'The Environment Agency's approach to groundwater protection' (previously Principles and Practice for the groundwater protection), Section L: Cemetery developments GP3.

Tools include Groundwater Vulnerability and Source Protection Zone (SPZs) maps. These maps highlight where there are likely to be particular risks posed to groundwater from surface activities. Groundwater Vulnerability (GWV) Maps show the damage from pollution to groundwater and the relative importance of the aquifer to water supplies. Risk assessment is made with reference to soil leaching potential and the levels of water tables above major and minor aquifers.

Source Protection Zones are delineated areas around groundwater abstractions used for public consumption and defined by travel, time of biological or chemical contaminants.

The zones are classified in three groups:

Zone 1 High risk
Zone 2 Intermediate to high risk
Zone 3 Intermediate risk

In its Position Statement L1 (p109 of 'The Environment Agency's approach to groundwater protection') the Agency advises that it will object to the grant of planning permission for any new cemetery, or the extension of an existing cemetery, within Zone 1 of an SPZ or 250 metres from a well, borehole or spring used to supply water that is used for human consumption, whichever is the greater distance.

Position Statement L3 advises on the protection of groundwater in highly sensitive locations. The Agency advises that it will apply a risk-based approach to assessing the suitability of sites outside of the zones noted in position statements L1 and L2 (concerning mass casualty emergencies). It will place a high priority on protecting groundwater within principal aquifers and groundwater catchments for drinking water supply; and seek to avoid new cemetery developments for greater than 100 graves in these high vulnerability areas except where the thickness and nature of the unsaturated zone, or the impermeable formations beneath the site protect groundwater, or the long-term risk is mitigated by appropriate engineering methods. It advises that all cemetery developments and burials must maintain an unsaturated zone below the level of the base of the grave(s) and that the Agency will work with the local authorities to identify alternative options where necessary.

Whilst groundwater is a major part of policy concerns, other water point sources are also considered as requiring an evaluation of risk. These sources include surface water in the form of ditches, spring lines and surface run-off.

The factors influencing the risk of groundwater vulnerability include:

- Soil nature and type
 - Physical, mechanical and chemical properties
- Geomorphology
 - Depth to water table and or height above aquifers
 - Groundwater flow mechanisms
 - Aquifer type
- Abstractions
- SPZs
- Proximity to water courses, ditches and drains

Therefore, prior to any consent being given by the Environment Agency, an assessment of risk should be undertaken. The degree of assessment is measured through a series of stages namely:

- Hazard identification
- Identification of consequences
- Magnitude of consequences
- Probability of consequences
- Significance of risk

2.1.2 Tiered risk assessment

The Environment Agency requires all new cemetery sites or extensions to existing cemetery sites to undergo a groundwater risk assessment using the Source-Pathway-Receptor approach, which includes the formation of a site specific conceptual model.

This is required to provide an assessment of the impact of proposed burials (source) on the underlying groundwater table or surface water features in close proximity (receptor). The nature of the site specific geological conditions, which act as the pathway between the source and receptor, can alter the severity of the potential pollution impact.

As such proposed burial sites are required to undergo a tiered risk assessment based on a wide range of factors including burial number, burial type, geological conditions and hydrogeological conditions.

There are 3 Tiers of Risk assessment which are used depending on the overall risk of the proposed development

Tier 1 Assessment – Site Screening Requirements

A Tier 1 report comprises a desktop study of all appropriate documentation including geological conditions, published soil data, groundwater data including aquifer designation and source protection zone classification. The site then undergoes a qualitative risk assessment to determine the potential impact of the proposed development on the identified sensitive receptors. If the risk is considered to be low the proposed development may be approved by the Environment Agency without further detailed assessment.

However, the following minimum good practice requirements should be met to minimise pollution risk:

You should **not** carry out any human burials within:

- an Inner Groundwater Source Protection Zone (SPZ I).
- 10 m distance from agricultural field drain, including dry ditches.
- 30 m minimum distance from a watercourse or spring.
- 250 m of any well, spring or borehole where the water is intended for human consumption or used in food production.
- areas where karstic groundwater flow is identified.
- in areas prone to groundwater flooding.
- where the base of a grave cannot meet the minimum height requirement of 1m above the highest annual groundwater level.
- In unaltered or unweather bedrock.

Tier 2

Should the risks identified by the Tier 1 desktop suggest a potential pollutant impact, then further site specific “ground truthing” will need to be undertaken. A Tier 2 investigation requires a wide range of site specific information such as a site investigation using trial pits or boreholes to assess the nature of the ground conditions, depth to groundwater, permeability etc to provide a more detailed assessment of the conceptual model, source-pathway-receptor linkage and overall risk posed to the receptor

On further assessment of the ground model the risk assessment for the site can be re-assessed which may indicate the requirement for a pollutant flux model to be carried out to assess the impact of the modelled pollutants on the underlying groundwater and nearest compliance point.

Tier 3

If the risk is considered to be high, more detailed investigation work will be required to assess the impact of the proposed development. This would include at least 1 years groundwater monitoring to assess seasonal variations in groundwater levels from a minimum of 3 boreholes (1 upgradient and 2 down gradient). Post development, it is also required to undertake 3 years monitoring and sampling to assess any potential impact upon the receptor once the site is operational.

2.1.3 Environmental Permitting Regulations – October 2023, updated June 2025

Burial of human corpses can result in discharge of hazardous substances and non-hazardous pollutants to groundwater. They are, therefore, covered by the requirements of the EU Groundwater Daughter Directive, issued under the Water Framework Directive 2006 and now transposed in England and Wales by the Environmental Permitting (England & Wales) Regulations 2016 (EPR 2016). It is an offence to cause or knowingly permit pollution of controlled waters other than under and in accordance with an environmental permit.

From 2 October 2023, you will need to apply for an environmental permit for a new cemetery development or extension to an existing cemetery: Exemption for Low Risk sites, Standard Rules Permit for Medium Risk Sites or Bespoke Permit for High Risk Site.

As part of your planning application or permit application, you must carry out a groundwater risk assessment. A groundwater risk assessment will provide you with a site specific analysis of the risks your activity may pose. The Environment Agency will use this to help you operate your cemetery and protect the water environment.

2.2 Greywater Management

Groundwater protection is a statutory requirement for all cemetery sites under the Water Resources Act. The Environment Agency have also laid down strict guidelines for the development of new cemeteries and operation of all existing cemeteries with active burial and reopens, which include but are not limited to the following:

- Graves should not hold any standing water when dug, however, this does not include perched water that has entered the grave from surrounding soils, but there is not a continued flow of water into the grave
- There should be at least 1 metre between base of grave and water table; more if the soil has high infiltration rates.
- Graves should be at least 250m away from wells and potable water supplies.
- Pumping out of graves and discharging “grey” water directly or indirectly into surface or groundwater sources if found to be polluted is an offence under the Groundwater Regulations 1998.
- No burials within 30 meters of watercourses.
- No burials within 10m of any field drains

During the winter months, it is a common requirement to pump water out of newly opened graves. There are a number of reasons why water enters graves, it is important therefore, to determine where the water is coming from. There are usually three main sources:

2.2.1 Surface Water

In the winter and during periods of heavy and sustained rainfall, surface water is likely to be the most common source of water seepage into graves particularly on site situated on relatively impermeable subsoils such as clay. The shallow soil profile soon becomes saturated and the soil exceeds field capacity, meaning that all the soil's pore space is filled with water. The greater the water input, the deeper this waterlogged layer becomes. Clay soils may only allow infiltration rates of between 2mm to 3 mm per hour, however, if the soil is consolidated, then this rate could be reduced to less than 1

mm per day leading to prolonged periods of standing water and rapid runoff from sites when rainfall begins.

In high rainfall events (10-15 mm per hour), the upper horizon (topsoil) soon becomes saturated as water movement downwards is impeded by the less impermeable soils below, eventually precipitation exceeds the speed of downward infiltration and excess surface water then moves horizontally and generally down slope over the surface, ponding in depressions such as over new graves or in areas where older graves have not been suitably topped-up. Furthermore, if the drainage network designed to capture surface water and drain it away from burial areas is not adequately maintained then these systems can backup leading to surface water flooding.

Excavating a new grave in a previously unoccupied plot of land will allow water to flow through the soil into the newly excavated grave. This water in most cases will be unpolluted, provided it is a new grave up-slope from existing graves. Pumping is an option and is likely to pose little pollution risk if discharged to land and allowed to soak away, alternatively water can be discharged into the surface water or foul-water drainage system although permission from the water company will be required.

If a grave is being re-opened, even if the soil has been compacted over the previous burial, it is likely some water will have gathered around the previous interment. In the worst cases this may extend up through the soil to the depth of the next burial. This water will be polluted and should be treated as grey water. It must not be discharged untreated into a surface water or groundwater outfall, nor should it be pumped onto the surface. If the burial is relatively recent, pathogen loading in the water could be high and may present an immediate biological risk to staff and visitors if discharged onto the surface. Even for an old burial the water is likely to be chemically contaminated, posing a risk to the receiving waters. In all cases such water should be disposed of either to a foul sewer (with appropriate permission) or be tankered away to a suitable water treatment works.

The better the compaction of the backfill over a grave, the less likely water is to move through the soil and gather around a coffin at burial depth. Equally, if the grave can be regularly topped up to avoid the formation of a depression over the grave then water will run off the surface and away from the grave rather than ponding over a grave in filtrating down to burial depth.

If the water in the burial has a sheen/odour and is anticipated to be 'greywater' then this water cannot be discharged onto land or into drains as this would breach guidelines with respect to discharge of suspected polluted water.

2.2.2 Groundwater

If, when digging a grave, water appears to enter the pit at lower levels and / or through the base of the pit it is almost certainly groundwater. The speed at which the water enters a pit or grave can vary depending the nature of the soils. If groundwater is encountered in a freely draining soil such as a fractured weathered bedrock or a highly permeable sand/gravel then the flow may well be rapid, filling the pit or grave quickly. However, if groundwater is encountered in an intergranular soil such as fine sands/silt, then the rate of inflow may be slow and, in some cases, may not be instantly apparent. If left for an hour or so and re-examined, groundwater may appear as slow seepage into the pit or as a sheen of water droplets on the pit base and sides. However, both cases could indicate the presence of groundwater within burial depth and accordingly it is not appropriate to undertake a burial in such conditions as it would be considered in breach of two statutory requirements.

- Graves should not hold any standing water when dug, however, this does not include perched water that has entered the grave from surrounding soils, but there is not a continued flow of water into the grave
- There should be at least 1 metre between base of grave and water table; more if the soil has high infiltration rates.

It should be noted, however, that on some sites a shallow perched water table may be encountered which has no direct connection to groundwater or surface water features. Often sites with a clay soil may contain pockets made up of sand and gravel known as "lenses". If a grave is dug into such a lens, it will cause the water to drain from the lens into the grave. The size of the lens will determine the speed and quantity of water ingress into the grave. Depending on whether the new burial is in close proximity to other burials and depending if other graves in the cemetery are at, or above, the level of these lenses, the water entering the burial may or may not be considered to be contaminated. When considering pumping out, this water should be managed as part of a health and safety management approach (see later discussion).

2.2.3 Inter-grave Seepage

As discussed previously, surface water arising from periods of heavy or sustained rainfall on heavy clay soils will migrate to depressions, which in cemeteries are often associated with settlement of graves. The backfill material of a grave is usually less consolidated than the surrounding undisturbed soil due to the fact that the soils has been reworked and placed back leaving fissures and voids in the soils. If the surrounding matrix is less permeable, water will accumulate in the pore spaces and voids within the grave. This "free water" is mobile and is under a "head" of pressure which increases with depth.

If a new grave is dug downslope of, or adjacent to, an existing grave it is likely that seepage of "grey" water from the adjacent plot will occur. Based on the age of the adjacent burial (<10 years or younger), there is a significant risk that the water draining into the excavation will be contaminated. Recent evidence shows that this greywater may contain clostridium and streptococcal bacteria. Concern has now also been raised about the possible presence of the CJD vector.

Pumping "grey" water without adequate protection of water courses, staff and public is potentially dangerous and irresponsible. Environment Agency representative advice as of January 2007 is as follows:

"Grey water should be managed in the first instance by the prevention of surface water entering grave plots, old and new. This can be done by installing cut-off or surface management drainage systems. If water is subsequently pumped from the grave, the water must be stored and subsequently disposed of by a professional environmental waste management company. Alternatively, the water can be treated on site by either mobile or permanent treatment systems prior to discharge or recycling."

3 Desk Study Site Assessment

Envirocheck, British Geological Survey and Cranfield University data was used in this report.

3.1 Soil Type

According to the Soil Survey of England and Wales, the soils on site are mapped as belonging to the Wickham 3 (711g) as described in Figure 3 and Table 1.

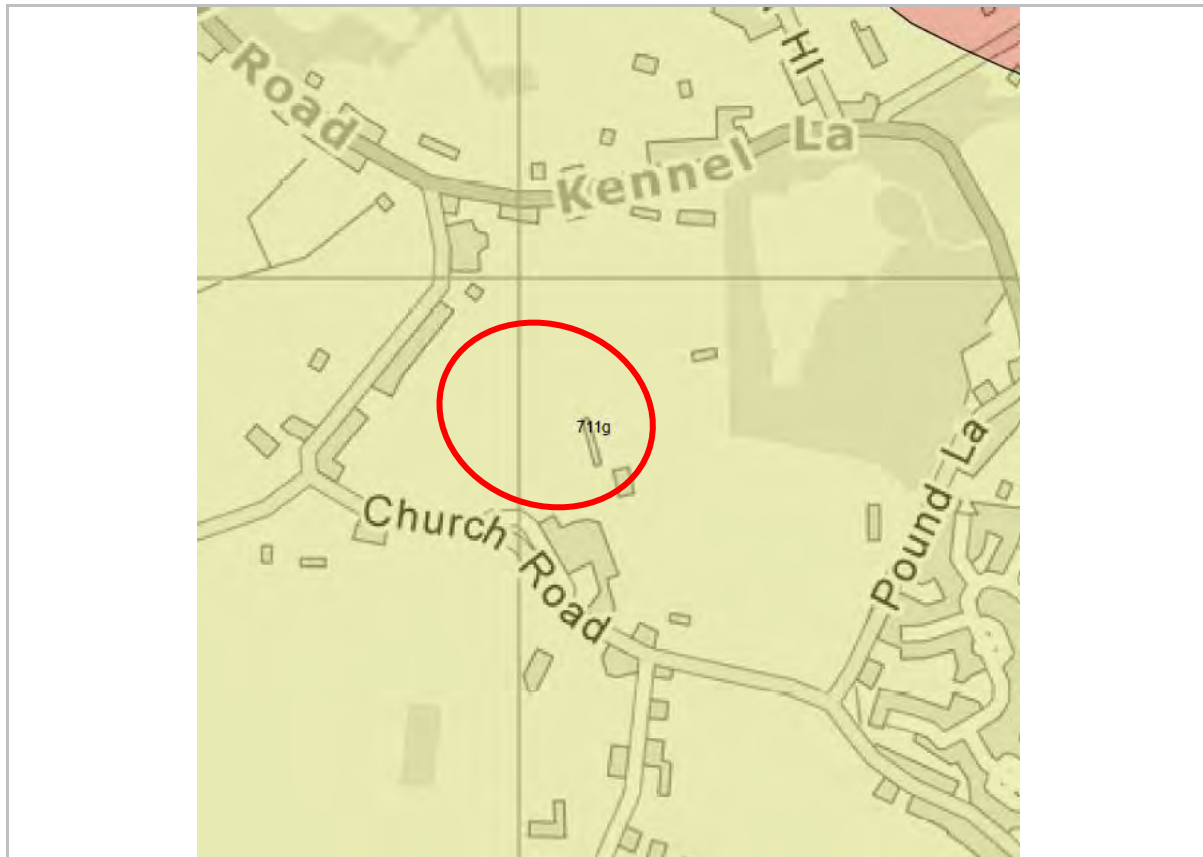


Figure 3. Soil Associations in the vicinity of the site.

Table 1. Soil Associations in the vicinity of the site

Soil Association	Description
711g Wickham 3	Slowly permeable seasonally waterlogged fine loamy over clayey and coarse loamy over clayey soils and similar more permeable soils with slight waterlogging.

Suitability for use as cemeteries:

Such these soils would be likely to suffer from seasonal waterlogging which would require some form of drainage to improve surface conditions. The negligible permeability and clay-based nature of these soils would restrict the movement of burial contamination away from source and offer a degree of protection to the underlying groundwater table.

3.2 Geology

The following headings cover the aspects of geology of the immediate area of the proposed development.

3.2.1 Artificial Ground

This is ground at or near the surface that has been modified by man. It includes ground that has been deposited (Made Ground), landscaped, disturbed, excavated (Worked Ground) or some combination of these.

As can be seen in Figure 4 below, there are no mapped deposits on the subject site itself or within the vicinity of the site.



Figure 4. Artificial deposits within the vicinity of the site.

3.2.2 Superficial Deposits

These are relatively young geological deposits formerly known as 'Drift', which lie on the bedrock in many areas. They include deposits such as unconsolidated sands and gravels formed by rivers and clayey tills formed by glacial action. They may be overlain by landslide deposits, by artificial deposits or both.

As can be seen in Figure 5 below, there are no superficial soils mapped below the site.

