



Windlesham Parish Council

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

Held on Monday 13th October 2025 at 7:30pm at Lightwater Library, Guildford Road, Lightwater

Councillors	
Harris	P
Hartshorn	P
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk

Cllr Hartshorn took the Chair

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

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		Action
LVC/25/27	Apologies for absence No apologies for absence.	
LVC/25/28	Declarations of Interest Cllr Malcaus Cooper declared a non-pecuniary interest in Item 9.a. on the agenda, in her capacity as Chair of the Lightwater Society. Cllr Harris declared a non-pecuniary interest in Item 9.a. on the agenda, in his capacity as a member of the Lightwater Society. Cllr Turner declared a non-pecuniary interest in Item 9.b. on the agenda, in his capacity as the Council's appointed representative for Lightwater Connected. Cllrs Harris, Malcaus Cooper and Turner declared a non-pecuniary interest in item 9.d. on the agenda, as they will all volunteer at the Lightwater Scouts Bonfire and Fireworks event.	
LVC/25/29	Public question time	

	There were no public questions.	
LVC/25/30	<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>LVC/25/47 To approve confidential reports from 1st April and 1st July 2025</p> <p>LVC/25/48 Cemetery Hedge</p> <p>LVC/25/49 Hook Mill Lane</p>	
LVC/25/31	<p>Committee and Sub-Committee Minutes: To confirm and sign the open minutes of the previous Village Committee meeting held on the 1st July and 20th August 2025.</p> <p>The minutes of the Lightwater Village Committee meeting held on 1st July 2025 and 20th August 2025 were approved and signed by Cllr Hartshorn.</p>	Cllr Hartshorn
LVC/25/32	<p>Payments for approval</p> <p>The Assistant Clerk presented a list of retrospective expenditure transactions for approval, in the sum of £1,050.00.</p> <p>It was resolved that the payments, in the total sum of £1,050.00 be authorised, and the Chair signed the Expenditure Transactions Approval List.</p>	Cllr Hartshorn
LVC/25/33	<p>Committee finances- Income and Expenditure Report</p> <p>Members noted the report.</p>	
LVC/25/34	<p>Lightwater Cemetery</p> <p>a. Consideration of measures to mark reserved burial plots.</p> <p>Members were presented with two quotes from stonemasons for small granite stone markers and asked if they wished to:</p> <p>1) Proceed with one of the quotes as presented and if so, decide how to fund.</p> <p>Members unanimously resolved to proceed with Quote 2 and to take the spend from the Lightwater Cemetery EMR.</p> <p>2) Update the cemetery price list when next reviewed for 2026/27 to include the cost of a stone marker when pre purchasing a plot.</p> <p>Members also agreed to review the inclusion of stone marker costs in the cemetery price list for any newly pre-purchased plots, as part of the discussion on the 2026/27 pricing schedule at a future meeting.</p>	
LVC/25/35	Lightwater Recreation Ground	

	<p>a. To review the Terms for Use for Lightwater Recreation Ground.</p> <p>Members were asked to review an amendment to the Terms of Use for Lightwater Recreation Ground to add the following clause:</p> <p><i>“Where the cost of repairs or sanctions exceeds the £500 deposit, the Council reserves the right to recover the additional amount from the hirer, which may include seeking reimbursement through the hirer's insurance provider.”</i></p> <p>Cllr Malcaus Cooper proposed, Cllr D Jennings-Evans seconded, and it was resolved with 5 in favour, 1 against and 1 abstention to adopt the proposed additional clause and increase the deposit amount to £1,000, effective for any new event requests. The Terms of Use will be amended to the following:</p> <p><i>“Applicants will be required to provide a deposit of up to £1,000 at the time the application is made. This will be held as security against any damage and/or expenses caused by the event and will be returned within 14 days after the event provided the Council is satisfied that the Event Organiser has complied with all the obligations herein and no loss and/or damage has been occasioned as a result of the event.”</i></p> <p><i>“Where the cost of repairs or sanctions exceeds the £1000 deposit, the Council reserves the right to recover the additional amount from the hirer, which may include seeking reimbursement through the hirer's insurance provider.”</i></p> <p>b. To consider a request from Lightwater Connected to use Lightwater Recreation Ground for the purpose of hosting the Lightwater Village Fete, followed by a music event.</p> <p>Members were informed that Lightwater Connected has submitted an outline proposal for an event scheduled on 9th May 2026. It was noted that the original plan included a daytime fete followed by an evening music event; however, the organisers have since revised the proposal to feature only a daytime fete.</p> <p>Members were asked review the application form and to decide whether to approve the use of Lightwater Recreation Ground by Lightwater Connected.</p> <p>Members unanimously resolved to approve the request in principle, subject to the hirers submitting all the required documentation and meeting the specified criteria. Authority was delegated to the Clerk, in conjunction with the Chair, to ensure compliance with all conditions prior to the event, to include any recommendations from the Surrey Heath Advisory Group (SAG) should a meeting with them be held.</p> <p>c. To consider a request from Lightwater Society to use Lightwater Recreation Ground for the purpose of hosting a music event.</p> <p>Members were asked to review an application form from the Lightwater Society requesting the use of the Lightwater Recreation Ground for the purpose of</p>	<p>Clerk & Chair</p>
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	<p>hosting a music event. Members were asked to decide whether to approve the use of Lightwater Recreation Ground by the Lightwater Society.</p> <p>Members resolved with 6 in favour and 1 abstention to approve the application and request in principle, subject to the hirers submitting all the required documentation and meeting the specified criteria. Authority was delegated to the Clerk, in conjunction with the Chair, to ensure compliance with all conditions prior to the event, to include any recommendations from SAG should a meeting with them be held.</p> <p>d. To consider additional information received following the Surrey Heath Advisory Group meeting regarding the Lightwater Scouts Firework Event.</p> <p>Members were asked to:</p> <p>1. Note the recommendations issued by the Safety Heath Advisory Group (SAG) and acknowledge that the event organisers have been requested to update their fire safety and emergency plans within 14 days, in line with the guidance provided.</p> <p>All members noted the recommendations issued by the Surrey Heath Advisory group.</p> <p>2. Consider and approve whether the Recreation Ground should be secured until 9:00 am the morning following the event using suitable fencing, and agree the necessary arrangements to facilitate this, including responsibility for installation, monitoring and removal.</p> <p>Members approved with 4 in favour and 3 abstentions that the Recreation Ground should be secured using suitable fencing following the event until 9:00am the following morning. They also agreed that the Scouts should be responsible for the installation, monitoring and removal of the fencing.</p> <p>e. To consider a recommendation to Full Council to support a subscription to the Purple Guide.</p> <p>Members were asked to consider whether the Committee wished to recommend to Full Council that Windlesham Parish Council subscribes to the Purple Guide, a nationally recognised resource for outdoor event safety and management.</p> <p>Members were asked to consider if they wish to recommend to Full Council whether Windlesham Parish Council should proceed with an annual subscription at a cost of £25 plus VAT.</p> <p>Members unanimously resolved to recommend to Full Council that the Parish proceed with an annual subscription to the Purple Guide. Additionally, Members agreed that all hirers of the Recreation Ground should be required to hold a subscription to the Purple Guide, and that this requirement be formally included as a condition of hire.</p>	Clerk & Chair
LVC/25/36	Review of AED Housing and Location	

