



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 20th May 2025, at 7.00pm held at St Anne's Church Centre, 45 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	A	Hardless	A
Du Cann	P	Hartshorn	P	Lewis	P
Gordon	PA	Jennings-Evans	P	Marr	P
Wilson	P	Malcaus Cooper	PA	Wheeler	A
Willgoss	P	Turner	P	Richardson	P
White	P	D Jennings Evans	P		
		Stevens	P		

In attendance: Jo Whitfield –Clerk to the Council

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

Cllr Turner outgoing Chair

Cllr White took the Chair

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		Action																
C/25/01	<p>To elect the Chairman of the Council and to receive the Chairman's Declaration of Acceptance of Office</p> <p>Two nominations were received as follows:</p> <p>Proposer: Cllr Willgoss Seconder: Cllr D Jennings Evans Nominated: Cllr White</p> <p>Proposer: Cllr Wilson Seconder: Cllr Richardson Nominated: Cllr Wilson</p> <p>Cllr Willgoss requested a recorded vote, following which Cllr White took the Chair with 11 votes to 4 votes for Cllr Wilson.</p> <table><tr><td></td><td><u>Voted For</u></td></tr><tr><td>Cllr Bakar</td><td>Cllr White</td></tr><tr><td>Cllr Du Cann</td><td>Cllr White</td></tr><tr><td>Cllr Gordon</td><td>Cllr White</td></tr><tr><td>Cllr Wilson</td><td>Cllr Wilson</td></tr><tr><td>Cllr Willgoss</td><td>Cllr White</td></tr><tr><td>Cllr White</td><td>Cllr White</td></tr><tr><td>Cllr Hartshorn</td><td>Cllr White</td></tr></table>		<u>Voted For</u>	Cllr Bakar	Cllr White	Cllr Du Cann	Cllr White	Cllr Gordon	Cllr White	Cllr Wilson	Cllr Wilson	Cllr Willgoss	Cllr White	Cllr White	Cllr White	Cllr Hartshorn	Cllr White	
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	<p> Cllr R Jennings-Evans Cllr Malcaus Cooper Cllr Turner Cllr D Jennings-Evans Cllr Stevens Cllr Lewis Cllr Marr Cllr Richardson </p> <p> Cllr White Cllr White Cllr White Cllr White Cllr White Cllr Wilson Cllr Wilson Cllr Wilson </p> <p> It was resolved to elect Cllr White as the Chairman of Windlesham Parish Council. Cllr White then duly signed the Declaration of Acceptance of Office. </p>	
C/25/02	<p>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman's Declaration of Acceptance of Office</p> <p>Two nominations were received as follows:</p> <p> Proposer Cllr Stevens Seconders Cllr Malcaus Cooper Nominated Cllr R Jennings Evans </p> <p> Proposer Cllr Wilson Seconders Cllr Richardson Nominated Cllr Wilson </p> <p>A vote was taken, and Cllr R Jennings-Evans took the position of Vice-Chair with 11 votes to 4 votes for Cllr Wilson</p> <p>It was unanimously resolved to elect Cllr R Jennings-Evans as the Vice-Chairman of Windlesham Parish Council. Cllr R Jennings-Evans then duly signed the Declaration of Acceptance of Office.</p> <p><i>19:10 Cllr Malcaus Cooper left the meeting</i></p>	
C/25/03	<p>Apologies for absence</p> <p><i>19:11 Cllr Gordon left the meeting</i></p> <p>Apologies for absence were received and accepted from Cllrs Hardless, Harris and Cllr Wheeler.</p>	
C/25/04	<p>Declarations of interest</p> <p>Cllr Wilson and the entire Bagshot Village Committee declared a non-pecuniary interest in item 22, as they will attend the event.</p>	
C/25/05	<p>Public question time</p> <p>Q1. How is WPC ensuring that residents not using Facebook or the website are informed about the consultation?</p> <p>Answer: WPC has taken comprehensive steps to ensure inclusivity and accessibility in its public consultation efforts:</p> <ul style="list-style-type: none"> • Village Noticeboards: Posters have been created and displayed on noticeboards across all three villages. 	

- **Annual Parish Meeting (APM):** Posters for both consultations were presented at the APM on 13 May 2025. Display boards provided detailed information about the proposed Heathpark Wood community building. QR codes linked to the online survey were included, and paper copies of the survey were available for completion on-site or to take away.
- **Print Distribution:** Councillors collected hard copies of the consultation documents for distribution at community events, including the Bagshot "Meet the Councillor" event. Additional locations include Windlesham FoR and Lightwater Connected.
- **Online Communication:** The consultation has been shared as a news item and on the Consultations page of the WPC website. Posts have also been made via WPC's Facebook and Instagram accounts and sent to local community groups and Instagram pages for re-sharing.
- **Community Email Outreach:** Emails containing posters and consultation details were sent to local infant and junior schools, GP surgeries, Scouts, Girl Guides, and churches, requesting they share the materials in newsletters or on display boards.
- **Physical Posters in Local Venues:** Posters are on display at all WPC noticeboards and the Fieldhouse Café at Lightwater Leisure Centre.
- **Further Outreach in Progress:** The Communications Officer and supporting councillors are exploring additional avenues for promoting the consultation. Plans include potential engagement at the Windlesham Fete should the consultation be extended.

2. When did discussions about WPC possibly taking on responsibility for the community building begin?

Answer: Initial discussions occurred at the Full Council meetings in November 2020 and January 2021. Due to the developer prioritising reserved planning matters, contact did not resume until 27 June 2024, leading to its referral to the Windlesham Village Committee and subsequent Full Council meetings in September and October 2024. Public consultation was agreed as a prerequisite for final decisions, but delays including by-elections postponed progress until April 2025. The consultation was officially launched on 13 May 2025 at the Annual Parish Meeting.

3. Were the agenda items from November 2020 and January 2021 Full Council meetings related to the Heath Park Community Building?

Answer: Yes. The agenda items "To consider new community asset opportunity" from those meetings referred to the Heath Park Community Building.

4. Why is the public consultation period less than three weeks, and is this considered sufficient?

Answer: The timeline is constrained by the requirement to respond to the developer by July 2025. The Clerk's upcoming leave means the June Full Council agenda must be finalised by 5 June. If the Assistant Clerk takes over data analysis, the consultation may be extended to 14 June to capture feedback from the Windlesham Fete, but that would allow only three working days to analyse and include the results in council papers.

Cllr Richardson requested that it be formally noted that the Windlesham Village Committee considered the proposal regarding the adoption of the Heathpark Woods Community Building at its meeting held on 11th

	<p>September 2024. At that meeting, Cllr Hardless proposed, and it was unanimously resolved, that the Committee recommend to Full Council that Windlesham Parish Council does not adopt the Heathpark Woods Community Building. Cllr Turner expressed concern that some Members may not have appropriately declared a potential conflict of interest, particularly in cases where they serve as trustees of other community facilities that could be perceived as competing with the proposed Heathpark Woods Community Building. Cllr Lewis responded by clarifying that she was not campaigning, just giving observations to people. She also confirmed that as a committee Member of the Windlesham Field of Remembrance, she had a non-pecuniary interest.</p>	
C/25/06	<p>Exclusion of the press and public.</p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/25/26 Allotment Contract Update C/25/27 To approve as a correct record the confidential resolution report for Full Council held on the 29th April 2025</p> <p>Members agreed that the above items should be discussed in the confidential part of the meeting.</p>	
C/25/07	<p>Full Council Minutes</p> <ul style="list-style-type: none"> The minutes of the Full Council meetings held on the 29th April 2025 were approved and signed by Cllr White. <p>Cllr Richardson expressed her disappointment that the meeting with the Responsible Financial Officer (RFO), which she had informally requested at the previous Full Council meeting, was scheduled on a date she was unable to attend. She felt that this timing effectively excluded her from participating in the process.</p> <p>The Clerk explained that a poll of availability had been conducted, and the chosen date was the most suitable for the majority of Councillors. However, all Councillors are encouraged to submit their questions in writing to the RFO, who will respond. The meeting will be recorded, and Councillors who are unable to attend will have the opportunity to review the recording and follow up with the RFO if needed.</p>	Cllr White
C/25/08	<p>Committee and Sub-Committee Minutes</p> <ul style="list-style-type: none"> The minutes of the Planning Committee meetings held on the 29th April 2025 were approved and signed by Cllr Stevens. The minutes of the Personnel Committee meetings held on the 8th April 2025 were approved and signed by Cllr R Jennings-Evans. <p>Members noted the open minutes of the recent village committee and sub-committee meetings and agreed the following recommendations therein:</p> <ul style="list-style-type: none"> Bagshot Committee – 7th May 2025, including recommendations therein. Windlesham Committee EGM – 28th April 2025 including recommendations therein 	<p>Cllr Stevens</p> <p>Cllr R Jennings-Evans</p>

	Members also noted the minutes of the Annual Parish Meeting held on the 13 th May 2025.	
C/25/09	<p>Committees, Scheme of Delegation and Terms of Reference:</p> <p>a. To appoint members to committees set up under the new committee system</p> <p>Members were asked to consider which Committee(s) they wished to sit on for the year 25/265.</p> <p>Membership for village committees will consist of all Councillors representing that village and all other committees will consist of a maximum of 6 members, 2 from each village.</p> <p>Bagshot Committee Resolved: to appoint the following Councillors to the Bagshot Committee.</p> <p>Cllr Bakar Cllr Du Cann Cllr Gordon Cllr Wilson Cllr White Cllr Willgoss</p> <p>Lightwater Committee Resolved: to appoint the following Councillors to the Lightwater Committee.</p> <p>Cllr Harris Cllr Hartshorn Cllr Malcaus Cooper Cllr Jennings-Evans Cllr Turner Cllr D Jennings-Evans Cllr Stevens</p> <p>Windlesham Committee Resolved: to appoint the following Councillors to the Windlesham Committee.</p> <p>Cllr Hardless Cllr Lewis Cllr Marr Cllr Wheeler Cllr Richardson</p> <p><u>Personnel Committee</u></p> <p><u>Nominees for Lightwater</u> Cllr R Jennings-Evans Cllr Turner</p> <p><u>Nominees for Bagshot</u> Cllr White – Contested Cllr Wilson – Contested Cllr Du Cann – Contested</p>	

Nominees for Windlesham

Cllr Richardson

Cllr Wheeler

A vote was taken whereby each councillor voted for 2 Councillors for Bagshot to sit on the Personnel committee.

The results were as follows:

Cllr White 11 votes

Cllr Du Cann 11 votes

Cllr Wilson 3 votes

It was resolved to appoint the following members to the Personnel Committee.

Cllr White

Cllr Du Cann

Cllr Turner

Cllr R Jennings Evans

Cllr Richardson

Cllr Wheeler

Planning

Members Resolved: to appoint the following Councillors to the Committee.

Cllr Du Cann

Cllr Turner

Cllr Stevens

Cllr White

Cllr Marr

Communications

Members Resolved: to appoint the following Councillors to the Committee

Cllr Malcaus Cooper

Cllr Stevens

Cllr Willgoss

Cllr Wilson

Cllr Lewis

Lightwater Recreation Ground Trust

Members Resolved: to appoint the following Councillors to the Committee.

Cllr Turner

Cllr Malcaus Cooper

Cllr Harris

Cllr R Jennings-Evans

Cllr D Jennings-Evans

Cllr Hartshorn

Cllr Stevens

	<p>b. To consider appointment of any new Committees</p> <p>No new committees were agreed.</p> <p>c. Review of delegation arrangements, including the scheme of delegation and terms of reference for existing Committees and Sub Committees</p> <p>Terms of reference for the village committees, Planning, Communications and Personnel, were reviewed, along with the officer's scheme of delegation, and it was resolved unanimously to adopt the scheme of delegation as presented.</p> <p>Additionally, Cllr R Jennings-Evans proposed, Cllr D Jennings-Evans seconded, and it was resolved with 12 in favour, 1 against and 0 abstentions to amend the Terms of Reference for all cross-village committees to include the following wording:</p> <p><i>"To ensure that each village remains adequately represented in the event of a member's absence, any nominated substitute must be a member of the same village committee as the original appointed representative."</i></p>	
C/25/10	<p>To note the continuation of the agreed Committee working parties</p> <ul style="list-style-type: none"> • Windlesham Traffic & Infrastructure Working Party • Windlesham Neighbourhood Plan • Bagshot Traffic & Infrastructure Working Party • CGR Working Party – if SHBC accept the request <p>It was resolved to disband the Bagshot Traffic and Infrastructure working party as it has achieved its purpose. It was also agreed to note that the Lightwater Committee is in the process of setting up a Traffic and Infrastructure working party and to defer any changes to the CGR working party until SHBC indicates whether they will proceed with a community governance review.</p> <p>Additionally, it was resolved to approve the continuation of the Windlesham Neighbourhood Plan and Traffic & Infrastructure working parties.</p>	
C/25/11	<p>Setting the dates, times and place of ordinary meetings of the Full Council and committees for the year ahead</p> <p>Members were presented with a draft meeting schedule and resolved to adopt the dates and times as stated below:</p> <p>It was also resolved to review the number of meetings and where possible reduce them.</p> <p><u>Full Council meetings</u></p>	

To be held 10 times per year on the following dates.

20th May 2025 – Annual Council Meeting Election of Chairman etc

24th June 2025 – **Only if required.**

29th July 2025

23rd September 2025 – Sign off External Audit before the 30th Sept (**please note this clash with SHBC Audit and Standards Committee**)

28th October 2025 – Budget and Precept

25th November 2025 – Budget and Precept to be completed (**please note this clashes with SHBC Audit and Standards Committee.**)

20th January 2026 – Precept demand (**please note this clash with SHBC Executive**)

24th February 2026

24th March 2026 – Year end Accounts (**please note this clash with SHBC Audit and Standards Committee.**)

28th April 2026

19th May 2026 – Next municipal year Annual Council Meeting Election of Chairman etc (**please note this clashes with SHBC Executive**)

Start time: 7.15pm

Planning Committee meetings

To be held 24 times per year on the following dates.

20th May 2025 - Start time: 6:30pm

10th June 2025 - Start time 11am

24th June 2025 - Start time 6:30pm

15th July 2025 - Start time: 11am

29th July 2025- Start time: 6:30pm

12th August 2025 - Start time: 11am

2nd September 2025 - Start time: 11am

23rd September 2025 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.**)

14th October 2025 - Start time: 11am

28th October 2025 - Start time: 6:30pm

11th November 2025 - Start time: 11am

25th November 2025 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.**)

19th December 2025 - Start time: 11am

9th January 2026 - Start time: 11am

28th January 2026 - Start time: 11am

11th February 2026 - Start time: 11am

24th February 2026 - Start time: 6:30pm

11th March 2026 - Start time: 11am

24th March 2026 - Start time: 6:30pm (**please note this clashes with SHBC Audit and Standards Committee.**)

15th April 2026 - Start time: 11am

28th April 2026 - Start time: 6:30pm

19th May 2026 - Start time: 6:30pm (**please note this clashes with SHBC Executive**)

Personnel Committee

To be held 4 times per year on the following dates.

8th July 2025
14th October 2025(**please note this clashes with SHBC Executive**)
13th January 2026 (**please note this clashes with SHBC External Partnership Select Committee**)
14th April 2026

Start time: 6.30pm

Communications Committee

To be held 4 times per year on the following dates.

8th July 2025
14th October 2025 (**please note this clashes with SHBC Executive**)
13th January 2026 (**please note this clashes with SHBC External Partnership Select Committee**)
14th April 2026

Start time: 7.30pm

Budget Setting Meetings

- W/C 15th September 2025 - Committees to meet informally to discuss village budget requirements.
- 30th September 2025 – Chair of Committees to meet to discuss overall Council budget for the 1st time.
- 15th October 2025 – Chair of Committees to meet to discuss overall Council budget for the 2nd time.
- Budget to be discussed at October Full Council meeting
- 12th November 2025 – Chair of Committees to meet to discuss overall Council budget for the final time.
- Budget to be agreed at the November Full Council meeting.

Annual Parish Meeting

17th March 2026 7pm

Community Reception

25th April 2026 3pm-5pm

Village Committee Meetings

Lightwater Committee:

To be held 4 times per year on the following dates:

1st July 2025
7th October 2025 (**please note this clashes with SHBC External Partnership Select Committee**)
15th January 2026
14th April 2026

	<p>Start time: 7.30pm</p> <p><u>Bagshot Committee:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>22nd July 2025 11th November 2025 3rd February 2026 5th May 2026</p> <p>Start time: 7.00pm</p> <p><u>Windlesham Committee:</u></p> <p>To be held 4 times per year on the following dates:</p> <p>WVC requested that these meetings be moved to Wednesdays with the dates to be agreed.</p> <p>Start time: 7.00pm</p> <p>Cllr Hartshorn requested that the location of the meetings be reviewed due to parking and concerns for lack of lighting during the winter months.</p>	
C/25/12	<p>Review of representation on or work with outside organisations</p> <p>Members were presented with a list of organisations that historically the Parish Council have had Councillor representation.</p> <p>Members were asked to consider whether representation was still required for the organisations listed and if so to consider if they wish to act as the Parish Council representative.</p> <p>It was resolved to appoint the following Members and write to all organisations with a vacancy requesting clarification on:</p> <ul style="list-style-type: none"> • The duties and responsibilities expected of the trustee representative; and • The frequency and format of Trust meetings. <p>Following receipt of this clarification, the Council will advertise the vacancies for representative(s) accordingly.</p> <p>ANNUAL APPOINTMENTS 25/26</p> <p><u>Bagshot</u></p> <div> <div> Bagshot Playing Fields Association Bagshot Society St Anne's Hall Management Committee </div> <div> Cllr White Cllr Willgoss Cllr Du Cann </div> </div>	

	<p><u>Lightwater</u></p> <p>Briars' Centre Management Committee Representatives are no longer required.</p> <p>Lightwater Connected Cllr Turner.</p> <p>Lightwater Society Cllr Malcaus Cooper</p> <p><u>Windlesham</u></p> <p>Windlesham Field of Remembrance Cllr Lewis</p> <p><u>General</u></p> <p>Chobham Common Liaison Group VACANCY</p> <p>Surrey County Association of Cllr Malcaus Cooper</p> <p>Parish & Town Councils</p> <p>LONGER TERM APPOINTMENTS WITH A 4 YEAR TERM</p> <p>Valley End Institute – VACANCY – A representative is required</p> <p>WC Lees Resthouses – VACANCY – A representative is required</p> <p>WC Lees Sick Poor Fund – VACANCY – A representative is required & Helen-Hansen-Hjul was appointed until 2027</p> <table><tr><td></td><td></td><td></td><td>Term Until</td></tr><tr><td>Windlesham United</td><td>Mrs J Ward</td><td>4 years</td><td>VACANT</td></tr><tr><td>Charities (5 appointees)</td><td>Mr Alan Stevens</td><td>4 years</td><td>May 2029</td></tr><tr><td></td><td>Mrs D Winterton</td><td>4 years</td><td>May 2029</td></tr><tr><td></td><td>Mr J Winterton</td><td>4 years</td><td>May 2029</td></tr><tr><td></td><td>Mrs V White</td><td>4 years</td><td>Nov 2027</td></tr></table>				Term Until	Windlesham United	Mrs J Ward	4 years	VACANT	Charities (5 appointees)	Mr Alan Stevens	4 years	May 2029		Mrs D Winterton	4 years	May 2029		Mr J Winterton	4 years	May 2029		Mrs V White	4 years	Nov 2027	
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C/25/13	<p>Review of Standing Orders</p> <p>Councillors last reviewed and approved Standing Orders at the Full Council meeting held on the 29th April 2025, and since when there have been no updates.</p> <p>Action required: Members were asked to approve Standing Orders as presented.</p> <p>It was resolved to adopt the Standing Orders as presented, with the following amendment:</p> <p><i>“To ensure that each village remains adequately represented in the event of a member’s absence, any nominated substitute must be a member of the same village committee as the original appointed representative.”</i></p> <p>It was also resolved to and review them within 12 months.</p>																									

C/25/14	<p>Review of Financial Regulations</p> <p>Councillors last reviewed and approved Financial Regulations at the Full Council meeting held on the 29th April 2025, and since then, there have been no updates.</p> <p>Action required: Members were asked to approve the Financial Regulations as presented.</p> <p>It was resolved to adopt the Financial Regulations as presented and review them within 12 months.</p>	
C/25/15a	<p>Review of inventory of land and assets including buildings and office equipment</p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £407,098.42 and that the register had been reviewed as part of the year-end accounts process.</p> <p>Members were asked to note the fixed asset register provided.</p> <p>Noted</p>	
C/25/15	<p>Update on SHBC Asset Transfers and Consultation on Public Opinion</p> <p>In support of this early-stage engagement, the Council was asked to consider, in principle, whether it would be open to the idea of accepting responsibility for assets and services such as open spaces, play areas and public toilets, subject to future detailed negotiations, due diligence, and full financial appraisal.</p> <p>Action:</p> <p>Members are asked to:</p> <ol style="list-style-type: none"> 1. Note the update on preliminary discussions with SHBC. 2. Note that a public consultation is currently underway to inform the Council's future decision-making. 3. Indicate, in principle, whether the Council is open to considering the transfer of services such as open spaces, play areas, and public toilets, pending further detail and full evaluation. <p>Members noted the update and acknowledged the current consultation taking place. Cllr Richardson raised concerns that in her opinion this item was premature and that she was not happy to make a firm commitment. It was explained that Members were only being asked to indicate, in principle, where they were open to further explore the transfer of assets</p>	

	<p>such as open spaces, play areas, and public toilets, pending further detail and full evaluation.</p> <p>Members indicated their support to continue exploring the above options; however, no firm commitments to take on additional assets were made.</p>	
C/25/16	<p>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</p> <p>Councillors were asked to note that the Council's insurance was renewed in September 2024. At which point it was agreed that the Council would enter into a 3-year long-term agreement ending on 30th September 2027 (minute ref: C/24/61).</p> <p>Noted</p>	
C/25/17	<p>Review of Council Policies</p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council meetings held in November 2023, where all policies were adopted.</p> <p>It was resolved to note that the Council Policies had been adopted at the July 2024 and October 2024 Full Council meetings.</p> <p>Members also resolved to appoint a working party consisting of the following Councillors:</p> <p>Cllr Turner Cllr R Jennings-Evans Cllr Richardson</p>	
C/25/18	<p>GDPR – Re-appointment of Data Protection Officer</p> <p>Members were reminded that the Council appointed GDPR-info as their Data Protection Officer and the contract will be up for renewal in June this year.</p> <p>Members were asked to consider re-appointing the current provider as the Council's Data Protection Officer for the next 12 months.</p> <p>It was resolved to re-appoint the current provider, subject to the renewal cost not exceeding £400.</p>	
C/25/19	<p>Telecoms</p> <p>Members were informed that the current office phone system is now outdated and increasingly unreliable. To future-proof our communications and align with the national move away from traditional landlines ahead of the digital switchover, it is proposed that the Council consider upgrading its systems.</p>	

	<p>Suppliers had been contacted to provide quotes for replacing the existing Horizon system with a modern setup that includes laptop-based calling capabilities and headsets.</p> <p>Members are invited to consider whether they wish to proceed with an upgrade, and if so, to select a preferred supplier from the options provided.</p> <p>Cllr R Jennings-Evans proposed, Cllr Hartshorn seconded and it was resolved unanimously to appoint supplier 1. The Clerk was granted delegated authority to determine the appropriate internet speed and hardware specification, provided the final selection remains within the approved budget.</p>	The Clerk
C/25/20	<p>Finance</p> <p>a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £10,402.02 and explained the individual items.</p> <p>It was resolved that the payments (Appendix A) in the total sum of £10,402.02 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</p>	
C/25/21	<p>Budget Monitoring Report</p> <p>Members were presented with the budget monitoring report up to the 12th May 2025, detailing any overspends, transfers or virements for approval.</p> <p>Actions required</p> <p>(i) Councillors were asked to note levels of expenditure shown and the associated balance sheet.</p> <p>Councillors noted the Actual vs Budget report as of 12th May 2025, along with the corresponding Balance Sheet and Income and Expenditure reports.</p>	
C/25/22	<p>Grants</p> <p>Windlesham Parish Council has received a grant application from the Bagshot Society requesting financial support for two initiatives. The application has been escalated directly to Full Council due to the time-sensitive nature of the planting schedule.</p> <p>Details of Grant Request: The Bagshot Society seeks funding to support the following:</p> <p>1. £120 for <i>“Meet the Councillors” Events</i> – Late 2025 & January 2026 Members were reminded that historically, Councillors have either obtained venues for Councillor surgeries for free, publicised their attendance at a coffee shop for drop-in sessions or funded from their allowance.</p> <p>2. £160 for <i>Village Planters – Summer and Winter Planting</i></p> <p>Total Grant Requested: £280.00</p>	

	Cllr Willgoss proposed, Cllr Du Cann seconded, and it was unanimously resolved to grant £280.	
C/25/23	To consider a request for the Chair of the Parish Council to attend the opening of the Lightwater Fete. Agreed.	
C/25/24	Correspondence There was no correspondence	
C/25/25	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/25/26 Allotment Contract Update C/25/27 To approve as a correct record the confidential resolution reports for the Full Council held on the 29th April 2025.	
C/25/26	Allotment Contract Update There were no further updates for discussion.	
C/25/27	To approve as a correct record the confidential resolution reports for the Full Council held on the 29th April 2025. Approved.	
	There being no further business, the meeting closed at 20.33	

Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2025	221253-1	788	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Tfr of Assets - JW (8/7)
28/04/2025	221254--1	789	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Strategic Vision - JW (27/5)
28/04/2025	221255-1	790	SLCC ENTERPRISES LTD	SLCC	30.00	6.00	36.00	4350	220	30.00	Powerful Conf crse - JW (3/7)
28/04/2025	221256-1	791	SLCC ENTERPRISES LTD	SLCC	180.00	36.00	216.00	4350	220	180.00	Leadership Skills (4 part) JW
26/04/2025	COSTCO	792	WHITE	WHITE	259.85	0.99	260.84	4600	225	259.85	Supplies for APM
27/04/2025	221252-1	793	SLCC ENTERPRISES LTD	SLCC	792.00	79.20	871.20	4350	220	792.00	National Conf 2025 - JW
TOTAL INVOICES					<u>1,321.85</u>	<u>134.19</u>	<u>1,456.04</u>			<u>1,321.85</u>	
VAT ANALYSISCODE OTS @ 0.00%					650.86	0.00	650.86				
VAT ANALYSISCODE S @ 20.00%					670.99	134.19	805.18				
TOTALS					<u>1,321.85</u>	<u>134.19</u>	<u>1,456.04</u>				

Top Level for Month No 1

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/04/2025	202512	794	ST ANNES PCC	ANNE	150.00	0.00	150.00	4950	225	150.00	8,15,29 April meetings
TOTAL INVOICES					150.00	0.00	150.00			150.00	
VAT ANALYSISCODE OTS @ 0.00%					150.00	0.00	150.00				
TOTALS					150.00	0.00	150.00				

07/05/2025

Windlesham Parish Council

Page 268

09:55

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/05/2025	2040885	795	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace - May 25
								4165	410	2,780.43	Greenspace - May 25
								4165	510	2,022.13	Greenspace - May 25
								4220	310	69.96	Playground insp - School Lane
								4220	410	69.96	Playground insp - LW Rec
01/05/2025	60	796	ALL SAINTS CHURCH	ALLS	75.00	0.00	75.00	4950	225	75.00	Planning & FC meet - 9th, 26th
30/04/2025	2221	797	ZENTECH IT	FRE01	289.71	57.94	347.65	4440	225	289.71	365 subs and support - May 25
TOTAL INVOICES					8,930.17	1,771.03	10,701.20			8,930.17	
VAT ANALYSISCODE					OTS @ 0.00%	75.00	0.00	75.00			
VAT ANALYSISCODE					S @ 20.00%	8,855.17	1,771.03	10,626.20			
TOTALS					8,930.17	1,771.03	10,701.20				



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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL Held on Tuesday 2nd June 2025, at 5.45pm held at the Briars Centre, Briar Avenue, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Bakar	P	Harris	PA	Hardless	P
Du Cann	A	Hartshorn	P	Lewis	-
Gordon	-	R Jennings-Evans	A	Marr	P
Wilson	A	Malcaus Cooper	PA	Richardson	A
Willgoss	P	Turner	A	Wheeler	PA
White	P	Stevens	P		
		D Jennings-Evans	A		

In attendance: Jo Whitfield –Clerk to the Council

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

Cllr White was in the Chair

		Action
C/24/28	Apologies for absence Apologies for absence were received and accepted from Cllrs Du Cann, Turner, Richardson, Wilson, R Jennings-Evans, and D Jennings-Evans. Cllr Harris and Cllr Malcaus Cooper contacted the Clerk, informing her that they were held up and on their way.	
C/24/29	Declarations of interest There were no declarations of interest.	
C/24/30	Public Questions No public were present.	
C/24/31	Exclusion of the press and public. There were no items to be dealt with after the public, including the press, had been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	
C/24/32	To review procurement progress for the current Christmas Tree and Festive Lights Tender.	