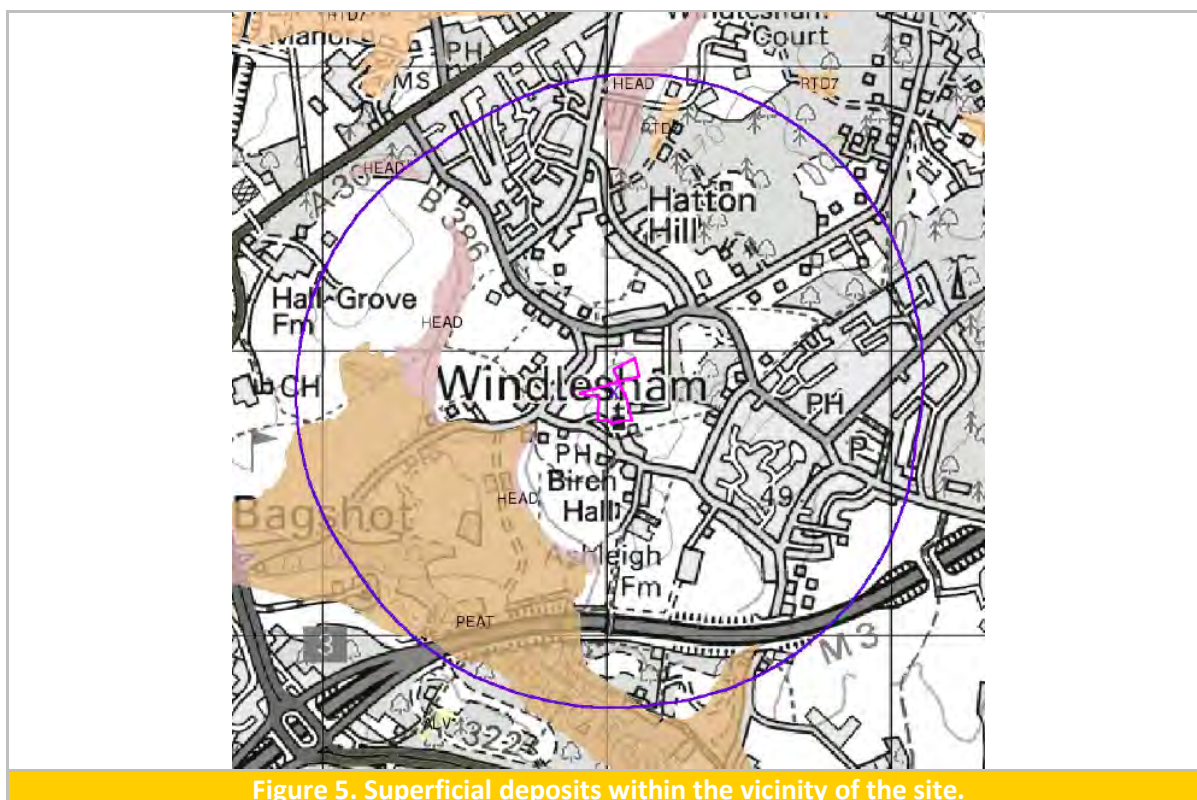


Figure 5. Superficial deposits within the vicinity of the site.

Superficial Geology

Map Colour	Lex Code	Rock Name	Rock Type	Min and Max Age
	ALV	Alluvium	Clay, Silt, Sand and Gravel	Not Supplied - Holocene
	PEAT	Peat	Peat	Not Supplied - Quaternary
	HEAD	Head	Clay, Silt, Sand and Gravel	Not Supplied - Quaternary
	RTD7	River Terrace Deposits, 7	Sand and Gravel	Not Supplied - Quaternary
	RTD8	River Terrace Deposits, 8	Sand and Gravel	Not Supplied - Quaternary
	SUPD	Superficial Deposits	Sand and Gravel	Not Supplied - Quaternary
	RTDU	River Terrace Deposits (Undifferentiated)	Sand and Gravel	Not Supplied - Quaternary

3.2.3 Bedrock Geology

Bedrock forms the ground underlying the whole of an area, commonly overlain by superficial deposits, landslide deposits or artificial deposits, in any combination.

As can be seen in Figure 6 below, the site is mapped on the **Windlesham Formation (WIDS)**. The typical lithologies of the **Windlesham Formation** are bioturbated dark green to brown, fine- to medium-grained sands with sand-sized glauconite grains, silts and white, yellow or brown clay, overlain by organic dark grey clay with lenticles of fine sand, and then by glauconitic sand and sandy clayey silt. There are occasional layers of flint gravel, and a prominent gravel bed occurs at the top



Figure 6. Bedrock Geology within the vicinity of the site.

Bedrock and Faults

Map Colour	Lex Code	Rock Name	Rock Type	Min and Max Age
	CMBS	Camberley Sand Formation	Sand	Not Supplied - Lutetian
	SWCL	Swinley Clay Member	Clay	Not Supplied - Ypresian
	BGS	Bagshot Formation	Sand	Not Supplied - Ypresian
	STHP	Stanners Hill Pebble Bed	Gravel	Not Supplied - Ypresian
	WIDS	Windlesham Formation	Sand, Silt and Clay	Not Supplied - Eocene

3.3 Additional Geological Considerations

A summary of the potential geological hazards which could be found on site are explained in Table 2 below:

Table 2. Onsite Geological Hazards

Geological hazard	May be significant within site area (Yes/No)?	Comments
Potential Natural Ground Stability Hazards		
Shrink-Swell	Yes	The mapped geology on the site predominantly clay based soils with variable gravel content. As such we do consider there to be a risk associated with swelling and shrinkage especially in areas affected by trees.
Landslides (slope instability)	Yes	The site is relatively flat, however, the Envirocheck report lists the site as having a very low risk associated with landslides.
Soluble Rocks (dissolution)	No	The site is not situated on a geology which is susceptible to dissolution and as such there is no risk.
Compressible Ground	No	The site is not situated on a geology which is susceptible to compression and as such there is no risk.
Collapsible Deposits	Yes	The site is situated on a geology which is susceptible to collapse and as such there is a very low risk.
Running Sand	Yes	The site is situated on a geology which is susceptible to collapse and as such there is a very low risk.
Other Potential Hazards		
Mining	No	The site is not located within an area affected by mining.
Flooding (Rivers and Sea)	No	The site is classed as Flood Zone 1 and is at low risk of flooding from rivers or sea and as such is suitable for use as a cemetery.
Flooding (Surface Water)	No	The majority of the site is not mapped within an area at risk of surface water flooding. There is a low risk of surface water flooding associated with site topography.
Flooding (Groundwater)	Yes	The site is mapped in an area at risk of groundwater flooding to occur below the surface.

3.4 Hydrogeology

In lowland areas of the UK with little topographic variation, groundwater is likely to be found at shallow depths of only a few metres. Water table fluctuations will be small as they will be constrained by the ground surface and the base level of the local perennial streams and rivers. In upland areas, precipitation is usually high and the dominantly metamorphic and igneous rocks often have relatively shallow groundwater levels.

This is due to preferential groundwater storage in near-surface weathered and fractured zones with limited drainage into the underlying un-weathered lower permeability rock. Exceptions can occur where higher permeability rocks, such as sandstone or limestone, allow faster throughflow of groundwater towards the nearest stream or other discharge point.

Perched water tables occur where a less permeable horizon (e.g. a clay layer) in an otherwise permeable sequence retains a body of groundwater above the level of the regional water table. They usually occur at shallow depths in alluvial and glacial sediments and can be difficult to identify or to delimit.

An aquifer becomes confined when it is overlain by a less permeable horizon that restricts the upward movement of groundwater. When this less permeable horizon is penetrated (e.g. by drilling), the groundwater level rises above where struck to a level controlled by the hydrostatic pressure. If this is above ground level, overflowing artesian conditions will be encountered. Confined conditions should be anticipated, where possible, in order to plan for the problems they can generate.

Individual sites will always require more detailed assessments to determine the specific impact on groundwater resources. The maps represent conditions only at the ground surface. Where the soil and/or underlying formations have been disturbed or removed the vulnerability class may have been changed and site-specific data will be required. Sites in urban areas and restored or current mineral workings are classified as having high (urban) soil leaching potential until proved otherwise.

Table 3. Hydrogeology summary

Geological unit	Groundwater potential	Water level and strikes	Groundwater vulnerability classification
Windlesham Formation	Low to high given the cohesive nature / granular of the soils within the formation.	Unknown – Groundwater strikes are anticipated at potentially shallow depths.	Medium Vulnerability, Secondary A Aquifer

3.5 Groundwater Vulnerability

This section reviews all components of hydrology, geology and topsoil surface water drainage to assess risk notably to groundwater.

3.5.1 Source Protection Zones

The position of the site relevant to current groundwater protection zones is shown in Figure 7.

The proposed development site lies outside of any Source Protection Zone.

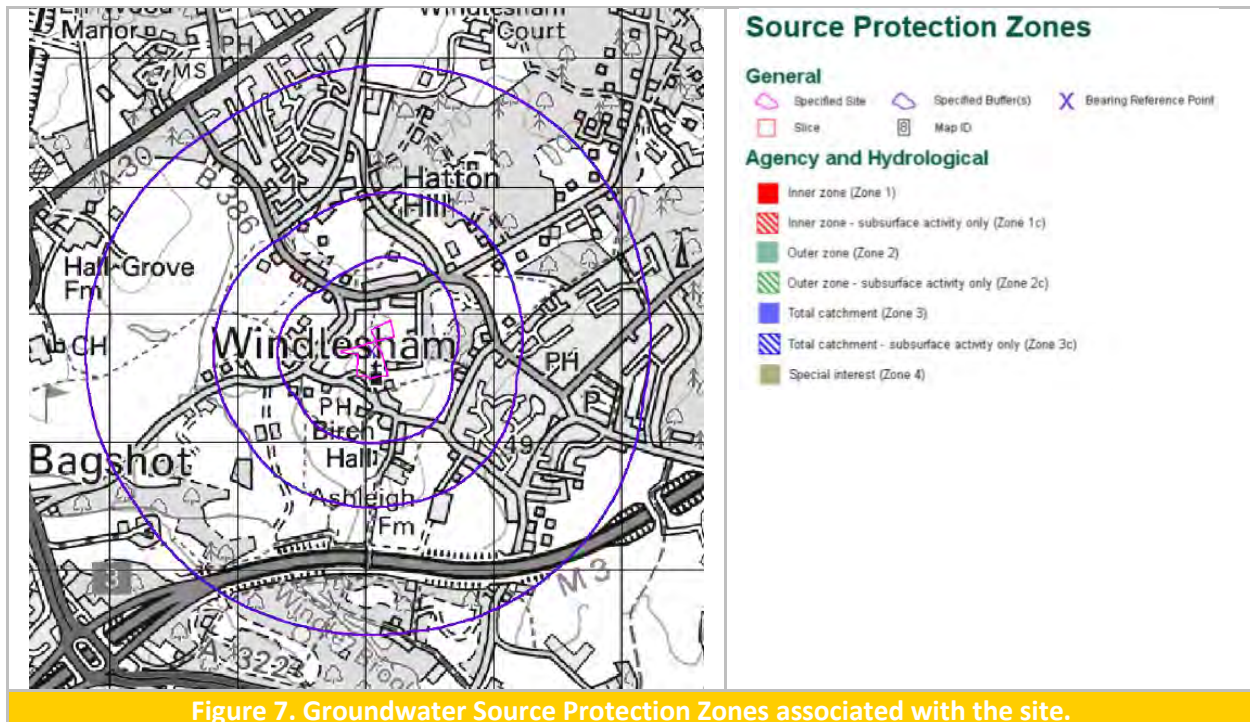


Figure 7. Groundwater Source Protection Zones associated with the site.

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Source Protection Zones (SPZs) provide an indication of the risk to groundwater supplies that may result from potentially polluting activities and accidental releases of pollutants. Generally, the closer the activity or release is to a groundwater source the greater the risk. Three zones (an inner, outer and total catchment) are usually defined although a fourth zone (zone of special interest) is occasionally defined.

The Agency has subdivided groundwater source catchments into four zones. Two of these are determined by the travel time of potential pollutants, the third by the source catchment area itself and the fourth is a "Zone of Special Interest". This fourth zone highlights areas where known local conditions mean that potentially polluting activities could impact on a groundwater source even though the area is outside the normal catchment of that source.

- **Zone I (Inner Protection Zone)** - This zone is defined by a travel time of 50-days or less from any point within the zone at, or below, the water table. Additionally, the zone has, as a minimum, a 50-meter radius. It is based principally on biological decay criteria and is designed to protect against the transmission of toxic chemicals and water-borne disease.
- **Zone II (Outer Protection Zone)** - This zone is defined by the 400-day travel time, or 25% of the source catchment area, whichever is larger. The travel time is derived from consideration of the minimum time required to provide delay, dilution and attenuation of slowly degrading pollutants.
- **Zone III (Total catchment)** - This zone is defined as the total area needed to support the abstraction or discharge from the protected groundwater source.
- **Zone of Special Interest** - For some groundwater sources an additional Zone of Special Interest may be defined. These zones highlight areas (mainly on non-aquifers) where known local conditions mean that potentially polluting activities could impact on a groundwater source even though the area is outside the normal catchment of that source.

3.5.2 Aquifer Vulnerability

The Groundwater Vulnerability maps are produced at a 1:100,000 scale. They show, by means of colour coding, those areas of the country where water-bearing rocks (aquifers) are present. They also show the vulnerability of groundwater to pollution. The aquifers are classified into Principal, Secondary and unproductive aquifers according to their physical properties and their consequent value as a resource. The classification of the land surface reflects the ability of contaminants to leach through the covering soils and pose a potential risk to groundwater at depth. The maps also indicate areas where the presence of low permeability drift may provide additional groundwater protection.

These maps can therefore be used for an initial screening assessment of the vulnerability of groundwater to contaminants applied to the surface of the ground. They do not provide all information relevant to the determination of vulnerability, such as the depth to water table or nature of the drift deposits. Site-specific information would always be needed for a detailed assessment of vulnerability at a given location. The original groundwater vulnerability maps were produced some time ago. Groundwater Vulnerability Maps provide information on how significant the ground waters are likely to be and if they are vulnerable to pollution occurring at the land surface. The maps have descriptions on them to explain the different aquifer and soil types.

Areas shown as principal aquifers have strategic significance for water resource; they often support large abstractions for the public water supply.

Secondary aquifers have a more localised significance to domestic, agricultural and industrial users (although they may still be used for drinking water). Unproductive aquifers do not store significant amounts of groundwater. However, in some areas they can support local supplies: e.g. small springs feeding individual properties.

3.5.3 Superficial Aquifer Designation

Figure 8 below shows that there are no superficial soils below the site.

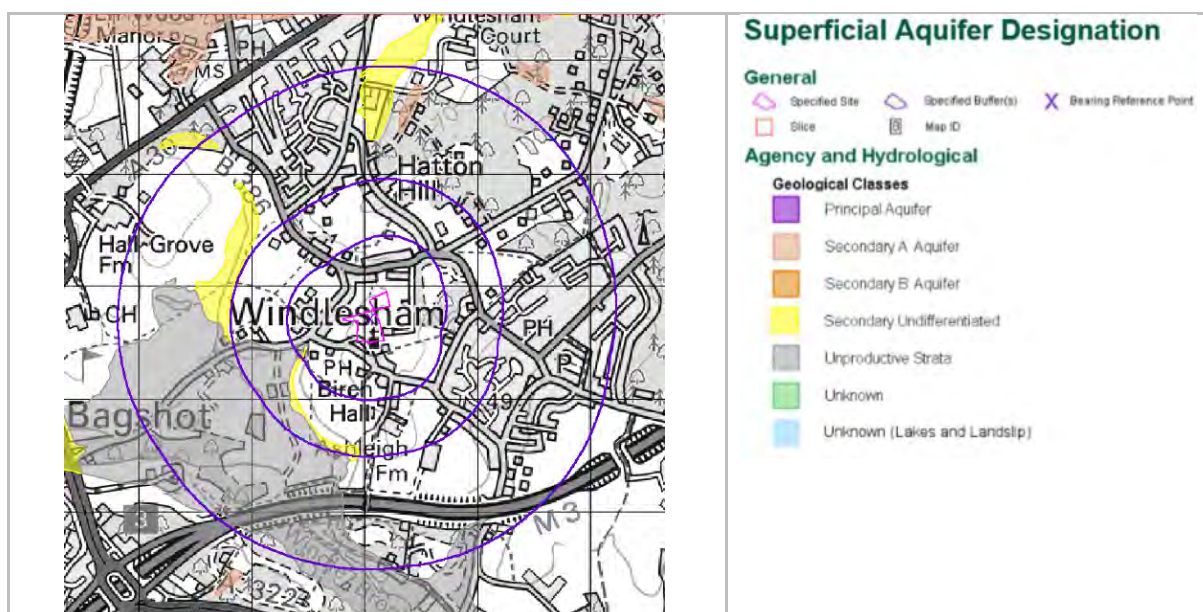


Figure 8. Superficial drift aquifer designation associated with the site.

3.5.4 Bedrock Aquifer Designation

Figure 9 below shows that the Windlesham Formation is mapped as a Secondary A Aquifer, such soils have potential to provide modest amounts of water, but the nature of the soil limits their use.