	<p>Members were informed that concerns have been raised regarding the AED housing and location were asked to consider either:</p> <ul style="list-style-type: none"> • Relocating the AED to another site within the village, <p>or</p> <ul style="list-style-type: none"> • Replacing the existing cabinet with one specifically designed for outdoor use. <p>Members unanimously resolved to delegate authority to the Clerk to obtain quotes for a suitable outdoor AED cabinet, liaise with the relevant property owner regarding the use of their electricity supply and work with them to gather indicative costs for the associated electrical work/supply. It was agreed this information would be brought back to a future committee meeting.</p>	Clerk/ Assistant Clerk
LVC/25/37	<p>To discuss the Maintenance of Lightwater War Memorial and Gardens</p> <p>Members were asked to consider the maintenance of the Lightwater War Memorial and gardens in preparation for Remembrance Sunday 2025, and to consider arrangements for ongoing maintenance thereafter.</p> <ol style="list-style-type: none"> 1. Members were asked to decide whether they approved the presented quote for planting and maintenance around the War memorial and maintenance of the gardens ahead of Remembrance Sunday. <p>Members unanimously resolved to proceed with the proposed quote, subject to clarification on the number of plants to be included, in order to ensure the display is suitably impactful. Members further agreed to increase the budget up to £1,500, if required, and delegated authority to the Clerk to take the necessary actions to ensure the best possible outcome.</p> <p>In addition, members requested advice on the watering requirements for the area and, if appropriate, seek a separate quote for watering services following the planting.</p> <p>Quotes for the ongoing maintenance and seasonal planting of the war memorial and gardens was also requested, to be brought back for consideration at a future committee meeting.</p> <p>2.Members were asked to decide whether they approved the appointment of L-VIS to carry out ongoing maintenance of the War Memorial and surrounding gardens.</p> <p>Members unanimously resolved not to approve the appointment of L-VIS for the ongoing maintenance of the war memorial. In line with the decision recorded in Point 1, the committee will seek quotations from alternative contractors for seasonal planting and more targeted maintenance services.</p> <p>3.Members were asked to decide whether they approve to include watering of the War Memorial planting in the existing hanging basket maintenance contract.</p> <p>Members resolved to approve the inclusion of watering for the War Memorial and surrounding gardens within the existing hanging basket</p>	<p>Clerk/ Assistant Clerk</p> <p>Assistant Clerk</p> <p>Assistant Clerk</p>

	<p>maintenance contract. Additionally, Members requested that a quote be obtained for planting at the War Memorial from the same supplier.</p>	
LVC/25/38	<p>To discuss arrangements for Remembrance Sunday</p> <p>At the Full Council meeting, it was agreed that:</p> <ul style="list-style-type: none"> • One wreath will be laid on behalf of the Council at the Lightwater War Memorial. • A donation of £50 will be made to the Royal British Legion in support of the Poppy Appeal. <p>Members were asked to decide:</p> <ol style="list-style-type: none"> 1. Who will lay the Council's wreath at the Lightwater War Memorial. <p>Members unanimously resolved that, subject to councillor availability, the wreath at the Lightwater War Memorial will be laid by either Cllr Harris, Cllr Malcaus Cooper or Cllr Turner. The final arrangements will be coordinated among the councillors.</p> <ol style="list-style-type: none"> 2. Consider whether an additional wreath should be laid elsewhere in the village. <p>Members resolved, with 6 in favour and 1 against, to place a commemorative wreath at the WWII memorial in the Lightwater Recreation Ground. Due to concerns about the traditional poppy wreath being displaced, members agreed to explore the option of placing a magnetic wreath directly onto the memorial plaque, subject to its availability for purchase. If a magnetic wreath is not viable, a traditional wreath may be considered as an alternative.</p>	
LVC/25/39	<p>Traffic & Infrastructure</p> <p>Cllr Turner confirmed that the first meeting of the Traffic & Infrastructure Working Party took place on 8th September. During this meeting, the Terms of Reference were agreed, and it was confirmed the minutes will be made available shortly. Cllr Turner also confirmed that a second meeting is scheduled to be facilitated at the end of October.</p> <p>Members discussed the upcoming works on the A322. It was noted that the works will affect all three villages, and there was concern that coaches and other transport services from outside the area have not been informed. Members expressed concern that current communication efforts are insufficient and risk leaving residents uninformed. Members confirmed a willingness to support Skanska's communication and offered support communication between the contractor and Lightwater village residents.</p> <p>Members resolved to write to Skanska to emphasise the importance of providing residents with adequate advance notice of any disruptions or changes to local infrastructure and access. Members wished to confirm the committee's willingness to support Skanska with its communication efforts.</p> <p>Members further resolved to invite Skanska to attend the next Transport & Infrastructure (T&I) Working Party meeting to discuss communication plans and coordination efforts.</p>	