Members were informed that, following the evaluation of the five tenders received for festive lights and Christmas trees, it was recommended that the current procurement process be formally terminated due to concerns regarding non-compliance, quality, and eligibility.

This recommendation is made in accordance with the principles of the Procurement Act 2023, due to compliance, quality, and eligibility concerns across all submissions.

It was resolved unanimously to:

- 1. Formally terminate the current tender process on the grounds of noncompliance, quality, and eligibility concerns.**

17:50 Cllrs Harris, Malcaus Cooper, and Wheeler joined the meeting

- 2. Reissue a simplified tender for the provision, installation, and maintenance of Christmas trees and festive lighting for the years 2025, 2026, and 2027, as set out in the attached documentation, with the inclusion of clarification of pass and fail criteria if over budget and a change to the scoring criteria as set out below.**

Proposed Tender Evaluation Criteria and Weighting:

Criteria	Weighting (%)	Description
Value for Money	30%	Competitive pricing with a clear cost breakdown. Offers the best value while ensuring quality service and materials.
Experience & Track Record	30%	Proven ability to deliver similar Christmas tree and lighting projects. Strong references and case studies to support past performance.
Quality of Products & Services	40%	Specification and durability of Christmas trees and lighting, compliance with safety standards (e.g., HERS certification), and overall service reliability.

Price Evaluation Method

The lowest priced tender will score 100% of the price marks (30%). All other tenders will receive a proportionally lower score using the following formula:

Score = (Lowest Tender Price ÷ Tenderer's Price) × Maximum Price Score (30%)

This method ensures fairness while rewarding competitive pricing.

Scoring Method:

Each qualitative criterion (Value for Money, Experience & Track Record, and Quality of Products & Services) will be scored out of 10 based on the following matrix:

	<table><tr><th>Score</th><th>Description</th><th>Percentage of Total Marks</th><th>Definition</th></tr><tr><td>10</td><td>Excellent/Exceeds requirements</td><td>100%</td><td>Submission exceeds expectations and adds innovative or extra value.</td></tr><tr><td>8</td><td>Meets all requirements</td><td>80%</td><td>Fully meets specification with no shortcomings or enhancements.</td></tr><tr><td>6</td><td>Satisfactory</td><td>60%</td><td>Meets requirements with minor weaknesses or limited detail.</td></tr><tr><td>2</td><td>Less than satisfactory</td><td>20%</td><td>Significant weaknesses: some requirements not adequately met.</td></tr><tr><td>0</td><td>Fails to meet any requirements</td><td>0%</td><td>No relevant submission or wholly inadequate response.</td></tr></table> <p>The total weighted score determines the most advantageous tender in accordance with the Procurement Act 2023</p> <p>3. Suspend Standing Orders and delegate authority to the Clerk, along with the Chair and Vice-Chair of each village committee, plus Chair and Vice-Chair of Council if required, to open, evaluate, and award the tender.</p>	Score	Description	Percentage of Total Marks	Definition	10	Excellent/Exceeds requirements	100%	Submission exceeds expectations and adds innovative or extra value.	8	Meets all requirements	80%	Fully meets specification with no shortcomings or enhancements.	6	Satisfactory	60%	Meets requirements with minor weaknesses or limited detail.	2	Less than satisfactory	20%	Significant weaknesses: some requirements not adequately met.	0	Fails to meet any requirements	0%	No relevant submission or wholly inadequate response.	
Score	Description	Percentage of Total Marks	Definition																							
10	Excellent/Exceeds requirements	100%	Submission exceeds expectations and adds innovative or extra value.																							
8	Meets all requirements	80%	Fully meets specification with no shortcomings or enhancements.																							
6	Satisfactory	60%	Meets requirements with minor weaknesses or limited detail.																							
2	Less than satisfactory	20%	Significant weaknesses: some requirements not adequately met.																							
0	Fails to meet any requirements	0%	No relevant submission or wholly inadequate response.																							
C/24/33	<p>Grants - To consider a grant request from the Windlesham Fete Committee</p> <p>Members reviewed a grant application from Windlesham Fete Committee requesting £1,018.32 to support:</p> <ul style="list-style-type: none">• The hire of a 6m x 6m marquee with lighting, to be used on the day of the Fete as a refreshment tent- £651.60 (incl. VAT)• The purchase of two ‘feather flags’ with poles to be used at the Fete to highlight key attractions - £366.72 (incl. VAT) <p>It was resolved unanimously to suspend the current grant policy allowing retrospective grants and to award £1,018.32 from the Windlesham Grants budget line</p>	Clerk																								
	<p>There being no further business, the meeting closed at 17:57</p>																									



Windlesham Parish Council

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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Tuesday 20th May 2025 at 6.15pm at St Annes Church Centre, 45 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Turner	P	Marr	P
White	P	Stevens	P		
Du-Cann	P				

In attendance: Sarah Wakefield- Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/24/113	Apologies for absence No apologies for absence.
PLAN/24/114	Declarations of interest Cllr Turner declared a non-pecuniary interest in application no. 25/0437/DTC as the applicant is a neighbour. Cllr Willgoss declared a non-pecuniary interest in applications 25/0435/FFU and 25/0428/FFU as he attended a recent consultation event held by Gordon Murray.
PLAN/24/115	Public question time No public questions.
PLAN/24/116	Exclusion of the press and public No Exclusions to the press and public.
PLAN/24/117	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
25/0434/FFU	Portugal Cottage, Chapel Lane, Bagshot, Surrey, GU19 5DD Erection of single storey rear extension. NO OBJECTION	FPA	26 th May 2025
25/0450/FFU	Akwaba, Dukes Covert, Bagshot, Surrey, GU19 5HU Erection of single storey rear extension, part single/part 2 storey front extension and 2 storey side extension with addition of new front porch, and roof lights to existing roof following demolition of existing garage and utility, with associated works. NO OBJECTION with the following comments: members recommend that an arboricultural assessment be carried out due to the trees on site. As the site lies within the Green Belt, we ask that SHBC verify the proposed building size to ensure it complies with Green Belt policies and restrictions.	FPA	3 rd June 2025
25/0460/GPT	Communication Station Longacres Nursery London Road Bagshot Surrey Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the proposed upgrade to the existing 26.79m+ High Lattice Tower and ancillary works NO OBJECTION	General Permitted Development Telecoms	Not Available
25/0475/GPT	Communcation Station London Road Bagshot Surrey Notification under Regulation 5 of Ehte Electronic Communications Code (Conditions and Restrictions) Regulations 3 (As Amended) to utilise Permitted Development Rights. For removal and replacement of 3 No. antennas, 1No. cabinet and all ancillary development. NO OBJECTION	General Permitted Development Telecoms	Not Available
25/0482/FFU	26 Green Lane, Bagshot, Surrey, GU19 5NL Erection of a single storey side extension and front porch. NO OBJECTION	FPA	4 th June 2025
	Lightwater Applications		
25/0264/DTC	Lightwater Leisure Centre, Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG	Details to comply	27 th May 2025

	<p>Submission of details pursuant to Condition 6 (Construction Transport Management Plan), Condition 7 (Environmental Management Plan), Condition 9 (Details of hard surface construction within Root Protection Areas) of planning permission 24/0156/FFU [relating to the erection of canopy for the development of padel tennis courts, pickle ball courts with associated customer kiosk, toilet, means of enclosure, lighting and associated infrastructure]</p> <p>Members resolved to COMMENT as follows: Members concurred with Surrey Heath Borough Council's split decision and reiterated their previous view that the submission does not provide sufficient or satisfactory information to discharge Conditions 7 and 9. The documentation lacks clarity, and given the site's location within the Country Park, the Committee would expect a greater level of detail to be provided.</p>		
25/0309/FFU	<p>35 Heronscourt, Lightwater, GU18 5SW Construction of a garden office and gym to the rear, with new retaining wall, steps up to the garden and changes to the landscaping.</p> <p>NO OBJECTION with the following COMMENT: On condition that the proposed structure is not used for habitable accommodation and is retained within the curtilage of the existing dwelling.</p>	FPA	3 rd June 2025
25/0437/DTC	<p>Holly Cottage, 166 Macdonald Road, Lightwater, Surrey Submission of details to comply with condition 4 (foundations and service runs) attached to planning permission 24/0772/FFU for the erection of a detached outbuilding to be used as a home office/gym.</p> <p>NO OBJECTION with the following COMMENT: Members noted the submission but felt that it lacked sufficient detail to assess whether it fully met the requirements of condition 4 of planning permission 24/0772/FFU.</p>	Details to comply	Not Available
25/0504/DTC	<p>35 Curley Hill Road, Lightwater, Surrey, GU18 5YQ Submission of details to comply with condition 5 (soft and hard landscaping) attached to planning permission 24/1052/FFU for Erection of a double detached garage to the front and removal of tree.</p> <p>Members noted the application and deferred to Surrey Heath Borough Council's expertise in assessing the application. Members also noted that the tree appears to have already been removed and the garage erected.</p>	Details to comply	10 th June 2025
	Windlesham Applications		

25/0425/FFU	<p>Cedars Garden Nursery, Church Road, Windlesham, Surrey, GU20 6BL</p> <p>Erection of a single storey dwelling with associated landscaping and replacement access gates, following the demolition of the existing glasshouse, office and ancillary buildings.</p> <p>Members resolved to COMMENT as follows: Permission has already been granted for a bungalow on this site (23/0936/FFU). This new bungalow appears, from the plans, to be larger than the previously approved one, with several additional rooms. We request that SHBC check the dimensions, particularly those relating to floor space and volume, to ensure that this does not constitute inappropriate development in the Green Belt. If approved, members request a condition preventing the addition of an additional storey(s) at a future date. Members noted that the site has previously had a planning application and appeal refused for a 2 storey, 4-bedroom house (20/1213/FFU) and an application withdrawn for a 2 storey, 3-bedroom house (22/0336/FFU). In addition, it is within the Windlesham Church Road conservation area and is adjacent to Cedars Court and Cedar House and opposite Birch Hall, which are all Grade 2 listed buildings. If approved, members request that all relevant conditions and information from the previous consent should be incorporated.</p>	FPA	22 nd May 2025
25/0440/FFU	<p>1 Glenhurst, Windlesham, Surrey, GU20 6PR</p> <p>Erection of a new entrance gate. (Retrospective)</p> <p>Members resolved to COMMENT as follows: In principle, members do not object to this application. However, the Application Form states that the work was started on 21 March 2025 and completed on 24 March 2025. No gate is currently present, although there are various preparatory works. We request that SHBC approve the design and materials of the gate, as there is no detailed drawing submitted with the application. There is a significant tree (both height and trunk diameter) on each side of the entrance where the gate will be located. We request that SHBC be satisfied that the gate can be installed and operated without damage to these trees. This is particularly important as we understand that the property is within a group Tree Preservation Order (TPO 5/77).</p>	FPA	23 rd May 2025
25/0435/FFU	<p>Highams Park, Chertsey Road, Windlesham, Surrey, GU20 6HZ</p> <p>Construction of Building 3 (Production Building) associated with wider redevelopment of Highams Park (Gordon Murray HQ</p>	FPA	29 th May 2025

	<p>site), Use Class E(g) together with associated parking and landscaping.</p> <p>Members resolved NO OBJECTION in relation to the main building (Building 3) with the following COMMENT:</p> <p>We understand the following to be the case:</p> <ul style="list-style-type: none"> - The applicant has sought pre-application advice, as noted on the Application Form, and is continuing to seek on-going advice from SHBC on this matter. - This is a new self-contained application which involves modifications to the proposals for Building 3 as previously approved in outline (20/0747/FFU). If this new application is approved, all relevant conditions from the previously approved application should be incorporated. - It is proposed that Building 3 will be used as a vehicle paint facility, rather than for vehicle research and development. If approved, there should be robust conditions to ensure that this new use does not have adverse impacts on the environment or human health, particularly regarding discharge into the water system or fumes. - The footprint and overall scale of the main Building 3 and the single storey ancillary building remain unchanged from the outline permission. <p>However, members were disappointed to note the following changes that have been made, which have resulted in the loss of some of the site's pastoral character and previously attractive features.</p> <ul style="list-style-type: none"> - The proposal to use hard surfacing for what appears to be approximately half of the formal garden area between Buildings 2 and 3. We understand this is connected to the proposal to lay hardstanding to enable the use of all or part of this area to house temporary paint-shop cabins. This is Green Belt and this area should be fully planted as set out in various documents accompanying the outline application (20/0747/FFU), including Landscape Management plan, Planting Plan and the Visualisation Formal Garden document. - The decision to no longer use a sedum roof for the ancillary building (Design and Access Statement 2, page 10), as was set out at outline planning stage. The reasoning behind this change does not seem to be explained. 		
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25/0428/FFU	<p>Highams Park, Chertsey Road, Windlesham, Surrey, GU20 6HZ</p> <p>Construction of Building 1 associated with wider redevelopment of Highams Park (Gordon Murray HQ site), Use Class E(g) together with associated parking, landscaping and ancillary storage structure.</p> <p>Members resolved NO OBJECTION with the following COMMENT:</p> <p>We understand the following to be the case:</p> <ul style="list-style-type: none"> - The applicant has sought pre-application advice, as noted on the Application Form, and is continuing to seek on-going advice from SHBC on this matter. - This is a new self-contained application which involves modifications to the proposals for Building 1 as previously approved in outline and reserved matters (20/0747/FFU and 23/0005/RRM). If this new application is approved, all relevant conditions from the previously approved applications should be incorporated. - The main change is the removal of the extension, which was intended for electric vehicle production, resulting in a reduction in the footprint for built form. This area will be used to create additional parking spaces (we are unsure whether it is 20 or 16 as both are mentioned). - The proposed storage structure (substation, bicycle store and bin store) will be constructed within the previously approved footprint of the sprinkler tank (which is no longer required). This storage structure is smaller than the sprinkler tank, resulting in a reduced building footprint. - As the development will be within the previously approved footprint, there will be no loss of approved landscape (page 9, Development and Access Statement Part 2). The Arboricultural Assessment Update Statement also confirms that “there has been no change of circumstances since the reserved matters was approved and implemented, and no additional trees are affected by the minor changed proposals.” 	FPA	29 th May 2025

25/0458/FFU	<p>5 Owen Road, Windlesham, Surrey, GU20 6JG Single storey front infill extension and garage conversion into habitable space with alterations to fenestration.</p> <p>Members resolved NO OBJECTION with the following COMMENT: These works will alter the appearance of the front of the house and be visible from the road. The garage door will be replaced with a new window and bricks, and the front infill (creating a new shower room and study) will incorporate two new windows and bricks. All materials and the style of the windows should match the existing ones, as appearance and design and impact on the character of the area are material planning considerations.</p>	FPA	29 th May 2025
25/0486/FFU	<p>Poplar Cottage, School Road, Windlesham, Surrey, GU20 6PA Erection of single storey side extension, front porch canopy extension, and alterations to fenestration.</p> <p>NO OBJECTION, subject to confirmation from SHBC that the proposed rendering will not be applied to the main body of the house. The house is a period property in a conservation area and the Green Belt and we would object to any rendering being applied to the main body of the house on the grounds of appearance and design and impact on the character of the area.</p>	FPA	5 th June 2025
25/0453/CES	<p>41 Poplar Avenue Windlesham Surrey GU20 6PW Certificate of lawfulness for the proposed installation of a dropped kerb.</p> <p>NO OBJECTION</p>	Certificate Proposed Development	5 th June 2025

There being no further business, the meeting closed at 18:43



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S PLANNING COMMITTEE

Held on Tuesday 10th June 2025 at 11:00am at Lightwater Library, Guildford Road, Lightwater

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Marr	P
Du-Cann	P	Stevens	P		

In attendance: Sarah Wakefield- Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/25/01	To elect a Chair of the Committee for the ensuing year Cllr White proposed, Cllr Turner seconded, and it was unanimously resolved to appoint Cllr Stevens as Chair of the committee.
PLAN/25/02	To elect a Vice Chair of the Committee for the ensuing year Cllr Stevens proposed, Cllr Turner seconded, and it was unanimously resolved to appoint Cllr Marr as Vice chair of the committee.
PLAN/25/03	Apologies for absence No apologies for absence.
PLAN/25/04	Declarations of interest Cllr Turner declared a non-pecuniary interest in application no. 25/0437/DTC as the applicant is a neighbour.
PLAN/25/05	Public question time No public questions.
PLAN/25/06	To note the Committee's Terms of Reference Members noted the Terms of Reference.

PLAN/25/07	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/08	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
25/0524/PMR	<p>Gloucester Hall, Gloucester Gardens, Bagshot, Surrey, GU19 5NU</p> <p>Application to vary condition 4 (use class) of planning permission 18/0016 Erection of a single storey rear extension.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Environmental Health and Noise: The proposed development is likely to generate significant noise, which raises serious environmental health concerns. • Lack of Parking: The application does not address the critical issue of parking provision. The current proposal fails to ensure adequate parking facilities. 	Relaxation/ Modification	18 th June 2025
25/0507/CES	<p>1 Wellesley Close, Bagshot, Surrey, GU19 5HB</p> <p>Certificate of lawfulness (proposed) for the proposed Conversion of garage to habitable accommodation and changes to fenestration.</p> <p>No Objection</p>	Certificate Proposed Development	Not Available
25/0509/DTC	<p>38 London Road, Bagshot, Surrey, GU19 5HN</p> <p>Submission of details to comply with condition 4 (secure cycle storage), condition 5 (EV charging location), condition 6 (further secure cycle storage), condition 7 (further EV charging location) and condition 10 (boundary fencing) of planning permission 24/1163/FFU Change of use from residential dwelling (class C3) to a medical and dental unit comprising of GP/Dental/Pharmacy use (Class E) and ground floor flat (C3). Part retrospective to include resurfacing of driveway and car park.</p> <p>Members noted the details to comply and rely on the expertise of SHBC to ensure the materials provided are</p>	Details to Comply	16 th June 2025

	sufficient to discharge the conditions of this planning application.		
25/0537/CES	<p>1 Connaught Road, Bagshot, Surrey, GU19 5EL Certificate of lawfulness for the proposed erection of a single-storey rear extension.</p> <p>No objection with the following comments: Members ask SHBC to confirm that the application meets the requirements for permitted development.</p>	Certificate Proposed Development	Not Available
25/0565/FFU	<p>9 Drayhorse Drive, Bagshot, Surrey, GU19 5RF Installation of new patio doors to replace existing rear window.</p> <p>No objection with the following comment: Members note that the applicant should be advised this application could be approved under permitted development.</p>	FPA	1 st July 2025
	Lightwater Applications		
25/0520/PMR	<p>36 Curley Hill Road, Lightwater, Surrey, GU18 5YH Application to removal condition 2 (plans) and condition 4 (landscaping) of planning permission 23/0402/FFU for the demolition of existing dwelling and construction of a replacement 5-bedroom dwelling with associated landscaping.</p> <p>Members resolved to comment as follows: It is necessary that the applicant complies with the conditions set out in the planning approval as regards the submitted plans and also provide all the requested details as regards landscaping plans. Members also ask that Enforcement inspects a large metal site office erected on the public bridleway outside the development, as it was not included in the original planning application approval.</p>	Relaxation/ Modification	18 th June 2025
25/0525/FFU	<p>64 The Avenue, Lightwater, Surrey, GU18 5RG Erection of single storey front extension, changes to external rendering and boundary wall.</p> <p>No objection with the following comment: Members suggest that the development should be finished in brick rather than white render, to better reflect the character of the street scene and remain in keeping with neighbouring properties.</p>	FPA	19 th June 2025
25/0437/DTC	<p>Holly Cottage, 166 Macdonald Road, Lightwater, Surrey, GU18 5YB Submission of details to comply with condition 4 (foundations and service runs) attached to planning</p>	Details to Comply	24 th June 2025

	<p>permission 24/0772/FFU for the erection of a detached outbuilding to be used as a home office/gym.</p> <p>Members note that this application was approved on 5th June 2025.</p>		
25/0513/DTC	<p>99 - 101 Guildford Road, Lightwater, Surrey, GU18 5SB Submission of details to comply with condition 3 (materials) attached to planning permission 24/0136/FFU for Development of site to provide 21no. dwellings with associated access.</p> <p>Members noted the details to comply and rely on the expertise of SHBC to ensure all requirements are correctly met.</p>	Details to comply	Not Available
25/0560/FFU	<p>167 Ambleside Road, Lightwater, Surrey, GU18 5UN Erection of self-build replacement dwelling, following demolition of the existing.</p> <p>No objection</p>	FPA	1 st July 2025
25/0563/FFU	<p>35 High View Road, Lightwater, Surrey, GU18 5YF Retrospective raising of ground levels in rear garden.</p> <p>Objection for the following reasons:</p> <ul style="list-style-type: none"> • Ground Levels and Stability: Clarification is requested on how the applicant intends to mitigate the challenges posed by the site's highest ground levels. There is concern about the risk of land slips and the need for appropriate retaining structures to ensure stability and safety. • Environmental Impact and SSSI proximity. • Site Visit Request: Due to the site's topographical and environmental sensitivity, the Council requests that a site visit be conducted to fully assess the conditions and implications. 	FPA	1 st July 2025
	Windlesham Applications		
25/0512/MPO	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey Application to agree details within clause Schedule 3.1 Part 1 (affordable housing) of s106 obligation relating to outline planning permission 15/0590 [for the erection of up to 140 dwellings and community facilities, with associated landscaping, open space, car parking and access from Woodlands Lane, and use of land to provide publicly accessible recreation space (SANG). (Details of access only to be agreed)]</p> <p>Members resolved to Comment as follows:</p>	Modification & Discharge of Obligation	18 th June 2025

	<p>Members have noted the submission of the site location plan, the affordable housing layout plan and the letter from Persimmon dated 28 March 2025, setting out the number of units by tenure and bedroom numbers. Clause 3.1 of Schedule 1 requires the developer to submit and SHBC to give written approval to the “Affordable Housing Strategy”, as detailed further in Clause 3.2. Members request that SHBC is satisfied that details have been provided of all elements of the affordable housing strategy. Number, type and locations (clause 3.2.1) and tenure (clause 3.2.2) appear to have been addressed in this application. Other provisions relate to ensuring affordability for both initial and future occupiers (clause 3.2.3), timescales for construction, completion, sale and occupation (clause 3.2.4) and occupancy criteria (clause 3.2.5).</p> <p><i>Cllr White left the meeting 11:25am</i></p>		
25/0558/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</p> <p>Submission of details, in part, to comply with condition 20 (submission of further bat surveys) attached to reserved matters approval 20/0318/RRM dated 5 April 2024.</p> <p>Members resolved to Comment as follows: It was noted this application provides details of two further bat surveys carried out on 7 and 28 May 2025, during the maternity roosting period, on previously identified trees with bat roosting potential. The Technical Note dated 28 May 2025 by Ecology Solutions states that no evidence of bat roosting (or bird nesting) was recorded in relation to those trees. Members therefore have no further comments but rely on the expertise of SHBC in relation to the discharge of this condition.</p>	Details to comply	26th June 2025
25/0559/DTC	<p>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</p> <p>Submission of details to comply, in part, with conditions 23 (landscape and ecological management plan - further bat surveys), and 26 (further bat surveys) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p>Members resolved to Comment as follows: Members noted this application provides details of two further bat surveys carried out on 7 and 28 May 2025, during the maternity roosting period, on previously identified trees with bat roosting potential. The Technical Note dated 28 May 2025 by Ecology Solutions states that no evidence of bat roosting (or bird nesting) was recorded in relation to those trees. Members therefore have no further comments but rely on the expertise of SHBC in relation to the discharge of these conditions.</p>	Details to Comply	26 th June 2025

25/0287/FFU	<p>Building D, Windlesham Campus, London Road, Windlesham, Surrey</p> <p>Partial demolition and alterations to existing building and construction of two-storey building with rooftop plant, together with construction of ancillary structures and installation of landscaping to service yard.</p> <p>Members resolved to Comment as follows: Members noted this application has already been debated (planning meeting on 29 April 2025) and a submission made (no objection with comment), although it is not showing on SHBC's planning portal.</p> <p><i>Cllr white rejoined the meeting at 11:27am</i></p>	FPA	18 th June 2025
25/0536/NMA	<p>Woodlands House Westwood Road Windlesham Surrey GU20 6LX</p> <p>Non-material amendment to planning permission 24/0708/FFU to allow for alterations to the ground and first floor extensions and layouts including relocation of rear balcony, removal of porch, fenestration changes and roof alterations.</p> <p>Members resolved to Comment as follows: Members have no objection to the relocation of the rear balcony or to changes to the internal layout. They query whether the proposed changes to the front of the property require full planning permission as they are visually significant, altering the fenestration, style and roof of the main entrance area over two floors.</p>	Non Material Amendment	Not Available

There being no further business, the meeting closed at 11:30

Item 7a – Asset Transfers Consultation Data

Full Council 24th June 2025

Background

Members will recall that at the Full Council meeting held on the 29th April, Members resolved to launch a community survey to:

1. Gauge early public sentiment regarding the potential for the Parish Council to assume responsibility for local services and assets.
2. Identify priorities among residents relating to service delivery, asset management, and community engagement.
3. Assess capacity and appetite for more localised governance in future scenarios of devolved authority.