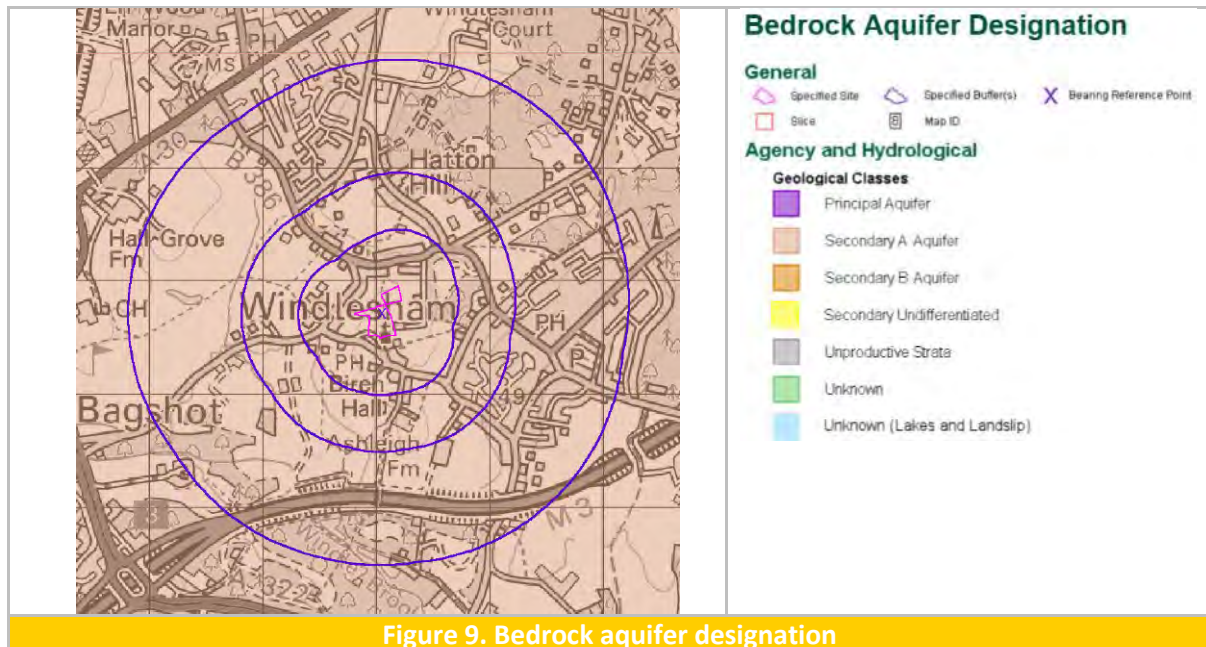


Figure 9. Bedrock aquifer designation

3.5.5 Groundwater Vulnerability

Figure 10 below indicates that the site should be considered to be a moderate vulnerability Secondary aquifer with regards to the bedrock. Therefore, the site is considered to be particularly sensitive with regards to the underlying groundwater table.

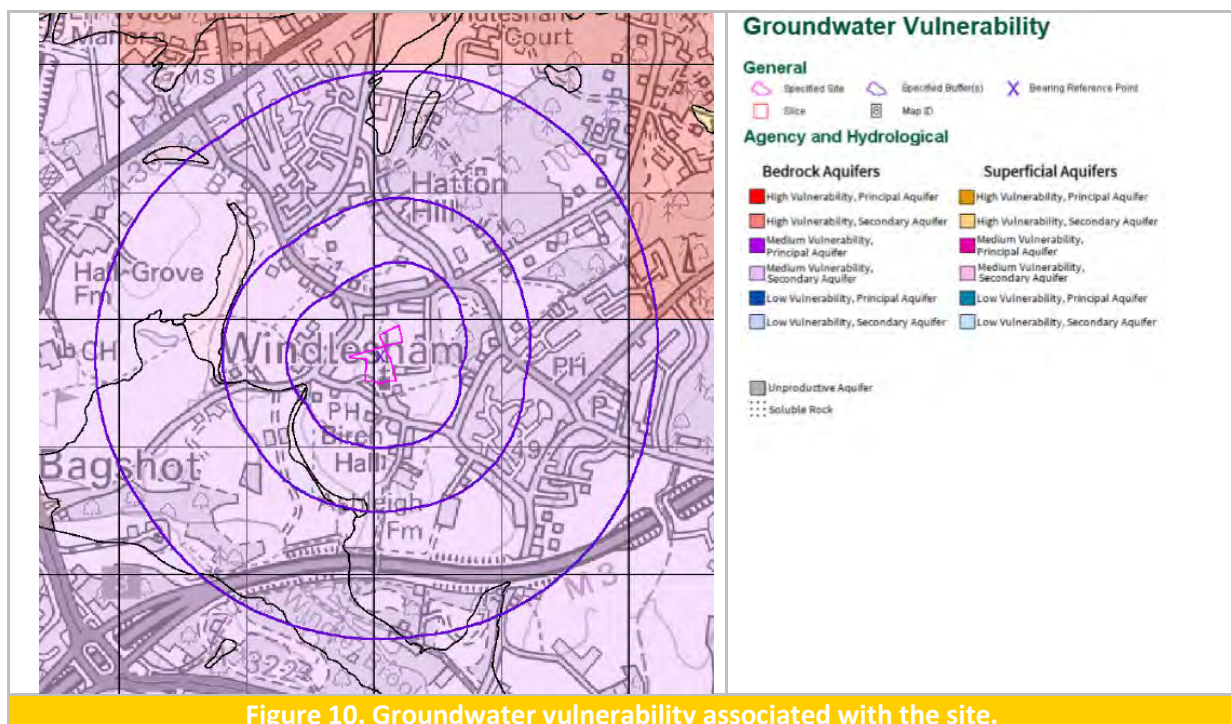


Figure 10. Groundwater vulnerability associated with the site.

3.5.6 Flood Risk – Rivers and Sea

The site is within Flood Zone 1 land which is at low risk- less than 1 in 1,000 in any given year (Figure 11). From this respect, the land is suitable for use as a cemetery. If areas of impermeable surfaces such as buildings, roads etc. are constructed on a greenfield site, a surface water management system designed in accordance with the principles of Sustainable Urban Drainage Schemes (SUDS) will be required.

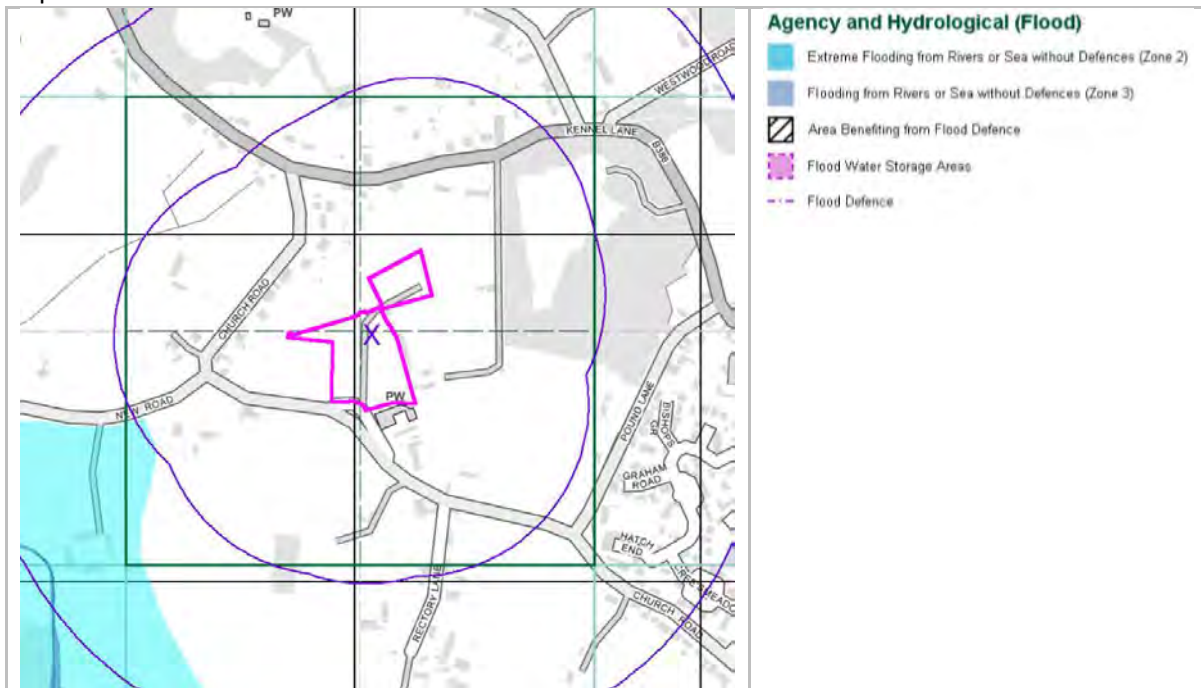


Figure 11. Map of Flood Risk Zones

3.5.7 Abstractions/Wells in the vicinity of the site

There are no listed groundwater abstraction points mapped within 1000m of the site. In addition, a review of the historical maps of the site and surrounding areas identified no mapped historical wells dating back to 1870.

4 Intrusive Investigation

4.1 General Site Description

This cemetery is relatively flat with the council reporting some issues around groundwater and surface water flooding. Photos have been provided of the existing footpaths that the council wish to remove and turn to grassed areas to be used for burials.



Figure 14. Existing footpath to be replaced



Figure 15. Newer Cemetery Area



Figure 16. Older Cemetery Area

There were no obvious signs of significant surface water flooding issues during the visit, however, some small-scale depressions were noted in the older sections of the site (older graves that have settled) which could lead to water pooling. Similarly, there were areas of small-scale localised water pooling on the access road through the site.

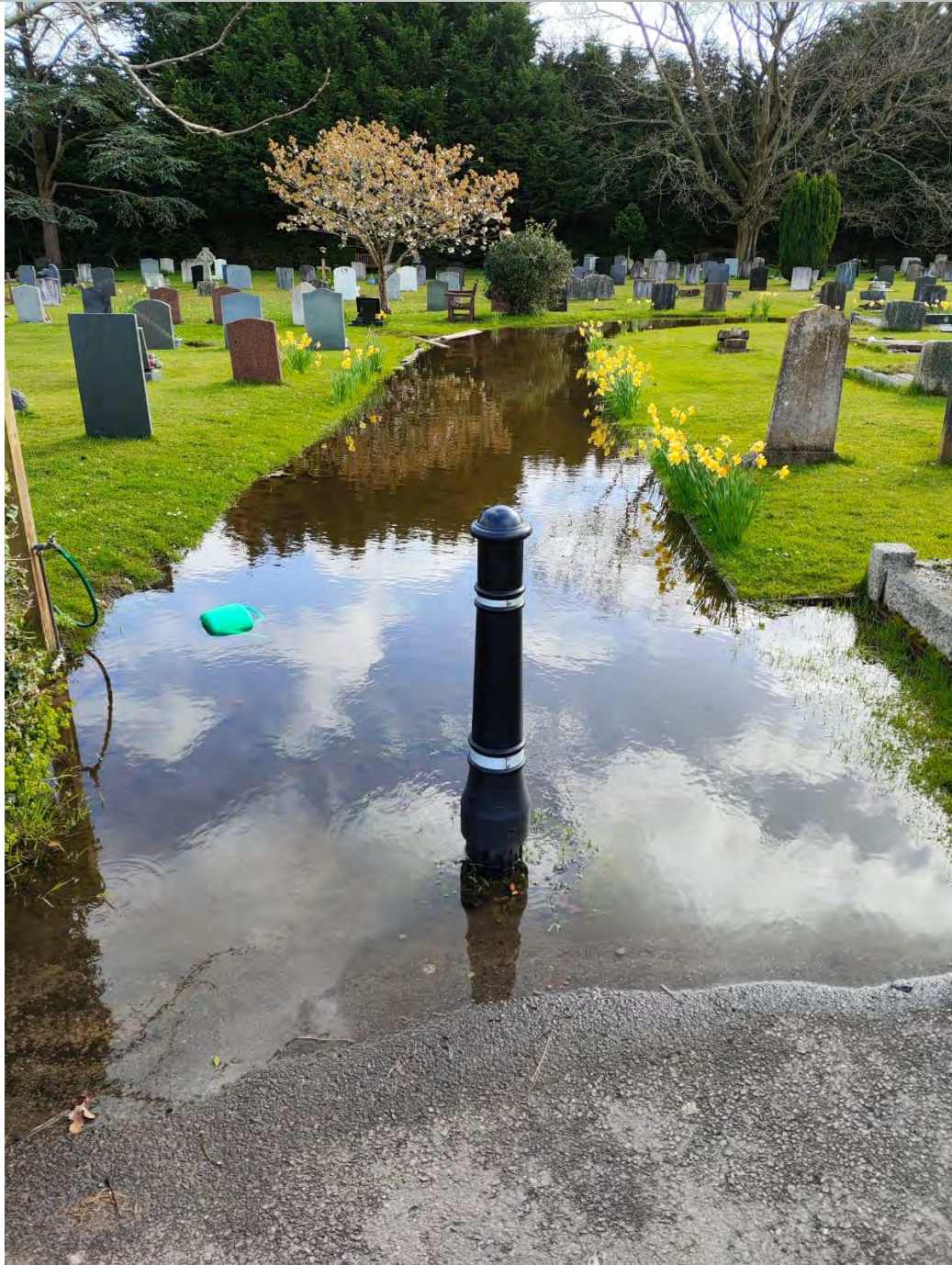


Figure 17. Flooding Issues

The Council have reported surface water flooding issues along the existing footpaths (Figure 17).

4.2 Site Topography

The site is relatively flat, however the surrounding area slopes very gently from east to west, from approximately 63m AOD down to 60m AOD.

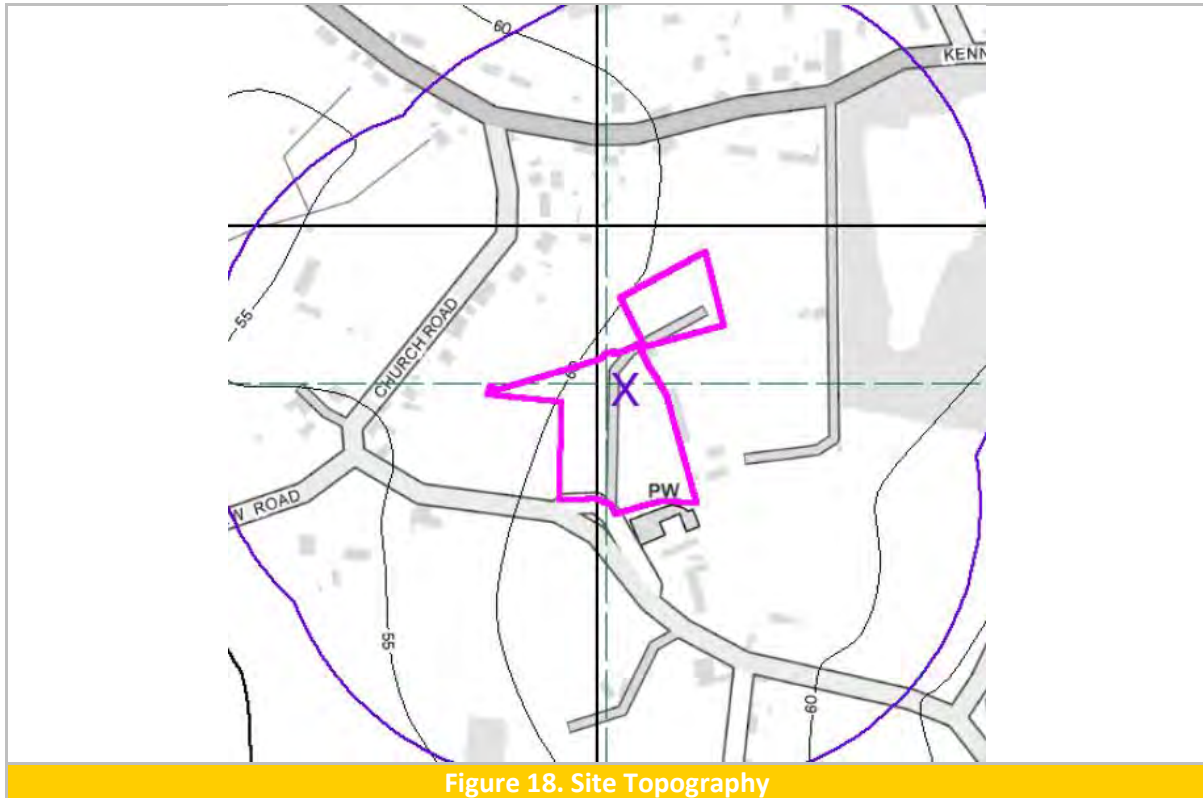


Figure 18. Site Topography

4.3 Site Investigation

An intrusive site investigation was undertaken on the 2nd December 2025. This included a series 6No windowless sampler borehole. These were all excavated across the site to provide an assessment of the ground conditions and to assess whether any shallow groundwater is encountered on site. The boreholes were excavated at the approximate locations shown below to maximum depths of 3.0m bgl. The boreholes were distributed across the entire site to assess soil variability and depth to groundwater.



Figure 19. Exploratory Hole Location Plan

4.4 Soils as Found

The ground conditions encountered on site comprised a shallow covering of brown clayey Topsoil overlying clayey SANDs.

Detailed soil logs are attached in Appendix A. The following table provides a generalised summary of the soils as found on site.

Table 4. Soils as Found

Depth m bgl (Top to Base)	Soil Type	Description
GL to 0.20/0.80m	Topsoil	Brown silty clayey TOPSOIL with rootlets
1.90m	Sandy CLAY	Brown very sandy silty CLAY <i>[only encountered in WLS106]</i>
-3.00m+	SANDs	Orange-brown / brown / yellow-brown slightly clayey silty SAND

4.5 Groundwater

A number of groundwater strikes were recorded in the boreholes.