	<p>Recognising that the works will impact all three villages, the committee further approved a recommendation to Full Council that each village committee participate in a coordinated, joint communication to Skanska. This joint approach aims to strengthen engagement, ensure consistent messaging and ensure timely and transparent updates to all affected communities.</p>	
LVC/25/40	<p>To discuss Sponsorship signs for the village planters</p> <p>Members have already resolved that the five planters maintained by Windlesham Parish Council within the village should be clearly marked with plaques or stickers reading:</p> <p>“Planters sponsored and maintained by Windlesham Parish Council.”</p> <p>Members were asked to decide:</p> <p>Whether they wished to proceed with the installation of plaques/stickers on the five WPC maintained planters and if so, if they approve the presented quote or requested an additional quotation. Members were also asked to determine the appropriate budget line for funding.</p> <p>Members unanimously resolved to proceed with the installation of 10 x stickers on the five WPC maintained planters in the village. Members resolved to approve the presented quotation and to fund from the Lightwater Village Reserve.</p> <p>Additionally, members unanimously resolved to seek quotes for planting and maintaining the 5 planters, to be brought back to a future committee meeting.</p>	<p>Assistant Clerk</p> <p>Assistant Clerk</p>
LVC/25/41	<p>Strategic Plan Review</p> <p>At the Full Council meeting held in September 2025, Members reviewed the draft version of the revised Strategic Plan. Following discussion, it was resolved to defer a decision on formal adoption to allow each Village Committee the opportunity to review and discuss the document at their next scheduled committee meeting.</p> <p>Members were asked to:</p> <ol style="list-style-type: none"> 1. Review the contents of the Strategic Plan. 2. Provide comments or amendments <p>Members noted the ongoing strategic plan review and agreed to defer further commentary until the outcome of the Community Governance Review (CGR) is known.</p>	
LVC/25/42	<p>To consider a motion from Cllr Stevens regarding the proposed use of Lightwater Community Infrastructure (CIL) funding</p> <p>Members were asked to consider a motion from Cllr Stevens regarding the request for the committee to consider the allocation of a recent CIL payment allocated to Lightwater Village.</p>	

	<p>Members agreed in principle to earmark the recent CIL payment allocated to Lightwater Village for a future community project. The proposal will be discussed in greater detail at an upcoming meeting.</p>	
LVC/25/43	<p>Grant Applications</p> <p>To consider a grant application from the Lightwater Scouts-</p> <p>The Lightwater Committee has received a grant application from the Lightwater Scouts, requesting £263.28 for the hire of Heras fencing to enclose the bonfire area at their Bonfire & Firework Event.</p> <p>Members unanimously approved to grant the Lightwater Scouts £263.28 to be used for the above purpose.</p> <p>Members also noted the Scouts intention to hire the fencing and highlighted that if they chose to purchase second-hand fencing (which may be similarly priced), they would be welcome to store it free of charge in the large, corrugated shed located next to the Pavilion building.</p>	
LVC/25/44	<p>Clerks Update</p> <p>The Assistant Clerk gave the following updates:</p> <p><u>Lightwater Cemetery Fencing</u></p> <p>The Land Registry documentation for the cemetery remains outstanding. The Council's solicitor has indicated that processing the cemetery registration may take several months. As a result, installation of the new fencing cannot proceed until the registration is formally completed.</p> <p><u>Woodland Burials</u></p> <p>A specification has been issued to three contractors specialising in woodland burials to include:</p> <p>"Windlesham Parish Council is exploring the development of a woodland burial area as an extension to the existing cemetery in Lightwater. The initiative aims to offer a sustainable, environmentally sensitive, and community-focused burial option that complements and enhances the natural landscape.</p> <p>The scope of the project includes:</p> <ul style="list-style-type: none"> • Assessing the feasibility of establishing a woodland burial area on the proposed site. • Preparing a concept design and layout that integrates with the existing cemetery and surrounding environment. • Ensuring compliance with relevant legislation, planning policies, and environmental standards. • Providing guidance on long-term management, operational planning, and biodiversity enhancement." <p>To date, no responses have been received from the invited contractors.</p>	

	<p>Cllr Malcaus Cooper recommended contacting the South Downs Natural Woodland burial ground</p> <p><u>Hardstanding at bonfire site</u></p> <p>Following Member requests, the office is currently looking into suitable solutions for installation of hardstanding at the site used for the Scouts' annual bonfire. However, feedback from other local authorities suggests that reseedling the area with grass each year has proven to be a cost effective and successful alternative. Members may wish to consider this approach as a potential solution moving forward.</p> <p>Cllr Harris confirmed he would look into suitable hard standing solution.</p> <p><u>Metal fencing at the Square</u></p> <p>Cllr Hartshorn has raised concerns regarding the condition of the metal fencing at The Square. While the fencing does not fall under the Parish Council's remit, any relevant updates or observations from Members will be noted and recorded in the minutes.</p> <p>Cllr Turner reported that he recently held a meeting with representatives from the Co-op to discuss improvements to the village square. He confirmed a contact has been identified from facilities management. It was confirmed that a pavement repair has been commissioned. However, concerns have been raised regarding the impact of tree roots in the area and how they will be managed. As an interim measure, L-VIS has requested permission to install planters to enhance the space temporarily.</p> <p>Cllr Jennings-Evans noted that the tree in question falls under Surrey County Council responsibility, and it is suggested that Surrey County Council or Highways may be able to assist with organising the planters.</p> <p>Members agreed to write to raise concerns regarding the current condition of the square, in particular the fencing near the large tree.</p> <p>Cllr Malcaus Cooper requested that the proposal to install Union Jack flags on lamp posts in the village centre be included on the agenda for the January 2026 committee meeting.</p>	Assistant Clerk
LVC/25/45	<p>Correspondence</p> <p>No correspondence.</p>	
LVC/25/46	<p>Exclusion to 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 Meeting) Act 1960:</p> <p>LVC/25/47 To approve confidential reports from 1st April and 1st July</p> <p>LVC/25/48 Cemetery Hedge</p> <p>LVC/25/49 Hook Mill Lane</p>	
LVC/25/47	<p>To approve the confidential reports from 1st April and 1st July 2025</p> <p>It was unanimously resolved to approve the confidential reports from the 1st April and 1st July 2025 meetings as a correct record.</p>	