Action

Members are asked to review and note the consultation data attached, which should be used to inform discussion on agenda item 7b.

Report on Community Views Regarding Local Government Reorganisation and Asset Transfers

Conducted by: Windlesham Parish Council

Total Respondents: 71

Contents

Introduction.....	2
Summary	2
Consultation Analysis	3
Q1: Awareness of Asset Transfers Under Devolution	3
Summary of Awareness:.....	3
Breakdown of awareness by Village:	3
Observation.....	3
Q2: Support for Council Exploring Asset Transfers.....	4
Key Findings:	4
Breakdown of support by Village:.....	4
Observation.....	4
Q3 Priority Assets for Local Management.....	5
Asset Preferences (Parish-wide):	5
Breakdown of support by Village:.....	5
Observations	6
Q4. Importance of Local Control Over Community Assets.....	6
Breakdown by Village:	7
Observations	7
5. Willingness to Fund Local Assets via Precept Increase	8
Breakdown by Village:	8
Observations:	8
Q6. Acceptable Level of Council Tax Increase	9
Breakdown by Village:	9
Observations:	10
Q7. Suggestions for specific local assets or services that Windlesham Parish Council should consider taking on	10
Observations:	11
Q8. Additional comments or suggestions	11

Overall Observations:	11
Q9. Respondent Distribution by Parish Area.....	11
Q10. Age breakdown of those surveyed	12

Introduction

As part of preparations for potential changes in local government structure, Windlesham Parish Council conducted a survey to gather residents' views on the transfer of local assets and responsibilities from higher-tier authorities to the parish council. The aim was to assess local awareness, support, and priorities should such powers be devolved.

Important: Where a breakdown by village is provided, it should be noted that only 97% of respondents indicated which village they resided in.

Summary

The Windlesham Parish Council's asset consultation has revealed valuable insights into local residents' awareness, support, and priorities regarding the potential transfer of assets and responsibilities to the Parish Council under devolution arrangements.

- **Awareness:** Just over half of the respondents (54.41%) were aware of devolution in other areas, indicating moderate familiarity with the concept and the need for increased community education and communication.
- **Support:** A clear majority (68.12%) supported the Council exploring asset transfers, showing a strong appetite for local governance to play a greater role in managing services and infrastructure.
- **Priority Assets:** Parks and green spaces were identified as the most valued assets (84.06%), followed by sports facilities (60.87%) and community buildings and heritage (each at 57.97%). This highlights the community's desire to protect shared recreational and cultural spaces.
- **Importance of Local Control:** Nearly 86.96% of respondents considered local management of community assets either "extremely" or "somewhat" important, reinforcing a strong preference for grassroots stewardship.
- **Funding Willingness:** While only 33.33% supported a definite increase in the parish precept, a further 37.68% were open to the idea depending on specific proposals. This cautious optimism implies that any future proposals must be transparent, justified, and strategically communicated.
- **Acceptable Precept Increase:** The most acceptable contribution level was between £20-£35 annually (20.29%), with fewer residents willing to support higher increases. This suggests the need for cost-effective approaches or phased implementation plans.

Overall, the results underscore a broadly supportive and engaged community that values local services and is willing to consider new governance responsibilities for the Parish Council, particularly if proposals are clearly defined and fiscally responsible.

Consultation Analysis

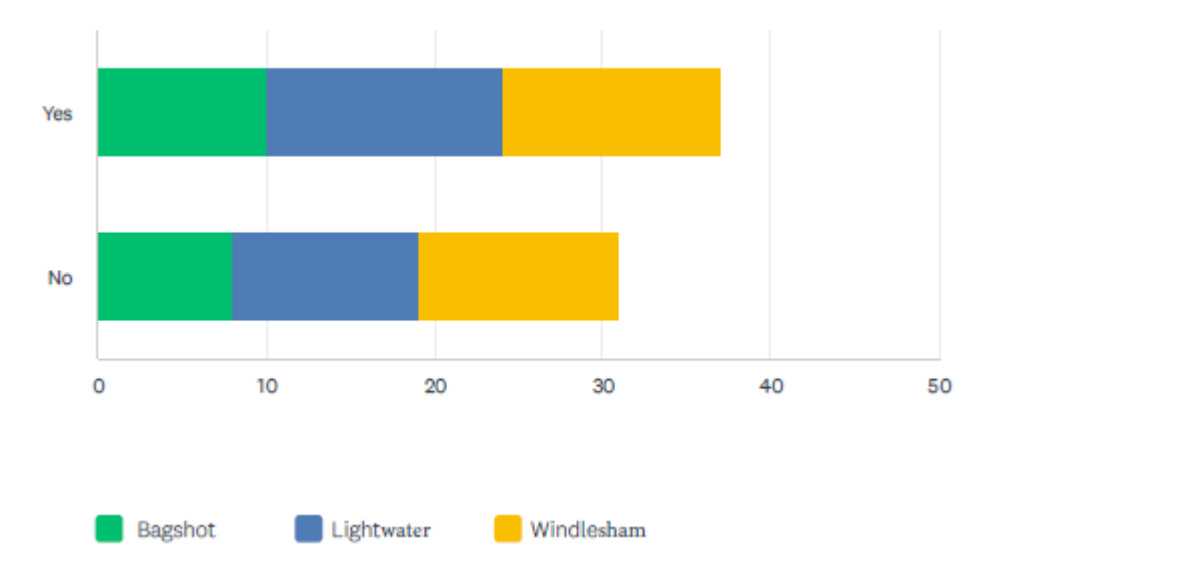
Q1: Awareness of Asset Transfers Under Devolution

Respondents were asked whether they were aware that, in other parts of the country, town and parish councils have taken on more responsibilities following devolution.

Summary of Awareness:

- Overall Awareness:** 54.41% of respondents were aware, while 45.59% were not.

Breakdown of awareness by Village:



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
Yes	27.03% 10	37.84% 14	35.14% 13	54.41% 37
No	25.81% 8	35.48% 11	38.71% 12	45.59% 31
Total Respondents	18	25	25	68

Observation

This demonstrates a moderate level of awareness across the parish, with room to improve understanding of devolution implications.

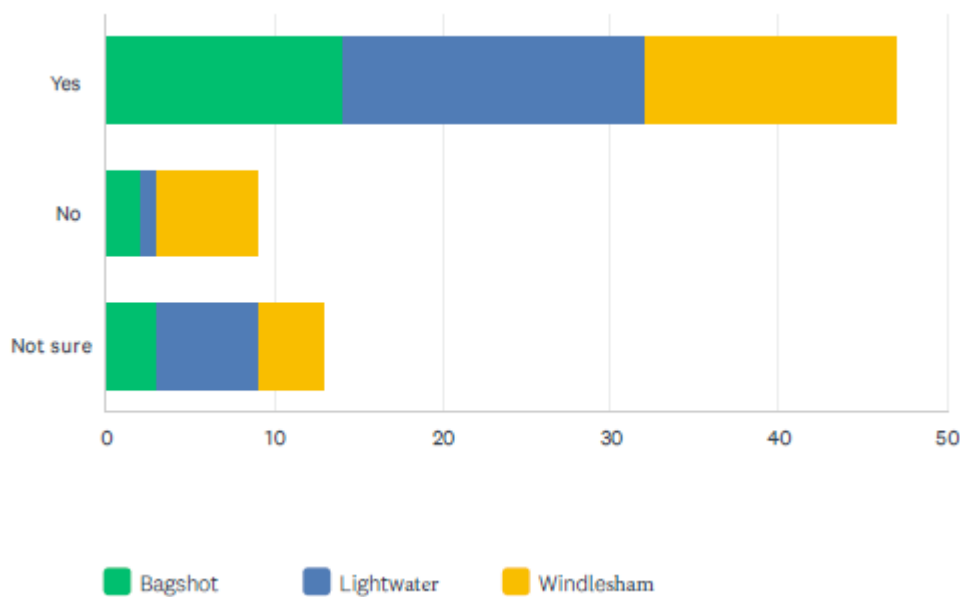
Q2: Support for Council Exploring Asset Transfers

Residents were asked whether they support Windlesham Parish Council exploring the possibility of taking on local assets to protect and enhance local services.

Key Findings:

- Total support:** 68.12% of respondents answered “Yes”, 13.04% answered “No”, with 18.84% of respondents unsure.

Breakdown of support by Village:



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
Yes	29.79% 14	38.30% 18	31.91% 15	68.12% 47
No	22.22% 2	11.11% 1	66.67% 6	13.04% 9
Not sure	23.08% 3	46.15% 6	30.77% 4	18.84% 13
Total Respondents	19	25	25	69

Observation

Despite variation in village-level support, the overall consensus suggests a strong appetite for the Parish Council to explore options for managing local assets.

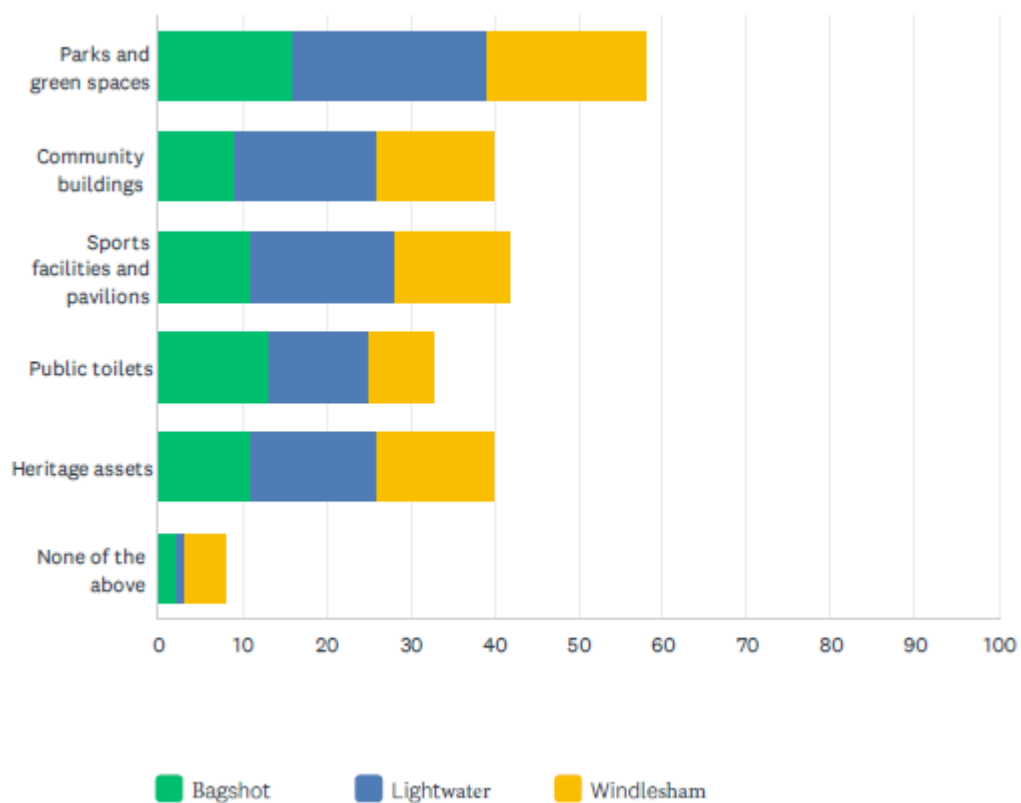
Q3 Priority Assets for Local Management

Respondents were asked to identify which community assets they would prioritise for local management (multiple selections allowed).

Asset Preferences (Parish-wide):

- **Parks and Green Spaces:** 84.06%
- **Sports Facilities and Pavilions:** 60.87%
- **Community Buildings:** 57.97%
- **Heritage Assets:** 57.97%
- **Public Toilets:** 47.83%
- **None of the Above:** 11.59%

Breakdown of support by Village:



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
▼ Parks and green spaces	27.59% 16	39.66% 23	32.76% 19	84.06% 58
▼ Community buildings	22.50% 9	42.50% 17	35.00% 14	57.97% 40
▼ Sports facilities and pavilions	26.19% 11	40.48% 17	33.33% 14	60.87% 42
▼ Public toilets	39.39% 13	36.36% 12	24.24% 8	47.83% 33
▼ Heritage assets	27.50% 11	37.50% 15	35.00% 14	57.97% 40
▼ None of the above	25.00% 2	12.50% 1	62.50% 5	11.59% 8
▼ Total Respondents	19	25	25	69

Observations

The data highlights clear resident interest in maintaining control over public spaces, sports facilities, community facilities and heritage assets, with green infrastructure receiving the highest prioritisation.

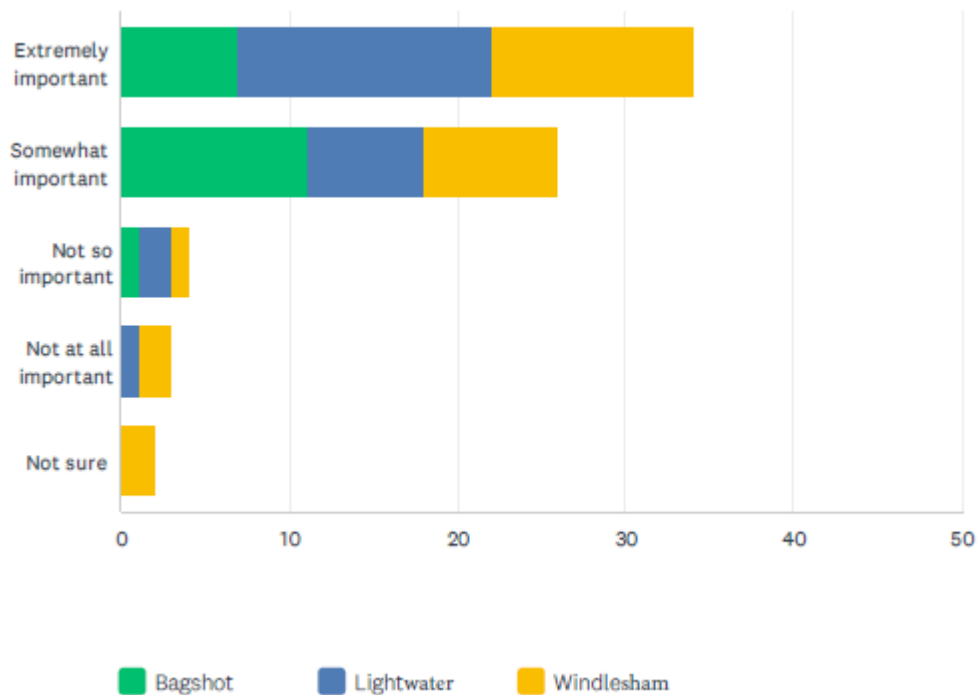
Q4. Importance of Local Control Over Community Assets

Respondents were asked to rate the importance of local management and control of community assets such as parks, buildings, and public facilities.

Overall Sentiment:

- Extremely important: 49.28%
- Somewhat important: 37.68%
- Not so important: 5.80%
- Not at all important: 4.35%
- Not sure: 2.90%

Breakdown by Village:



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
Extremely important	20.59% 7	44.12% 15	35.29% 12	49.28% 34
Somewhat important	42.31% 11	26.92% 7	30.77% 8	37.68% 26
Not so important	25.00% 1	50.00% 2	25.00% 1	5.80% 4
Not at all important	0.00% 0	33.33% 1	66.67% 2	4.35% 3
Not sure	0.00% 0	0.00% 0	100.00% 2	2.90% 2
Total Respondents	19	25	25	69

Observations

These results indicate a broad consensus across the parish in favour of locally managed services, reflecting strong community value placed on local governance and stewardship.

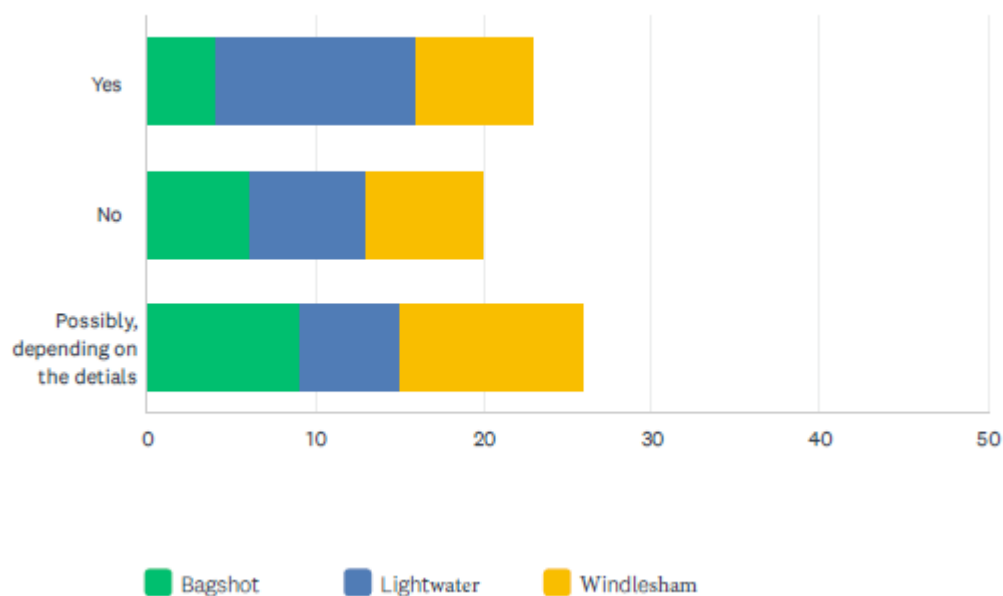
5. Willingness to Fund Local Assets via Precept Increase

Residents were asked if, in principle, they would support an increase in the parish precept (local council tax) to fund the management and upkeep of such community assets.

Parish-Wide Response:

- **Yes:** 33.33%
- **No:** 28.99%
- **Possibly, depending on details:** 37.68%

Breakdown by Village:



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
▼ Yes	17.39% 4	52.17% 12	30.43% 7	33.33% 23
▼ No	30.00% 6	35.00% 7	35.00% 7	28.99% 20
▼ Possibly, depending on the details	34.62% 9	23.08% 6	42.31% 11	37.68% 26
▼ Total Respondents	19	25	25	69

Observations:

The majority of residents are not outright opposed to a precept rise, with 33.33% open to an increase in precept, with an additional 37.68% considering it, depending on the specifics. This

suggests that transparency and a strong business case will be crucial for any proposed changes.

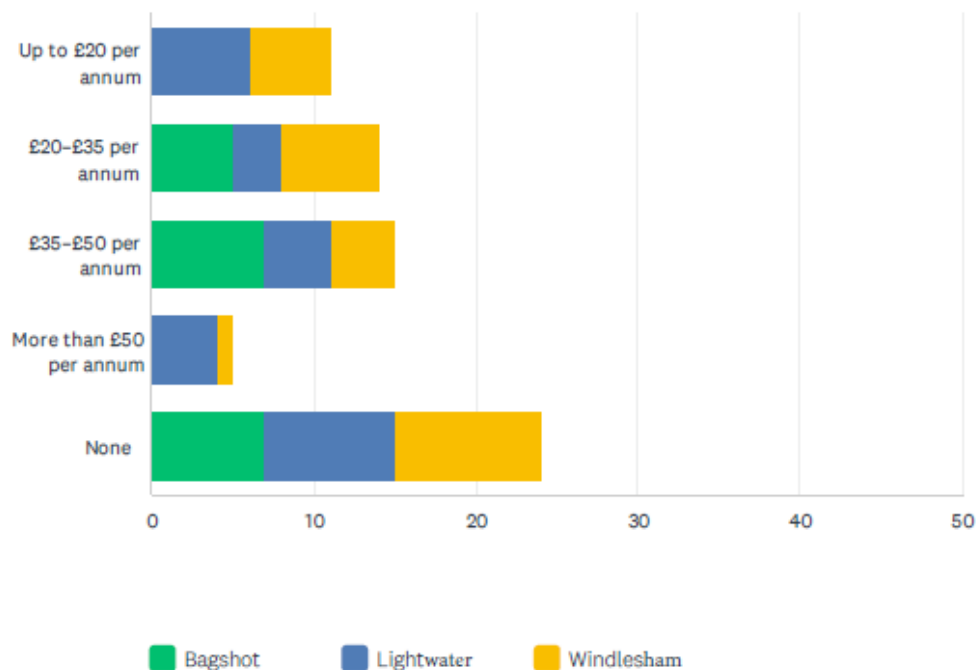
Q6. Acceptable Level of Council Tax Increase

Participants were asked what annual increase in council tax they would find acceptable to fund improved local services and amenities.

Preferred Contribution Levels:

- **Up to £20 per annum:** 15.97%
- **£20–£35 per annum:** 20.29%
- **£35–£50 per annum:** 21.74%
- **More than £50 per annum:** 7.25%
- **None:** 24.78%

Breakdown by Village:



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
▼ Up to £20 per annum	0.00% 0	54.55% 6	45.45% 5	15.94% 11
▼ £20-£35 per annum	35.71% 5	21.43% 3	42.86% 6	20.29% 14
▼ £35-£50 per annum	46.67% 7	26.67% 4	26.67% 4	21.74% 15
▼ More than £50 per annum	0.00% 0	80.00% 4	20.00% 1	7.25% 5
▼ None	29.17% 7	33.33% 8	37.50% 9	34.78% 24
▼ Total Respondents	19	25	25	69

Observations:

65% of respondents are open to contributing more through the precept, with the majority favouring a modest increase. This affirms the earlier finding that residents are supportive of enhanced local service delivery, provided cost increases are proportionate and justifiable.

Q7. Suggestions for specific local assets or services that Windlesham Parish Council should consider taking on

Residents were asked to suggest any specific local assets or services they believe Windlesham Parish Council should consider taking on.

Suggested Assets/Services for WPC to Consider:

1. Public Toilets

- Notably from Bagshot and Lightwater, residents want WPC to manage public toilet facilities.

2. Green Spaces & Playgrounds

- Common support for Parish Council involvement in maintaining parks and playgrounds (e.g. Windmill Field, Kings Lane, College Ride, Field of Remembrance, Lightwater Country Park, SANG's).

3. Community Buildings

- Requests to manage local assets like scout huts, community centres (e.g. Briars), and day centres (e.g. Windle Valley).

4. Transport & Roads

- Suggestions included local bus services, school transport, car park management, and minor road maintenance.