Table 5. Groundwater Strikes

Borehole ID	Groundwater Strike Details
WLS102	Damp soils noted from 2.00m bgl
WLS103	Slow water strike at 2.40m bgl

Monitoring well installations were completed in selected boreholes across the site to allow for further groundwater monitoring.

4.6 Trench Stability

Whilst windowless sampler boreholes do not give the best indication of trench stability in open excavations, the boreholes were all observed to be stable in the short term. In any excavation where personnel must enter, a risk assessment should be undertaken to assess whether the works could be achieved by using an alternative method. If not, close lateral support will be required and dewatering of excavations from sumps could potentially be required.

5 Burial Suitability

5.1 EA Guidance

Whilst the site is an existing cemetery and therefore needs no additional permission from the EA to undertake burials within its confines, [REDACTED] have undertaken a review of the geological and hydrogeological properties of the site and review the sites properties against the published EA Statutory Guidance.

A burial site should be:

- ✓ outside a source protection zone 1 (SPZ1)
- ✓ at least 250 metres from any well, borehole or spring supplying water for human consumption or used in food production – for example at farm dairies.
- ✓ at least 30 metres from any spring or watercourse not used for human consumption or not used in food production.
- ✓ at least 10 metres from any field drain, including dry ditches.

All graves should:

- ✓ **have at least 1 metre clearance between the base of the grave and the top of the water table – they should not have any standing water in them when dug.**
- ✓ not be dug in unaltered or unweathered bedrock.
- ✓ not be dug in areas susceptible to groundwater flooding.
- ✓ be deep enough so at least 1 metre of soil will cover the top of the coffin, body or animal carcass.

On this basis, the site is considered to currently meet the minimum statutory requirements and would not be considered to pose a significant risk to the underlying groundwater table. However, there is a question over the groundwater levels beneath the site, given the water strike and damp soils noted (albeit at below 2m bgl, and any future burial depth), additional monitoring might be prudent.

6 Flooding Remediation and Future Footpath Removal

6.1 Groundwater

Given the granular soils and lack of groundwater encountered, the potential for groundwater flooding would be limited at this site. Monitoring wells have been installed, and it might be prudent to complete some longer-term seasonal monitoring to pick up the worst-case water levels.

6.2 Surface Water

The surface water flooding would normally be dealt with via a combination of shallow French drains draining into a swale / pond / reed bed, before ultimately being sent to a soakaway in the shallow soils.

For the older sections of the cemetery, where access is very constrained, the main surface water flooding issues are likely to be the small depression from former graves, given the under lying sandy soils, which are slow draining, a simple solution would be to fill in these depressions with some free-draining topsoil to prevent the visual aspect of the flooding. Alternatively, some French drains could be installed along the existing grassed pathways (if they are confirmed free from burials), before entering small soakaways placed at the lowest points (again confirmation would be needed of areas free from burials).

Whilst in the newer section of the cemetery, there is more space available for the establishment of a small series of French drains, linking to a small soakaway. These drains would likely follow the existing site topography, with the soakaway constructed at the lowest point in the northwestern corner. Some limited soakage testing was undertaken in the WLS boreholes, the results indicated that drainage is possible, albeit very slowly.



Figure 20. New Cemetery Drainage plan

6.3 Replacement of Pathways

Based upon the findings of the site investigation boreholes, the proposed plan to remove the existing gravel pathways and replace these with grassed areas for future burials, shouldn't lead to any future surface water flooding issues.

It's recommended that the full depth of gravel is removed from the footpaths and replaced with free draining topsoil, this will prevent any potential issues around digging through the compacted gravels and the gravels allow water to enter any future graves during construction.

An alternative is to upgrade the existing pathway to try and alleviate the surface flooding issues. Given the severely compacted nature of the pathway gravels and the slight depressed nature of the pathway, it is recommended that the entire footpath is upgraded to prevent further issues.

The following would then be required:

- Complete removal of the existing gravel pathway to the depth of the underlying natural sands.
- Aeration of the underlying sands to remove some of the previous compaction
- Installation of French drains or perforated drains along the edges of the footpath
 - Option A: Perforated Drain (for persistent flooding)
 - Dig a trench along the low edge
 - Lay perforated pipe wrapped in geotextile
 - Backfill with clean crushed stone
 - Daylight the pipe downhill or to a soakaway
 - Option B: French Drain (simpler)
 - Trench + geotextile + clean stone (no pipe)

- Installation of new path including upgrades to the gravel structure (critical for longevity)
 - Base Layer
 - 100–150 mm of well-graded crushed stone (e.g., MOT Type)
 - Separator Fabric
 - Install non-woven geotextile between soil and base
Prevents mud pumping up into the gravel during wet weather
 - Surface Layer
 - Avoid pea gravel—it floats and migrates in water. Do not compact the upper gravel layers, as this would preclude water ingress.
- Inclusion of small soakaways / attenuation crates at topographically low points to allow for water storage during high rainfall events, before ultimate soakage into the underlying sands.

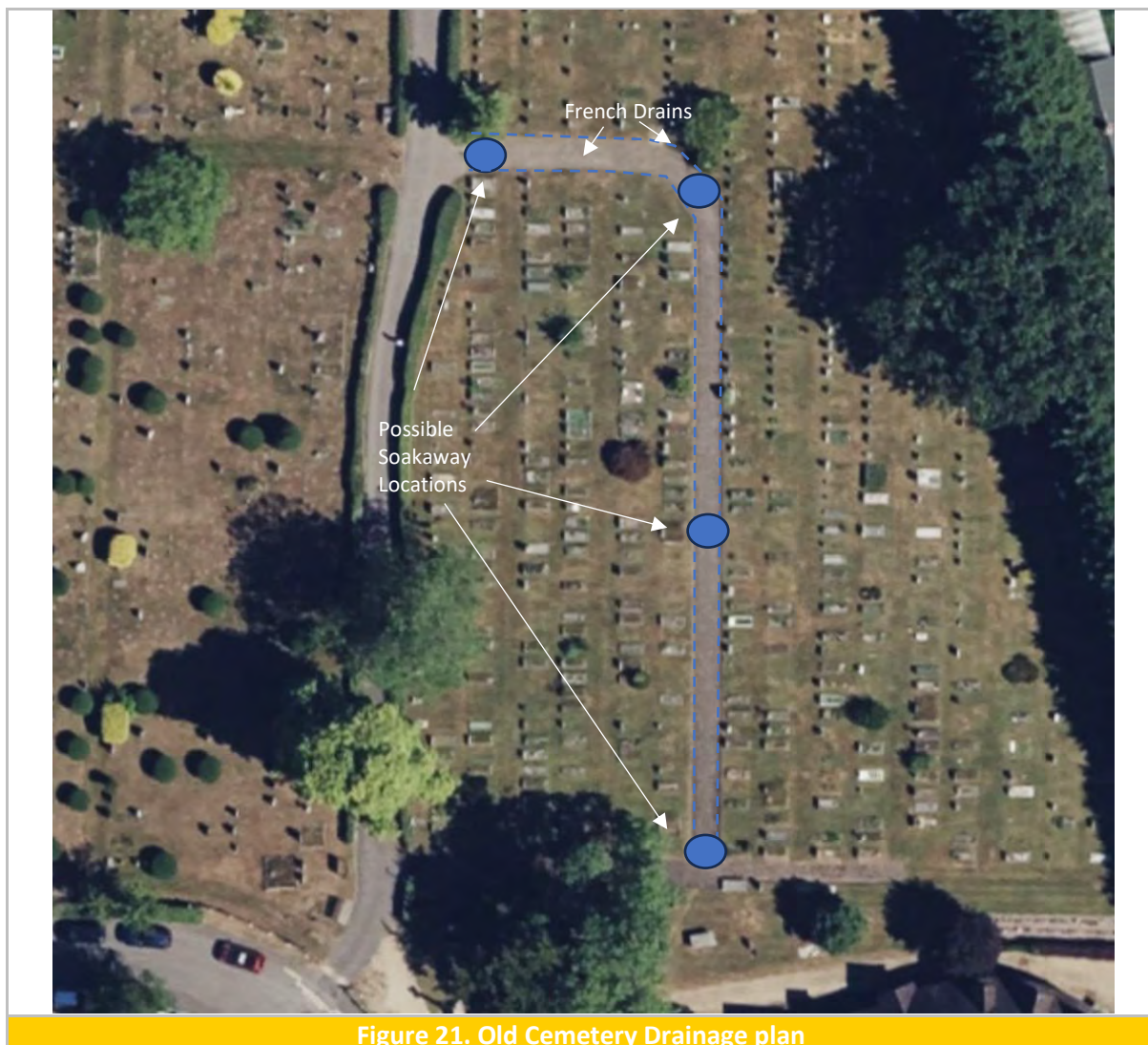


Figure 21. Old Cemetery Drainage plan

7 Conclusion

In terms of suitability of the extension site for burials, the site is considered suitable for burials to take place in line with the current published EA guidance, however, there is some uncertainty with the final groundwater levels.

Although, the site is already an operational cemetery and would in theory be able continue to operate as it currently does, as operators, you have an obligation to ensure that you do not cause a significant risk to the underlying groundwater.

A series of permanent groundwater monitoring wells were installed across the site, which could allow for on-going groundwater monitoring to confirm the existing conditions. This would also allow any recommendations for burials in regard to groundwater flooding – depending on worst case water levels, restrictions on burials depths or potential requirements for longer term water sampling.

Given the underlying granular soils, consideration could be given to the installation of French drains and soakaways in both the old and new sections of the cemeteries – albeit confirmation of no burials would be required (especially in the older cemetery).

A detailed topographical survey would be required in order to progress any potential detailed drainage designs.

8 Reporting Details

Report Author:

[REDACTED]

[REDACTED]

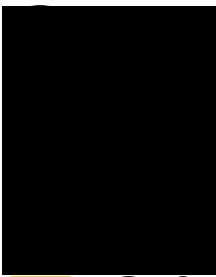
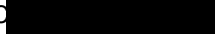

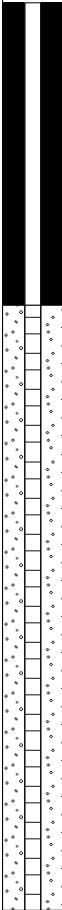

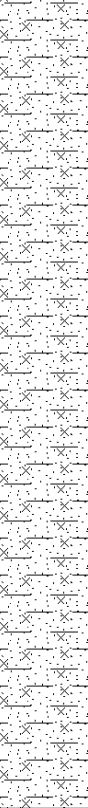

[REDACTED]

Date:

16th December 2025

APPENDIX A

SOIL LOGS

		Project Name:		Windowless Sampler Borehole Log				Hole ID:		WLS101		
		Windlesham Cemetery						Hole Type:		WLS		
		Project Location:						Level:				
		Palestine St, Windlesham GU20 6BL		Project ID:		C 		Logged By:		CW		
		Client:		Contractor:				Scale:		1:25		
		Windlesham Parish Council		Date:		02/12/2025		Page No:		Sheet 1 of 1		
Well	Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description						
		0.30		(0.30)		Brown silty clayey TOPSOIL with rootlets						1
						Orange-brown / brown / yellow-brown slightly clayey silty SAND						
		3.00		(2.70)								2
						End of Borehole at 3.000m						3
												4
												5
Hole Diameter		Casing Diameter		Chiselling				Inclination and Orientation				
Depth Base	Diameter	Depth Base	Diameter	Depth Top	Depth Base	Duration	Tool	Depth Top	Depth Base	Inclination	Orientation	
Remarks												
Dry upon completion												

<div></div>		Project Name:		Windowless Sampler Borehole Log				Hole ID:		WLS102		
		Windlesham Cemetery						Hole Type:		WLS		
		Project Location:						Level:				
		Palestine St, Windlesham GU20 6BL		Project ID:		<div></div>		Logged By:		CW		
		Client:		Contractor:		<div></div>		Scale:		1:25		
		Windlesham Parish Council		Date:		02/12/2025		Page No:		Sheet 1 of 1		
Well	Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description						
		0.40		(0.40)	<div></div>	Brown silty clayey TOPSOIL with rootlets						1
					<div></div>	Orange-brown / brown / yellow-brown slightly clayey silty SAND						
		3.00		(2.60)	<div></div>	End of Borehole at 3.000m						3
												4
												5
Hole Diameter		Casing Diameter		Chiselling				Inclination and Orientation				
Depth Base	Diameter	Depth Base	Diameter	Depth Top	Depth Base	Duration	Tool	Depth Top	Depth Base	Inclination	Orientation	
Remarks										<div><div></div>AGS</div>		
Damp from 2.0m bgl												

<div></div>		Project Name:		Windowless Sampler Borehole Log				Hole ID:		WLS103		
		Windlesham Cemetery						Hole Type:		WLS		
		Project Location:						Level:				
		Palestine St, Windlesham GU20 6BL		Project ID:		<div></div>		Logged By:		CW		
		Client:		Contractor:		<div></div>		Scale:		1:25		
		Windlesham Parish Council		Date:		02/12/2025		Page No:		Sheet 1 of 1		
Well	Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description						
<div></div>	<div></div>	0.20		(0.20)	<div></div>	Brown silty clayey TOPSOIL with rootlets						<div></div>
		0.80		(0.60)	<div></div>	MADE GROUND comprising brown silty clayey TOPSOIL with brick fragments						
				(2.20)	<div></div>	Orange-brown / brown / yellow-brown slightly clayey silty SAND						
		3.00					End of Borehole at 3.000m					
Hole Diameter		Casing Diameter		Chiselling				Inclination and Orientation				
Depth Base	Diameter	Depth Base	Diameter	Depth Top	Depth Base	Duration	Tool	Depth Top	Depth Base	Inclination	Orientation	
Remarks										<div></div> <div>AGS</div>		
Slow water strike at 2.40m bgl												

<div></div>		Project Name:		Windowless Sampler Borehole Log				Hole ID:		WLS104			
		Windlesham Cemetery						Hole Type:		WLS			
		Project Location:						Level:					
		Palestine St, Windlesham GU20 6BL		Project ID:		<div></div>		Logged By:		CW			
		Client:		Contractor:		<div></div>		Scale:		1:25			
		Windlesham Parish Council		Date:		02/12/2025		Page No:		Sheet 1 of 1			
Well	Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description							
		0.40		(0.40)	<div></div>	Brown silty clayey TOPSOIL with rootlets						1	
				(1.60)	<div></div>	Orange-brown / brown / yellow-brown slightly clayey silty SAND							
		2.00					End of Borehole at 2.000m						2
												4	
													5
Hole Diameter		Casing Diameter		Chiselling				Inclination and Orientation					
Depth Base	Diameter	Depth Base	Diameter	Depth Top	Depth Base	Duration	Tool	Depth Top	Depth Base	Inclination	Orientation		
Remarks										<div><div></div>AGS</div>			
Dry upon completion													

<div></div>		Project Name:		Windowless Sampler Borehole Log				Hole ID:		WLS105		
		Windlesham Cemetery						Hole Type:		WLS		
		Project Location:						Level:				
		Palestine St, Windlesham GU20 6BL		Project ID:		<div></div>		Logged By:		CW		
		Client:		Contractor:		<div></div>		Scale:		1:25		
		Windlesham Parish Council		Date:		02/12/2025		Page No:		Sheet 1 of 1		
Well	Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description						
		0.60		(0.60)	<div></div>	Brown silty clayey TOPSOIL with rootlets						1
				(2.40)	<div></div>	Orange-brown / brown / yellow-brown slightly clayey silty SAND						
		3.00					End of Borehole at 3.000m					
												4
												5
Hole Diameter		Casing Diameter		Chiselling				Inclination and Orientation				
Depth Base	Diameter	Depth Base	Diameter	Depth Top	Depth Base	Duration	Tool	Depth Top	Depth Base	Inclination	Orientation	
Remarks										<div><div></div>AGS</div>		
Dry upon completion												

<div></div>		Project Name:		Windowless Sampler Borehole Log				Hole ID:		WLS106		
		Windlesham Cemetery						Hole Type:		WLS		
		Project Location:						Level:				
		Palestine St, Windlesham GU20 6BL		Project ID:		<div></div>		Logged By:		CW		
		Client:		Contractor:		<div></div>		Scale:		1:25		
		Windlesham Parish Council		Date:		02/12/2025		Page No:		Sheet 1 of 1		
Well	Water Strikes	Depth (m)	Level (m)	Thickness (m)	Legend	Stratum Description						
<div></div>	<div></div>	0.20		(0.20)	<div></div>	Brown silty clayey TOPSOIL with rootlets						1
					<div></div>	Brown very sandy silty CLAY						
		1.90		(1.70)		<div></div>	Orange-brown / brown / yellow-brown slightly clayey silty SAND					
	<div></div>				End of Borehole at 3.000m						3	
3.00		(1.10)		<div></div>								4
				<div></div>								
Hole Diameter		Casing Diameter		Chiselling				Inclination and Orientation				
Depth Base	Diameter	Depth Base	Diameter	Depth Top	Depth Base	Duration	Tool	Depth Top	Depth Base	Inclination	Orientation	
Remarks										<div><div></div>AGS</div>		
Dry upon completion												

Item 8- Windlesham Cemetery

e) Historical Memorials

At the September Committee meeting, members agreed to nominate Cllr Richardson to contact a recommended stonemason who recently carried out restoration work on several historical memorials at Brookwood Cemetery. The memorials identified for attention are:

- B33 – Cornelius
- K14 – Cawthorne
- Vault 1 – Baillieu
- R17 – Clark

In addition, the repair of a small angel wing from a previously repaired memorial has been quoted.