LVC/25/48	Cemetery Hedge Members resolved to carry out the actions as detailed in the confidential report.	
LVC/25/49	Hook Mill Lane Members resolved to carry out the actions as detailed in the confidential report.	

There being no further business, the meeting closed at 21:34

Lightwater PL for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/07/2025	4820	72	WELDERS INC	WELDE	250.00	50.00	300.00	4060	455	250.00	Rep drop bolt on access gate
TOTAL INVOICES					250.00	50.00	300.00			250.00	
VAT ANALYSIS CODE S @ 20.00%					250.00	50.00	300.00				
TOTALS					250.00	50.00	300.00				

Lightwater PL for Month No 6

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/09/2025	GRANT	73	LIGHTWATER CONNECTED	LWCONNECT	250.00	0.00	250.00	4650	440	250.00	Grant towards magazine supplm
TOTAL INVOICES					250.00	0.00	250.00			250.00	
VAT ANALYSIS CODE OTS @ 0.00%					250.00	0.00	250.00				
TOTALS					250.00	0.00	250.00				

Lightwater PL for Month No 6

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
16/07/2025	10007577	74L	LODGE BROTHERS	LODGE	550.00	110.00	660.00	4905	455	550.00	QE Memorial maintena at LW Rec
TOTAL INVOICES					550.00	110.00	660.00			550.00	
VAT ANALYSIS CODE S @ 20.00%					550.00	110.00	660.00				
TOTALS					550.00	110.00	660.00				



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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER VILLAGE COMMITTEE

**Held on Monday 12th December 2025 at 2pm at Lightwater Library, Guildford Road,
Lightwater**

Councillors	
Harris	P
Hartshorn	-
R Jennings-Evans	P
D Jennings-Evans	P
Malcaus Cooper	P
Stevens	P
Turner	P

In attendance: Sarah Wakefield- Assistant Clerk

Cllr D. Jenning Evans took the Chair

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

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		Action
LVC/25/50	Apologies for absence Cllr Hartshorn did not attend the meeting. Apologies were submitted to the Clerk in advance, however, as the Clerk was not in attendance and was not working on the day of the meeting, they could not be formally reported during the meeting.	
LVC/25/51	Declarations of Interest No declarations of interest.	
LVC/25/52	Public question time There were no public questions.	
LVC/25/53	Exclusion of the press and public.	

	<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>LVC/25/54 Hook Mill Lane</p>	
LVC/25/54	<p>Hook Mill Lane</p> <p>Members noted that a Notice of Intent will be published in the New Year and run for two consecutive weeks.</p> <p>Members unanimously resolved to recommend to Full Council that the actions detailed in the confidential report be carried out.</p>	

There being no further business, the meeting closed at 14:22

Lightwater PL for Month No 10

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/12/2025	INV 01788	81	INFINITY PLAYGROUNDS	INFINITY	326.60	65.32	391.92	4220	410	326.60	Trampoline repair
TOTAL INVOICES					326.60	65.32	391.92			326.60	
VAT ANALYSIS CODE S @ 20.00%					326.60	65.32	391.92				
TOTALS					326.60	65.32	391.92				

Lightwater PL for Month No 7				Order by Invoices Entered							
Nominal Ledger Analysis											
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
07/10/2025	14162	75	ZOO SIGNS	ZOOSI	88.44	17.69	106.13	4220	410	88.44	Height Barrier sign - LW Rec
TOTAL INVOICES					88.44	17.69	106.13			88.44	
VAT ANALYSIS CODE S @ 20.00%					88.44	17.69	106.13				
TOTALS					88.44	17.69	106.13				

Lightwater PL for Month No 8

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/10/2025	3078	78L	GREENLANDS	GREE	70.00	14.00	84.00	4905	455	70.00	RE-ATTACH HEIGHT BARRIER SIGN
07/11/2025	INV-6102	79L	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	400	190.00	ASHES INTERMENT X 1
TOTAL INVOICES					260.00	14.00	274.00			260.00	
VAT ANALYSIS CODE E @ 0.00%					190.00	0.00	190.00				
VAT ANALYSIS CODE S @ 20.00%					70.00	14.00	84.00				
TOTALS					260.00	14.00	274.00				

Lightwater PL for Month No 9

Order by Invoices Entered

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
20/11/2025	2315	80L	PURE GARDENS	PUREG	650.00	130.00	780.00	4100	405	650.00	MEMORIAL PLANTING
								350		-650.00	MEMORIAL PLANTING
								6000	405	650.00	MEMORIAL PLANTING
TOTAL INVOICES					650.00	130.00	780.00			650.00	
VAT ANALYSIS CODE S @ 20.00%					650.00	130.00	780.00				
TOTALS					650.00	130.00	780.00				

Item 7- Lightwater Village Committee Finances

Purpose of Report

To update Members of the Lightwater Village Committee on income and expenditure against budget for the financial year 2025/26 to 3 February 2026 (Month 10).