5. Recycling & Cleanliness

- Calls for better oversight of recycling centres, public bins and litter management.

6. Heritage Assets

- Bagshot residents emphasised preserving historic and community buildings and potential archaeological interests.

Observations:

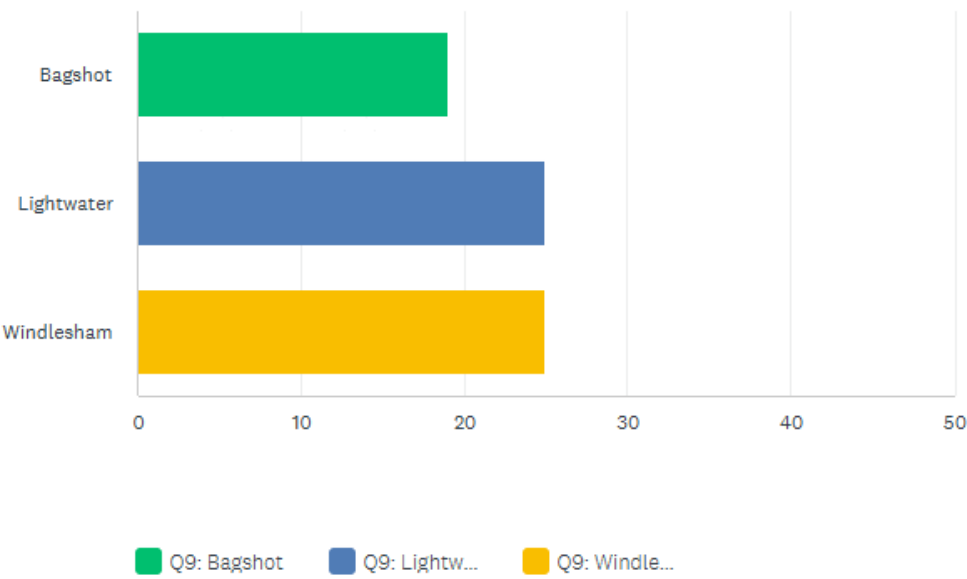
Residents see potential value in WPC taking on more local services, especially in green space, facilities and basic amenities.

Q8. Additional comments or suggestions

Overall Observations:

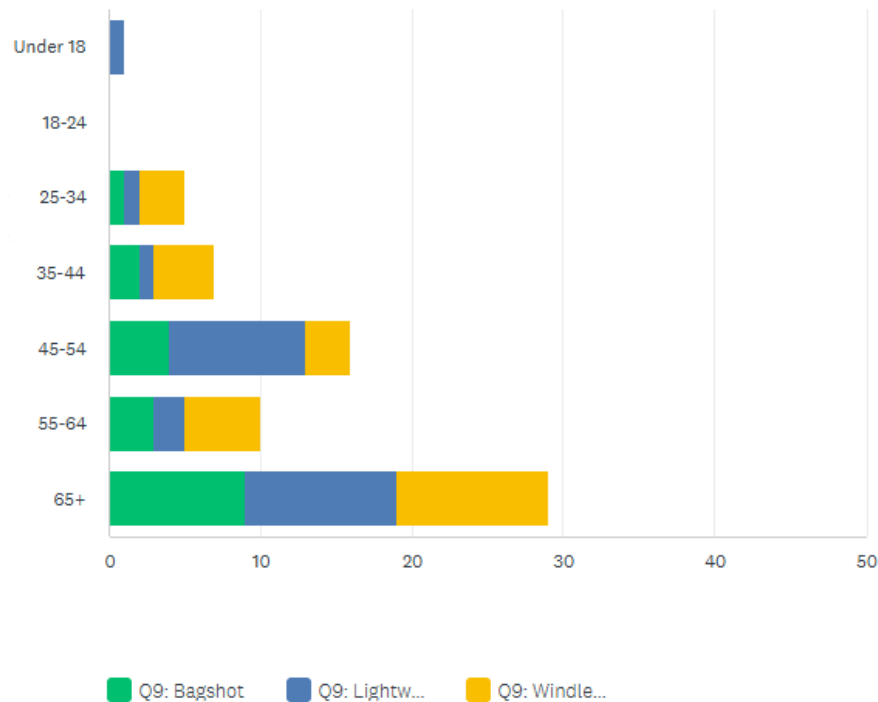
While many support enhanced local control and believe the Parish Council is best placed to safeguard community assets, there is notable concern over process transparency, future funding, and council competence. Any asset transfer strategy must therefore be backed by clear communication, costed plans and robust governance.

Q9. Respondent Distribution by Parish Area



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
Bagshot	100.00% 19	0.00% 0	0.00% 0	27.54% 19
Lightwater	0.00% 0	100.00% 25	0.00% 0	36.23% 25
Windlesham	0.00% 0	0.00% 0	100.00% 25	36.23% 25
Total Respondents	19	25	25	69

Q10. Age breakdown of those surveyed



	Q9: BAGSHOT	Q9: LIGHTWATER	Q9: WINDLESHAM	TOTAL
Under 18	0.00% 0	100.00% 1	0.00% 0	1.47% 1
18-24	0.00% 0	0.00% 0	0.00% 0	0.00% 0
25-34	20.00% 1	20.00% 1	60.00% 3	7.35% 5
35-44	28.57% 2	14.29% 1	57.14% 4	10.29% 7
45-54	25.00% 4	56.25% 9	18.75% 3	23.53% 16
55-64	30.00% 3	20.00% 2	50.00% 5	14.71% 10
65+	31.03% 9	34.48% 10	34.48% 10	42.65% 29
Total Respondents	19	24	25	68

The survey responses are heavily weighted toward older adults, particularly those aged 65 and over, with limited input from younger residents. This demographic imbalance should be considered when interpreting community priorities and planning future engagement strategies.

Appendix A: Qualitive Data for Q7 & 8

Appendix A- Qualitive Data for Q7 & 8

Q7 Please suggest any specific local assets or services you believe Windlesham Parish Council should consider taking on.

	ASSET/SERVICE SUGGESTION	ASSET/SERVICE SUGGESTION	ASSET/SERVICE SUGGESTION	ASSET/SERVICE SUGGESTION	ASSET/SERVICE SUGGESTION	ASSET/SERVICE SUGGESTION	TOTAL
Q9: Bagshot	100.00% 5	100.00% 5	100.00% 5	60.00% 3	40.00% 2	20.00% 1	80.77% 21
Q9: Lightwater	100.00% 9	77.78% 7	55.56% 5	44.44% 4	44.44% 4	33.33% 3	123.08% 32
Q9: Windlesham	100.00% 12	66.67% 8	33.33% 4	16.67% 2	8.33% 1	8.33% 1	107.69% 28
Total Respondents	26	20	14	9	7	5	26

Bagshot

1	College Ride Playing Field and Pavilion	6/15/2025 9:32 PM
2	Field of Remembrance	6/3/2025 8:00 PM
3	Public toilets	6/3/2025 7:06 PM
4	Local recycling facility	5/25/2025 8:49 AM
5	Public Toilets	5/17/2025 8:01 AM
6	Windle Valley Day Centre	6/15/2025 9:32 PM
7	Bagshot Play area	6/3/2025 8:00 PM
8	Parks and green spaces	6/3/2025 7:06 PM
9	Park street day centre	5/25/2025 8:49 AM
10	Upkeep of parks/public areas	5/17/2025 8:01 AM
11	Bagshot Public Toilet	6/15/2025 9:32 PM
12	Earlswood Park	6/3/2025 8:00 PM
13	Heritage assets/community buildings	6/3/2025 7:06 PM

14	Almshouses	5/25/2025 8:49 AM
15	Roads/ Maintenance	5/17/2025 8:01 AM
16	Bagshot Village Car Park	6/15/2025 9:32 PM
17	Archaeology and heritage centres	5/25/2025 8:49 AM
18	Archaeology Centre Bagshot	5/17/2025 8:01 AM
19	School Lane Playing Field Bagshot	6/15/2025 9:32 PM
20	Community policing	5/17/2025 8:01 AM
21	Recycling tips	5/17/2025 8:01 AM

Lightwater

1	Verges	6/10/2025 2:46 PM
2	Transport to school	6/3/2025 2:13 PM
3	Car parks / parking enforcement	5/30/2025 4:33 PM
4	Employ dog warden and police offenders	5/15/2025 1:41 PM
5	Bins	6/10/2025 2:46 PM
6	SEND provision	6/3/2025 2:13 PM
7	Small potholes repairs	5/30/2025 4:33 PM
8	BPFA	6/10/2025 2:46 PM
9	Road cleaning	6/3/2025 2:13 PM
10	Community buildings incl scouts huts	5/30/2025 4:33 PM
11	Grass Verges	5/19/2025 9:48 AM
12	Extend public waste bin and supervise collection	5/15/2025 1:41 PM
13	Bagshot car park	6/10/2025 2:46 PM
14	Community centres	6/3/2025 11:25 PM
15	Mowing verges	6/3/2025 2:13 PM
16	All playgrounds	5/30/2025 4:33 PM
17	Libraries	5/21/2025 2:18 PM
18	Community Centers	5/19/2025 9:48 AM
19	Local grass cutting	5/15/2025 1:41 PM

20	WPC cannot manage what they have got properly, e.g. Lightwater cemetery, the "new" pavilliion and the War memorial. It would be pointless giving WPC anything else.	
21	Briars	6/10/2025 2:46 PM
22	Recycling centres	6/3/2025 2:13 PM
23	Grass verges and bins	5/30/2025 4:33 PM
24	Children's playground supervision	5/15/2025 1:41 PM

Windlesham

1	Grass cutting	6/10/2025 10:30 AM
2	We pay Surrey Heath for these services, that money should go to parishes.	6/3/2025 2:39 PM
3	Footpaths	6/3/2025 1:36 PM
4	All green spaces ! No more housing	6/3/2025 11:50 AM
5	None	6/2/2025 8:13 AM
6	Grass verges	5/28/2025 8:26 PM
7	More playgrounds	5/23/2025 7:56 PM
8	None	5/17/2025 6:50 PM
9	SANG - Heathpark Wood	5/15/2025 7:17 PM
10	More playgrounds	5/15/2025 1:43 PM
11	Windmill Field green space and playground	5/14/2025 10:24 PM
12	Bridleways	5/14/2025 12:43 PM
13	Playgrounds	6/10/2025 10:30 AM
14	Grass verges	6/3/2025 1:36 PM
15	None	6/2/2025 8:13 AM
16	hedges and trees	5/28/2025 8:26 PM
17	Verge cutting/wildflower management	5/15/2025 7:17 PM

18	Community centre eg briars	5/15/2025 1:43 PM
19	Kings Lane playground	5/14/2025 10:24 PM
20	Local Plan	5/14/2025 12:43 PM
21	None	6/2/2025 8:13 AM
23	SANG - Windlemere (if in PC area)	5/15/2025 7:17 PM
24	Grass verges	5/15/2025 1:43 PM
25	War memorials	5/14/2025 10:24 PM
26	None	6/2/2025 8:13 AM
27	SANG - Bagshot	5/15/2025 7:17 PM
28	None	6/2/2025 8:13 AM

Q8 Any additional comments or suggestions?

[Answered](#): 17 [Skipped](#): 52

ANY ADDITIONAL COMMENTS OR SUGGESTIONS?		TOTAL
Q9: Bagshot	100.00% 3	17.65% 3
Q9: Lightwater	100.00% 7	41.18% 7
Q9: Windlesham	100.00% 7	41.18% 7
Total Respondents	17	17

Bagshot

- | | | |
|---|---|-------------------|
| 1 | This goes against the plan to save money and the best use of available resources & will involve duplication at higher costs. | 6/5/2025 6:43 PM |
| 2 | Any other services and facilities currently undertaken by WPC plus others best run locally rather than larger council bodies. | 5/25/2025 8:49 AM |
| 3 | Local services/amenities should be performed in house (by WPC) rather than being contracted out, which doesn't mean value for money | |

Lightwater

- | | | |
|---|--|--------------------|
| 1 | The three villages have poor transport links to commuter stations. For example, 50+ minutes to Woking Station via bus is ridiculous for what otherwise would be a 15 minute journey by car. It would be nice is the local parish council take control and provide a better service. The three villages are hugely neglected in this regard | 6/11/2025 10:52 PM |
| 2 | Parish is the only tier of local government truly connected with the community | 6/10/2025 2:46 PM |
| 3 | You would need to work smart to include the additional workload without the need to further empire build staff costs. | 6/10/2025 10:34 AM |

4	My business was based at a community centre..It was forced to close due to it being badly managed by its committee members and their unconstitutional behaviour. If the council or parish had greater authority/oversight of the community centre this could have been avoided. A suggestion instead of increasing tax maybe some events sponsored by the parish such as events VE celebrations could be reduced.	6/3/2025 11:25 PM
5	The cost of any additional responsibilities should be taken for SHBC or SCC	6/3/2025 2:13 PM
6	The only tier of council actually listening to residents is the parish council, so I fully support my closest tier of local government safeguarding local assets and services for residents instead of some power grab from a unitary too big and too far removed from us residents.	5/30/2025 4:33 PM
7	If the assets are already under local authority- SCC or SHBC then they are funded and the budgets should be transferred we should not be asked to pay more to satisfy increased power grabs	5/16/2025 4:46 PM

Windlesham

1	<p>We don't have enough information on the devolution plans so it is really difficult to answer this questionnaire. At the end of the day Tim Oliver is forcing this through and why should we pay more council tax for a vanity project for this man!</p> <p>Residents are already paying a huge amount in council tax and we have not seen any impact costings of the devolution, if you want our feedback on solutions we should understand all the impacts prior to asking us. I have no problem with devolution in principle but its being carried out in a very under hand way. We need more info on impacts for us as residents. It feels like this is a done deal and as elections have been cancelled (not delayed) we have zero influence on Mr Olivers plans, its undemocratic and frankly disgusting way to treat the electorate!</p>	6/5/2025 5:42 PM
2	<p>Ww already pay SH once they have gone, any assets transferred to Parish level, the money should come to the Parishes</p>	6/3/2025 2:39 PM
3	<p>Footpaths and grass verges around the parish. Keeping footpaths accessible for everyone is very important. Grass verges can be planted with wildflowers improving the appearance and biodiversity.</p>	6/3/2025 1:36 PM
4	<p>Property assets should be managed centrally by the LA that has the staffing expertise & resources to manage such assets efficiently. Parish does not have the knowledge or resources to do so and has a poor record of maintaining the assets it is currently responsible for. This survey is hypothetical because we do not know how this Govt is going to treat parishes; examples of previous arrangements will not necessarily apply in the future. Better to wait and see what is actually going to happen rather than wasting time trying to preempt policy or influence it to suit ambitions of a minority.</p>	6/2/2025 8:13 AM
5	<p>At this moment any discussion on the future of Parishes is speculative</p>	5/17/2025 6:50 PM

6

I couldn't fill in question 7 very well as I don't know which assets are currently - that would be really helpful to see which assets are in our area that could be potentially managed by WPC. Likewise for services. If the precept were to be raised to take over assets previously managed by SHBC I would expect to see the increased precept offset by other council tax areas (minus inflationary increases).

5/15/2025 7:17 PM

Windlesham

- | | | |
|---|---|------------------|
| 1 | We don't have enough information on the devolution plans so it is really difficult to answer this questionnaire. At the end of the day Tim Oliver is forcing this through and why should we pay more council tax for a vanity project for this man! Residents are already paying a huge amount in council tax and we have not seen any impact costings of the devolution, if you want our feedback on solutions we should understand all the impacts prior to asking us. I have no problem with devolution in principle but its being carried out in a very under hand way. We need more info on impacts for us as residents. It feels like this is a done deal and as elections have been cancelled (not delayed) we have zero influence on Mr Olivers plans, its undemocratic and frankly disgusting way to treat the electorate! | 6/5/2025 5:42 PM |
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of a minority.

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Item 7b – Asset Transfers
Full Council 24th June 2025

Background

Following a second engagement meeting with Surrey Heath Borough Council (SHBC), Windlesham Parish Council has received a more detailed and comprehensive spreadsheet listing assets located across the parish that SHBC may be prepared to transfer to the Parish Council.

This follows ongoing discussions on devolution and localised service delivery, aligning with the council's strategic ambitions to enhance local control, community value, and operational responsiveness.

Action

Members are asked to read the information below and consider delegating authority to the Clerk, in conjunction with the Chair, Vice Chair of Council, and the Chair of each Village Committee, to review the asset spreadsheet alongside the asset transfer consultation results, preparing a recommendation report to be presented to Full Council at the end of July 2025.

Asset Overview

Assets are distributed across the three villages of Bagshot, Lightwater, and Windlesham, and include a broad range of facility types.

To assist a high-level summary of the property assets potentially available for transfer to Windlesham Parish Council, grouped by village (Bagshot, Lightwater, Windlesham). The spreadsheet provided by SHBC indicates a range of assets such as:

- Amenity grass areas
- Vegetation maintenance zones
- Memorials and signage
- Street Furniture
- Woodland scrub and hedgerows

Bagshot and Lightwater contain the largest number of assets, including public toilets and bus shelters. Windlesham's assets are fewer and more focused on community and green infrastructure.

The spreadsheet shared by SHBC includes location details and asset descriptions. SHBC has been asked to supply indicative running costs for each asset, which are not expected to be exact but will inform decision-making.

Item 8a – Heathpark Community Building Consultation Data

Full Council 24th June 2025

Background

Members will recall that at the Full Council EGM held on the 8th April, Members resolved to launch a community survey regarding the adoption of the Heathpark Community Building.

Action

Members are asked to review and note the consultation data attached, which should be used to inform discussion on agenda item 8b.

Consultation Results: Heathpark Woods Community Building

Conducted by: Windlesham Parish Council

Respondents: 123 residents

Contents

Introduction.....	1
Summary.....	2
Consultation Analysis	2
Q1. Support for the Adoption of the Community Building	2
Observation.....	3
Interpretation	3
Q2. Willingness to Fund Through an Increase in the Precept	3
Interpretation.....	3
Q3. Preferred Model of Management	3
Interpretation.....	3
Q4. Resident Concerns about the Council adopting the building	4
Key Themes Identified	4
Observations	5
Q5. Resident preference for use of the building.....	5
Key Themes Identified	5
Observations	6
6. Those residents that did not support the adoption of the building, indicated alternative uses for the space.	7
Key Themes Identified	7
Observations	8
Overall Observations	8

Introduction

This report presents the findings of a community consultation conducted by Windlesham Parish Council to understand public views on the proposed adoption of a new community building at Heathpark Wood. The consultation aimed to gather feedback on three key areas: whether the Council should adopt the building, how it might be funded, and preferences for its future management and use. The insights gathered provide an essential foundation for informed decision-making and reflect the diverse perspectives of residents across the parish.

Summary

The consultation reveals a divided landscape of public opinion on the future of the Heathpark Woods Community Building. While there is some appetite for community-led healthcare or early years use, this is overshadowed by a majority of residents expressing financial, logistical, and governance concerns.

The data illustrates:

- A clear majority oppose the Council's adoption of the building in its current form.
- There is widespread preference for health-related services or early years provision, uses seen as addressing genuine local needs.
- There remains deep scepticism about the building's necessity, long-term viability, and strategic planning.

If Windlesham Parish Council is to consider adoption, it must proceed with caution. Any plans should be based on further public engagement and careful consideration of the governance model that offers community representation and accountability.

It is important to note that Condition 10 of the reserved matters permission 20/0318/RRM states:

The community building hereby permitted shall be used as a hall or meeting place for the principal use of the local community falling within Use Class F2(b) of the Town and Country Planning Use Classes Order 1987 as amended.

Reason: In the interests of residential amenity and to ensure appropriate car parking provision is available to serve the building having regard to Policies DM9 and CPI I of the Surrey Heath Core Strategy and Development Management Policies 2012.

Class F2 of the Town and Country (Use Classes) Order 1987 (as amended) relates to a range of community uses, including some recreation or sports facilities. However, this condition restricts the use of the community building to Class F2(b), which relates to a "hall or meeting place for the principal use of the local community" and it is restricted to this purpose with no permitted change.

Consultation Analysis

Q1. Support for the Adoption of the Community Building

- **24.59%** of respondents support Windlesham Parish Council (WPC) adopting the building.
- **66.39%** oppose the proposal.
- **9.02%** were unsure.

Observation: It is important to consider the geographic distribution of responses. According to the survey data (see Appendix B), 60.33% of all respondents were residents of Windlesham, with 48.76% residing in Windlesham South, the area most directly affected by the proposed development.

Interpretation:

The overall survey results indicate a clear majority of respondents do not support the Council adopting the community building. This sentiment may reflect concerns about location, costs, or the perceived benefits of the facility. However, the level of engagement from Windlesham South, those who would be most impacted, suggests that localised sentiment may vary. A more granular review of attitudes within Windlesham itself could reveal important nuances, particularly regarding how proximity to the development influence's opinion. Should the Council wish to proceed, it would be essential to gain public confidence. This would involve building community trust, demonstrating tangible benefits, and clearly articulating how the facility would enhance local quality of life. Engagement that actively involves residents in shaping the building's use and future could help shift public sentiment and secure broader support.

Q2. Willingness to Fund Through an Increase in the Precept

- **12.20%** support a full increase in the parish precept to cover operational costs.
- **72.36%** oppose any increase.
- **15.45%** support a partial contribution (e.g., 20–50%).

Interpretation:

The results demonstrate a clear reluctance among residents to see the parish precept increased to fund the operation of the Heathpark Woods Community Building. With over 70% opposing any form of increase, the data signals a significant barrier to funding the project through local taxation.

The low level of support for even partial contributions suggests that residents may require stronger assurances about value for money, long-term sustainability, and the tangible benefits of the building.

Q3. Preferred Model of Management

- **47.15%** prefer the building to be managed by a charitable trust led by volunteers.
- **29.27%** prefer direct management by the Parish Council.
- **23.53%** remain unsure.

Interpretation:

There is a leaning toward community-led management, but a high degree of uncertainty

remains. This may reflect a lack of public understanding of the implications of each model, highlighting the need for clearer communication and consultation.

Q4. Resident Concerns about the Council adopting the building

Key Themes Identified

- **Financial Concerns**
 - Most frequent concern: The cost to residents, particularly through increased council tax/precept.
 - Comments reflect deep unease about ongoing operational costs, perceived lack of financial transparency, and scepticism about whether the building will be financially sustainable.
 - Concerns were also raised about the comparative expense to similar buildings in the area and whether value for money is being demonstrated.
- **Lack of Need / Duplication**
 - Many respondents felt the building was unnecessary due to the existing range of community facilities, including the Field of Remembrance (FoR), church halls, and local schools.
 - Several viewed the project as a duplication of what already exists, with no clearly demonstrated gap in provision.
- **Fairness and Local Benefit**
 - Some expressed concern that Windlesham may be the main beneficiary, despite funding being drawn from the entire Parish, including Bagshot and Lightwater.
 - Others questioned whether the building would actually serve the whole community, or just a subset.
- **Management Capacity and Governance**
 - Many respondents doubted whether WPC has the experience or capacity to manage the building effectively.
 - A few suggested that a charitable trust model may offer better value, but even this was not universally trusted.
 - Concerns were also raised about past governance issues and the division between different village interests.
- **Logistics and Practicalities**
 - Parking and traffic were common logistical concerns, especially for residents living near the proposed site.
 - Accessibility for all parish residents was also questioned.
 - Some feared the building would lie underused and become a “white elephant”.

- **Environmental and Land Use Issues**

- A smaller number raised the issue of overdevelopment, the impact on greenbelt land, and loss of space that could serve alternative uses (e.g. GP surgery or wildlife protection).

Observations

- Opposition is significant and multifaceted. The community is not only worried about costs but also about the necessity and strategic planning behind the adoption.
 - There is a low level of trust in the Council's ability to deliver and manage this project successfully.
 - Perceived inequity between villages is fuelling discontent, with some suggesting the building is a Windlesham-only solution being imposed on a wider area.
 - To change perceptions, any future action would require a clear, costed business case, inclusive engagement, and possibly reframing the project's value in broader community terms.
-

Q5. Resident preference for use of the building

68% of respondents gave a view.

Key Themes Identified

- **Health Services (Most Frequent Theme)**

- A significant number of respondents proposed that the building be used as a doctor's surgery, GP hub, or related healthcare service (e.g. nurse clinics, well-being centre, mental health groups).
- This suggestion was particularly strong across all villages, with some residents citing existing pressures on Lightwater Surgery and support from the Independent Care Board.

- **Early Years and Nursery Provision**

- Many comments recommended a nursery, playgroup, or pre-school. There were references to the loss of nursery places locally (e.g. The Briars).
- Several saw the space as suitable for baby and toddler groups or children's activities, possibly run by community groups.

- **Community Group Use and Local Activities**

- A broad range of potential community uses was proposed, including:
 - Scouts, Guides, Brownies
 - Clubs for the elderly (e.g. "Darby and Joan", "Ladies Fellowship")
 - Youth groups, teens' hangout spaces, and mental health charities

- Community meetings, lectures, arts and crafts, fundraising events
 - These were often framed as inclusive, low-cost or charitable uses.
- **Fitness, Leisure and Learning**
 - Strong support emerged for exercise classes, Zumba, indoor sports (e.g. Pickleball), indoor bowls, and NHS-prescribed activity programmes.
 - Others suggested adult education and evening classes in areas such as art, pottery, or singing.
- **Private Hire and Income-Generating Activities**
 - Several respondents advocated for party hire, weddings, and business meetings, noting this would help generate income.
 - Some supported charitable or private enterprise management models, with clear financial accountability and minimal cost to the council.
- **Retail, Commercial, and Alternative Use**
 - A small number proposed entirely non-community uses, such as:
 - Tesco Express or Sainsbury's Local
 - Cafe or bar
 - Commercial tenants such as a GP operating under private agreement
- **Opposition or Scepticism**
 - Some responses reiterated a desire for no building at all, or to return the land to nature or use it for a playground.
 - Others expressed doubt about viability, stating the design wasn't fit for purpose, or that the building was redundant due to existing facilities.