After a site visit with Cllr Richardson, a quotation has been submitted by the stonemason which is summarised below:

Quote A: Repair

Memorial	Description	Cost (EX VAT)
B33- Cornelius	Repointing to required areas and re-attaching of damaged thumb.	£756
	Carving of replacement missing finger and attaching securely *	£350
	*NB: It is believed the missing thumb has been found and may only require re attaching.	
K14- Cawthorne	Lifting and dismantling of obelisk. Correcting foundations due to Holly Tree. Reinstalling of obelisk.	£1,512
Vault 1 – Baillieu	Large Arch. Repointing to required areas. Tower hire.	£474
Tomb – Clark	Resetting of ground level slab. Repointing to required areas.	£756
Small Angel Wing	Re attach damaged wing segment	£354
Total		£4,202

In addition, a quote for the cleaning of the memorials has been submitted:

Quote A: Clean

Memorial	Cleaning Method 1*	Cleaning Method 2
B33- Cornelius	High Pressure Steam	High Pressure Steam
K14- Cawthorne	Cleaning with access to localised water supply.	Cleaning with water brought to site. Tower hire included.
Vault 1 – Baillieu	Tower hire included.	Hire of water pump, water bowser, vehicles and generator.
Tomb – Clark		
Total	£2,844	£4,305

*It is noted that the stonemason has confirmed that local water will be able to be used.

Contractor background:

He has trained at both The Building Crafts College and the City and Guild of London Art School.

Previous works have taken place at: Brookwood Cemetery, restoration works to multiple churches in both Southwark and Guildford Diocese, Royal Parks, including Royal Residencies, multiple private houses providing restoration and new additions, privately commissioned sculptures and Ecclesiastical sculpture.

Previous Quote:

Quote B: Repair and clean

Memorial	Description	Cost (EX VAT)
B33- Cornelius	Re-point where necessary. Clear grass and plants. Clean memorial to best possible condition. Raise and level middle kerb and slab. Labour.	£750
K14- Cawthorne	Re-point where necessary. Clear grass and plants. Clean memorial to best possible condition. Labour.	£260

Vault 1 – Baillieu	Re-point where necessary. Clear grass and plants. Clean memorial to best possible condition. Labour.	£900
Tomb – Clark	Re-point where necessary. Clear grass and plants. Clean memorial to best possible condition. Labour.	£750
Total		£2,660

Contractor background:

Commissioned to undertake the repair of the phase1 and phase 2 memorials in Windlesham Cemetery.

Due to the value of the service, a third quote has been sought but so far, no response has been received.

Funding:

Windlesham Cemetery Maintenance - general (budget line) = £10,495

Decision

Members are asked to consider the quotes provided and decide whether to proceed with the restoration of the four memorials. Please note that, in accordance with the Council's Financial Regulations, a third quote will be required before any work can commence.

If Members agree to proceed with the restoration, they are asked to confirm:

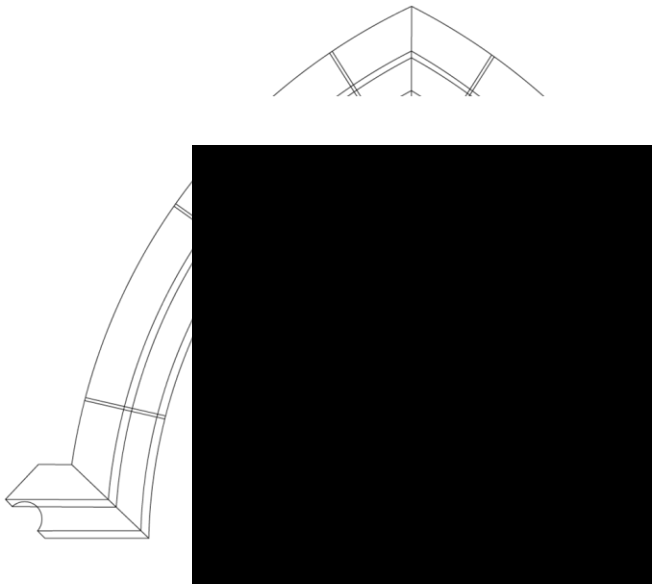
- **Whether the scope of work should include cleaning of the memorials.**
- **Whether to delegate authority to the Clerk to obtain the third quote and appoint a contractor based on best value and/or suitability.**
- **How to fund the work.**

QUOTE

DATE: 16/12/2025

TO:
C/O TINA RICHARDSON

COMMENTS OR SPECIAL INSTRUCTIONS:
MATERIALS ARE NOT ORDERED UNTILL RECIEPT OF FIRST STAGED
PAYMENT. SUPPLY LEAD TIMES CAN VARY. YOU WILL BE ADVISED.



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Cornelius: Angel, urns and wall Repointing to required areas Re-attaching of damaged thumb		£756
	Cornelius: Additional Carving of replacement missing finger and attaching securely		£350
	Cawthorne: Obelisk Lifting and dismantling of obelisk Correcting foundations due to Holly tree Reinstalling of obelisk		£1512
	Baillieu: Large arch Repointing to required areas Tower hire included		£474
	Clark: Tomb Resetting of ground level slab Repointing to required areas		£756
	Angel: Reattaching of damaged wing segment		£354

TOTAL

N/A

There is no VAT as I am not VAT registered.

Please let me know if you wish to proceed and I will send an invoice for the first instalment which will be of 40% to cover the materials and transport. A balancing invoice will be sent upon completion.

Please note this quote is simply to replace/repair/install stone work. Any and all decorating to be done by your 3rd party decorator and is to be commissioned by yourself. It does not form any part of this quote.

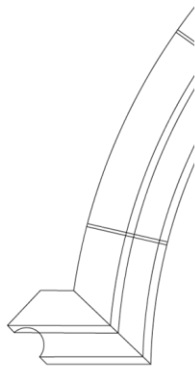
Please be aware stone is quarried to order, and on average takes 4-8 weeks from order to arrive at my workshop.

QUOTE

DATE: 18/12/2025

TO:
C/O TINA RICHARDSON

COMMENTS OR SPECIAL INSTRUCTIONS:
MATERIALS ARE NOT ORDERED UNTILL RECIEPT OF FIRST STAGED
PAYMENT. SUPPLY LEAD TIMES CAN VARY. YOU WILL BE ADVISED.



QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
	Cleaning of select memorials using high pressure steam: Cornelius Cawthorne Baillieu Clark Cleaning with access to localised water supply Tower hire included		£2844
	Cleaning of select memorials using high pressure steam: Cornelius Cawthorne Baillieu Clark Cleaning with water brought to site Tower hire included Hire of water pump, water bowser, vehicles and generators		£4305

TOTAL	N/A
-------	-----

There is no VAT as I am not VAT registered.

Please let me know if you wish to proceed and I will send an invoice for the first instalment which will be of 40% to cover the materials and transport. A balancing invoice will be sent upon completion.

Please note this quote is simply to replace/repair/install stone work. Any and all decorating to be done by your 3rd party decorator and is to be commissioned by yourself. It does not form any part of this quote.

Please be aware stone is quarried to order, and on average takes 4-8 weeks from order to arrive at my workshop.

Natural stone is quarried and as such, it can contain variations in colour, veining, shading and shell content. These are not flaws or faults and stone containing them may be used for your project. Often these features add to the beauty and uniqueness of each individual piece of stone.

Item 8- Windlesham Cemetery

f) War Memorial- update

Background

Earlier this year, the Windlesham War Memorial was surveyed by a specialist qualified in the conservation of historic stonework. The formal condition survey (presented at Full Council) identified several issues requiring remedial work to preserve the memorial.

Available Budgets

- Windlesham Budget: £4,541
 - War Memorial EMR 25/26 Budget: £4,976
-

Previous Resolution (4th April 2025 Full Council)


It was resolved (15 in favour, 1 against) to:

Following the presentation and review of a quote to council it was resolved to:

- Delegate authority to the Clerk and Cemetery Coordinator to obtain two further quotes and award the contract to the best value contractor.
 - Approve a budget of up to £15,000, funded from the village war memorial budget lines, with any shortfall covered by the EMR.
 - Investigate the possibility of installing separate inscription plaques at each memorial.
-

Current Position

- Three quotations have been received for the Windlesham War Memorial remedial works and lettering, and the selected quotation is attached. Two favourable references have also been obtained for the chosen contractor.
- Budget provision is sufficient to cover the quoted cost.
- Historic England have formally reviewed the proposed repair works and approved them.
- Work has begun on preparing the necessary planning application for SHBC. Unfortunately, the required documentation (including block diagrams of the memorial) is not readily available. The contractor appointed to carry out the work has been asked to confirm whether he can assist with producing this information.
- The Parish Council are the custodians of the war memorial, however, as the memorial is located on land owned by the Church, council officers have written to the Church to seek formal permission to carry out the work.



C/o Lucy Shannon,
Windlesham Parish Council,
The Council Offices,
The Avenue,
Lightwater.
GU18 5RG

Date: 05/06/25

Quote ref:25/16

Quotation

Site Address: Windlesham Village War Memorial, Church yard of the Church of St John the Baptist, Church Rd, Windlesham, Surrey, GU20 6BL

Official List entry.

Grade: II

List entry no: 1441513

List Entry Name: Windlesham War Memorial.

Re: Stonework Repairs – Reference, Survey Report 25/06

Scope of Works,
Description.

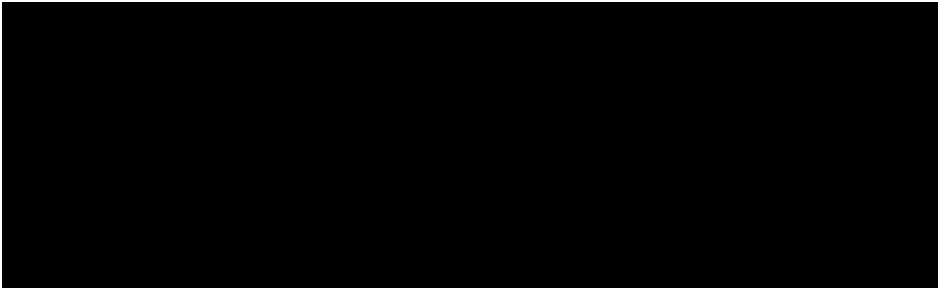
Rectangular Base Stone,

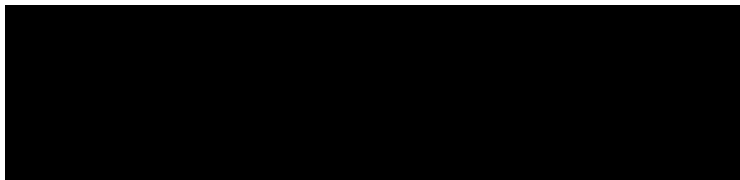
West Face, Point and fill crack running through entire face of stone with fine mortar, level slight drop in stone adjacent to crack. Include grouting of crack to try and fill hollow in bed joint.
£235.

South Face, Point and fill crack running through entire face of stone, with fine lime mortar.
£185.

East Face, Point and fill crack running through entire face of stone with fine lime mortar, include pouring of grout to try and fill hollow in bed joint.
£185.

North Face, Point and fill entire crack located in center of stone with fine lime mortar, include pouring grout to try and fill hollow in bed joint.
£185.





Granite Vase:

Northwest Vase, cracks running through mortar joints of the bricks base, with open joint on right side return, Cut- out all joints relating to Vase and repoint using lime mortar.
£840.

Southeast Vase, Failure of S.E Vase foundation causing subsidence with the vase leaning forward, replace existing foundation and re-set vase using existing material or replacing new where required.
£2,195.

Three Stepped Plinth,

First course, Re-point two open joints approximately 20mm in length using lime mortar.
£40.

Shaft bed joint, Bed joint of Shaft has recessed and requires re-pointing, cut back and re-point using lime mortar.
£80.

War Memorial Inscriptions.

For the painting of the raised lead inscriptions, I recommend the lead letters to be repainted using, One Shot Paint in black.

One shot is a high-quality enamel paint designed specifically for use on metal surfaces such as lead letters on memorials, one of the key reasons One shot paint is specified is the excellent adhesion to metal, which ensures the paint will stay in place over time even with continued exposure to harsh weather conditions.

Given that the letters are of lead, a material that prone to oxidation and can become difficult to paint over conventional paints One shot Paint is a reliable solution that both protects and preserves the letters.


Additionally, One shot is renowned for its longevity and resistance to fading, which is essential for war memorials exposed to the elements, the paints high opacity ensures that the black colour will remain vibrant and consistent for many years to come.

The choice of black as the colour further enhances the contrast against the stone structure, allowing the raised letters to stand out clearly and be legible to visitors.

Achieving a somber, respectful finish with flatten paste.

To ensure the memorial maintains a somber appearance befitting its role as a tribute to the fallen, we will incorporate One shot Flattening paste into the paint mixture, this allows us to achieve a matte finish that reduces any glossy reflection, providing a more subdued and dignified look that aligns with the memorials purpose.

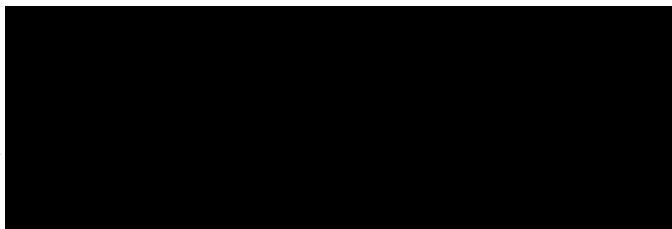
A matte finish ensures that the memorial does not draw unnecessary attention to the paint itself but instead focuses on the names and message it represents.

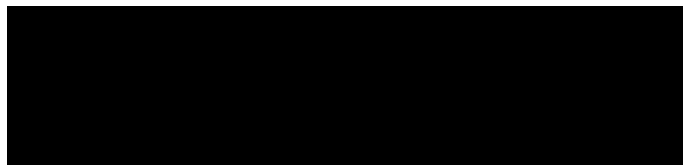
This approach aligns with conservation best practice and helps create an atmosphere of  and respect, reflecting the importance of the memorial and its role in honoring

Regist

Regist

Tel





those who sacrificed their lives.

Lead's Impermeability and Why One Shot is Suitable

An important factor to consider when repainting the raised lead letters is that lead itself is impermeable to water, unlike stone or brick, which must be able to breathe to allow the ingress and egress of water, lead does not permit moisture to pass through. This means that,

unlike traditional stone surfaces that require breathable paints to prevent damage from trapped moisture, One Shot Paint does not need to allow water movement.

The non-breathable nature of lead ensures that applying One Shot, will not interfere with the integrity of the letters, as there is no need for the paint to permit the passage of moisture. This makes One Shot an ideal choice for lead, offering both durability and protection from the elements without compromising the material's natural characteristics.

Painting of raised lead inscription. **£830.**

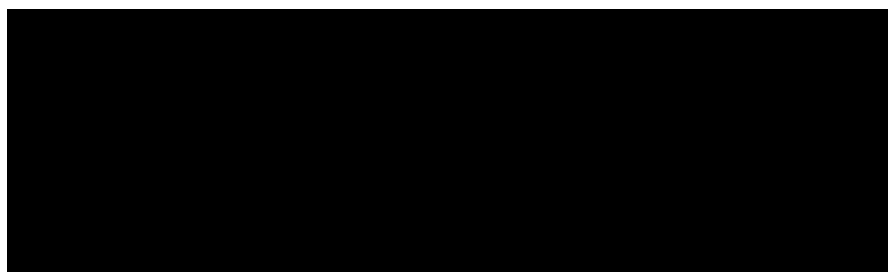
Sub-total:	£4,775
Vat 20%:	£. 955
Total:	£5,730

Exclusions:

Mains water,
240v mains power,
Parking permits,

Inclusions:

Method statements & Risk assessments,
Public Liability cover £10 Million,



Item 8- Windlesham Cemetery

g) Memorial Testing

Purpose

To provide Members with information to support the decision on whether to retest Priority 2 memorials only or commission a full programme of memorial testing across Windlesham Cemetery.

Background

- In 2023, Windlesham Parish Council completed a full memorial safety testing programme across its three cemeteries.
 - Memorials were categorised as:
 - **Priority 1:** Immediate risk – action taken (laid down and notices attached).
 - **Priority 2:** Not an immediate danger but showing signs of instability.
 - **Priority 3:** Stable and safe.
 - Retesting of Priority 2 memorials is now due.
 - Full programme of Memorial Testing is due in 2028.
-

Options

Option 1: Retest Priority 2 Memorials Only

- **Pros:** Lower immediate cost, focuses on known risks.
- **Cons:** Does not provide updated safety data for Priority 3 memorials.

Option 2: Commission Full Programme of Memorial Testing

- **Pros:** Comprehensive safety assurance, updated records for all memorials, demonstrates proactive compliance with health and safety obligations under the Occupiers' Liability Acts and Health and Safety at Work Act 1974, may secure better value through bulk testing.
 - **Cons:** Higher upfront cost.
-

Estimated Costs

- **Priority 2 Only (276 memorials):** Approx. £1,200–£1,500 (subject to quotes).

- **Full Programme (approx. 1,550 memorials) :** Approx. £5,500 - £6,000 (subject to quotes).