Income Performance

Income Source	YTD Actual (£)	Annual Budget (£)	% of Budget Received
Burial Fees	10,765	14,122	76.2%
Precept	106,024	106,024	100%
CIL Income	18,626	0	Unbudgeted
Total Income	135,415	120,146	112.7%

Key Expenditure Lines

Expenditure Category	YTD Spend (£)	Annual Budget	(%)Spent	Comments
Cemetery - Indirect	2,315	13,863	16.7%	
Heritage - War Memorial	1,391	4,541	30.6%	Planned maintenance due
Grounds Maintenance	30,007	47,478	63.2%	Largest operational cost
Councillor Costs	10,570	14,439	73.2%	On track
Council Buildings	5,978	7,414	80.6%	Utilities and rates
Grants	3,198	5,000	64%	Within budget
Capital Projects	4,492	11,430	39.3%	
Pavilion & Recreation	1,088	10,420	10.4%	

Earmarked Reserves & Commitments

Movement	Amount (£)
Transfer from EMR	1,457
Transfer to EMR	28,626
Movement to/from General Reserves	-48,929

Conclusion

The financial position for Month 10 remains stable. Income has exceeded budget forecasts primarily due to unbudgeted CIL funds (transferred to EMR) and most expenditure lines remain within expected parameters.

Variances are primarily explained by EMR movements and timing differences.

Detailed Income & Expenditure by Budget Heading 03/02/2026

Month No: 10

Committee Report

Lightwater400 Lightwater Cemetery

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1000 Burial fees	259	10,765	14,122	3,357			76.2%	
Lightwater Cemetery :- Income	259	10,765	14,122	3,357			76.2%	0
4005 Ashes interment	0	760	1,764	1,004		1,004	43.1%	
4050 Rates	0	685	799	114		114	85.7%	
4060 Maintenance	43	495	1,300	805		805	38.1%	
4062 Cemetery maintenance - general	0	375	10,000	9,625		9,625	3.8%	
Lightwater Cemetery :- Indirect Expenditure	43	2,315	13,863	11,548	0	11,548	16.7%	0
Net Income over Expenditure	216	8,450	259	(8,191)				

405 Lightwater Heritage

4100 War Memorial	50	1,391	4,541	3,150		3,150	30.6%	1,224
Lightwater Heritage :- Indirect Expenditure	50	1,391	4,541	3,150	0	3,150	30.6%	1,224
Net Expenditure	(50)	(1,391)	(4,541)	(3,150)				
6000 plus Transfer from EMR	0	1,224	0	(1,224)				
Movement to/(from) Gen Reserve	(50)	(167)	(4,541)	(4,374)				

410 Lightwater Grounds Maintenance

4160 Greenspace Contingency	0	285	1,000	715		715	28.5%	233
4165 Greenspace Contract	2,780	28,141	39,616	11,475		11,475	71.0%	
4185 Planting	0	2,160	1,852	(308)		(308)	116.6%	
4190 Christmas Trees	0	(1,839)	3,000	4,839		4,839	(61.3%)	
4220 Playground Repairs & Renewal	397	1,259	2,010	751		751	62.7%	
Lightwater Grounds Maintenance :- Indirect Expenditure	3,177	30,007	47,478	17,471	0	17,471	63.2%	233
Net Expenditure	(3,177)	(30,007)	(47,478)	(17,471)				
6000 plus Transfer from EMR	0	233	0	(233)				
Movement to/(from) Gen Reserve	(3,177)	(29,774)	(47,478)	(17,704)				

425 Lightwater Administration

1076 Precept	0	106,024	106,024	0			100.0%	10,000
Lightwater Administration :- Income	0	106,024	106,024	0			100.0%	10,000
4403 Consultant costs	0	0	5,000	5,000		5,000	0.0%	
4950 Hall Hire	0	19	300	282		282	6.2%	
Lightwater Administration :- Indirect Expenditure	0	19	5,300	5,282	0	5,282	0.3%	0
Net Income over Expenditure	0	106,006	100,724	(5,282)				
6001 less Transfer to EMR	0	10,000	0	(10,000)				

Detailed Income & Expenditure by Budget Heading 03/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	96,006	100,724	4,718				
<u>430 Lightwater Councillors</u>								
4350 Training	0	267	700	433		433	38.1%	
4500 Cllr Allowances, Training & Ex	1,021	10,303	13,739	3,436		3,436	75.0%	
Lightwater Councillors :- Indirect Expenditure	1,021	10,570	14,439	3,869	0	3,869	73.2%	0
Net Expenditure	(1,021)	(10,570)	(14,439)	(3,869)				
<u>435 Lightwater Council Buildings</u>								
4555 HMLD Building Costs	14	5,978	7,414	1,436		1,436	80.6%	
Lightwater Council Buildings :- Indirect Expenditure	14	5,978	7,414	1,436	0	1,436	80.6%	0
Net Expenditure	(14)	(5,978)	(7,414)	(1,436)				
<u>440 Lightwater Grants</u>								
4650 Grants	0	3,198	5,000	1,802		1,802	64.0%	
Lightwater Grants :- Indirect Expenditure	0	3,198	5,000	1,802	0	1,802	64.0%	0
Net Expenditure	0	(3,198)	(5,000)	(1,802)				
<u>445 Lightwater CIL</u>								
1950 CIL Income	0	18,626	0	(18,626)			0.0%	18,626
Lightwater CIL :- Income	0	18,626	0	(18,626)				18,626
Net Income	0	18,626	0	(18,626)				
6001 less Transfer to EMR	0	18,626	0	(18,626)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>450 Lightwater Capital Projects</u>								
4915 Festive Lights	0	(1,493)	4,930	6,423		6,423	(30.3%)	
4940 VE Day/Village enhancements	0	5,985	6,500	515		515	92.1%	
Lightwater Capital Projects :- Indirect Expenditure	0	4,492	11,430	6,938	0	6,938	39.3%	0
Net Expenditure	0	(4,492)	(11,430)	(6,938)				
<u>455 Lightwater Pavilion & Recreation</u>								
4055 Pavilion Utilities	21	218	420	202		202	51.8%	
4060 Maintenance	0	800	0	(800)		(800)	0.0%	
4905 Pavilion Expenses	0	70	10,000	9,930		9,930	0.7%	
Lightwater Pavilion & Recreation :- Indirect Expenditure	21	1,088	10,420	9,332	0	9,332	10.4%	0
Net Expenditure	(21)	(1,088)	(10,420)	(9,332)				