Observations

- Health care provision is by far the strongest single use preference, appearing across demographics and villages. This reflects ongoing pressure on local surgeries and widespread recognition of a health services gap.
- Nursery and children's services are a close second in popularity, indicating a clear desire for early years capacity and family-friendly spaces.
- Suggestions span a wide spectrum, showing a broad community appetite for multi-use spaces, however, this diversity also presents a challenge in prioritisation.
- Several responses indicate a pragmatic approach, where income-generating or mixed-use models are supported as long as they mitigate public cost.
- There remains a vocal minority who oppose the building entirely, highlighting a persistent tension within the consultation responses that the Council must manage sensitively.

6. Those residents that did not support the adoption of the building, indicated alternative uses for the space.

Key Themes Identified

- **Strong Opposition to Adoption**
 - Many respondents outright oppose the adoption of the building by Windlesham Parish Council.
 - Common reasons cited include:
 - Financial burden on taxpayers
 - Impact on existing community facilities
 - Lack of sufficient parking
 - Increased traffic congestion
 - Concerns about noise and antisocial behaviour
- **Alternative Community Use Proposals**
 - Where adoption was not supported, residents offered alternative ideas, including:
 - Doctors' surgery/health centre – one of the most frequently suggested alternatives
 - Nursery/childcare provision
 - Scout groups, youth centres, or charitable use during evenings
 - Educational spaces, including Sure Start-style centres
 - Meeting spaces for the elderly or pop-up clinics
- **Environmental Protection and Green Space**
 - Several comments suggested returning the space to woodland or open green space to:
 - Reintroduce biodiversity lost during development
 - Provide tranquil areas for the community
 - Avoid additional development pressure
- **Parking and Infrastructure Limitations**
 - Parking is a repeated concern, with calls to:
 - Convert the site into parking for SANG (Suitable Alternative Natural Green Space) users

- Create visitor parking for the new housing estate
 - Avoid building altogether due to inadequate parking capacity
 - **Governance and Process Issues**
 - Multiple respondents object to what they perceive as a developer-imposed solution.
 - Some prefer adoption as the "least worst" option, to retain local control, rather than allow a private entity or management company to take over.
 - A few express frustrations at dividing Windlesham into north/south and criticise the wider development process.
 - **Recreational or Mixed Use**
 - A small group proposed non-traditional uses, such as:
 - Skatepark / AstroTurf pitch
 - Playgrounds
 - Outdoor fitness or RC car tracks
 - Flexible, multi-use space similar to the Field of Remembrance (FoR)
-

Observations

- Public opinion remains deeply split, with a significant number opposed to adoption outright, but many offering conditional or alternative usage ideas.
 - There is clear support for healthcare-related services, especially as a way to meet local needs without duplicating existing halls.
 - Environmental preservation remains a core value, with some calling for full restoration of green space over any form of building use.
 - Infrastructure and parking are major practical concerns, particularly for residents in proximity to the site.
 - Where adoption is conditionally accepted, it is often tied to local governance, and residents prefer community control over a commercial or developer-led arrangement.
-

Overall Observations

- **Opposition is significant and multifaceted.** The community is not only worried about costs but also about the necessity and strategic planning behind the adoption.
- **There is a low level of trust** in the Council's ability to deliver and manage this project successfully.
- **Perceived inequity** between villages is fuelling discontent, with some suggesting the building is a Windlesham-only solution being imposed on a wider area.

- To change perceptions, any future action would require a **clear, costed business case, inclusive engagement**, and possibly **reframing the project's value** in broader community terms.
-

Appendix A: Consultation Data by Parish

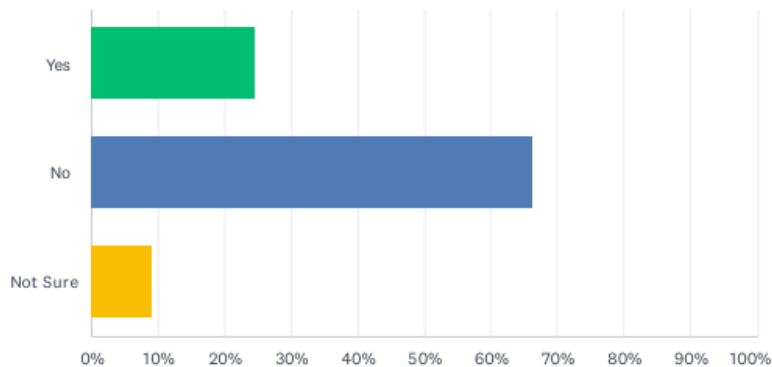
Appendix B: Consultation Data by Ward

Appendix C: Qualitative Data for Q4, 5 & 6

Appendix A: Data by Parish

Q1 Do you support Windlesham Parish Council adopting the Heathpark Woods Community Building?

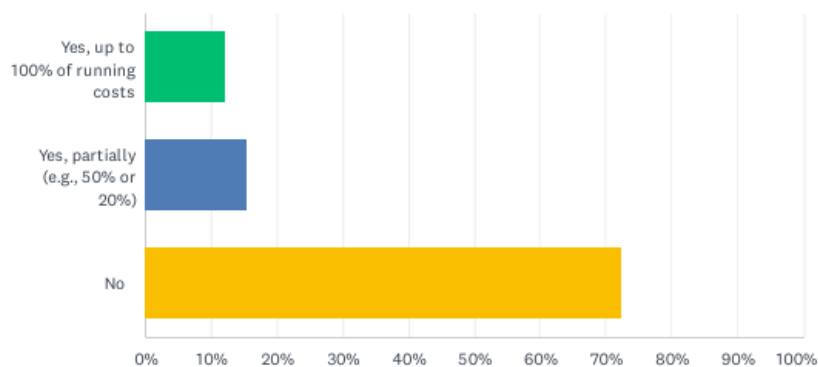
Answered: 122 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	24.59%	30
No	66.39%	81
Not Sure	9.02%	11
TOTAL		122

Q2 Would you support an increase in the parish precept if needed to fund its operation?

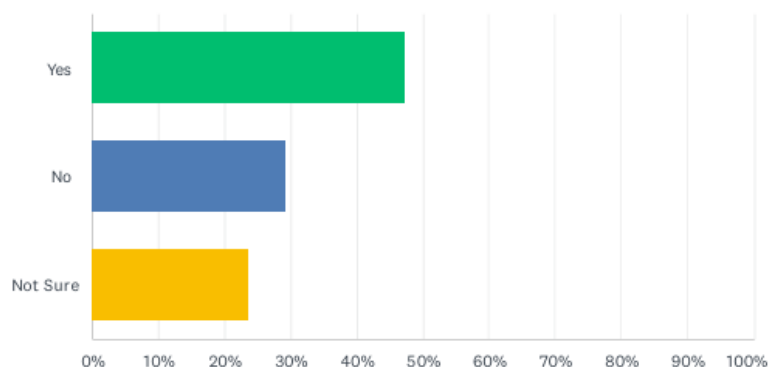
Answered: 123 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes, up to 100% of running costs	12.20%	15
Yes, partially (e.g., 50% or 20%)	15.45%	19
No	72.36%	89
TOTAL		123

Q3 Would you prefer the building to be managed by a charitable trust (led by volunteers) rather than being operated directly by the Parish Council?

Answered: 123 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	47.15%	58
No	29.27%	36
Not Sure	23.58%	29
TOTAL		123

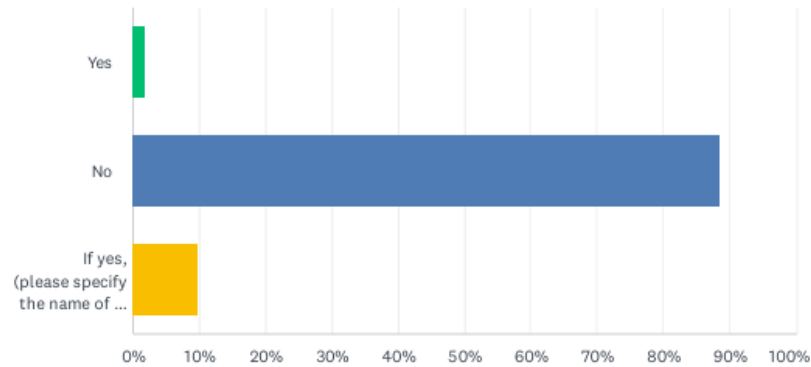
Q4 What concerns, if any, do you have about the Council adopting this building? - see Appendix C

Q5 What would you like to see the community building used for? – see Appendix C

Q6 If you do not support the adoption of the building or have alternative suggestions for how the space could be used, please share your thoughts below. Please note that while Windlesham Parish Council is consulting on potential adoption, the final decision rests with the developer. All alternative suggestions will be forwarded for their consideration. – see Appendix C

Q7 Do you have a direct involvement with any other community facilities or businesses operating within Windlesham village (e.g. as a member, trustee, staff, or volunteer)?

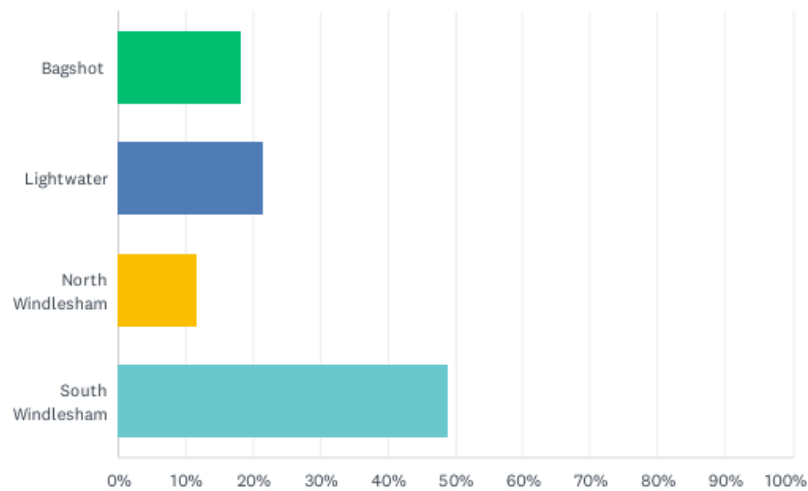
Answered: 122 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	1.64%	2
No	88.52%	108
If yes, (please specify the name of the facility or business)	9.84%	12
TOTAL		122

Q8 To assist us please indicate where in the Parish you live.

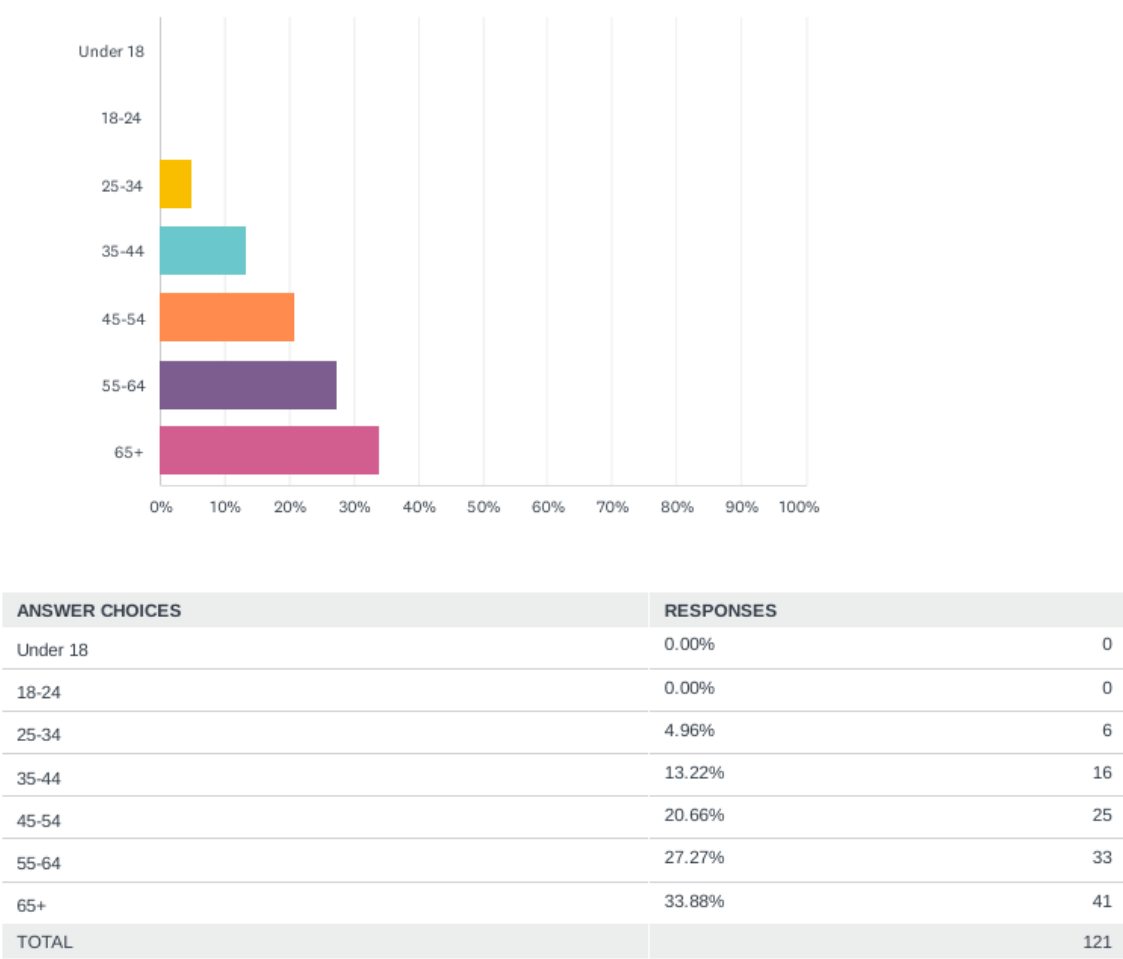
Answered: 121 Skipped: 2



ANSWER CHOICES		RESPONSES	
Bagshot		18.18%	22
Lightwater		21.49%	26
North Windlesham		11.57%	14
South Windlesham		48.76%	59
TOTAL			121

Q9 To assist us with future community provision, please indicate your age below

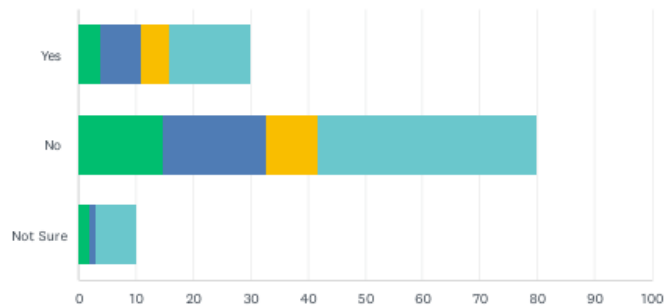
Answered: 121 Skipped: 2



Appendix B: Data by Ward

Q1 Do you support Windlesham Parish Council adopting the Heathpark Woods Community Building?

Answered: 120 Skipped: 1

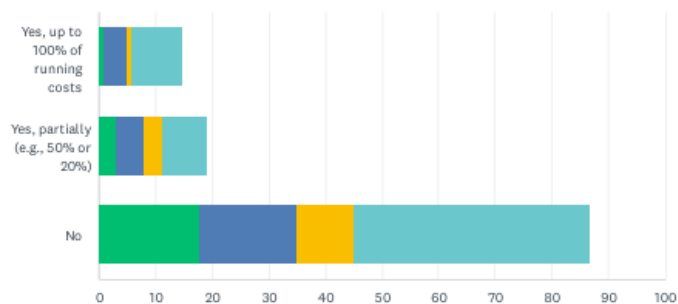


Q8: Bagshot Q8: Lightw... Q8: North ... Q8: South ...

	Q8: BAGSHOT	Q8: LIGHTWATER	Q8: NORTH WINDLESHAM	Q8: SOUTH WINDLESHAM	TOTAL
Yes	13.33% 4	23.33% 7	16.67% 5	46.67% 14	25.00% 30
No	18.75% 15	22.50% 18	11.25% 9	47.50% 38	66.67% 80
Not Sure	20.00% 2	10.00% 1	0.00% 0	70.00% 7	8.33% 10
Total Respondents	21	26	14	59	120

Q2 Would you support an increase in the parish precept if needed to fund its operation?

Answered: 121 Skipped: 0

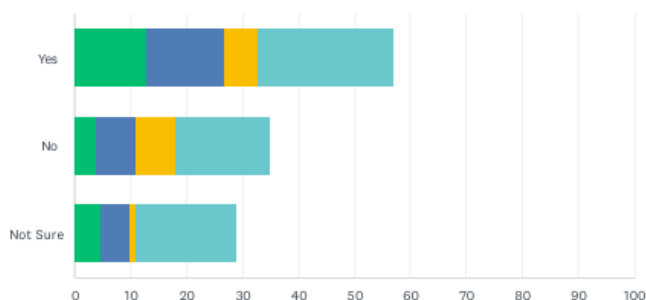


Q8: Bagshot Q8: Lightw... Q8: North ... Q8: South ...

	Q8: BAGSHOT	Q8: LIGHTWATER	Q8: NORTH WINDLESHAM	Q8: SOUTH WINDLESHAM	TOTAL
Yes, up to 100% of running costs	6.67% 1	26.67% 4	6.67% 1	60.00% 9	12.40% 15
Yes, partially (e.g., 50% or 20%)	15.79% 3	26.32% 5	15.79% 3	42.11% 8	15.70% 19
No	20.69% 18	19.54% 17	11.49% 10	48.28% 42	71.90% 87
Total Respondents	22	26	14	59	121

Q3 Would you prefer the building to be managed by a charitable trust (led by volunteers) rather than being operated directly by the Parish Council?

Answered: 121 Skipped: 0



	Q8: BAGSHOT	Q8: LIGHTWATER	Q8: NORTH WINDLESHAM	Q8: SOUTH WINDLESHAM	TOTAL
Yes	22.81% 13	24.56% 14	10.53% 6	42.11% 24	47.11% 57
No	11.43% 4	20.00% 7	20.00% 7	48.57% 17	28.93% 35
Not Sure	17.24% 5	17.24% 5	3.45% 1	62.07% 18	23.97% 29
Total Respondents	22	26	14	59	121

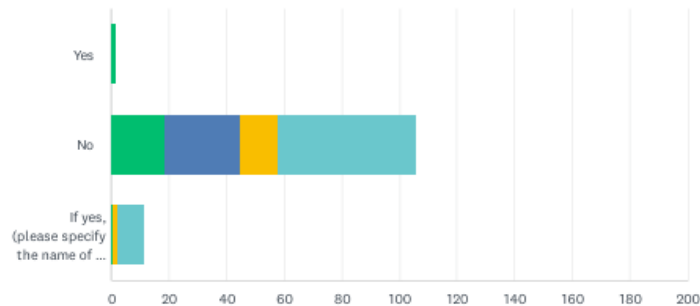
Q4 What concerns, if any, do you have about the Council adopting this building? - see Appendix C

Q5 What would you like to see the community building used for? – see Appendix C

Q6 If you do not support the adoption of the building or have alternative suggestions for how the space could be used, please share your thoughts below. Please note that while Windlesham Parish Council is consulting on potential adoption, the final decision rests with the developer. All alternative suggestions will be forwarded for their consideration. – see Appendix C

Q7 Do you have a direct involvement with any other community facilities or businesses operating within Windlesham village (e.g. as a member, trustee, staff, or volunteer)?

Answered: 120 Skipped: 1

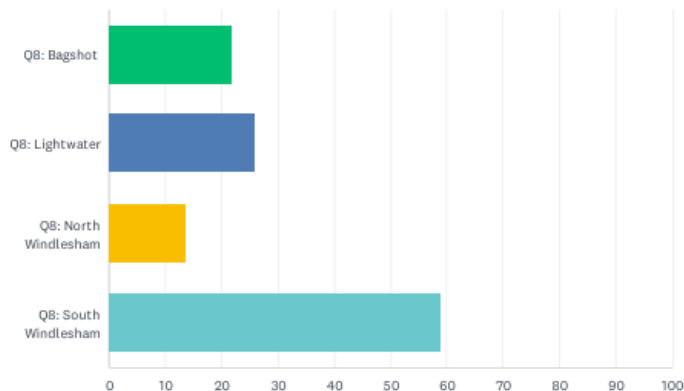


Q8: Bagshot Q8: Lightw... Q8: North ... Q8: South ...

	Q8: BAGSHOT	Q8: LIGHTWATER	Q8: NORTH WINDLESHAM	Q8: SOUTH WINDLESHAM	TOTAL
Yes	100.00% 2	0.00% 0	0.00% 0	0.00% 0	1.67% 2
No	17.92% 19	24.53% 26	12.26% 13	45.28% 48	88.33% 106
If yes, (please specify the name of the facility or business)	8.33% 1	0.00% 0	8.33% 1	83.33% 10	10.00% 12
Total Respondents	22	26	14	58	120

Q8 To assist us please indicate where in the Parish you live.

Answered: 121 Skipped: 0

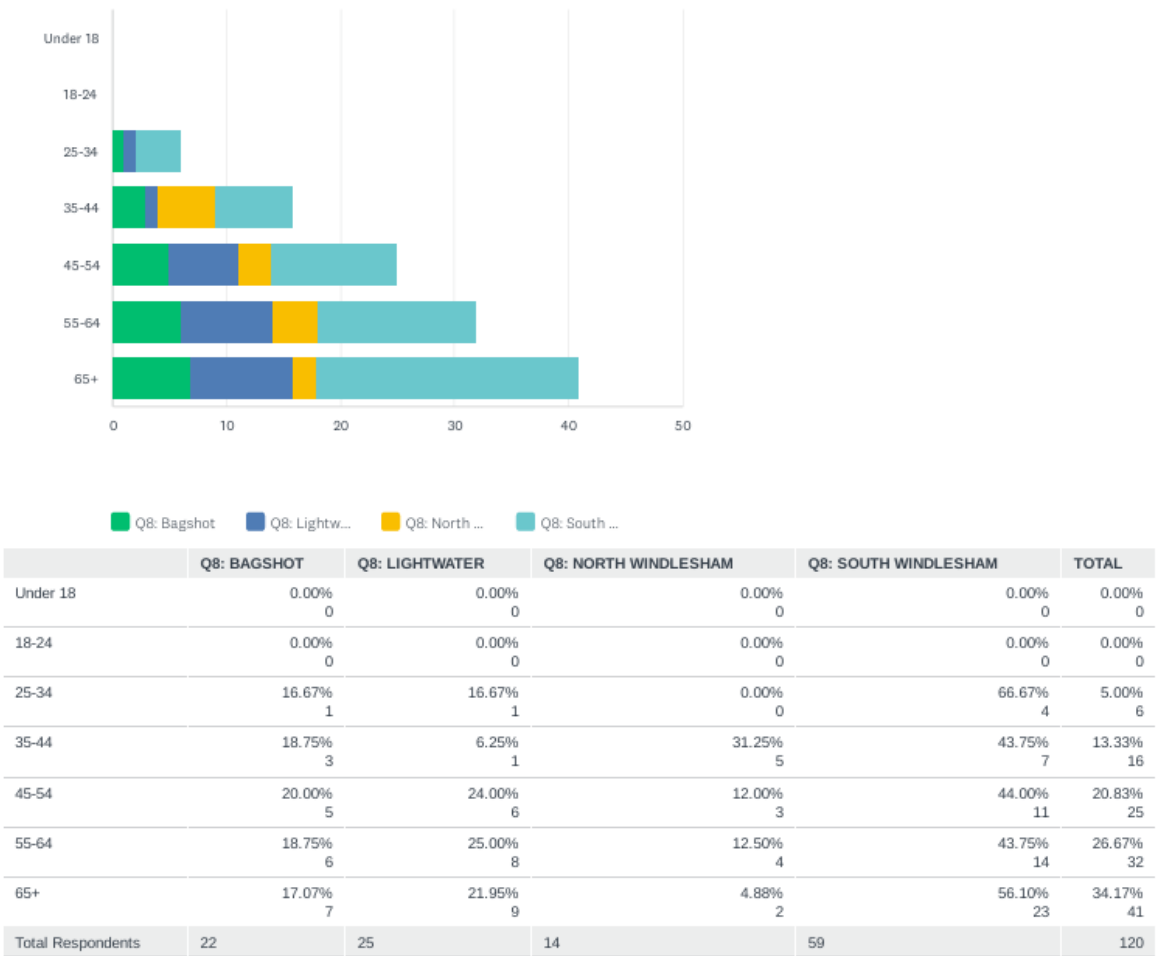


Bagshot Lightwater North Wind... South Wind...

	BAGSHOT	LIGHTWATER	NORTH WINDLESHAM	SOUTH WINDLESHAM	TOTAL
Q8: Bagshot	100.00% 22	0.00% 0	0.00% 0	0.00% 0	18.18% 22
Q8: Lightwater	0.00% 0	100.00% 26	0.00% 0	0.00% 0	21.49% 26
Q8: North Windlesham	0.00% 0	0.00% 0	100.00% 14	0.00% 0	11.57% 14
Q8: South Windlesham	0.00% 0	0.00% 0	0.00% 0	100.00% 59	48.76% 59
Total Respondents	22	26	14	59	121

Q9 To assist us with future community provision, please indicate your age below

Answered: 120 Skipped: 1



Appendix C- Qualitative Data for Q4, 5 & 6

Q4 What concerns, if any, do you have about the Council adopting this building?