It should be noted that there may be additional expenditure following the programme of testing, depending on the number of failed memorials and the actions required to address them.

Funding

Cemetery maintenance - general budget line (4062)	£10,495.00
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Decision

Members are asked to decide the following:

1. **Scope of Memorial Testing**
 - Whether to proceed with a full programme of memorial testing across the cemetery, or
 - Continue with the retesting of Priority 2 memorials only.
2. **Delegation of Authority**
 - Whether to delegate authority to the Clerk to obtain quotations for the chosen option and appoint based on value and/or suitability.
3. **Funding Decision**
 - To determine and approve the funding arrangements for the agreed course of action.

Item 8- Windlesham Cemetery

h) Hedging which borders Windlesham Cemetery

Background

A substantial hedge runs along the boundary between Windlesham Cemetery and St John the Baptist Church. The hedge is owned by a neighbouring property and is currently very high, which has raised concerns.

The Church has already been in contact with the landowner, and discussions are ongoing regarding potential maintenance. At present, no formal agreement has been reached.

Issue for Consideration

Members are asked to consider whether Windlesham Parish Council should also contact the property owner to:

- Express concern about the current height of the hedge.
 - Request that the hedge be reduced to a more manageable level.
-

Decision

Members are asked to decide whether they wish the Parish Council to contact the property owner and formally request that the hedge height be reduced.

Item 9 - Windlesham Traffic & Infrastructure

Background

All speed surveys in Windlesham Village were completed last year, after which SCC Highways identified several areas suitable for an initial 20mph proposal. These measures could be implemented using a combination of signage and traffic-calming features.

Cllr Tear later confirmed that Windlesham Village had been put forward for consideration in the 2026/27 countywide 20mph programme. If successfully prioritised, this route would likely provide the quickest delivery. It was also noted that a financial contribution, via CIL, could strengthen the case. However, if the Parish Council were to fully fund the project through CIL alone, delivery would likely not occur until 2027 or later.

Current Situation

In December 2025, SCC Highways confirmed that Tranche 2 of the countywide 20mph programme has been approved by the Cabinet Member for Highways, Transport and Economic Growth. The proposals for Windlesham have been prioritised for inclusion in this programme. The scheme is scheduled for design and engagement ahead of Local Government Reorganisation.

SCC has not yet responded regarding whether CIL funding would be required as part of the scheme's delivery.

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. The consultant has reviewed the existing document and offered a number of early recommendations to support the review process. In addition, evidence reports have been produced and circulated to Committee and Working Party members.

At the September 2025 WVC meeting, it was resolved not to immediately expand the membership of the Windlesham Neighbourhood Plan Working Party. Instead, members agreed to explore the option of holding a public meeting as part of the early consultation stage. This meeting would update residents on the WNP Review to date and outline the next steps, while also providing an opportunity to recruit additional members to the Working Party.

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. *Note: Locality's neighbourhood planning grant funding has now ended.*
 - **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)**
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.
-

Update- December 2025

A Teams call took place in December 2025 between the Planning Consultant, Cllr Marr, the Clerk and the Assistant Clerk. The consultant advised that, before holding a public meeting/consultation, the Council should first consider its approach to the Neighbourhood Plan review.

Key points included:

Initial Focus- work with Working Party to review existing policies

- Before calling a public meeting, the consultant recommended initially working with the working party to review existing policies against the new (yet to be approved) Local Plan to ensure they are up to date and correctly defined. They will identify changes and additions, and consideration of any additional policies.
- This review of the policies will indicate whether the review will involve light touch updates (tweaks), moderate updates (significant changes without altering the overall plan) or substantial updates (e.g. adding housing sites), which would require a referendum.
- Consideration should be made whether housing sites should be included. It was noted that this adds complexity and time.
- It was noted that a housing needs assessment may be required for housing policies.

Public meeting/consultation

- It was suggested that once the policies had been reviewed by the working party, a public meeting can be arranged.
- This could involve displaying all policies on boards with the working party recommendations for residents to view and with space for comments and preparing a questionnaire to capture additional issues. Residents are encouraged to help shape policies and consider what the village should look like in 20 years' time.

Additional Actions/comments

- It was recommended that it is found out when the last Green belt review was carried out by SHBC.

Decision

Members are asked to consider whether they wish to adopt the Planning Consultant's recommendations and confirm if they are content to proceed with this approach. It should be noted that, before any public meeting takes place, the working party will be required to review the proposed policies in detail.

Item 11- Strategic Plan Review

Background

The Strategic Plan has reached the majority of its review milestones, with several original aims either achieved or now outdated due to changes in community needs, legislative frameworks and operational capacity.

Previous Resolution

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

- The draft Strategic Plan is attached for consideration.
-

Next Steps

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

Recommendation

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

DRAFT Strategic Plan for review – 2026

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

DRAFT Strategic Plan for review – 2026

Value	Aligned Strategic Aims and Objective
Parish Council View	<p>1. Improve the image of and pride within the villages and make them an attractive place to live and visit.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Ensure the Parish area has a positive image and identity, both locally and at the principal authority level. ○ Implement successful measures to enhance the village experience for residents: adding summer/winter planting and maintaining open spaces and street furniture community events programme. ○ Maintain a persistent expectation for high standards in the public realm, engaging businesses and residents in improvements. <p>Timescale: 0-5 years Council Committee/Department: Communications and Marketing, Village Committees</p>
	<p>2. Continue to develop and improve the content of the Parish Council's websites and social media.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Continue to increase participation and build engaged and active communities. ○ Enable truly meaningful engagement by improving the flow of information, both digital and otherwise, to and from the Parish Council. <p>Timescale: 0-6 years Council Committee/Department: Communications and Marketing and Village Committees</p>
	<p>3. To encourage community initiatives to use the village spaces to create events, festivals, fetes, pop-up shops, etc.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Support events that meet the needs and ambitions of residents. ○ Promote, map, and encourage community events through collaborative efforts. <p>Timescale: 0-10 years Council Committee/Department: Communications and Engagement and Village Committees</p>

DRAFT Strategic Plan for review – 2026

<p>Parish Council View</p>	<p>4. To actively support anti-crime and disorder campaigns within the Parish, in liaison with the police</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Continue liaising with the PCSO's for the three villages. ○ Interact regularly with police <p>Timescale: 0-10 years Council Committee/Department: Clerk/Assistant Clerk, all Councillors</p> <p>5. Implement a Communications Strategy</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Deliver and monitor a communications strategy ○ Develop better tools for listening with residents, community groups and strategic partners, i.e. introduction of interactive CMS platforms. <p>Timescale: 0-10 years Council Committee/Department: Communications Committee</p> <p>6. Implement a Marketing Strategy</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Ensure the council brand is consistently linked to services. ○ Make best use of social media for the benefit of residents. ○ Manage the media effectively to promote Windlesham Parish Council. ○ Publish a regular newsletter four times per year for residents. ○ Make the best use of council noticeboards. ○ Be transparent, open and accessible with good communication at the heart of everything that we do. ○ Ensure the capacity for open information sharing is maintained. <p>Timescale: 0-10 years Council Committee/Department: Communications and Marketing, Communications Committee</p> <p>7. Provide Christmas Trees and lights, and liaise with local groups regarding light switch-on event</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Continue providing Christmas Tree and Christmas Lights displays. <p>Timescale: 0-10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
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DRAFT Strategic Plan for review – 2026

	<p>8. Encourage people living and working in the three villages to participate and to engage in decision making.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Encourage everyone to get involved. Participation and engagement are key. We will always look at new ways to listen to residents and businesses to bring forward voices that are not usually heard. ○ Build relationships and trust, advocating for village projects. <p>Timescale: Ongoing Council Committee/Department: Communications and Marketing and All Councillors</p> <p>9. Enable the provision and maintenance of street furniture</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Provide and maintain street furniture where needed e.g. bins, benches etc. ○ Proactively identify gaps in provisions needed to fulfil needs within the community. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
<p>Happier and Healthier</p>	<p>10. To continue to maintain and improve its open spaces and be open to asset transfers of open spaces from higher-tier authorities.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Manage and look after our spaces to the high standards expected by our council. ○ Continue to plan how we create and manage open spaces, focusing on the people who enjoy them, balancing the need to conserve their biodiversity. ○ Continue to explore opportunities to take on more green spaces and more public places for the health and well-being benefit to parish residents. <p>Timescale: 5-10 years Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>11. To support local voluntary organisations where deemed appropriate via the grant system.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Continue to support organisations through the use of grants to promote the health and wellbeing of our residents. ○ Ensure grant application forms remain available throughout the year with decisions made at appropriate meetings. ○ Increase public awareness of the grant availability

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	<p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>12. To deliver the Lightwater Recreation Pavilion project</p> <p>We will aim:</p> <ul style="list-style-type: none"> ○ Ensure community engagement and usage planning. ○ Complete delivery of a well-designed project that is suitable for the space and reflects the outcomes of community engagement. ○ Provide inclusive facilities for all age groups. ○ Maximise environmental and design standards in construction. <p>Timescale: 5 years Council Committee/Department: Clerk/Assistant Clerk and Lightwater Village Committee</p> <p>13. To promote wellbeing through the allotments and open spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Maintain allotment provision. ○ Enhance public access to green spaces. ○ Promote the physical and mental health benefits of open spaces. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>14. To improve accessibility in green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Construct a countryside path at School Lane Field. ○ Ensure design meets accessibility standards (e.g. DDA compliant). ○ Connect the path to wider local networks. ○ Promote usage by all demographics, including elderly and disabled users, to all our green spaces. <p>Timescale: 10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>
	<p>15. To appoint a high-quality contractor to maintain and enhance parish green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Appoint a procurement consultant to advise on tender design, compliance, and the evaluation process.

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Cleaner and Greener

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

Timescale: 2 years

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

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

We will aim to:

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

Timescale: 0-10 years

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

17. To maintain current tree stocks.

We will aim to:

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

Timescale: Ongoing

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

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

We will aim to:

DRAFT Strategic Plan for review – 2026

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

Timescale: Ongoing

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

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

We will aim to:

- Continue providing summer floral displays throughout the villages.

Timescale: 0-10 years

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

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

We will aim to:

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

Timescale: Ongoing

Council Committee/Department: Planning Committee

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

We will aim to:

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

Timescale: Ongoing

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

22. To manage and maintain all Cemeteries for environmental resilience

We will aim to:

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	<ul style="list-style-type: none"> ○ Investigate and, where necessary, implement drainage solutions to manage surface water at Bagshot and Windlesham Cemeteries. Assess site impact and maintain safe, respectful access for visitors. ○ Support the long-term usability and environmental resilience of the sites. ○ Explore and develop a dedicated woodland burial area within Lightwater Cemetery to offer a natural, sustainable interment option aligned with ecological and community values. <p>Timescale: Drainage 3-5 years , Woodland Burial10 years Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>23. To enhance biodiversity and water stewardship in public green spaces</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Carry out seasonal maintenance of the School Lane Field pond. ○ Monitor and manage vegetation to support biodiversity. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Bagshot Village Committee</p>
Safer and Stronger	<p>24. To collaborate with Surrey County Council/future Unitary Council highways authorities to reduce HGV traffic and improve road safety, including measures to address speeding.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Advocate for appropriate traffic restrictions and routing to limit non-essential HGV movement through residential areas; ○ Support highway improvements that promote safety, reduce congestion, and protect local infrastructure; ○ Work with enforcement partners to identify and implement effective speed reduction initiatives. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p> <p>25. To collaborate closely with Surrey Police to reduce crime and anti-social behaviour across the parish.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Strengthen community safety through joint working, intelligence sharing, and local initiatives; ○ Support visible policing, including engagement at public meetings and events; ○ Advocate for preventative measures, particularly in areas identified as local priorities by residents. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village Committees</p>

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Connected and Engaged	<p>26. Consult with local people regarding the provision of Parish Council services and facilities.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Work to maximise the benefit of our buildings to the local community ○ Ensure that as the first tier of local government, we keep abreast of issues that affect our communities. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council</p>
	<p>27. To strengthen community-led planning and local participation</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Complete a comprehensive review of the Windlesham Neighbourhood Plan to reflect current needs and policy updates. ○ Engage residents, businesses, and local groups throughout the review process. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Village & Planning Committees</p>
	<p>28. To empower and involve the community through funding and engagement</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Promote the availability of council grants to local voluntary and community groups. ○ Provide clear, year-round access to application guidance and forms. ○ Publicise successful grant outcomes to inspire wider participation. ○ Host and support community engagement events and initiatives that encourage local voices and volunteering. ○ Ensure engagement methods are accessible, inclusive, and representative of all parish residents. <p>Timescale: Ongoing Council Committee/Department: Communications and Communications Committee</p>
	<p>29. To support the community through the use of Community Infrastructure Levy funds to help improve facilities within the parish.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Identify community projects to determine use of CIL funds as appropriate. <p>Timescale: Ongoing</p>

DRAFT Strategic Plan for review – 2026

	<p>Council Committee/Department: Village Committees</p> <p>30. To improve accessibility and transparency of Council meetings</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Refurbish the Council Chamber to create a welcoming, accessible, and fit-for-purpose civic space. Ensure the refurbished chamber supports inclusive access for all, including those with mobility or sensory needs. ○ Promote remote or hybrid attendance options where feasible. Publish agendas and supporting papers in accessible formats and within statutory timelines. Publicise meetings through multiple platforms to reach a broad audience. ○ Provide clear and friendly guidance for the public on how to attend, observe, or participate. <p>Timescale: Ongoing Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>31 - Encourage people living and working in the Parish to participate and to engage in decision making.</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Encourage everyone to get involved. Participation and engagement are key. We will always look at new ways to listen to residents and businesses to bring forward voices that are not usually heard. ○ Engage with and support the wide variety of community organisations in the Parish which help us deliver our aims. ○ Build relationships and trust, advocating for Parish projects. <p>Timescale: Ongoing Council Committee/Department: Communications, Village Committees and Full Council</p>
<p>Open and Responsible</p>	<p>32. To provide open, responsible leadership and strong local governance</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Develop, approve, and deliver a new Strategic Plan aligned with community priorities and statutory responsibilities. ○ Establish the Chairman's Group to provide cross-council strategic oversight and coordination. ○ Maintain regular reviews of all Parish-owned assets and service contracts to ensure value, condition, and compliance. ○ Approve and implement an investment policy to safeguard public funds and monitor fiscal performance transparently. ○ Monitor developments in local government reorganisation and prepare timely responses to emerging structural changes.

DRAFT Strategic Plan for review – 2026

	<ul style="list-style-type: none"> ○ Consider and review opportunities for asset transfers from higher-tier authorities, retaining local ownership and control where it benefits residents. <p>Timescale: 1 year Council Committee/Department: Clerk/Assistant Clerk and Full Council</p> <p>33. To manage the sale of the Hook Mill Lane Depot Site transparently and in the best interests of the community</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Appoint qualified professional advisors to oversee valuation, legal compliance, and marketing of the site. ○ Ensure the sale process complies with statutory obligations and achieves best value. ○ Communicate openly with the public regarding the purpose, progress, and outcomes of the sale. ○ Consider future community or environmental impacts in the selection of a purchaser or use. ○ Allocate proceeds from the sale in line with council policy & priorities, ensuring transparency and community benefit. <p>Timescale: 2 years Council Committee/Department: Clerk/Assistant Clerk and Full Council</p>
<p>Guardians of heritage</p>	<p>34. The Parish Council will aim to safeguard and promote the Parish’s historical and cultural heritage</p> <p>We will aim to:</p> <ul style="list-style-type: none"> ○ Preserve and maintain the Bagshot Chapel and other valued heritage assets in line with conservation standards. ○ Undertake ongoing care and respectful presentation of cemeteries and memorials. ○ Repair and maintain the Parish’s Grade II listed war memorials to ensure their longevity and public respect. ○ Explore external funding and heritage grants to support conservation work where appropriate. <p>Timescale: 3-5 year Council Committee/Department: Clerk/Assistant Clerk and Village Committees / Full Council</p>

DRAFT Strategic Plan for review – 2026

Item 12- 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: £700

The current available grant budget is £2,352

Required Documents:

- Completed and signed Grant Application Form – Received
- A copy of the written constitution - Received

To consider a Grant Application from the Windlesham Darby and Joan Club

Summary:

The Windlesham Committee has received a grant application from the Windlesham Darby and Joan Club, requesting funds to support the groups coach outings, tea afternoons, annual Xmas luncheon.

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 Windlesham Darby and Joan Club seeks funding to help support the groups coach outings and talks and entertainments such as tea afternoons, Xmas luncheon.

Total Grant Requested: £800-£1,000

The current available grant budget is £2,352

Required Documents:

- Completed and signed Grant Application Form – Received
- A copy of the written constitution – 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.

Previous Resolution:

At the September 2025 committee meeting, Members deferred a decision on the CIL funding application, pending further information regarding the structure of the club to confirm it qualifies under the grant policy. Members also noted that the Windlesham Committee does not currently hold sufficient CIL funds to cover the request.

