



Windlesham Parish Council

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The Council Offices
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GU18 5RG

12th September 2025

You are hereby summoned to attend an extraordinary meeting of the Windlesham Parish Council, which has been called by Cllr White, Chair of the Council. The meeting will be held at The Briars Centre, Community Centre, Briar Avenue, Lightwater, GU18 5RB on **18th September 2025 at 6pm** to act upon the undermentioned business.

If you are unable to attend the meeting, please send your written apologies to the Clerk and Chair of Council.

Cllr White
Chair of the Council

MEETING INFORMATION

Members of the public are invited to attend this meeting or if you wish to submit any questions or comment on any of the items on this agenda without attending, please email clerk@windleshampc.gov.uk by midday on 18th September 2025. Please note that all written submissions for public participation are limited to 150 words and where possible will be read aloud at the meeting, along with the name of the person submitting the comment. If you do not wish your name to be made public at the meeting, you must specify this to the Clerk in writing at the time of submission.

AGENDA

- 1. Apologies for absence**
- 2. Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
- 3. Public Question Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
- 4. Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5. Community Governance Review:** consideration of external consultation communications and council response.

- 6. Exclusion of the press and public - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.**

Item 5- Community Governance Review: consideration of external consultation communications and council response

Purpose of the Paper

The purpose of this paper is to:

- Review recent external communications circulated locally in connection with the Community Governance Review (CGR).
 - To consider whether these external communications may contain inaccuracies or misrepresentations that may affect how residents respond to the consultation.
 - Decide whether the Parish Council should make a formal representation to the principal authority to ensure accurate information and procedural fairness.
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Background

Surrey Heath Borough Council has launched a borough-wide CGR. The review is being carried out to make sure local governance across Surrey Heath continue to be effective. During the consultation period, residents are invited to share their views on how the local community is represented. This includes views on current parish boundaries, level of representation and how governance is structured at the local level.

As members will be aware, during the consultation period, some external communications, specifically letters, have been circulated to residents within the community in relation to the CGR.

Areas for Consideration

- Accuracy of Information
 - Procedural Fairness
 - Reputation of the Parish Council
 - Transparency and Engagement
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Decision

Members are asked to decide whether:

- 1. These external communications may contain inaccuracies or misrepresentations that may affect how residents respond to the consultation.**

and if so, if they wish to

- 2. Approve the submission of a formal representation to Surrey Heath Borough Council regarding the Community Governance Review.**

- 3. Authorise the Communications Officer, in conjunction with the Clerk, to update the fact-check page as and when required to ensure factual information is published.**
- 4. Approve any further actions arising from discussion at this meeting.**