Bagshot

1	There are already a number of venues for hire locally	6/15/2025 10:07 PM
2	WPC is not a commercial operator and should not try to be	6/15/2025 4:24 PM
3	John Atundell	6/14/2025 6:05 PM
4	Increased burden on residents	6/14/2025 11:12 AM
5	Cost spread across the 3 villages for a facility that is on the edge and replicates facilities already in Windlesham	6/13/2025 10:56 AM
6	Additional unnecessary extra cost which will fall on Surrey Heath residents	6/12/2025 2:15 PM
7	The business case does not make sense and even if by chance it does eventually wash its face, this translates to additional cost for no return for at least the initial years	6/12/2025 1:55 PM
8	As a resident of Bagshot I object to paying for a an asset for Windlesham housing estate residents.	6/12/2025 12:01 PM
9	Increase in council tax	6/3/2025 10:12 PM
10	There is already a community hub for Windlesham at the FoR	5/29/2025 10:00 AM

11	That costs can be met	5/29/2025 8:02 AM
12	What happens if Windlesham leave WPC	5/28/2025 10:22 PM
13	Increase on existing high council tax	5/24/2025 6:48 PM
14	The council should investigate potential utilisation	6/15/2025 10:07 PM
15	Enoemose cost of Admin charges for a building that is of no benefit to Bagshot or Lightwater	6/14/2025 6:05 PM
16	There are already lots of buildings in and around Windlesham where meetings can be held	6/12/2025 2:15 PM
17	There is enough community space. We do not need any more with current spaces under utilised.	6/12/2025 1:55 PM
18	Inappropriate diversion of community funding	6/3/2025 10:12 PM
19	It will increase costs across the parish but likely only benefit those living in close proximity.	5/29/2025 10:00 AM
20	That Bagshot will have to fund shortfall	5/29/2025 8:02 AM
21	Parking	5/28/2025 10:22 PM
22	Is there a need for a nursery in the area?	6/15/2025 10:07 PM
23	Cost of admin charges	6/14/2025 6:05 PM
24	Exceptional waste of money especially when councils are already in debt	6/12/2025 2:15 PM

25	We have a looming debt from the debacle of the disbanding 11 unitary authorities. We need to stop finding new projects to spend money on we do not have.	6/12/2025 1:55 PM
26	It could be put to better use as a doctors surgery or other full time use purpose.	5/29/2025 10:00 AM
27	That this community asset puts at risk other community spaces like the theatre that are currently used	5/29/2025 8:02 AM
28	Duplicate- can the WPC office be moved here?	5/28/2025 10:22 PM
29	The community building on admirals field Windlesham is centrally located in Windlesham with adequate parking facilities	6/12/2025 2:15 PM
30	I used to live in Windlesham. The demography is in contrast to Bagshot. There are a lot of wealthy residents and non UK property owners. If the developer is building it, they should maintain and run it.	6/12/2025 1:55 PM
31	Windlesham has a wide range of community spaces already at the FoR, Church and other locations such as the school which is used by the scouts.	5/29/2025 10:00 AM
32	That perhaps the unitary responsibilities currently unknown, could impact WPCs ability to run another costly community asset to the best of their ability.	5/29/2025 8:02 AM
33	Too Windlesham centric which isn't convenient for anyone living outside of North Windlesham	6/12/2025 2:15 PM
34	Windlesham have benefitted from investment into the hub on field of remembrance. Lightwater also a hub. Bagshot are using existing spaces. I would not use this new hall. Why should I pay via the WPC?	6/12/2025 1:55 PM

35	It is unlikely that adequate parking will be provided for those that try to use it from beyond the HPW estate	5/29/2025 10:00 AM
36	That much like an SSI you're attracting more people to the site more noise more cars, more evening noise, where wildlife has been displaced and likely won't return if it's busier than the ecology report has afforded	5/29/2025 8:02 AM

Lightwater

1	Unnecessary burden	6/11/2025 11:35 AM
2	Increase in council tax	6/6/2025 9:09 PM
3	I am concerned that Windlesham Village Councillors who have a financial interest in the FOR are not being honest with the residents and are spreading false information in order to protect their interests	6/1/2025 5:10 PM
4	Escalating costs	5/30/2025 11:39 AM
5	Extra cost for all residents even though it will mainly benefit Windlesham residents only.	5/29/2025 1:21 PM
6	That the building is not used (i.e. the capacity is not needed) and it just becomes a financial burden.	5/29/2025 1:04 PM
7	Very few parking spaces	5/29/2025 12:58 PM
8	Whether it would be used by the whole of the Parish or just be used by Windlesham residents.	5/29/2025 10:21 AM
9	There is already a community hub on the Field of Remembrance	5/29/2025 7:57 AM

10	Lack of competence	5/28/2025 8:21 PM
11	Unlikely to break even due to existing excess capacity for such uses within the parish (eg Briars Centre in Lightwater) which will be made worse if the proposed Parish Hall is built in Lightwater, so is likely to become a financial liability.	5/28/2025 4:23 PM
12	Cost	5/28/2025 3:11 PM
13	Increased council tax	5/28/2025 3:11 PM
14	ANOTHER increase in council tax	5/28/2025 2:27 PM
15	Cost of service charges	5/21/2025 2:16 PM
16	Being hired enough to cover the costs	5/19/2025 9:50 AM
17	Increase in precept	5/19/2025 7:16 AM
18	The tax payer having to pay more to subsidise an under used building	5/16/2025 4:50 PM
19	Building not needed - Windlesham already has enough	5/15/2025 6:33 PM
20	Costs	5/14/2025 5:23 PM
21	WPC are hopeless; it would be much better managed by a charitable trust	5/14/2025 5:11 PM
22	Ends up as a white elephant and ends up empty	6/6/2025 9:09 PM
23	The running costs quoted are excessive compared to other similar facilities	6/1/2025 5:10 PM
24	What the impact would be if Windlesham becomes its own parish	5/29/2025 1:04 PM

25	Do we need another building for community use	5/29/2025 12:58 PM
26	The projected cost of hire at £22 is way too expensive for voluntary groups to be able to use it.	5/29/2025 10:21 AM
27	The building isn't necessary and the area should be left for nature and wildlife	5/29/2025 7:57 AM
28	Too many council staff already	5/28/2025 8:21 PM
29	It appears that no study has been made into demand for such a facility nor (if there is demand) where it would be best located within the borough. If the developer needed to include this building within its development as a inducement to achieve planning consent for the entire development, then the developer should be carrying the ongoing financial risks associated with the building operation and maintenance.	5/28/2025 4:23 PM
30	Limited parking	5/21/2025 2:16 PM
31	Offers little benefit to residents from Bagshot & Lightwater	5/19/2025 7:16 AM
32	White elephant no one wants	5/15/2025 6:33 PM
33	That it will be in direct competition with FOR hub and other local amenities (and therefore under utilised/costing money)	5/29/2025 1:04 PM
34	It may cost more to run than income	5/29/2025 12:58 PM
35	If you want businesses to use it then they will have to factor this cost into their charges. There needs to be more thought given to voluntary groups who do things for the community.	5/29/2025 10:21 AM

36	If a building is definitely being built it should be used as a doctor's surgery	5/29/2025 7:57 AM
37	Oversupply of community space	5/28/2025 8:21 PM
38	That the council overheads will be higher than a voluntary trust	5/29/2025 1:04 PM
39	Would it be able to be used for old people's lunch club, activity afternoons that would be funded by the Parish although run by volunteers.	5/29/2025 10:21 AM
40	Another excuse to raise precept	5/28/2025 8:21 PM
41	Would adopting this building then influence whether the Pavilion in Lightwater got the go ahead as I get the impression that it is Windlesham councillors that are blocking that.	5/29/2025 10:21 AM
42	You haven't spent the 44% rise from last year	5/28/2025 8:21 PM

North Windlesham

1	WPC does not have a good track record for managing the buildings land & structures it is currently responsible for	6/14/2025 2:29 PM
2	More expense for the council	6/11/2025 7:35 AM
3	This proposal is laughable given the local community venues existing in and around Windlesham aem	5/30/2025 12:42 PM
4	Could make existing facilities unviable	5/29/2025 2:37 PM
5	Raising council tax	5/28/2025 10:15 PM
6	Financial commitment	5/28/2025 10:05 PM
7	It's not needed in the village and to be viable parking will be a nightmare	5/28/2025 9:10 PM
8	Cost to residents	5/28/2025 4:57 PM
9	Is it commercially viable	5/28/2025 12:12 PM
10	High running costs	5/24/2025 9:44 PM
11	Cost	5/21/2025 2:02 PM
12	Passing the ongoing costs to residents	5/15/2025 9:21 PM
13	There are enough community hubs about	6/11/2025 7:35 AM
14	There seems no provision for car parking	5/30/2025 12:42 PM
15	Huge liability for parish council	5/29/2025 2:37 PM
16	Increased traffic flow in the village	5/28/2025 10:15 PM
17	Is there a demand for the space = hiring	5/28/2025 12:12 PM
18	Inappropriate for council to own this asset	5/24/2025 9:44 PM
19	White elephant	5/21/2025 2:02 PM

20	The ongoing responsibility of maintaining which could incur further costs that need passing on	5/15/2025 9:21 PM
21	Only thing it would be useful for is a doctors surgery	6/11/2025 7:35 AM
22	Further urbanisation of the area	5/30/2025 12:42 PM
23	Would prevent it being used for genuinely needed GP surgery/nursery	5/29/2025 2:37 PM
24	Will is service the communiting	5/28/2025 12:12 PM
25	Council already has a chambers and office to use	5/24/2025 9:44 PM
26	Developer stitchup	5/21/2025 2:02 PM
27	The development should never be allowed to go ahead where is the infrastructure. The local GP's won't be able to cope!	6/11/2025 7:35 AM
28	A total unwanted White Elephant	5/30/2025 12:42 PM
29	Would be a waste of council tax payers money	5/29/2025 2:37 PM
20	If run by volunteers, will they be helpful or gatekeepers	5/28/2025 12:12 PM
31	All greed by the council. Don't get me started on what it's going to do to the local traffic too. Total greed by the council for passing this development shame on you all and there you are wondering about a community building. You have ruined the local community!	6/11/2025 7:35 AM

South Windlesham

1	Increase in council tax	6/10/2025 11:08 AM
2	Increase in council tax to fund a building not needed	5/29/2025 5:36 PM
3	If it's anything like Field of Remembrance it will be expensive	5/29/2025 5:22 PM
4	Not needed. We have sufficient immunity locations.	5/29/2025 2:04 PM
5	Unnecessary	5/29/2025 12:20 PM
6	There are already many alternatives sites in the village that offer these facilities so why burden the taxpayers with another	5/29/2025 9:17 AM
7	The Windlesham Councillors campaigning so hard against it with no intention to engage with residents	5/28/2025 11:14 PM
8	Existing facilities will dilute the earning potential	5/28/2025 10:59 PM
9	Funding, management, purpose	5/28/2025 9:20 PM
10	We don't need another hub in the village	5/28/2025 7:44 PM
11	Already have community buildings as part of the field of remembrance and also the link at the church - not sure of need for another	5/28/2025 6:51 PM
12	The assumption of 47 hrs paid usage is ludicrously inflated and assuming the parish council manage, will expose residents to ever increasing funding asks	5/28/2025 6:26 PM
13	The parish doesn't need any more buildings	5/28/2025 4:50 PM
14	The building will not be used	5/28/2025 4:44 PM
15	Costs for residents	5/28/2025 3:45 PM

16	We have enough Community hubs as it stands without incurring additional costs for one that is on a development that the majority of residents were against.	5/28/2025 3:37 PM
17	We don't need such a building	5/28/2025 3:08 PM
18	The Parish is not good at managing costs vs income and will operate at a loss guaranteed by precept.	5/28/2025 2:09 PM
19	Windlesham community may wish to have its own council. This is currently being requested as a 'community governance review'	5/26/2025 7:01 PM
20	The Hall should be given priority for use to benefit Windlesham village	5/25/2025 12:19 PM
21	There are many similar use buildings now available around Windlesham. s already in Windlesham. No need for another one.	5/23/2025 6:08 PM
22	That WPC move into this building from Lightwater at a time when there is a request for a community governance review and, in any case, this asset is meant to be for Windlesham village.	5/23/2025 4:11 PM
23	The building should be for Windlesham village use not a base for local council use.	5/23/2025 3:39 PM
24	We will incur further additional costs on our rates	5/23/2025 3:38 PM
25	Increase in costs to residents	5/22/2025 10:46 PM
26	Assumes that the building is wanted and needed in the community	5/22/2025 7:08 PM
27	There is a ongoing request from Windlesham village for a Governance review.	5/22/2025 5:31 PM
28	Hall not big enough for many functions limits income potential	5/22/2025 2:56 PM

29	Unnecessary considering other community buildings	5/21/2025 12:07 PM
30	That it will lie empty or not get enough users	5/20/2025 11:19 AM
31	This is not an appropriate moment for WPC to commit.	5/17/2025 6:45 PM
32	The council has enough to do without managing this building. Does the council have any expertise for taking this on/managing it profitably?	5/16/2025 1:48 PM
33	They don't have experience of managing community buildings, but some councillors do which is a positive as they can help	5/16/2025 12:10 PM
34	The village already has sufficient buildings for this purpose	5/16/2025 7:30 AM
35	Take rental from other venues	5/16/2025 7:19 AM
36	No one wanted this development but we are stuck with it, therefore it should not increase any costs to the resident through council tax, etc.	5/16/2025 7:14 AM
37	Increasing council costs year after year	5/15/2025 9:18 PM
38	Increases in council tax	5/15/2025 8:15 PM
39	The overall WPC have no positive track record of managing anything that is in the interests of Windlesham only Bagshot and Lightwater	5/15/2025 7:58 PM
40	Rising costs to council tax when there are already many other reasons for tax to rise each year	5/15/2025 7:46 PM
41	Historical poor management of community assets	5/15/2025 7:30 PM
42	They have no idea what to do with it - not helped by the continual in fighting between the villages	5/14/2025 11:49 AM

43	£54,000 annual running cost is very expensive	5/29/2025 5:36 PM
44	Won't just be for Windlesham residents but we will be footing the bill	5/29/2025 5:22 PM
45	We already have several similar underutilised	5/29/2025 12:20 PM
46	Windlesham Councillors not really understanding the purpose of a Parish Council and having no interest in actually representing ting rather than pushing their views across the table	5/28/2025 11:14 PM
47	Small village already has an existing community hub with good facilities	5/28/2025 10:59 PM
48	The developers are building this additional building, however, why should local people pay for it?	5/28/2025 7:44 PM
49	Usage is likely to come from outside the village but the expectation of funding comes from within the parish	5/28/2025 6:26 PM
50	This building would be in direct 'competition' with other buildings already owned/funded/run by volunteers to meet capacity requirements	5/28/2025 4:50 PM
51	The Building will fall into a state of disrepair	5/28/2025 4:44 PM
52	Getting a team together to run it	5/28/2025 3:45 PM
53	Is going to increase anti social behaviour with people having a place to hang out	5/28/2025 3:08 PM
54	Inadequate nearby roads/places for car parking.	5/23/2025 6:08 PM
55	Not enough car parking spaces	5/23/2025 3:38 PM
56	Management and Running costs if building	5/22/2025 10:46 PM

57	The size of the building is too small for many of the potential uses identified in the community e.g. badminton or bowls	5/22/2025 7:08 PM
58	Worried that the Windlesham Parish Council will relocate from their present Lightwater site to this proposed building	5/22/2025 5:31 PM
59	No proper business case has been produced (discounted cash flows etc)	5/22/2025 2:56 PM
60	Not enough Council support to make it work - councillors are already stretched	5/20/2025 11:19 AM
61	No evidence of WPC ability to maintain assets	5/17/2025 6:45 PM
62	The current WPC is making this decision but if Windlesham becomes a stand alone council they will be stuck with the decision and cost	5/16/2025 1:48 PM
63	The costs seem high compared with similar building like Valley End institute	5/16/2025 12:10 PM
64	Increase council tax if shortfall	5/16/2025 7:19 AM
65	this space should not be run as a business that increases the traffic in the village, the planning was given without any consideration to the traffic on chertsy rd, let alone infrasctructue like schools, transport, etc. so this should stay a space for LOCAL users to cut back on more traffic	5/16/2025 7:14 AM
66	Badly managed by council	5/15/2025 9:18 PM
67	Building is not maintained well enough	5/15/2025 8:15 PM
68	Limitations on what the community space can be used for	5/15/2025 7:46 PM
69	The likelihood of reaching 47 hours a week capacity without a tenant is low	5/15/2025 7:30 PM

70	£22 per hour hall hire cost in very expensive	5/29/2025 5:36 PM
71	The FOR even before opening had given space to playgroups. Not to the elderly	5/29/2025 5:22 PM
72	Unneeded tax payer expense	5/29/2025 12:20 PM
73	Lightwater and Bagshot councillors being constantly maligned by people who simply have no concept	5/28/2025 11:14 PM
74	Efforts should be focussed elsewhere	5/28/2025 10:59 PM
75	The hub we have is not fully booked currently	5/28/2025 7:44 PM
76	This is a white elephant for the parish, and the parish should not be saddled for costs from this grossly ill conceived project	5/28/2025 6:26 PM
77	The cost estimates seem incredibly high compared to other community buildings in Windlesham Parish, based on comments made by the individuals directly involved in running them	5/28/2025 4:50 PM
78	Why was the building approved in first place	5/28/2025 4:44 PM
79	Already gave several similar buildings in Windlesham, who may suffer going forward	5/28/2025 3:45 PM
80	Am appalled with the level of building on what used to be the greenbelt	5/28/2025 3:08 PM
81	Waste of money.	5/23/2025 6:08 PM
82	Visitors will park in Heathpark Drive	5/23/2025 3:38 PM
83	Cannot guarantee full useage to fullfil business profit	5/22/2025 10:46 PM
84	Likely expensive to maintain and run.	5/22/2025 5:31 PM

85	Developer not paying for the building as stated but is a charge against house purchasers on the estate	5/22/2025 2:56 PM
86	Conflicting views on maintenance costs	5/17/2025 6:45 PM
87	Poor access to use by local residents	5/15/2025 9:18 PM
88	Dependency on income will cause additional traffic through village as paying users come	5/15/2025 8:15 PM
89	The space may end up not being controlled/managed by local residents	5/15/2025 7:46 PM
90	There are already 3 community facilities in the village carefully designed so that they all have something unique to offer	
91	There are already enough community buildings in the village	5/29/2025 5:36 PM
92	Why should the residents pay for it?	5/29/2025 5:22 PM
93	Windlesham councillors having no ambition	5/28/2025 11:14 PM
94	Better use of the land/ building if left to developer	5/28/2025 10:59 PM
95	It will be 'sold off' to the lowest bidder after a few years when not used	5/28/2025 4:44 PM
96	Ruining greenbelt land for a building that won't be used	5/28/2025 3:08 PM
97	Additional noise	5/23/2025 3:38 PM
98	Finding a management team to run the building	5/22/2025 10:46 PM
99	Could likely become a 'White Elephant'!	5/22/2025 5:31 PM
100	It is specific to Windlesham Village - their decision	5/17/2025 6:45 PM

101	Users will need somewhere to park	5/15/2025 8:15 PM
102	The design has been very clearly made for a parish council office. The design has flaws in it where not enough consideration has been given to practicality of the space and size of space.	5/15/2025 7:30 PM
103	Ongoing costs ie insurance etc	5/29/2025 5:22 PM
104	Windlesham being represented by incompetent councillors	5/28/2025 11:14 PM
105	It will become a magnet for anti social behaviour	5/28/2025 4:44 PM
106	Am not prepared for an increase in council tax to support the ruin of our local green-fields and woods	5/28/2025 3:08 PM
107	Charitable Trust not fool proof in running the business	5/22/2025 10:46 PM
108	The main hall is so limited by the large window design and poor thought for energy performance - it will be a white elephant	5/15/2025 7:30 PM

Q5 What would you like to see the community building used for?

Answered: 81

Skipped: 40

Bagshot

1	Nursery	6/15/2025 4:24 PM
2	Cubs etc	6/15/2025 2:33 PM
3	The building is clearly not realistically viable as a community hall, so its most likely ultimate use is as a nursey / play school	6/13/2025 10:56 AM
4	Care for the elderly or whatever the developer wants as long as it doesn't cost the council and taxpayers money	6/12/2025 2:15 PM
5	Elder care.	6/12/2025 1:55 PM
6	Health clinic	6/3/2025 10:12 PM
7	Hall hire	5/29/2025 11:00 AM
8	Doctor's surgery	5/29/2025 10:00 AM
9	A Doctors Surgery	5/29/2025 8:02 AM
10	Fitness	5/28/2025 10:22 PM
11	Local Community Groups which provide a positive service for the Parish	5/24/2025 7:31 PM
12	Doctors	6/15/2025 4:24 PM
13	Children nursery	6/15/2025 2:33 PM

14	Classes and groups	5/29/2025 11:00 AM
15	Children's Centre e.g. Surestart type support	5/29/2025 10:00 AM
16	Brownies	5/28/2025 10:22 PM
17	Lectures or other educational uses	5/24/2025 7:31 PM
18	Hall for hire	6/15/2025 4:24 PM
19	Adults meet up coffee morning	6/15/2025 2:33 PM
20	Evening Talks	5/28/2025 10:22 PM
21	Elderly group meets	6/15/2025 2:33 PM
22	Meetings	5/28/2025 10:22 PM

Lightwater

1	A community building available to all , rather than just a nursery centre like the FOR	6/1/2025 5:10 PM
2	Youth groups	5/30/2025 11:39 AM
3	Would be great if it could be furnished/kitted out to be used as a quality party venue (not just feel like a municipal hall). I'm sure hirers would be willing to pay the extra.	5/29/2025 1:04 PM

4	GP Practice	5/29/2025 12:58 PM
5	Lunch club	5/29/2025 10:21 AM
6	A doctor's surgery	5/29/2025 7:57 AM
7	Children's Nursery to offset loss of 30 spaces at The Briars	5/28/2025 8:21 PM
8	Pickleball	5/28/2025 5:21 PM
9	Community use, but with the developer carrying the ongoing financial risks.	5/28/2025 4:23 PM
10	We don't need a new building. So don't build one.	5/28/2025 2:27 PM
11	party hire	5/21/2025 2:16 PM
12	Community group use e.g scouts	5/19/2025 9:50 AM
13	Additional hub for Lightwater Doctors Surgery	5/19/2025 7:16 AM
14	Charitable trust to take on full running costs	5/16/2025 4:50 PM
15	ITS NOT NEEDED	5/15/2025 6:33 PM
16	Any purpose (including profitable ones) that the charitable trust deems of benefit to the community.	5/14/2025 5:11 PM
17	Communal meeting place	5/30/2025 11:39 AM
18	Scout and guides centre	5/29/2025 12:58 PM
19	Activity afternoons for the elderly	5/29/2025 10:21 AM
20	Indoor bowls	5/28/2025 5:21 PM

21	leisure and education classes	5/21/2025 2:16 PM
22	Parties and private hire	5/19/2025 9:50 AM
23	Private enterprise to take on full running costs	5/16/2025 4:50 PM
24	Council meetings	5/30/2025 11:39 AM
25	Centre for the elderly like the Ian goodchild centre camberley	5/29/2025 12:58 PM
26	Subsidised children's activities in the holidays. Not everyone can afford to pay for clubs.	5/29/2025 10:21 AM
27	charitable group meetings	5/21/2025 2:16 PM
28	Playschool	5/19/2025 9:50 AM
29	Kids nursery or playgroup	5/29/2025 12:58 PM
30	Exercise classes prescribed by the NHS	5/29/2025 10:21 AM
31	Nurses clinics	5/19/2025 9:50 AM
32	Sleepovers for children's groups, Girlguiding, scouting, etc	5/29/2025 10:21 AM

North Windlesham

1	Medical - apparently Lightwater surgery is desperate for more premises	6/14/2025 2:29 PM
2	Childcare - apparently there is demand for more childcare spaces which will only increase when HPW and other sites on Woodlands Road are developed	6/14/2025 2:29 PM
3	Groups	5/28/2025 10:15 PM

4	Hire for parties	5/28/2025 10:05 PM
5	classes	5/28/2025 12:12 PM
6	Drs surgery	5/24/2025 9:44 PM
7	Nursery / pre schools	5/15/2025 1:25 PM
8	Community meetings/events	5/28/2025 10:05 PM
9	local business meetings	5/28/2025 12:12 PM
10	Community groups eg. Scouts, rainbows & brownies	5/15/2025 1:25 PM
11	toddler classes	5/28/2025 12:12 PM
12	Doctors Surgery	6/11/2025 7:35 AM
13	Building not proceeded with	5/30/2025 12:42 PM
14	Residents of HPW/HPD should decide the use	5/29/2025 2:37 PM
15	Hire	5/28/2025 10:15 PM
16	Clubs - scouts etc	5/28/2025 10:05 PM
17	Doctors surgery	5/28/2025 9:10 PM
18	Doctors surgery	5/28/2025 4:57 PM
19	childrens parties	5/28/2025 12:12 PM
20	Children's nursery	5/24/2025 9:44 PM