Detailed Income & Expenditure by Budget Heading 03/02/2026

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Lightwater :- Income	259	135,415	120,146	(15,269)			112.7%	
Expenditure	4,326	59,057	119,885	60,828	0	60,828	49.3%	
Net Income over Expenditure	(4,067)	76,358	261	(76,097)				
plus Transfer from EMR	0	1,457	0	(1,457)				
less Transfer to EMR	0	28,626	0	(28,626)				
Movement to/(from) Gen Reserve	(4,067)	49,190	261	(48,929)				
Grand Totals:- Income	259	135,415	120,146	(15,269)			112.7%	
Expenditure	4,326	59,057	119,885	60,828	0	60,828	49.3%	
Net Income over Expenditure	(4,067)	76,358	261	(76,097)				
plus Transfer from EMR	0	1,457	0	(1,457)				
less Transfer to EMR	0	28,626	0	(28,626)				
Movement to/(from) Gen Reserve	(4,067)	49,190	261	(48,929)				

Item 8- Lightwater Cemetery

a) To review cemetery fees and charges

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

Members are asked to review the attached documents

Document 1- Current Price list

Document 2- Price Comparison with local cemeteries

Document 3- Number of new plots, burials and ashes interments- April 2022- January 2026 & Burial Trends

Document 4- Lightwater Cemetery Income

Document 5- Number of new plots remaining

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



WINDLESHAM PARISH COUNCIL **LIGHTWATER CEMETERY FEES**

Effective From: 1st April 2025

	Non-Resident fees	Resident Fees applies only to the deceased whom resided within the Windlesham Parish boundary.
Purchase of the Exclusive Right of Burial (50 years):		
Full sized grave plot for immediate use	£2,199	£913
Full sized grave plot for future use (when purchased at same time as #1)	£2,199	£913
Full sized double side by side plot for immediate use	£5,863	£2,435
Conversion of two existing single plots to one double side by side plot (please note all plots will be required to have the same number of years of Exclusive Right of Burial and may incur additional costs).	£1,466	£609
Child sized grave plot (aged 0-16 years)	No charge	No charge
Ashes grave plot (half sized grave plot)	£1,021	£426
Interments		
Coffin at double depth	£2,336	£1,227
Coffin at single depth (and re-opening for a 2 nd burial)	£1,626	£820
Coffin interment for a child	£338	No charge
Ashes Interments		
Ashes interred in a grave or at memorial wall	£609	£259
Memorials		
Permission for memorial at grave plot	£226	£226
Permission for additional inscription on existing memorial	£113	£113
Plaque at memorial wall (with or without ashes)	£85	£85
Administration Charges		
Burial and grave register searches	£29 p/h	£29 p/h
Transfer of the Exclusive Right of Burial (if not part of a current funeral)	£169	£169

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

Document 2 – Cemetery Fees and Charges Review – Lightwater Committee January 2026

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

Grave Plots

Plot Size	Fee type	WPC Price April 2025 (Deed of Grant 50 years)	Average	Chobham Parish Council April 2024 (Deed of Grant 50 years)	Sunninghill & Ascot Parish Council April 2025 (Deed of grant 99 years)	Sunningdale Parish Council April 2025 (deed of grant 99 years)
Full	Resident	£913.00	£915.75	£1,000.00	£800.00	£950.00
Full	Non- Resident	£2,199.00	£2362.25	£2,800.00	£1,600.00	£2,850.00
Ashes Grave Plot (Half Sized)	Resident	£426.00	£412.75	£450.00	£400.00	£375.00
Ashes Grave Plot (Half- Sized)	Non- Resident	£1,021.00	£1,036.50	£1,200.00	£800.00	£1,125.00
Child (0- 16 years)	Resident	£0.00	£0.00	£0.00	£0.00	0-16 years £0.00

Child (ages 0- 16 years)	Non Resident	£0.00	£171.25	£665.00	£20.00	0-16 years £0.00
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Interment Fees

Type of Interment	Fee type	WPC Price (April 2019)- Excludes digging of graves for full burials	Average	Chobham Parish Council (April 2024) Excludes grave digging	Sunninghill & Ascot Parish Council (April 2023)- Excludes grave digging	Sunningdale Parish Council (April 2023) Includes grave digging
Coffin at double depth	Resident	£1,227.00	£838.00	£1000.00	£200.00	£925.00
	Non Resident	£2,336.00	£2,077.75	£2,800	£400.00	£2,775.00
Coffin at single depth	Resident	£820.00	£723.75	£950.00	£200.00	£925.00
	Non Resident	£1,626.00	£1,612.75	£1,650.00	£400.00	£2,775.00
Child 0-16 Interment	Resident	£0.00	£58.00	£0.00	£0.00	£58.00
	Non Resident	£338.00	£128.00	£0.00	£0.00	£174.00
Ashes in a full size grave	Resident	£259.00 incl grave digging	£289.75	£325.00	£100.00	£475.00
	Non Resident	£609.00 incl grave digging	£727.25	£675.00	£200.00	£1425.00
Ashes in a half size grave	Resident	£259.00 incl grave digging	£289.75	£325.00	£100.00	£475.00
	Non Resident	£609.00 incl grave digging	£727.25	£675.00	£200.00	£1425.00
Ashes Interred at memorial wall or version of	Resident	£259.00 incl grave digging				
	Non Resident	£609.00 incl grave digging				
Ashes re-open	Resident	£259.00 incl grave digging				

	Non Resident	£609.00 incl grave digging				
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Memorial Fees