Eligibility: Windlesham Club and Theatre is a not-for-profit organisation and meets the qualifying criteria as per the Windlesham Village Committee's grant policy:

- It is independent of any other commercial organisation and determines its own aims and objectives.
 - It operates on a not-for-profit basis and exists for educational and charitable reasons only, from which its shareholders and trustees do not benefit financially.
 - It provides activities that benefit the residents of Windlesham Parish, specifically it:
 - o is based in the Parish of Windlesham and delivers services to the people of Windlesham Parish, or
 - o is based outside of the Parish of Windlesham but provides services to the people of Windlesham Parish.
-

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 £13,656.79

Current available grant budget is £2,352

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 £500- £1000
 Please complete all details in BLOCK CAPITALS

2026

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☐

Windlesham ☒

Name of Organisation	WINDLESHAM OVER 60'S LUNCH CLUB	
Registered Charity Number (if applicable)	COMMUNITY GROUP	
Contact Name		
Position within the organisation		
Telephone number		
Address of organisation		
Postcode		
Email address	hotmail.co.uk	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	TO KEEP THE MEALS COST AS LOW AS POSSIBLE FOR THE MEMBERS. TWO SESSIONS PER MONTH, 12 MONTHS A YEAR. THE COOK COSTS £150 PER SESSION £3450Y. FOOD £110-120 p.s. XMAS COST WILL BE MORE. ALSO MEMBERS ARE NOT CHARGED FOR THIS. ROOM/KITCHEN HIRE £119 £126 p.s. IN APRIL. WE CHARGE £6 p.s. AND SOMETIMES, ALTHOUGH WE HAVE 56 MEMBERS ON OUR BOOKS, A SMALL PERCENTAGE DO NOT CONSEQUENCE TAKEOUT.	
Total cost of purpose/project	£ £7894 - 5040 CONT - 3100 FALL £1854	
Amount of grant requested:	£ 750	

Total number of users of your organisation	56
Number of your users resident in Windlesham Parish who will directly benefit from the grant	56
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	

Supporting documentation to be submitted with the grant application:

A copy of the written constitution



WE HAVE A SHORT FALL: THEREFORE HAVE TO APPLY FOR GRANT.
 IF WE DO NOT HAVE 56 MEMBERS AT LUNCH WE HAVE A SHORTFALL ON CONTRIBUTIONS. WITHOUT A GRANT THE LUNCH CLUB WOULD HAVE TO PUT UP THE COST OF THE MEAL, OR FOOD, AND WOULD BE A GREAT LOSS TO THE VILLAGERS.

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  Date..... 3 November 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,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

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

St Johns Over 60's Luncheon Club.

Governing Document and Contitution for The Over 60's Luncheon Club of Windlesham Parish.

The Over 60's Luncheon Club was established for the relief and benefit of the public in the area of the parish of Windlesham, including the areas of Bagshot & Lightwater.

To supply a luncheon club for those who are 60 and above with a freshly cooked, two course meal with tea or coffee after, during which a raffle will take place.

A charge of £6.00 will be taken for this, on the first and third Monday of each month, with the exception of the month of August, (No meetings are held in August)

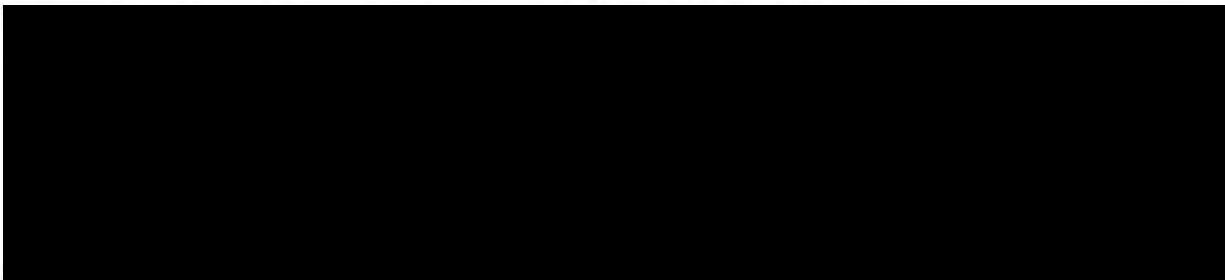
The luncheon club will meet at the in the main room of the "Link" Building at "St John's the Baptist Church", Windlesham, Surrey.

An extra benefit will be the chance to find new friendships and lively conversation.

A general Committee meeting will take place each July to ensure that the 'Cash' book is correct before being handed over for inspection and audit to [REDACTED] (who can be contacted via, [REDACTED])

An Anual committee will be held after the first meeting in January, each year.

3 bank account signatories have been appointed, these are :-





WINDLESHAM PARISH COUNCIL

GRANT APPLICATION FORM GRANTS £500- £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 DARBY AND JOAN CLUB
Registered Charity Number (if applicable)	N/A
Contact Name	
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	SENIOR CITIZEN UPLIFTMENT AND SOCIAL SUPPORT BY WAY OF COACH OUTINGS, TEA AFTERNOONS WITH TALKS AND ENTERTAINMENTS, ANNUAL XMAS LUNCHEON WITH RAFFLES AT MOST "STAY AT HOME" FUNCTIONS. WITHOUT WHICH A NUMBER OF OUR MEMBERS WOULD BE ISOLATED IN THEIR HOMES
Total cost of purpose/project	£ 1000
Amount of grant requested:	£ 800 - £1000

Total number of users of your organisation	72
Number of your users resident in Windlesham Parish who will directly benefit from the grant	72
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Supporting documentation to be submitted with the grant application:

A copy of the written constitution



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.....

Date..2 JANUARY 2026..

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

For official use

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

THE CONSTITUTION OF THE WINDLESHAM DARBY AND JOAN CLUB

- 1, The name of the Club shall be the Windfesham Darby and Joan Club.
2. Club membership will be open to those of 60 years and over, being resident in Windlesham or the surrounding local villages. A member who leaves the area will not lose membership providing subscriptions are paid,
3. The Club Subscription shall be agreed at each Annual General Meeting and will be payable on that date.
4. The Club affairs will be conducted by the Officers of the Committee, duly elected by the Members, comprising Chairperson, Vice Chairperson, Secretary, Treasurer and up to eight members, all elected at the Annual General Meeting.
The Committee also has the option to co-opt a further two members if necessary.
5. Any four Committee members can form a quorum.
- 6, Officers elected at the Annual General Meeting will serve for three years but may stand down at the Annual General Meeting if they do not wish to continue.
At the end of the three year period they may stand for re-election if they so desire.
7. People standing for election to any office within the Club must be nominated at the Annual General Meeting by a third party, who must obtain their consent to have their name put forward to stand for office
- 8, Outings throughout each year will be organised and all paid-up members will have first priority. Any vacancies will be offered to member's friends and families.
- 9, The Club funds will be held at Barclays Bank, Camberley. Withdrawals will be made under any two of the three signatures these being Chairperson, Treasurer and Secretary.
10. The Club accounts will be audited by a person with no connection to the Club, who will be elected at the Annual General Meeting.
11. Alterations or additions to this Constitution can only become effective if voted upon at the Annual General Meeting. Changes due to any emergency may be recorded as a minute but must be ratified at the Annual General Meeting



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	WCT : [REDACTED] WDG : [REDACTED]
Position within the organisation	[REDACTED]
Telephone number	[REDACTED]
Address of organisation	Windlesham Club & Theatre Kennel Lane Windlesham Surrey
Post Code	GU20 6AA
Email Address	[REDACTED] t
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:	None. 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>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 its 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).

Current bank balance	Current & Reserve A/Cs	WCT £19,657.76 *	Date: 19/08 /2025
	Current & Savings A/Cs	WDG £13,706.19	Date: 22/08/2025

*The WCT continues to hold as Premium Bonds £40,000.00 via a nominee trust and has an outstanding capital & interest balance liability of as of the above date of £16,434.64 due under a Bounce Back Loan repayable in monthly instalments.

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	

WINDLESHAM DRAMA GROUP CONSTITUTION

1. The Society shall be known as the Windlesham Drama Group.
2. The object of the society is the furtherance of drama & entertainment, with emphasis on plays. Practical issues relating to the activities of the group are contained in an appendix to this constitution, entitled "Practice and Procedures".
3. The day to day administration of the group, including having the final decision in choosing a director will be the responsibility of an elected committee.
4. The committee shall consist of 3 officers; Chairman, Secretary and Treasurer, with a minimum of 2 and maximum of six others, with the power to co-opt.
5. The officers, and the members of the committee, shall be required to stand for re-election each year, and the officers of the committee shall be required to stand down after a maximum of 3 years.
6. The financial year of the society shall end on November 30th
7. An AGM at which reports are presented and the committee elected, shall be held as soon as possible after November 30th
8. Annual subscription to the society (amount decided at an AGM) shall be payable from the date of the AGM, but before January 31st
9. All major financial and policy decisions of the society shall be taken when necessary at Drama Group meetings, an AGM or an EGM by the officers and other members present. A quorum shall be one third of the membership. The decision shall be taken by a show of hands or a secret ballot if requested by any member.
10. The dissolution of the society, and / or alterations to the constitution, must be taken at an AGM or EGM. 21 days' notice of the time & place of the said meeting shall be given to all members.
11. In the event of the dissolution of the society, the assets, both real and financial, shall be donated to a charity or charities as shall be determined by a majority vote on a properly proposed and seconded motion at the winding up AGM or EGM

Signed thisday of..... 2014

..... Chairman

..... Secretary



RULES, CONSITUTION & BY-LAWS

THE WINDLESHAM CLUB AND THEATRE

RULES & CONSITUTION

NAME

1. The Club shall be called "The Windlesham Club and Theatre".

OBJECTS

2. The 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.

Club shall be wholly owned by it's Members and shall be a not for profit organisation.

CONSTITUTION

3. Members

The Club shall consist of :

- A President
- A Deputy President
- Any number of Vice Presidents
- A Committee of not more than twelve (12) elected Members
- An elected Honorary Secretary
- An elected Honorary Treasurer
- A total Membership of One Thousand (1,000) Members

4. President, Deputy & Vice President

The President, Deputy and Vice Presidents are appointments made by the Committee in recognition of a particular Member's outstanding contribution and meritorious service to the Club. These positions shall be titular and carry no responsibility other than that related to General Meetings.

5. The Committee

- 5.1 No Member shall be eligible for election to the Committee or as an Officer (or as a casual vacancy appointment) unless they have been a Member of the Club continuously for a period of six (6) months for the residents of the village of Windlesham, or one (1) year if they live outside of the village prior to the date of the nomination notice or appointment.

The Committee continued

- 5.2 The Committee may from time to time fill any casual vacancy that occurs and may exercise all or any of it's powers hereby conferred upon it notwithstanding any vacancies in the Committee.
- 5.3 The Committee shall meet monthly and any three (3) Members of the Committee shall form a quorum. The Committee shall elect a Chairman for any or all of it's meetings and in the event of equality of votes at meetings, the Chairman may exercise a second and casting vote.
- 5.4 The Committee may by majority of two-thirds of its Members present at a meeting convened for that purpose, suspend, alter or add to the Rules & Constitution of the Club for the time being in force, which shall have immediate effect and be binding upon all Members until the next General Meeting when such suspension, alteration or addition shall be put to Members for ratification or rejection.

The entire management of the Club shall be carried out by the Committee and it shall have the power to make By-laws for the internal management and effective regulation of the Club and to conform to relevant legislation and may, from time to time, suspend, alter or otherwise amend such By-laws.

The Committee shall implement and maintain operating rules to effectively manage it's own conduct and may by majority decision expel or suspend any Committee Member without reference to Members in General Meeting due to non-compliance with such operating rules.

- 5.5 The Committee shall have the power to delegate any of it's functions and duties, either temporary or otherwise, to Sub-committees Headed by a Committee Member or Officer. Such Sub-committees shall at all times be governed by and fully responsible and accountable to the Committee. Subject to the approval of the Committee, any Member may be co-opted to serve on a Sub-committee.
- 5.6 Members of the Committee shall be indemnified against, risk liability and expense out of Club property and funds.

6. Honorary Secretary & Treasurer

- 6.1 An Honorary Secretary and an Honorary Treasurer shall be appointed save that the role and function of each of these Offices may be assumed temporarily by a nominated Member of the Committee where a vacancy exists.
- 6.2 The Hon. Secretary shall convene meetings, keep and secure all minutes of all proceedings of meetings, conduct all correspondence, arrange and facilitate the collection of all Membership subscriptions and pay over such sums and account for the same to the Hon. Treasurer.

- 6.3 The Hon. Treasurer shall maintain full and accurate accounting records and books of account in respect of all monies received and expended by the Club and shall arrange the timely and proper payment in settlement of all legitimate debts and liabilities incurred by the Club.
- 6.4 The Committee shall make arrangements for an annual Audit of Accounts or other audits, including third party stock-takes throughout the year.

7. Membership

- 7.1 The total Membership of the Club may be increased by the Committee, in which case such increase will be the subject of ratification by the next succeeding General Meeting.
- 7.2 The Rules & Constitution of the Club together with By-laws and any other policies or procedures authorised the Committee shall at all times govern, regulate and take precedence in all matters concerning Membership of the Club save the conditions of the Club license.

8. Annual General Meetings

- 8.1 There shall be an Annual General Meeting in March of each year, or as close to this month as practically possible, the day of which to be determined by the Committee. Official notification of said Annual General Meeting along with Minutes of the previous Annual (and any intervening Special) General Meetings shall be posted within the Club premises and given within the Members section of the Club's website at least thirty (30) days before the official date of such Meeting.
- 8.2 A properly audited Statement of Income & Expenditure and Balance Sheet shall be prepared for presentation to the Annual General Meeting and shall be displayed within Club premises and stated within the Members section of the Club's website at least fifteen (15) days before the official date of the Annual General Meeting.
- 8.3 All Members Proposals to be put to an Annual General Meeting must be signed by the respective Member and duly seconded by another Member. Proposals made by the Management Committee to be put to an Annual General Meeting do not require to be seconded. All Proposals shall be posted within Club premises and stated within the Members section of the Club's website at least fifteen (15) days before the official date of the Annual General Meeting.
- 8.4 Any Member's Proposal, must be supported by the attendance of the Member making such Proposal at the General Meeting where such Proposal is to be considered and at the time that the same is put to the vote (but the Seconder's attendance is not so required). In the event of non-attendance, the Member's Proposal shall be ruled as abandoned and incapable of being put to the meeting.

- 8.5 Committee Members and Officers shall serve for a period of two (2) years. The Hon. Secretary and one-half of the number of the Committee Members will be elected by the Annual General Meeting every two years and the Hon. Treasurer and the other half of the Committee Members in the intervening years.
- 8.6 Other than Management Committee Members and/or Officers of the Club who have offered themselves for re-election, nominations for the election to the Committee or to serve as Officers shall be duly proposed by one Member and seconded by another Member. Such signed nomination together with a personal statement in support of the nomination shall be displayed within Club premises and stated within **the Members section of the Club's website** during twenty (20) days before the official date of the Annual General Meeting. All those seeking election must attend the Annual General Meeting.

Proposals for the re-election (or otherwise) of retiring Management Committee Members and nominees for election (or otherwise) shall be put to the vote by show of hands at the Annual General Meeting.

In the event of more nominations than vacancies exist at that time, an election by way of ballot of all Members shall be held and voting shall take place during the 20 days before the official date of the Annual General Meeting. The results of said ballot shall be declared at the Annual General Meeting

- 8.7 The Annual General Meeting shall ratify or modify the rates of Members Annual Subscriptions as have been determined and implemented by the Committee.

9. Special General Meetings

- 9.1 The Committee may call and convene a Special General Meeting :
- at any time that it may deem it appropriate for the management of the Club or otherwise necessary, or
 - upon the written request made to Hon. Secretary signed by a minimum of ten (10) Members
- 9.2 Any call or request for a Special General Meeting, must state the purpose or business for which the Meeting is to be held. Official notification of said Special General Meeting shall be posted within Club premises and given within the Members section of the Club's website at least twenty (20) days before the official date of such Meeting.

All Motions or Proposals to be put to a Special General Meeting shall be posted within Club premises and stated within the Members section of the Club's website at least ten (10) days before the official date of the Special General Meeting.

At the discretion of the Management Committee, where it considers that a vote involving all Members entitled to attend and vote at General Meetings is expedient or otherwise appropriate, any Motion, Proposal or Issue under this Rule 9 may be put to Members vote by way of a ballot in lieu of calling and convening a Special General Meeting for that purpose. In such circumstances, a Members poll shall take place at least ten (10) days before the official notification of such ballot posted within Club premises and given within the Members section of the Club's website providing that such ballot is held at least twenty (20) days from any call or request for a Special General Meeting. The results of such ballot shall be declared by posting notification within Club premises or stated within the Members section of the Club's website and shall have full validity as if a vote by way of show of hands had taken place at an actual Special General Meeting.

10. General Meeting Notices etc.

10.1 In addition to displaying hardcopy posted within Club premises or stated within the Members section of the Club's website, Notices of Annual or Special General Meetings, the previous Minutes, Annual Audited Statements of Income & Expenditure and Balance Sheets, Nominations for the Committee, Proposals and any other documents for consideration by a General Meeting properly given within the times stipulated above shall constitute proper service.

10.1 No obligation to post documents to Members exists due to prohibitive cost.

11. Proposals & Conduct of General Meetings

11.1 The President, his/her Deputy or Vice President or the Chairman or the Deputy Chairman of the Committee or other Committee Member shall preside and take the Chair at Annual or any Special General Meetings and in the event of the equality of votes at such Meeting or upon a ballot, the Chair may exercise a second and casting vote.

11.2 The Chairman of the General Meeting shall establish the conduct of the meeting and maintain good order throughout proceedings and any ten (10) Members attending the General Meeting shall form a quorum.

11.3 Only fully paid up, life or honorary Members may attend and exercise a vote at General Meetings or any poll or ballot of Members. Members must represent themselves and no proxies or representatives are allowed other than stated specific circumstances where the Chair of any particular General Meeting may be permitted to exercise a vote in their name as he/she sees fit.