21	Woodland	5/21/2025 2:02 PM
12	We already have a community hub so do not see feel the community would benefit from this building. Appreciate it will be built anyway as agreed before the hub was completed but still do not feel the need for an additional community building	5/15/2025 9:21 PM
23	Private hire	5/15/2025 1:25 PM

South Windlesham

1	Doctors	6/15/2025 7:41 AM
2	Private owner	6/10/2025 11:08 AM
3	Tesco Express	5/30/2025 8:57 AM
4	Private business	5/29/2025 5:36 PM
5	The elderly of Windlesham for clubs ie Ladies Fellowship	5/29/2025 5:22 PM
6	Not needed	5/29/2025 2:04 PM
7	Nothing it is not needed	5/29/2025 12:20 PM
8	Various activities and classes (Zumba, dance, Pilates etc) to support the local community	5/28/2025 11:14 PM
9	Doctors surgery	5/28/2025 9:59 PM
10	Doctors surgery	5/28/2025 9:20 PM
11	Karate clubs	5/28/2025 8:07 PM

12	Don't build it!	5/28/2025 7:44 PM
13	A fully funded and costed business	5/28/2025 6:26 PM
14	Lightwater Surgery: they have openly supported the spurious development application in Snows Ride for a 'retirement village', on the basis that they (the surgery) cannot cope with patient demand in one location. Therefore, they are already confirmed as being in the market to expand and here we have a building included in a planning application approved many years ago and which has now 'struck earth' (felled the trees, decimated the woodland, killed the wildlife). Importantly, the Independent Care Board has backed Lightwater Surgery's statement of need, which is essential to an area being allowed to have additional NHS provision.	5/28/2025 4:50 PM
15	Not built in the first place	5/28/2025 4:44 PM
16	Doctors surgery	5/28/2025 3:45 PM
17	Not used at all, we don't need it!	5/28/2025 3:08 PM
18	Local residents activities	5/28/2025 2:09 PM
19	I am concerned that the footprint of the building/ design I do not see it as a viable community building for any use	5/26/2025 7:01 PM
20	Children's nursery groups	5/23/2025 7:55 PM
21	Nothing	5/23/2025 6:08 PM
22	No comment -see 6 below	5/23/2025 4:11 PM
23	I actually don't think we need a community building, we have numerous facilities around the village and the running costs seem excessive.	5/23/2025 3:39 PM

24	Plant trees you have destroyed a wonderful wood	5/23/2025 3:38 PM
25	Doctors Surgery	5/22/2025 10:46 PM
26	See above - would prefer the building not to be built	5/22/2025 7:08 PM
27	Cannot see any use for this building given present alternative sites in Windlesham	5/22/2025 5:31 PM
28	Site should be handed back to developer free of any liability to provide more housing	5/22/2025 2:56 PM
29	Doctor's surgery	5/21/2025 12:07 PM
30	ARTS & Crafts	5/20/2025 11:19 AM
31	That must be for the future residents to decide	5/17/2025 6:45 PM
32	Local people for meetings and activities	5/16/2025 12:10 PM
33	charity	5/16/2025 7:14 AM
34	Local children's groups - scouts, girl guides, playgroups.	5/15/2025 10:48 PM
35	Kids clubs	5/15/2025 9:18 PM
36	Exercise classes	5/15/2025 8:15 PM
37	Scouts & Guides	5/15/2025 7:58 PM
38	Community events/free events	5/15/2025 7:46 PM
39	A doctors surgery	5/15/2025 7:30 PM
40	Charity groups - mental health, well being etc	5/15/2025 6:15 PM

41	Community groups' meetings	5/14/2025 10:03 PM
42	Sainsburys Local	5/30/2025 8:57 AM
43	For a youth group	5/29/2025 5:22 PM
44	Or a drs surgery not financed by the council tax	5/29/2025 12:20 PM
45	Birthday parties	5/28/2025 8:07 PM
46	The nursery which currently dominates the space in the Windlesham Pavilion (hub) five days per week wants to expand and has applied for a grant so it can build on the Windlesham Field of Remembrance. This is wholly against the terms of the gift of the land and cannot happen. Since they are actively seeking to expand and claim they want to remain in Windlesham, they too are excellent candidates to make use of this building paying the proper rates and therefore contributing to the community	5/28/2025 4:50 PM
47	Nursery	5/28/2025 3:45 PM
48	Why on earth did the council think we needed it?	5/28/2025 3:08 PM
49	Baby and toddler groups	5/23/2025 7:55 PM
50	Community Childcare Provision - nursery	5/22/2025 10:46 PM
51	Nursery	5/20/2025 11:19AM
52	Depends on the demography of future residents	5/17/2025 6:45 PM
53	If council or other organisations use it they will need to pay the going rate	5/16/2025 12:10 PM
54	another nursery	5/16/2025 7:14 AM

55	Fitness classes, art classes	5/15/2025 10:48 PM
56	Family parties	5/15/2025 9:18 PM
57	An indoor location where young teens can hang out at certain times	5/15/2025 8:15 PM
58	Darby and Joan	5/15/2025 7:58 PM
59	Childrens clubs and space for local schools to use	5/15/2025 7:46 PM
60	Education sessions - evening classes	5/15/2025 6:15 PM
61	Private hire	5/14/2025 10:03 PM
62	For community	5/29/2025 5:22 PM
63	Men's mental health groups	5/28/2025 8:07 PM
64	A Doctors surgery or school.	5/28/2025 3:08 PM
65	Scouts and clubs	5/23/2025 7:55 PM
66	Maybe a local Business in need	5/22/2025 10:46 PM
67	Fitness classes	5/20/2025 11:19 AM
68	Potential pre school to generate funds	5/16/2025 12:10 PM
69	gym	5/16/2025 7:14 AM
70	Private hire for parties	5/15/2025 10:48 PM
71	Sports	5/15/2025 9:18 PM

72	Skills classes such as art, pottery, jewellery making, singing etc	5/15/2025 8:15 PM
73	Other voluntary organisations	5/15/2025 7:58 PM
74	Exercise and sports classes	5/15/2025 7:46 PM
75	Fundraising community events - quizzes etc	5/15/2025 6:15 PM
76	Parties and private hire	5/23/2025 7:55 PM
77	No building at all	5/22/2025 10:46 PM
78	Well-being centre / counselling etc	5/20/2025 11:19 AM
79	Creative arts	5/15/2025 9:18 PM
80	Set up trust at cost of the developer to be run by the residents of old and new Heath Park Wood developments. The can decide on its purpose without WPC interference	5/15/2025 7:58 PM
81	A space for residents to hire for parties and events	5/15/2025 7:46 PM
82	No building , but playground for new residents families	5/22/2025 10:46 PM
83	Warm space	5/15/2025 9:18 PM
84	Community bar and or cafe	5/15/2025 7:46 PM

Q6 If you do not support the adoption of the building or have alternative suggestions for how the space could be used, please share your thoughts below. Please note that while Windlesham Parish Council is consulting on potential adoption, the final decision rests with the developer. All alternative suggestions will be forwarded for their consideration.

Answered: 52

Skipped: 69

Bagshot

1	WPC should let the developer sort it	6/15/2025 4:24 PM
2	The developer coul direct the money elsewhere in the local Parish	6/14/2025 6:05 PM
3	Let the building be used for housing	6/14/2025 11:12 AM
4	Just ike the National Trust won't accept the donation of a building unless it comes with an endowment to sustain it, the developer should have provided a building that was lower cost to run, lower cost to build, and hand it over with an endowment.	6/13/2025 10:56 AM
5	Anything the developer wishes to use it for within reason and complying with current council public use restrictions etc	6/12/2025 2:15 PM
6	I would ask planning or developer why they made it a consideration.	6/12/2025 1:55 PM
7	The area is in need of health facilities - a new doctors surgery would be more Appropriate	6/3/2025 10:12 PM
8	There are a wealth of spaces available in the Windlesham area - The Hub at the FoR, St John's has a wide variety and number of rooms for community activity, Valley send Cricket Club has hireable spaces - it's just not needed and will likely be an expensive white elephant. Without a specific purpose and plan, this should not be adopted. I do not believe there is enough demand for space or need for this building and I believe it will become a costly problem. Giving planning on the basis of the builder providing this	5/29/2025 10:00 AM

building was badly thought out.

Lightwater

1	Space used for play area	6/11/2025 11:35 AM
2	It should be left to nature and the wildlife	5/29/2025 7:57 AM
3	Community use is fine, but the ongoing financial risks associated with operation and maintenance should be carried by the developer.	5/28/2025 4:23 PM
4	Cost.	5/28/2025 3:11 PM
5	Leave the area as woodland.	5/28/2025 2:27 PM
6	Anything that does not increase the burden on the tax payer.	5/16/2025 4:50 PM

North Windlesham

1	The developer offered to build a community space for “a variety” of community uses which included medical. This is the most obvious potential use given the apparent urgent need (as stated by Lightwater GP)	6/14/2025 2:29 PM
2	Greenspace with trees to restore a little of the the ecology destroyed by the development	5/30/2025 12:42 PM
3	WPC should not be involved in this	5/29/2025 2:37 PM
4	Doctors surgery	5/28/2025 9:10 PM
5	Why differentiate between north and south Windlesham?!	5/28/2025 4:57 PM
6	Scout group are currently without a hall of their own, perhaps a nursery during the day and used for scouts/other local clubs in the evening	5/24/2025 9:44 PM

7	Pop up medical centre, Meeting point for elderly, ante/post natal clinic, educational purposes	5/15/2025 9:21 PM
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South Windlesham

1	Wild flower gardens	6/10/2025 11:08 AM
2	Windlesham does not need another community building, we need more amenities (not another hairdressers, beauticians or over priced coffee shop) to support the increase in population in this tiny village...	5/30/2025 8:57 AM
3	The only potential use for this building would be for a private business to take it on to run either childcare/classes/office space	5/29/2025 5:36 PM
4	As prevtstated	5/29/2025 5:22 PM
5	There is no demand for such a building	5/29/2025 2:04 PM
6	This building is a condition, so if for whatever reason it does not go ahead, it will mean that windlesham councillors failed in their duty.	5/28/2025 11:14 PM
7	Don't build it!	5/28/2025 7:44 PM
8	Try youth centre - as rental use will be fulfilled by other centres in the area	5/28/2025 6:26 PM
9	The parish council absolutely must not allow the developer to force their hand in applying for 'alternative use'. The government is currently discussing whether to reinstate Sure Start Centres and this building be perfect.	5/28/2025 4:50 PM
10	Used as an open space or a play area Oh and stop dividing Windlesham in two - I live in Windlesham, not North or South	5/28/2025 4:44 PM
11	Car park space for the sang	5/28/2025 3:45 PM
12	An additional health centre to cater for the residents of windlesham given the existing facilities cannot cope as it is.	5/28/2025 3:37 PM
13	Leave it as green field and woods for the wildlife. Haven't the recent	5/28/2025 3:08 PM

	development killed enough wildlife and trees!! The noise from the M3 has increased as a result also.	
14	A set up similar to FOR would be preferable	5/28/2025 2:09 PM
15	Windlesham village already has a number of community buildings/ meeting points that can be used. I am concerned that there will be insufficient parking provision for this site to be used as a community facility. There will already be an increase in traffic at this end of the village as people travel into the new estate and potentially drive to the SANG. There is too much traffic already moving through Heathpark Drive and at this end of the village.	5/26/2025 7:01 PM
16	Windlesham already has enough community halls. We don't need another one. Also it would create more traffic with no adequate parking space creating problems for residents near by.	5/25/2025 12:19 PM
17	Extra car parking for the new housing estate.	5/23/2025 6:08 PM
18	As a very nearby resident, I would prefer that there be no community building because Windlesham village already has a sufficiency of facilities and parking provision is unlikely to be enough to avoid parking and dropoff/pickup aggravation to residents of Heathpark Drive (south end). This is on top of the distress caused by the cutting down of mature woodland and ongoing disturbance caused by what is now a noisy building site.	5/23/2025 4:11 PM
19	I personally am not in favour of the community building I think it would become an unnecessary burden and expense for Windlesham village. I would have major concerns about the limited amount of parking spaces provided, especially if it were to be used for functions, clubs or a business such as a nursery. The amount of cars that could potentially be involved would be substantial and would inevitably result in the south end of Heathpark Drive being used for roadside parking. There are already enough issues regarding this from contractors already using the road to park when on site visits! Do we really want a community building backing on the houses	5/23/2025 3:39 PM

at the Woodlands Lane end of Heathpark Drive that could result in additional noise, and potentially a place that could attract anti social behaviour?

20	We already have enough community buildings in Windlesham.	5/23/2025 3:38 PM
21	If Doctors or Nursery do not come forward to own the proposed building , then no building at all. Put it as a greenspace or playground for the new residents . or Much needed car parking for the SANG across the road	5/22/2025 10:46 PM
22	Car parking for visitors to the Sang over the road.	5/22/2025 7:08 PM
23	There is no need for this Community building. There are sufficient alternatives in the village already. There would also be insufficient parking spaces for this building which would lead to parking congestion on Woodlands Lane and Heathpark Drive. Just use the space here for extra parking or landscaping.	5/22/2025 5:31 PM
24	See above	5/22/2025 2:56 PM
25	Whilst I have concerns over the Council adopting I feel it is the least worst option and at least residents then have some control. There is no control if Persimmons appoints a management company to run it or applies for change of use.	5/20/2025 11:19 AM
26	To be run as a Charitable Trust operating for Windlesham Village community or by the Management Company	5/17/2025 6:45 PM
27	Just because there is a space does not mean that there needs to be a building. An open space or park area would be preferable.	5/16/2025 1:48 PM
28	Why are we being forced to take a building from a developer! If we have to have it then I would prefer the council run it so at least the villagers are considered in usage. We need to consider not more traffic travelling into the village for whatever use it is going to be used for.	

These developments here and at Snow ride are going to make the rush hour cut through grid lock on chertsey rd even worse!
Please stop developing our village without proper infrastructure considerations, so much for the community plan!!

5/16/2025 7:14 AM

29	A skatepark for both skateboarders and scooters with a peripheral track for RC cars. An AstroTurf pitch for football and hockey practice.	5/15/2025 8:15 PM
30	I would support the adoption if I felt that the parish council have a fighting chance of making the finances stack up. Sadly having looked at the venue in detail it's been poorly designed and doesn't offer a practical space for many different types of activities. Which would be needed to get 47 hours a week occupancy. I understand it is not big enough to operate a day care nursery from and sadly that's probably what would work the best in that part of the village. (Or at least not with sharing the space with the parish office too) A doctors surgery would get my vote as it's very much needed however I understand the NHs have already made a statement about snows ride potential development that it can't be supported.	5/15/2025 7:30 PM
31	It is critical that this building is used for the benefit of those impacted by this ridiculous development	5/14/2025 11:49 AM

Item 8b – To discuss the adoption of the Heathpark Community Building

Full Council 24th June 2025

Background

At the Full Council meeting on 24 September 2024, Members considered a proposal from Persimmon Homes regarding the potential adoption of the new Heathpark Woods Community Building. The proposal was presented alongside a [business case](#) outlining two operational options:

- **Option 1:** Parish Council adoption and direct management.
- **Option 2:** Parish Council ownership with management by the Council as a charitable trust.
- **Option 3:** Parish Council ownership leased to an independent Charity

At the time, the Council resolved under minute reference C/24/95 to:

Lodge an expression of interest with the developer and engage in further discussion to gain a deeper understanding of what might be involved and the timeframes. A final decision on whether the Council would adopt the building would not be made without the Council carrying out a public consultation.

Action

Members are asked to:

1. **Consider the consultation findings in conjunction with the Windlesham Committee's recommendation.**
2. **Determine whether to:**
 - a. **Adopt the Heathpark Woods Community Building either under direct management or via a charitable trust.**
 - **If adopting via a charitable trust, the Council will need to decide if the Council will act as the Trustees or whether it will be leased to an independent charitable trust.**
 - b. **Reject the adoption, in line with the Windlesham Committee's recommendation.**

Update

A public consultation has now been conducted to assess community views on the possible adoption of the building. The results of this consultation will be reported under the preceding agenda item. Members are advised to refer to that report for full details.

For Consideration

Committee Recommendation

The Windlesham Committee, at its meeting in September 2024, resolved unanimously under minute reference WVC/24/26, to recommend that WPC do not adopt the Heathpark Woods Community Building.

Developer Position

The Clerk has confirmed with Persimmon Homes that, should the Parish Council decline the adoption:

- The building will be marketed as a commercial concern.
- If this proves unsuccessful, an application will be made to change the building's use through the planning process.
- Failing this, responsibility may revert to the Estate Management Committee, with implications for local residents and service delivery.

Options Table: Council Adoption – Governance Models

Category	Council Adopts & Directly Manages	Council Adopts, Council as Sole Trustee	Council Adopts, Independent Charitable Trust Runs It
Governance	Full Council oversight: decisions made by elected members	Operated under a charitable trust framework; Council acts as sole trustee	Governance managed by community-appointed trustees; Council holds lease/ownership
Control	High – Council retains direct operational and strategic control	Moderate – Council retains control as trustee, but must act in charity's best interest	Low – Council cedes operational control to independent body, retains oversight through lease
Operational Burden	High – Requires staff time, admin, risk management, daily operations	High – Similar burden to direct control, plus charity compliance responsibilities	Low – Trust runs day-to-day operations
Financial Risk	High – All costs, liabilities, and deficits fall to the Council	High - Council bears full financial responsibility for the charity	High – If the trust makes a loss or fails, the Council may have to take over operations, or cover costs

Category	Council Adopts & Directly Manages	Council Adopts, Council as Sole Trustee	Council Adopts, Independent Charitable Trust Runs It
Reputational Risk	High – Any failure is directly associated with the Council	High – Both as Council and as charity trustee	Moderate – Public perception may still link failures to the Council despite legal independence
Grant Eligibility	Low – Councils are often ineligible for many charitable or community foundation grants	High – The Charity may be eligible, but not always clear when the trustee is the Council	High – Independent charity eligible for a wide range of funding and rate relief
Business Rate Relief	No automatic relief	Likely eligible for up to 80% mandatory relief	Eligible for 80% mandatory plus 20% discretionary in some cases
Public Accountability	High -Transparent through Council meetings and audit	High – Trustees (i.e. the Council) are accountable to the public and the Charity Commission	Mixed – Trustees are accountable to the Charity Commission; less direct visibility for residents
Community Involvement	Moderate – Council sets programme; community consulted	Moderate – Council controls direction, but must fulfil charitable purposes	High – Trustees drawn from the community; promotes ownership and volunteerism
Legal Complexity	Low – Operates under standard local authority procedures	High – Must comply with both charity law and local government regulations	Moderate – Requires lease/legal agreement and some oversight, but not dual legal status

Risks and Considerations

Lack of Community Engagement and Trustees

- If no trust forms, the Council may be left holding an unused asset, incurring insurance, maintenance, and security costs.

Political or Public Criticism

- There is a risk of criticism if residents believe the Council adopted a "white elephant".

Opportunity Cost

- Funds and officer time tied up in managing or holding a potentially unused building could be better used elsewhere.

22/05/2025

Windlesham Parish Council

Page 270

10:37

PURCHASE DAYBOOK

User: 6993.R.MIDGLEY

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/05/2025	EXP - 19 MAY 25	802	SARAH WAKEFIELD	SWAKE	12.87	0.00	12.87	4600	225	12.87	OJ/biscuits for APM
TOTAL INVOICES					12.87	0.00	12.87			12.87	
VAT ANALYSISCODE OTS @ 0.00%					12.87	0.00	12.87				
TOTALS					12.87	0.00	12.87				

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
23/05/2025	60269	803	GDPR INFO LTD	GDPR	350.00	0.00	350.00	4430	225	350.00	DPO service 2025 renewal -GDPR
TOTAL INVOICES					350.00	0.00	350.00			350.00	
VAT ANALYSISCODE OTS @ 0.00%					350.00	0.00	350.00				
TOTALS					350.00	0.00	350.00				

Top Level for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/06/2025	2041024	804	SURREY HEATH	SHBC01	8,565.46	1,713.09	10,278.55	4165	310	3,622.98	Greenspace Jun 25 + play insp
								4165	410	2,780.43	Greenspace Jun 25 + play insp
								4165	510	2,022.13	Greenspace Jun 25 + play insp
								4220	310	69.96	Greenspace Jun 25 + play insp
								4220	410	69.96	Greenspace Jun 25 + play insp
01/06/2025	69	805	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Canx planning meeting 7 May 25
27/05/2025	280474	806	WEL MEDICAL	WELMED	62.65	12.53	75.18	4435	225	62.65	Adult/Child pads - AED
03/06/2025	2025010	807	BRIARS CENTRE	BRIARS	80.00	0.00	80.00	4950	225	80.00	PM - 13 May; EGM - 2 June
31/05/2025	2262	808	ZENTECH IT	FRE01	260.52	52.10	312.62	4440	225	260.52	M365 licences etc - 31 May 25
TOTAL INVOICES					<u>8,983.63</u>	<u>1,777.72</u>	<u>10,761.35</u>			<u>8,983.63</u>	
VAT ANALYSISCODE OTS @ 0.00%					95.00	0.00	95.00				
VAT ANALYSISCODE S @ 20.00%					8,888.63	1,777.72	10,666.35				
TOTALS					<u>8,983.63</u>	<u>1,777.72</u>	<u>10,761.35</u>				

Top Level for Month No 3

Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	Nominal Ledger Analysis			Analysis Description
								A/C	Centre	Amount	
05/06/2025	202514	809	ST ANNES PCC	ANNE	100.00	0.00	100.00	4950	225	50.00	FC 2 May 25
30/05/2025	092-198A	810	GLENDALE	GLEND	301.00	60.20	361.20	4950	325	50.00	BVC 5 May 25
27/05/2025	280474A	811	WEL MEDICAL	WELMED	-62.65	-12.53	-75.18	4060	400	172.00	Plaques - 4 x LW, 3 x W @ £43
12/06/2025	5811091	812	VIKING	VIKIN	81.12	16.22	97.34	4060	500	129.00	Plaques - 4 x LW, 3 x W @ £43
								4435	225	-62.65	CN - pd by B'card
								4435	225	81.12	Stationery - misc items
TOTAL INVOICES							419.47	63.89		483.36	
VAT ANALYSIS CODE OTS @ 0.00%					100.00	0.00	100.00				
VAT ANALYSIS CODE S @ 20.00%					319.47	63.89	383.36				
TOTALS							419.47	63.89		483.36	

Agenda Item 10 – Full Council 24 June 25

Review of Bank Reconciliations

Members are asked to review the following bank reconciliations. Financial Regulations state that a member, other than the Chair, or authorized bank signatory, should sign off the reconciliations once reviewed. Below are the reconciliations for March, April and May 2025.

WINDLESHAM PARISH COUNCIL - CASH AT HAND					
Account	Acct type	Int. Rate	31 Mar 25	30 Apr 25	31 May 25
Barclays Bank	Current	0.00%	485,997	55,002	36,046
Unity Bank	Current	0.00%	9,801	277,252	246,322
Santander Bank	Instant access	1.05%	201,711	201,882	201,882
RBS account	Instant access	1.11%	47,315	47,362	47,362
Unity Bank	Instant access	2.50%	-	400,000	400,000
Hampshire Trust *	Instant access	3.70%	68,796	68,796	68,796
Skipton BS *	Annual interest	3.10%	67,628	67,628	67,628
Cambridge & Counties	180 day notice	4.41%	232,932	233,777	234,652
Redwood Bank *	95 day notice	3.48%	68,748	68,748	68,748
	TOTAL		1,182,927	1,420,446	1,371,436
Account type					
Current account			495,798	332,254	282,368
Instant access accounts			249,025	718,040	649,244
Medium term accounts			438,104	370,153	439,824
			1,182,927	1,420,446	1,371,436
* - Annual interest only					

**** Members are asked to note that to date the Clerk only has online access to the Unity Bank, Barclays, Cambridge & Counties and Redwood bank accounts**

Overall cash position

Net assets held by the Council as at 31 May 25 is £1,347,579 – see attached balance sheet. Of this £957,414 is held in ear-marked reserves. Members are asked to note that the ear-marked balance has increased by £20,285 since 1 April 25 (£937,129).

Members are asked to note the above reconciliations and agree that either Cllr Malcaus Cooper or Cllr Jennings-Evans in the absence of Cllr Malcaus Cooper continue to sign off the above reconciliations.

Richard Midgley
RFO 3 May 2025

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	407
105	VAT Control A/c	5,922
200	Barclays Current Account	36,046
205	Santander Account	201,882
210	RBS Account	47,362
215	Skipton Account	67,628
225	Cambridge and Counties Account	234,652
230	Hampshire Trust Bank	68,796
235	Redwood Bank	68,748
245	Unity Bank current a/c	246,322
250	Unity Bank deposit a/c	400,000
Total Current Assets		1,377,765
<u>Current Liabilities</u>		
500	Creditors	350
501	Bagshot PL	280
503	Windlesham PL	2,556
Total Current Liabilities		3,186
Net Current Assets		1,374,579
Total Assets less Current Liabilities		1,374,579

Represented by :-

300	Current Year Fund	203,657
310	General Reserves	213,509
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
321	EMR Windmill Field playground	46,182
325	EMR Windlesham CIL	54,302
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	4,976
332	EMR Allotments	2,000
335	EMR Cemeteries	23,860
336	EMR Lightwater Cemetery Maint.	63,250
337	EMR Bagshot Cemetery Maint.	25,000
338	EMR Windlesham Cemetery Maint.	36,418
340	EMR Lightwater Pavilion & Rec	143,392
345	EMR Bagshot Village	13,069
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	19,060
351	EMR Lightwater Grants	5,020
355	EMR Windlesham Village	15,279
356	EMR Windlesham Grants	900
365	EMR Elections	14,820
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	39,250
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	282,759
390	EMR Civic Functions	1,019
395	EMR Tree Works	38,508

Detailed Balance Sheet - Excluding Stock Movement

Month 2 Date 31/05/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
396	EMR Greenspace	16,285	
399	EMR CGR costs	35,791	
	Total Equity		1,374,579

Agenda Item 11 – Full Council Meeting 24 June 25
Budget Monitoring Report to 5 June 25

1. Actions Required

- Councillors should note the levels of income and expenditure shown and the associated balance sheet noting the figures as shown;
- Councillors should note and approve the virement noted below.