Memorials	Fee type	WPC Price	Average	Chobham Parish Council (April 2021)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)
Permission for memorial at grave plot	Resident	£226.00	£131.50	£280.00	£100.00	£120.00
Permission for memorial at grave plot	Non Resident	£226.00	£296.50	£400.00	£200.00	£360.00
Permission for additional inscription	Resident	£113.00	£83.25	£140.00	£40.00	£40.00
Permission for additional inscription	Non Resident	£113.00	£128.25	£200.00	£80.00	£120.00
Plaque at memorial wall (with or without ashes)	Resident	£85.00				

Plaque at memorial wall (with or without ashes)	Non Resident	£85.00			
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Administration Charges

Administration	Fee type	WPC Price	Chobham Parish Council (April 2024)	Sunninghill & Ascot Parish Council (April 2021)	Sunningdale Parish Council (April 2021)
Burial and grave register searches	Resident	29.00/hour		£50.00	£30.00
Burial and grave register searches	Non-Resident	29.00/hour		£100.00	£92.00
Transfer of Exclusive Right of Burial (if not part of a current funeral)	Resident	£169.00	£150.00	£50.00	£50.00

Transfer of Exclusive Right of Burial (if not part of a current funeral)	Non-Resident	£189.00		£100.00	£50.00
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Document 3

Number of new plots, burials and ashes interments- April 2022- January 2026

Burials in Lightwater between April 2022 - March 2023			
	Resident	Non-Resident	Total
Ashes wall - New	1		1
Ashes wall - Re-open		1	1
Ashes half-- New Plot		1	1
Ashes half-plot – 1 st Interment		1	1
Ashes half-plot - Re-open		1	1
Ashes full-plot – New Plot			
Ashes full plot – 1 st Interment			
Ashes full plot - Re-open		2	2
Full Burial New plot	3	1	4
Full burial new- 1 st interment	2		2
Full burial - 2nd	2	3	5

Burials in Lightwater between April 2023 -March 2024			
	Resident	Non-Resident	Total
Ashes wall - New	3		3
Ashes wall - Re-open			
Ashes half-plot - New		3	3
Ashes half-plot- 1st Interment		3	3
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes fullplot- 1st Interment			
Ashes full plot - Re-open	1	1	1
Full Burial New plot	2	1	3
Full burial new - DD		2	2
Full burial - SD	2	1	3

Burials in Lightwater between April 2024 – March 2025			
	Resident	Non-Resident	Total
Ashes wall - New	2	3	5
Ashes wall - Re-open	1		1
Ashes half-plot - New			
Ashes half-plot- 1st interment			
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes half plot- 1st interment			
Ashes full plot - Re-open	1		1
Full Burial New plot	4	1	5
Full burial - DD	5		5
Full burial - SD	3	1	4

Burials in Lightwater between April 2025 – January 2026 (10 months)			
	Resident	Non-Resident	Total
Ashes wall - New		2	2
Ashes wall - Re-open			
Ashes half-plot - New		1	1
Ashes half-plot- 1st interment		1	1
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes half plot- 1st interment			
Ashes full plot - Re-open	1		1
Full Burial New plot	1	1	2
Full burial - DD		1	1
Full burial - SD	1		1

Trends in Burials

Overall activity

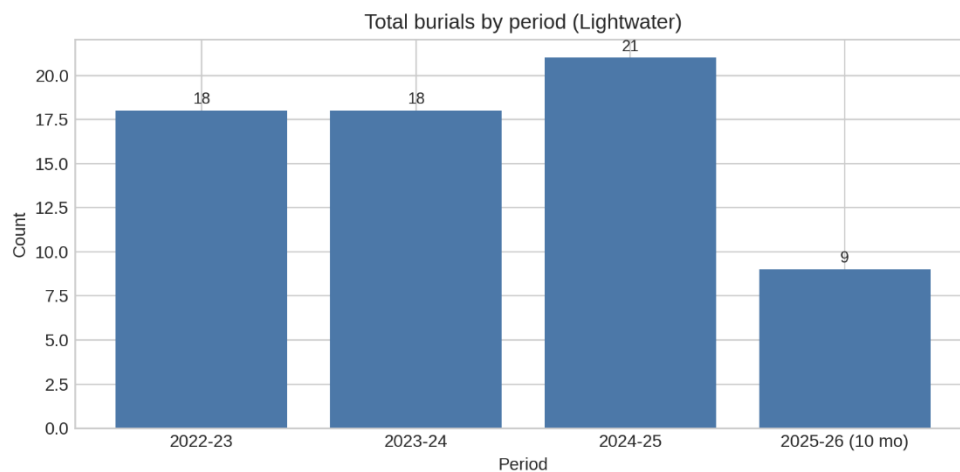
- Total interments were **18** in 2022–23, **18** in 2023–24, rising to **21** in 2024–25.
- For Apr 2025–Jan 2026 (10 months), there were **9** interments so far (partial year, so not directly comparable to full years).

Residents vs non-residents

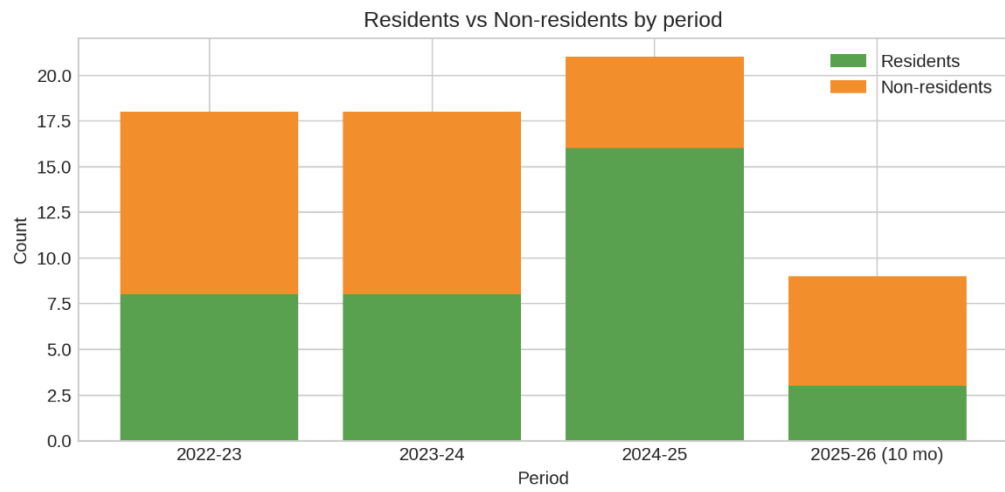
- Resident share was **44%** in both 2022–23 and 2023–24, rose to **76%** in 2024–25, and is **33%** for the partial 2025–26 year to date.
- 2024–25 stands out as a year with notably more resident interments relative to prior years.