11.4 Formal Proposals properly made and put are incapable of amendment or revision at the General Meeting to which they are put. A failed Proposal from a previous General Meeting cannot be made at a subsequent General Meeting unless a minimum period of two years has passed. A counter Proposal to a successful Proposal at a previous General Meeting cannot be made unless a minimum period of two years has passed.

- 11.5 Matters put to the vote at General Meetings shall be declared upon a majority of Members casting a vote either in writing or upon a show of hands except that any Resolution to terminate or wind-up the Club shall be carried by at least seventy five percent (75%) of those Members present and entitled to vote.

12. Membership of the Club

- 12.1 Every candidate for Membership shall be at least sixteen (16) years of age on the day of election.
- 12.2 Candidates for Membership must be proposed and sponsored by one Member and seconded by another Member both of whom the candidate should be known personally. An Application Form must be completed and must be accompanied by payment by the Candidate of his/her Membership Subscription due to the Hon. Secretary.
- 12.3 The name and address of the Candidate, with the names of his/her sponsors shall be displayed in the Clubroom for at least two (2) days before the date of Committee Meeting when their application for Membership is to be considered. Representations or comments by any Member opposed to the election of a Candidate should be made in writing and in confidence to the Hon. Secretary prior to the relevant Committee Meeting which shall consider and take account of such representations or comments.
- 12.4 Election of Candidates shall be made by the Committee following their Proposal. In the event of a Candidate not elected, he/she will be so informed and the Membership Subscription paid will be refunded.
- 12.5 Any Candidate who has been rejected or any Member who has been expelled, shall not again be eligible for election as a Member or be admissible into the Club as a Visitor until the Committee determines their re-admission and subsequent re-election.
- 12.6 No refund of fee is applicable to Members who resign or are otherwise unable to use the Club.
- 12.7 Fully accredited Members of the Windlesham Bowls Club (as per details provided by the Management Committee of the Windlesham Bowls Club) being non-Members of the Club, upon the payment of one-half the current rate of Annual Subscription may be admitted as Seasonal Members of the Club in respect of the period April to September each year. Similarly, fully accredited Members of the Windlesham Drama Group (as per details provided by the Management Committee of the Windlesham Drama Group) being non-Members of the Club, upon the payment of two-thirds of the current rate of Annual Subscription may be admitted as Affiliate Members of the Club.

Seasonal and Affiliate Members and will be issued with a Seasonal Membership confirmation in lieu of a Pass or Swipe Card of full Membership and shall at all times be subject to the Rules and By-laws of the Club and enjoy the privileges of Membership with the express provisos that such Seasonal and Affiliate Members shall not be entitled to attend or vote at General Meetings nor put proposals or second the same, nor act as Committee Members or Officers of the Club, nor propose or second applications for Membership of the Club nor make representations in respect of those which have been made by full Members of the Club and may be subject any other restrictions as may be reasonably imposed by the Committee so as not to prejudice the rights and entitlements enjoyed by full Membership of the Club.

13. Annual Subscriptions

- 13.1 Annual Subscriptions at the current annual rate become due for payment on the 1st January in each year. Any Member failing to make payment by the 1st February may have his/her Membership terminated and shall be required to re-apply as a Candidate for new Membership.
- 13.2 At the discretion of the Committee, Life Membership (i.e. free) may be granted in respect of Members reaching the State Pension Age recommended in the Pensions Act 2011 and Pensions Act 2014 having an unbroken fully paid Membership of more than ten (10) years.
- 13.3 Any Member having served as an Officer or Member of the Committee for at least five (5) consecutive years will be granted Life Membership (i.e. free) of the Club.
- 13.4 The Committee may confer Honorary Membership of one (1) year or more to persons in recognition of patronage, benevolence or other particular distinguishing acts bestowed by them upon the Club.

14. Visitors to the Club

- 14.1 All Members shall have the privilege of introducing up to two (2) Visitors to the Club at any one time. The Visitor(s) must be accompanied by the Member upon entry to the Clubroom and on all occasions the Visitors Book must be completed and the relevant current Visitors fee must be paid. The Member introducing Visitor(s) must stay with his/her Visitor(s) for the duration of the visit.
- 14.2 Members introducing Visitor(s) are responsible for the conduct of their Visitor(s) and their observance of the Club's Rules and By-laws.
- 14.3 Drinks may not be consumed beyond the Club licensed premises and at all times the terms of the displayed license must adhered to.
- 14.4 Should it be considered appropriate, the Committee may exclude all or restrict the number of Visitors for any particular evening or occasion (including children).

15. Admission of the Public (not as Members Visitors)

- 15.1 Subject always to the conditions of the Club's Premises License, individual members of public groups as non-Members may be temporarily admitted to the Club premises as invitees only and are permitted to purchase alcoholic drinks (if over 18 years of age and not intoxicated), other beverages and items from the Club Bars when such groups are party to a hired function or meeting in the Hall, they are attending public entertainment events (such as dramatic, music or film performances, dances, lectures and similar pastimes and pursuits) or they are participating or otherwise attending a sporting, leisure, celebratory or Village event.
- 15.2 Only the children of those persons described above may be admitted to the Club subject to the By-laws.
- 15.3 In order not to prejudice Members enjoyment or benefits associated with Club Membership, certain facilities or equipment may not be used by the public whilst they are admitted to the Club premises.
- 15.4 The conduct and management of Non-Members whilst on Club premises shall be at the discretion of the Premises License Holder, Designated Premises Supervisor or nominated person(s) or at the direction and instruction given by a Committee Member including the banning of entry, re-entry and future exclusion of any particular individual or group from the premises without explanation.
- 15.5 Public invitees shall at no time enjoy any of the rights and privileges of full Membership and the Club Rules, By-laws and Policies shall be applicable to the extent that they can be applied.

16. General Provisions

- 16.1 Any Notice under these Rules shall be well and sufficiently served if bearing the name of the Hon. Secretary or other nominated Committee Member or Officer if such is deposited at the Club.
- 16.2 The decisions of the Committee shall be final and binding in respect of any and all :
- matters relating to the affairs and regulation of the Club not otherwise provided Club Rules, Constitution, By-laws or any other policies or procedures established by the Committee,
 - differences and disputes concerning the meaning, intention and operation of Club Rules, Constitution, By-laws, policies or procedures,
 - personal differences or disputes between Members whilst on Club premises to the extent of the elimination of personal animosity and contention between Members whilst within the Club.
 - issues relating to infringement by Members of Club Rules, Constitution, By-laws and/or policies or procedures implemented by the Committee.

- in accordance with the conditions of License granted, the Management Committee may authorize the Club Manager to **act on it's behalf as Premises License Holder and as Designated Premises Supervisor** (provided always that overall management and any particular Membership matters and issues are referred to the Committee).
- 16.3 A Pass or Swipe Card of Membership shall be issued to each Member which in the event of the Member ceasing to be a Member of the Club will be rendered inoperable and invalid. This Card must be produced whenever it is asked for by a Committee Member or Officer, Club Manager or other official appointed by the Committee and acting with its authority.
- 16.4 A Master copy of the Club's current Rules, Constitution and By-laws will be posted within Club premises and made available on the Members section of the Club's website and will be drawn to the attention of new elected Members of the Club.
- 16.5 Members are required to inform the Hon. Secretary of any change of address or other nominated person(s) and where they have such shall provide details of their Email address and any changes.
- 16.6 The Committee shall have the power to borrow up to one hundred percent (100%) of the average total turnover of the previous three (3) years Audited Accounts.
- 16.7 The Committee shall have the power to make loans and investments to maximize the returns on Club funds and to acquire and dispose of Club assets and hire-out facilities and equipment as it deems necessary.
- 16.8 None of the rights, privileges or benefits of full Membership are granted to any association, body or organisation (or members thereof) other than those contained herein relating to full Members.
- 16.9 Notwithstanding that the whole or any part of any of the parts of these Rules & Constitution are deemed illegal or unenforceable all other unaffected provisions shall remain in full force and effect.

THE WINDLESHAM CLUB & THEATRE

GENERAL BY-LAWS

- A. *These By-laws will be displayed in the Clubroom. The Committee is responsible for their implementation and observance.*
- B. *Persons failing to comply with these Rules may be subject to expulsion and/or the cancellation or suspension of Membership.*

1. The Club's Bar opening hours shall be those determined by the Committee and within permitted licensing conditions. Notice of opening times will be displayed within the Clubroom.
2. All persons entering the Club must be sober and of neat, clean and tidy appearance.
3. No animals or other pets are allowed inside the Club premises except :
 - Guide and Assistance Dogs for disabled people, and
 - Dogs owned by a Member subject to the conditions that :-
 - a) only two dogs will be permitted admission to the Club Lounge at any time.
 - b) dogs allowed admission must be kept on a short lead, clean, quiet and of sound health.
 - c) dogs must be kept at all times under continuous control by their owner, on the floor, well away from the Bar area and those persons who may suffer any allergy or aversion to dogs.
 - d) no dogs are permitted entry during public entertainment events or other functions deemed inappropriate or unsuitable (e.g. where food is being served, when the Club Lounge exceptionally busy etc.)
 - e) admission of the two dogs permitted shall be at the absolute discretion of a Member of the Management Committee, the Club Manager, Premises License Holder, Designated Premises Supervisor or nominated representatives who may require the removal of any dog at any time without giving reason and the respective Member shall promptly comply with such request.
4. Members introducing a Visitor must sign the Visitors Book and pay the appropriate current Visitor Fee. Members are restricted in introducing the same Visitor to two occasions in any one month.
5. Consumption of alcoholic drinks on the premises not purchased from the Club Bars is forbidden.
6. Members purchasing alcoholic drinks shall from the Club Bars, if required, produce on request his/her Membership Pass / Swipe Card.
7. No alcoholic drinks will be served to any persons in a state of intoxication.
8. No person under eighteen (18) years of age may purchase or consume alcoholic drinks on Club premises.

9. All items served must be fully paid for at the time of purchase according to the tariff / price list displayed and, in no circumstances whatever, will credit be given or accounts opened.
10. The consumption of personally supplied / brought-in foodstuffs within the Clubrooms is only permitted by the agreement of a Committee Member, Club Manager or designated deputy.
11. Bad and offensive language, disorderly conduct, noisy conversations, lewd, objectionable or threatening behaviour, possession of or the taking of illegal substances is strictly forbidden on Club premises.
12. All persons must conduct themselves in a socially acceptable manner whilst on Club premises so that their behaviour does not cause disturbance or offence to others.
13. Children shall not be admitted to any event or function intended or published for adults only or otherwise considered by the Committee as unsuitable for children. Children as Visitors to the Club must be kept under strict control and accompanied by their Parents / Guardians at all times. Children are not permitted within the vicinity of Bar areas nor play any gaming machines nor use any Club equipment which may be damaged or otherwise be unsafe whilst in their hands. Members introducing children are held personally responsible for their well-being safety and behavior whilst on the Club premises. Parents / Guardians may be required by a Committee Member, Club Manager or designated deputy to remove their child(ren) who mis-behave, become noisy or disturb the relaxation or enjoyment of others.
14. The Club accepts no responsibility for personal belongings or vehicles whilst on Club premises. All persons are consequently urged to exercise all reasonable precautions for the security and protection of their property.
15. No person shall remove from the Club for any reason any item, article or property of the Club and shall pay the full cost of repairing or replacing any such item, article or property which may be damaged or lost by them or their Children.
16. No smoking is permitted inside Club premises at any time and the Management Committee shall maintain a suitable designated area outside of the Club premises for smokers. Smoking is only permitted outside the Club premises and preferably in the designated area.
17. Members shall communicate any change of postal & any Email address to Hon. Secretary or other nominated person(s).
18. The Management Committee at it's sole discretion manage the Tennis Courts, including the fixing of playing fees and implementation and enforcement of rules and conditions of use.

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THE WINDLESHAM CLUB & THEATRE BILLIARD AND SNOOKER ROOM BY-LAWS

1. All disputes not readily settled by a reference to the rules of Billiards or rules of Snooker displayed in the Snooker Room will be referred to one or more Member Arbiters appointed by the Management Committee. The names of these Arbiters will be displayed in a prominent place in the Snooker Room. If the findings of the Arbiter(s) do not satisfy the Member or Members concerns, the matter shall be brought to the notice of the Hon. Secretary within fourteen days of the decision. The Hon. Secretary will obtain the ruling of the Management Committee, which will be final.
2. The charge for the hire of the Snooker Table shall be determined by the Management Committee and this amount will be placed into the meter provided. The meter controls the lighting over the Snooker Table.
3. Members shall pay the full cost of repairing or replacing any article of property damaged or destroyed by them or by members of their immediate family.
4. Members wishing to play must write names on the slate provided for the purpose and can claim the Table in the order in which their name appears provided they remain on the Club premises. No Member may, whilst playing, cause his / her name to be put down for another game. Members competing in a tournament may book the Table by written notice to the Club Manager giving the time of commencement and number of Tables required. No game may be played on the evening booked for friendly matches without the consent of the organisers.
5. No Member shall throw money on the Table, sit on the cushions or place any non-playing equipment item (e.g. drink glasses) on any part of the Table. Special articles such as long rest and cue etc. must be replaced on completion of the stroke. It is the player's responsibility to replace his / her cue in the rack on the conclusion of the game. Members must obtain the Club Manager's permission to commence a new game within 30 minutes of closing time.
6. Misuse of the Snooker Room will result in the expulsion of those concerned from the Club premises without delay. The matter will be reported to the Hon. Secretary who will place the details before the Management Committee for a ruling on what further action is to be taken.
7. Non-Members are not permitted to use the Snooker Room unless they are a Visitor of a Member who accompanies them in person and only Members can book a table.
8. At the discretion of the Club Manager persons under 16 years of age but over 12 years are allowed in the Snooker Room to play Billiards and Snooker (but for no other purpose) only when accompanied by a parent Member.

9. The consumption of foodstuff is not permitted within the Snooker Room.
10. The Club is not responsible for any personal possessions (including cues) left within the Snooker Room and may, after giving 10 days advanced notice displayed on the Notice Board, remove and dispose of such uncollected personal possessions.
11. If there is no game "following on", the Member must cover the Table and leave the room tidy (clearing the table of snooker balls).

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THE WINDLESHAM CLUB & THEATRE

TENNIS COURTS RULES

1. The Tennis Courts (the Courts) at the Windlesham Club & Theatre (WCT) and all equipment forming part thereof are owned, managed and maintained by the WCT.
2. No right of way shall be established to access the Courts but non-members of the WCT as public players are welcome to use the Courts for the exclusive purpose of playing tennis subject to these Rules and Instructions given by the WCT Club Manager or any member of the WCT Management Committee (as identified by the WCT website) whose decision is final.
3. **The Courts are operated on a "Pay and Play" basis and failure to make meter payment of the displayed fees will result in offenders being requested to leave and denied future access to WCT premises.**
4. Players or any persons on WCT premises declining to provide their name and address when requested to do so by the WCT Club Manager or any member of the WCT Management Committee, may be requested to leave the premises.
5. Players must not occupy a Court for more than ONE hour if others are waiting to play.
6. Only Court No. 03 may be booked in advance using the book adjacent to Court 3 entrance gate.
7. Appropriate soft-soled Tennis footwear must be worn at all times on the Courts and care exercised not to damage Court surfaces.
8. Suitable clothing appropriate to tennis must be worn
9. A maximum of FOUR Players may play on a Court at a time and no more than a total of TEN persons may occupy a Court (i.e. no more than SIX spectators).
10. All Players will be responsible for the behaviour of any child under their control whilst on any part of WCT premises.
11. Informal on-to-one tennis coaching is permissible but no person or body shall provide organised tennis tuition or lessons to groups nor accept any reward or payment for the provision of the same.
12. Bad and offensive language, disorderly conduct, lewd, objectionable or threatening behaviour will not be tolerated on or around the Courts.
13. No litter may be left in the area and must be removed on departure.
14. Players should endeavour to cause the minimum amount of noise or other disturbance to others.
15. Any person causing nuisance, damage or misusing WCT property may be expelled by the WCT Club Manager or any member of the WCT Management Committee and will be denied future access to WCT premises.

16. In the event of injury or medical emergency there is NO first aid provision and the WCT will not accept any liability whatsoever for any injury to persons or loss or damage to personal property whilst persons are on WCT property.
17. In the event of any queries or to report any damage to the Courts or facilities or mal-function of the payment meters please telephone after 5.0 p.m. 01276 472210.

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Item 13- Clerks Update

Tree overhanging War Memorial

Following Remembrance Sunday, the Vicar raised concerns about a Yew tree with several low-hanging branches. A quote has been obtained for the work, with the cost to shorten and trim the longer branches set at £210 + VAT. As the tree is located within a conservation area and the works are not considered essential (the tree is not posing any immediate danger), an application has been submitted to the SHBC Tree Officer. We are currently awaiting their approval before proceeding.

Noticeboard at Cemetery

The roadside noticeboard at the cemetery is becoming increasingly difficult to open during wet weather. Advice is currently being sought from the original contractor. In addition, we are exploring the option of installing a magnetic board inside the noticeboard to make adding and removing notices easier.

Large Historical Memorial

Last year, a large historic memorial in Windlesham Cemetery was removed for restoration and cleaning. It is due to be returned to the cemetery in the coming weeks. The 4 x wooden posts will be removed once the memorial is back in situ.