2. Income & Expenditure summary

The following table shows the total income and expenditure to 5 June 2025 as derived from the financial records of the Council.

WPC Income & Expenditure 2025-26		Year to date	Annual Budget	Variance
		05 Jun 25		
1000	Burial fees			
	- Bagshot	0	1,079	1,079
	- Lightwater	198	14,122	13,924
	- Windlesham	7,871	56,885	49,014
1030	Allotment fees	0	2,020	2,020
1076	Precept	275,531	551,060	275,529
1800	Other income	0	0	0
1900	Interest received	1,938	19,179	17,241
1950	CIL income	0	0	0
		285,538	644,345	358,807
	Total Expenditure	93,901	644,345	550,444
	Net income/(expenditure)	191,637	0	191,637
	Plus: Transfer from EMR	19,439	0	19,439
	Less: Transfer to EMR	38,700	0	38,700
	Movement to/(from) General Reserve	172,376	0	172,376
		ok	ok	ok

The main element of income received is from the first 50% of the precept, the second 50% being due on 1 September 25. Of the precept funds received a total of £38,700 was transferred to the EMRs as per the budget schedule

- £13,700 transfer to EMR375 re: Playground Repairs and Renewals;
- £15,000 transfer to EMR338 re: Windlesham Cemetery maintenance;
- £10,000 transfer to EMR336 re: Lightwater Cemetery maintenance.

Cemetery income has been received in respect of Windlesham Cemetery though not as yet in the year to date for Lightwater and Bagshot. Allotment income will be invoiced in August whilst no budget is made for CIL or other income due to the uncertain nature of it. Interest income accrues over the year either on a monthly, quarterly or annual basis depending on the account type.

In terms of expenditure spend in the year to date details of the main elements are shown in the table below. Year to date expenditure is £93,901.

		Year to date 05 Jun 25	Annual Budget	Variance	
4061	Cemetery maint - grounds	4,880	26,327	21,447	Includes 2 x months Windlesham Cem maint (£2,130pcm)
4165	Greenspace contract	25,278	120,047	94,769	Includes 3 x months Greenspace contract (£8,426pcm)
4300+	Salaries/HMRC/Pens	29,978	194,361	164,383	Covers salaries and related charges for April 25 and May 25
4420	Finance system	3,366	3,476	110	Annual charge for the finance system
4430	Licences and subscriptions	4,168	4,977	809	Majority of subscription cost paid in early part of the year. This includes SALC/nalc with combined cost of £2,997, GDPR services - £350 and ICCM - £100
4500	Cllr allowances and training	5,244	33,250	28,006	Covers councillor allowances and training for April 25 and May 25
4650	Grants	21,943	15,683	(6,260)	Main grants are re: Gomer Rd playground - £17,500; Briars Centre hearing loop - £2,000; £1,663 in respect of a VE Day grant that has subsequently been transferred to the account below.
4940	VE Day celebrations	6,506	18,000	11,494	Will be £8,169 after the transfer noted above. The underspend will be £9,031. If there is no further expenditure anticipated this amount would be available for virement.
4190	Christmas trees	(5,745)	9,000	14,745	Accrued for at year end, invoice awaited
4380	Elections	(6,000)	0	6,000	1 x election is 2024-25 with invoice awaited from SHBC. Second charge due for election in 2025-26. Sum up to £14,820 will be offset against election EMR
4915	Festive lights	(5,283)	12,140	17,423	Accrued for at year end, invoice awaited
		84,335	437,261	352,926	
	Other items	9,566	207,084	197,518	
	Total expenditure	93,901	644,345	550,444	

Grants and VE Day celebration costs are detailed in Appendix A.

3. **Commitments**

As of 5 June 25 the Council held EMRs totalling of £956,389 with commitments of £395,926 identified and approved by the Full Council or individual Village Committees. This leaves uncommitted amounts of £560,463. These various amounts are shown in the table below.

WINDLESHAM PARISH COUNCIL - EMR STATUS AS AT 5 June 2025

	Account	Balance at 05 Jun 25	Committed	Adj balance 05 Jun 25		
315	Capital Receipts	1,300.00		1,300.00		
320	EMR School Lane Play Equipment	35,742.54		35,742.54		
321	EMR Windmill Field playground	46,182.00	(46,182.00)	0.00	Windmill Field playground - £46,182	C/23/206
325	EMR Windlesham CIL	54,302.18	(16,755.00)	37,547.18	Windmill Field playground - £15,835; Speed surveys - £120; Cemetery hedges - £800;	Various
330	EMR Repairs and Maintenance	35,997.38	(10,000.00)	25,997.38	Bagshot Chapel repairs	Budget discussion
331	EMR War Memorials	4,976.00		4,976.00		
332	EMR Allotments	2,000.00		2,000.00		
335	EMR Cemeteries	23,860.00		23,860.00		
336	EMR Lightwater Cemetery maintenance	63,250.00	(10,000.00)	53,250.00	Topographical survey of LW Cemetery	LVC/23/54
337	EMR Bagshot Cemetery maintenance	24,550.00		24,550.00		
338	EMR Windlesham Cemetery maintenance	36,418.00		36,418.00		
340	EMR Lightwater Pavilion & Rec	143,391.91	(22,499.00)	120,892.91	Legal advice re: Pavilion/FIT - £14,999; Removal of dedication - £4,000; Land transfer - £1,500; Additional legal questions arising - £2,000	LVC/23/46; LVC/23/59
345	EMR Bagshot Village	13,068.56	(4,200.00)	8,868.56	Phone box renovations - £4,000; Face painting at Frementle Road playground opening - £200;	BVC/23/57; BVC/23/58; BVC/24/48
346	EMR Bagshot grants	317.00		317.00		
350	EMR Lightwater Village	18,485.54	(18,300.00)	185.54	Cemetery funding - £18,300 (C/24/43)	
351	EMR Lightwater grants	5,020.00	(1,500.00)	3,520.00	Lightwater Village sign - £500; Lightwater Community Cinema - £750; Lightwater Society - £250	
355	EMR Windlesham Village	15,279.15	(5,000.00)	10,279.15	Planning consultant for Neighbourhood Plan	WVC/23/20
356	EMR Windlesham grants	900.00		900.00		
360	EMR Lightwater CIL	0.00		0.00		
365	EMR Elections	14,820.00		14,820.00		
370	EMR Council Office Repairs	1,500.00		1,500.00		
375	EMR Playarea Repairs & Renewals	39,250.00		39,250.00		
377	EMR IT Equipment	517.01		517.01		
378	EMR Training	900.00		900.00		
380	EMR Bagshot CIL	282,758.59	(237,500.00)	45,258.59	Traffic & infrastructure - £100,000; Bagshot Chapel - £20,000; Gomer Road playground £17,500; Allotment purchase - £100,000;	Various
390	EMR Civic Functions	1,018.87		1,018.87		
395	EMR Tree Works	38,508.49	(23,990.00)	14,518.49		
396	EMR Greenspace	16,285.00		16,285.00		
399	EMR CGR costs	35,791.00		35,791.00	Direct CGR costs	
	EMRs	<u>956,389.22</u>	<u>(395,926.00)</u>	<u>560,463.22</u>		

Councillors are reminded that in accordance with minute reference C/24/99 from the October 24 Full Council meeting a transfer of £33,000 to the Bagshot CIL EMR was agreed by each of the Lightwater and Windlesham Village Committees to cover the payment for the allotments. It is proposed to transfer this from EMR325 Windlesham CIL and Lightwater EMRs once the payment is made.

4. Virements

A sum of £260.84 was expended on refreshments for the annual civic function. This was coded to account 4600/225 Annual Meetings and Civic Costs. The costs should be taken from the Chairman's Allowance in accordance with Council resolution.

Councillors are requested to approve the following virement:

Dr: 4500/225 Councillor Allowances	£260.84	
Cr: 4600/225 Annual Meeting and Civic Costs		£260.84

Appendix A

Grants and payments in respect of VE Day are shown in the table below.

WVC GRANT RECONCILIATION (coel 4650/4940)- 2025-26					09 Jun 25			
		Bagshot	Lightwater	Windlesham	Total			
Budget for the year								
4650 - Grants		£5,683	£5,000	£5,000	£15,683			
4940 - VE Day Celebrations		£5,000	£6,500	£6,500	£18,000			
		£10,683	£11,500	£11,500	£33,683			
Grants awarded in 2025-26:								
RBL re: VE Day Celebrations	WVC/24/71			£1,600	£1,600			
Bagshot Events - VE Day flags	C/24/206	£584			£584			
Lightwater Society re: events incl Fayre in the Square	LVC/24/66		£500		£500			
Briars Centre re: installation of hearing loop	LVC/24/66		£2,000		£2,000			
Lightwater Society re: VE Day community event	LVC/24/66		£1,663		£1,663			
Lightwater Society re: VE Day community event	LVC/24/66		£4,322		£4,322			
Gomer Road playground	BVC/23/08	£2,500			£2,500			
Gomer Road playground	BVC/24/34	£15,000			£15,000			
Bagshot Society - planting and Meet the Councillors event	C/25/22	£280			£280			
Total grant expenditure		£18,364	£8,485	£1,600	£28,449			
Movements from EMRs								
Gomer Road playground	BVC/23/08	(£2,500)			(£2,500)			
Gomer Road playground	BVC/24/34	(£15,000)			(£15,000)			
		(£17,500)	£0	£0	(£17,500)			
Available budget		£9,819	£3,015	£9,900	£22,734			
Grants		£5,403	£2,500	£5,000	£12,903			
VE Day celebrations		£4,416	£515	£4,900	£9,831			
		£9,819	£3,015	£9,900	£22,734			

Income & Expenditure by Budget 5 June 25

Month No: 3

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Income</u>							
1000 Burial fees	0	8,069	72,086	64,017			11.2%
1030 Allotment Fees	0	0	2,020	2,020			0.0%
1076 Precept	0	275,531	551,060	275,530			50.0%
1900 Interest Received	0	1,939	19,179	17,240			10.1%
Total Income	0	285,538	644,345	358,807			44.3%
<u>Overhead Expenditure</u>							
4005 Ashes interment	190	1,140	8,820	7,680		7,680	12.9%
4050 Rates	280	834	2,934	2,100		2,100	28.4%
4055 Pavilion Utilities	20	60	420	360		360	14.4%
4060 Maintenance	453	719	15,516	14,797		14,797	4.6%
4061 Cemetery maintenance - grounds	0	4,880	26,327	21,447		21,447	18.5%
4062 Cemetery maintenance - general	0	0	25,000	25,000		25,000	0.0%
4070 Allotment Refunds	0	0	100	100		100	0.0%
4100 War Memorial	574	574	13,624	13,050		13,050	4.2%
4160 Greenspace Contingency	280	440	3,000	2,560		2,560	14.7%
4165 Greenspace Contract	8,426	25,277	120,047	94,770		94,770	21.1%
4170 Environmental costs	0	0	10,000	10,000		10,000	0.0%
4185 Planting	0	0	5,789	5,789		5,789	0.0%
4190 Christmas Trees	0	(5,745)	9,000	14,745		14,745	(63.8%)
4195 Tree Maintenance/Surgery	0	1,215	10,000	8,785		8,785	12.2%
4220 Playground Repairs & Renewal	290	570	21,320	20,750		20,750	2.7%
4300 Salaries	0	23,062	149,885	126,823		126,823	15.4%
4340 Local Government Pension	0	4,082	26,538	22,456		22,456	15.4%
4345 HMRC Payroll	0	2,834	17,938	15,104		15,104	15.8%
4350 Training	0	1,107	6,100	4,993		4,993	18.1%
4380 Elections	0	(6,000)	0	6,000		6,000	0.0%
4400 Legal/HR/Recruitment Costs	0	400	4,500	4,100		4,100	8.9%
4403 Consultant costs	0	0	20,000	20,000		20,000	0.0%
4410 Cleaner	0	0	750	750		750	0.0%
4415 Insurance	0	0	5,244	5,244		5,244	0.0%
4420 Finance System	0	3,366	3,476	110		110	96.8%
4425 External Finance Support	0	0	600	600		600	0.0%
4430 Licences & Subscription	0	4,168	4,977	809		809	83.7%
4435 Office Expenses	63	57	3,500	3,443		3,443	1.6%
4440 ICT Costs	261	550	6,220	5,670		5,670	8.8%
4445 Audit	0	(1,609)	1,575	3,184		3,184	(102.1%)
4455 Telecoms & Security	0	447	4,299	3,852		3,852	10.4%
4500 Cllr Allowances, Training & Ex	0	5,244	33,250	28,006		28,006	15.8%
4525 Bagshot Chapel Building Costs	0	15	280	265		265	5.3%

Continued over page

Income & Expenditure by Budget 5 June 25

Month No: 3

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
4550 Office Building Costs	439	1,407	7,073	5,666		5,666	19.9%
4555 HMLD Building Costs	649	1,959	7,414	5,455		5,455	26.4%
4600 Annual Meeting & Civic Costs	0	(839)	856	1,695		1,695	(98.1%)
4640 Marketing	0	150	8,500	8,350		8,350	1.8%
4650 Grants	(1,663)	20,280	15,683	(4,597)		(4,597)	129.3%
4905 Pavilion Capital Project	0	0	10,000	10,000		10,000	0.0%
4915 Festive Lights	0	(5,283)	12,140	17,423		17,423	(43.5%)
4940 VE Celebrations	1,663	8,169	18,000	9,831		9,831	45.4%
4950 Hall Hire	95	370	3,650	3,280		3,280	10.1%
Total Overhead	12,019	93,900	644,345	550,445	0	550,445	14.6%
Total Income	0	285,538	644,345	358,807			44.3%
Total Expenditure	12,019	93,900	644,345	550,445	0	550,445	14.6%
Net Income over Expenditure	(12,019)	191,638	0	(191,638)			
plus Transfer from EMR	1,024	19,439	0	(19,439)			
less Transfer to EMR	0	38,700	0	(38,700)			
Movement to/(from) Gen Reserve	(10,994)	172,378	0	(172,378)			

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 09/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	407
105	VAT Control A/c	7,991
200	Barclays Current Account	36,046
205	Santander Account	201,882
210	RBS Account	47,362
215	Skipton Account	67,628
225	Cambridge and Counties Account	234,652
230	Hampshire Trust Bank	68,796
235	Redwood Bank	68,748
245	Unity Bank current a/c	242,024
250	Unity Bank deposit a/c	400,000
Total Current Assets		1,375,537
<u>Current Liabilities</u>		
500	Creditors	10,761
501	Bagshot PL	1,336
502	Lightwater PL	689
503	Windlesham PL	190
Total Current Liabilities		12,977
Net Current Assets		1,362,561
Total Assets less Current Liabilities		1,362,561

Represented by :-

300	Current Year Fund	191,638
310	General Reserves	214,533
315	Capital Receipts	1,300
320	EMR School Lane Play Equipment	35,743
321	EMR Windmill Field playground	46,182
325	EMR Windlesham CIL	54,302
330	EMR Repairs and Maintenance	35,997
331	EMR War Memorials	4,976
332	EMR Allotments	2,000
335	EMR Cemeteries	23,860
336	EMR Lightwater Cemetery Maint.	63,250
337	EMR Bagshot Cemetery Maint.	24,550
338	EMR Windlesham Cemetery Maint.	36,418
340	EMR Lightwater Pavilion & Rec	143,392
345	EMR Bagshot Village	13,069
346	EMR Bagshot Grants	317
350	EMR Lightwater Village	18,486
351	EMR Lightwater Grants	5,020
355	EMR Windlesham Village	15,279
356	EMR Windlesham Grants	900
365	EMR Elections	14,820
370	EMR Council Office Repairs	1,500
375	EMR Playarea Repairs & Renewals	39,250
377	EMR IT Equipment	517
378	EMR Training	900
380	EMR Bagshot CIL	282,759
390	EMR Civic Functions	1,019

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 09/06/2025

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
395	EMR Tree Works	38,508	
396	EMR Greenspace	16,285	
399	EMR CGR costs	35,791	
	Total Equity		1,362,561

Item 12- High Curley – To consider mitigation measures to prevent motorcycle/quad bike access to the SSSI site at High Curley

Purpose of Report

To consider appropriate mitigation measures to prevent unauthorised motorcycle and quad bike access into Lightwater Country Park via access points of High Curley Road, Lightwater.

Background

Recent reports from residents and Surrey Police have highlighted a rise in illegal motorcycle and quad bike access within Lightwater Country Park. These incidents are causing significant environmental damage, noise disturbance and pose a risk to public safety. In response, the police have confirmed that they are carrying out high-visibility patrols in the area and have appealed to the public to report any anti-social behaviour related to these vehicles.

Residents and Surrey Heath Borough Council have urged Windlesham Parish Council to review the access points within its control, with a view to implementing measures that would deter unauthorised use by motorcycles and quad bikes.

Access Points for vehicles

There are several access points into the Country Park that are being used by unauthorised motorcycles and quad bikes, three of which are located on Parish Council-owned land.

Recent reports from residents indicate that one of the primary entry points is from High Curley Road. It remains unclear whether the access point on Curley Hill Road is currently in use.

The map below identifies the known access points, and the photos illustrate the two specific access routes off High Curley Road.





Issues and Impacts

Environmental Impact:

- Damage to sensitive habitats and destruction of vegetation.
- Disturbance to protected wildlife species.

Safety and Amenity Impact:

- Risk of injury to walkers, dogs and cyclists sharing the site.
- Significant noise disruption to nearby residents.

Enforcement and Practical Constraints:

- The Police are carrying out high visibility controls but in the long term there could be limited ability to enforce restrictions in real time.
- No existing infrastructure (e.g. gates and bollards) to prevent vehicular access.

Mitigation Options

1. Physical Barriers

a. Motorcycle Inhibitor Barriers

- Install staggered barriers or "kissing gates" that allow pedestrians, cyclists and wheelchair users through but block motorbikes and quads.
- Materials should be durable (e.g., steel) and vandal-resistant.
- Cost could be high depending on materials and installation complexity.

b. Bollards

- Use bollards spaced to prevent motorcycles but allow pushchairs and wheelchairs.
- Lockable/removable bollards could allow for emergency or maintenance access.

c. Earth Bunds or Log Piles

- Create natural-looking obstacles (e.g. mounds, logs, boulders) along desire lines or informal tracks.
- These blend well in woodland settings while deterring vehicular access.
- Natural materials degrade over time and would need maintenance to ensure their effectiveness.

2. Signage and Legal Warnings

- Improve existing signage at access points:
 - Highlighting SSSI status.
 - Displaying prohibited vehicle use under local bylaws.
 - Noting penalties or prosecution risk for unauthorised access.

3. Surveillance and Monitoring

- Install CCTV to monitor illegal access. Placement of CCTV requires careful review of data protection laws.
- Encourage local users to report incidents to local Police.
- Continue to collaborate with police and local ranger services.

Decision

Members are asked to review the proposed mitigation options and determine whether to instruct the Clerk to obtain quotations for any of these measures, or alternatively, to defer action until the outcome of the recent increased police patrols is known.

Item 13 - Outside Organisations

Background

At a previous Council meeting, it was resolved that Windlesham Parish Council would write to all organisations with current vacancies for trustee or representative roles. The aim was to request clarification on two key matters:

1. The duties and responsibilities expected of the Council-appointed representative.
2. The frequency and format of trust or committee meetings.

This resolution was agreed to ensure that potential applicants are fully informed before any appointment is made. It was further resolved that, following receipt of responses from relevant organisations, the vacancies would be advertised accordingly.

Action

Members are requested to review the requirements outlined by each external organisation listed below and to consider whether they wish to be appointed as the Council's representative on either body, before the vacancies are publicly advertised.

Update

The Clerk has written to all organisations where a vacancy exists, in accordance with the Council's resolution.

Responses Received

As of the date of this report, formal responses have been received from the following organisations:

1. W.C. Lees Resthouses

- **Meeting Schedule:** Four meetings annually, including one AGM.
- **Governance:** Meetings follow a formal agenda. The trustees operate in line with a constitution and take guidance from the Almshouses Association.
- **Responsibilities:** Trustees are responsible for the overall running of the Almshouses.
- **Role Specific Requirement:** The organisation is currently seeking a Trustee with a specific remit to take on the role of Treasurer.
- **Remuneration:** The roles of Clerk and Treasurer are voluntary and unpaid.

2. Valley End Institute

- **Role Distinction:** Representatives from outside bodies serve on the committee but are not classed as Trustees.

- **Meeting Frequency:** Approximately two meetings per year, one of which is the AGM. Additional meetings may be held if specific issues arise.
- **Financial Oversight:** Accounts are externally examined and submitted to the Charity Commission annually.

Next Steps

If there are no Councillor volunteers to take on the above roles, in line with the previously agreed resolution, the Council will proceed to advertise these vacancies. Advertisements will outline the specific responsibilities and commitments involved, including any specialised roles.

Item 14 – Consultation for Forest Management carried out by The Crown Estate

Full Council June 2025

In August 2025, The Crown Estate's forest management operations across the United Kingdom will be assessed against the UK Woodland Assurance Standard (UKWAS) Versions 4 and 5. This assessment is being undertaken as part of ongoing certification under the Forest Stewardship Council® (FSC®) and the Programme for the Endorsement of Forest Certification (PEFC).

Stakeholders including parish councils have been invited to comment on the performance of The Crown Estate in line with these standards. The assessment is coordinated by the Soil Association.

A stakeholder feedback form is available online at:

www.soilassociation.org/stakeholderconsultation

Action

Members are asked to:

- a) **NOTE** the invitation to comment on the Crown Estate's forest management assessment.
- b) **CONSIDER** whether Windlesham Parish Council should submit a formal response to the consultation, and if so, to delegate authority to respond, to the Clerk in conjunction with the Chair and Vice Chair of Council and Chairs of the Village Committees.

Consultation Questions



Your comments

☐

Are your comments specific to a particular site?

Which site do your comments refer to?

Do you have any positive comments about this organisation's forest management? *

Do you have any negative comments about this organisation's forest

Do you have any negative comments about this organisation's forest management? *

Are there any unresolved conflicts between the forest manager and yourself or another individual / organisation? *

Do you have any suggested modifications which you would like to be considered in the next revision of the FSC Standard?

Are there any individuals or organisations we should consult who we may not have contacted already?

4

Feedback

Would you like to meet or speak with an auditor?

Would you like to receive a direct written response?

Do you want us to keep your comments confidential?

Do you wish to be consulted in the future about this organisation's Forest Management audits?

5

Documents

If you have any documents or images to accompany your comments you can upload them here

Choose files...

Total size of uploaded files should be less than 30MB

Maximum file size is 30Mb

Description of files uploaded

Please tell us a bit about how this file supports your comments

Item 15 – To consider attendance at the Surrey Association of Local Councils AGM on the 13th November.

Full Council June 2025

The Surrey ALC AGM & Conference 2025, taking place from 10:30am on Thursday, 13th November 2025 at Silvermere Golf Course, Cobham.

This year's hybrid event will begin with the AGM in the morning, followed by our annual conference (kindly sponsored by [Cloudy IT](#)), which will focus on the timely and important topic of Local Government Reorganisation and Devolution, and preparing for the future.

Action

Members are asked to:

- a) **NOTE that attendance at this event will be funded from the current training budget.**
- b) **NOTE the Clerk's attendance at this event.**
- c) **CONSIDER whether the Council wishes to nominate a Councillor or the Assistant Clerk to attend alongside the Clerk, in order to make full use of the two available places allocated for stakeholder participation.**

Additional Information

Confirmed Speakers Include:

- **Making a Success of Devolution** - Justin Griggs - Head of Policy and Communications, National Association of Local Councils
- **How Parish & Town Councils can make the most of Local Government Reorganisation** – Lee Dunkley, County Executive Officer, Cornwall County Association of Local Councils
- **Delivering Community Engagement in Surrey under the new Unitary Structure** - Nicola Kilvington, Director of Corporate Strategy and Policy, Surrey County Council
- **Preparing Parish & Town Councils for the implementation of new Unitaries in Surrey** – Farnham Town Council and Cranleigh Parish Council

NEW to 2025:

- **Expert-led "Upskilling and Upscaling your Council" speed training sessions** – *available exclusively to in-person delegates.*
- **IT Demo – Using AI & Hybrid Meetings** – Steve Walker, Head of Local Government Services, Cloudy IT (conference sponsors)

Event Details:

- **Date:** Thursday, 13th November 2025
- **Time:** 10:30am – 3:30pm
- **Venue:** Silvermere Golf Course, Cobham
- **Theme:** Preparing for the Future

Booking Options:

- **In-Person Attendance:** £40 + VAT per person
- **Online Attendance:** £15 + VAT per person

***Maximum 2 tickets per council; limits may be change dependent on demand.*

***Attendance online limited to AGM and speaker sessions only. Speed training sessions not included*