Interpretation: The three full years show a stable baseline of ~18–21 interments, with 2024–25 being the peak driven by more full burials and a higher resident share. The current year to January is incomplete, but the mix so far is balanced between ashes and full burials, with more non-resident activity to date.

1) Total burials by period



2) Residents vs Non-residents



Document 4

Burial Income

Burials in Lightwater between April 2023 -March 2024			
	Resident	Non-Resident	Total
Ashes wall - New	3		£759
Ashes wall - Re-open			
Ashes half-plot - New		3	£2,988
Ashes half-plot- 1st Interment		3	£1,782
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes full plot- 1st Interment			
Ashes full plot - Re-open	1	1	£847
Full Burial New plot	2	1	£3,927
Full burial new - DD		2	£4,558
Full burial – SD	2	1	£3,186

Total Income from new plots and interments 23/24 = £18,047

Burials in Lightwater between April 2024 – March 2025			
	Resident	Non-Resident	Total Income
Ashes wall - New	2	3	£2,288
Ashes wall - Re-open	1		£253
Ashes half-plot - New			
Ashes half-plot- 1st interment			
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes half plot- 1st interment			
Ashes full plot - Re-open	1		£253
Full Burial New plot	4	1	£5,709
Full burial - DD	5		£5,985
Full burial - SD	3	1	£3,986

Total Income from new plots and interments 24/25 = £18,474

Burials in Lightwater between April 2025 – January 2026 (10 months)			
	Resident	Non-Resident	Total
Ashes wall - New		2	£1,218
Ashes wall - Re-open			
Ashes half-plot - New		1	£1,021
Ashes half-plot- 1st interment		1	£609
Ashes half-plot - Re-open			
Ashes full plot - New			
Ashes half plot- 1st interment			
Ashes full plot - Re-open	1		£259
Full Burial New plot	1	1	£3,112
Full burial - DD		1	£2,336
Full burial - SD	1		£820

Total Income from new plots and interments (25/26 10 months) = £9,375

Document 5

Number of New Plots Remaining January 2026

- **Ashes at the Wall:**
 - **Remaining Plots:** 29
 - **Availability Estimate:** Approximately 10.1 years of plots available, based on usage over the last 3 years 10 months.
- **Half Plots (current provision):**
 - **Remaining Plots:** 2
 - **Availability Estimate:** Less than 2 years of plots available, based on usage over the last 3 years 10 months.
 - **Additional provision** for Half Plots has already been identified in the cemetery.
- **Full Burial Plots:**
 - **Remaining Plots:** Approximately 48
 - **Availability Estimate:** Around 14 years of plots available, based on usage over the last 3 years 10 months.

Item 8- Lightwater Cemetery

b) Cemetery Fencing

Background

The Committee previously agreed to replace the failing chestnut pail fencing surrounding Lightwater Cemetery. Three quotations were obtained from contractors for the removal of the existing fence and installation of new chestnut paling fencing.

Quotation Summary

Quote 1

Scope:

- Remove and dispose of existing fencing
- Remedial tree and bush cut-backs included (larger works subject to further discussion)
- Chestnut paling (3-wire), 1.22m high, posts at 6ft intervals

Costs:

- Using **63mm stakes: £14,092.00 + VAT**
 - Using **75mm stakes: £14,686.00 + VAT**
 - Insurance:
 - **£10 million Public Liability**
-

Quote 2

Scope:

- Remove and dispose of existing chestnut posts
- Cut back bushes and trees to clear the fence line
- Supply and install 410m x 1.2m chestnut paling
- Stakes: 100–125mm peeled half-round stakes at 3m centres

Cost:

- **£18,390.00 + VAT**
 - Insurance:
 - **£10 million Public Liability**
-

Quote 3

Scope:

- All timber used is **Jakcure® treated softwood (25-year guarantee)**
- 75mm stakes at 2.7m intervals
- Four wire strands for increased strength
- 2.0mm chestnut fencing wires
- Materials and labour cover left, back and right boundaries

Cost:

- **£18,501.00 + VAT**
Insurance:
 - **£1 million**, with agreement to increase if awarded the contract
-

Previous Committee Decisions

January 2025 Meeting – Minute Ref: LVC/24/47

- Members unanimously resolved to proceed with Quote 2, on the condition that it included a minimum of three support wires.
 - If Quote 2 could not meet this requirement, members agreed to proceed with Quote 1(b).
 - The committee agreed the following next steps, subject to the Land Registry being received:
 - A. Request the surveyor who undertook the topographical survey to superimpose the title deed boundary onto the existing topographical survey.
 - B. Request the surveyor to mark out the boundary on site.
 - C. Proceed with fencing installation once the boundary is marked.
 - D. Expedite the cemetery registration process independently of the fencing project.
 - Delegated authority was given to the Clerk, in consultation with the Chair and Vice-Chair, to approve the surveyor's quotation (budget up to £1,000 from the Cemetery EMR).
-

April 2025 LVC Meeting – Minute Ref: LVC/24/63

Members resolved to:

- Wait for the Land Registry documentation before taking next steps.
- Delegate authority to the Clerk, Chair and Vice-Chair to proceed with one of the fencing quotes if the necessary steps were completed between meetings.

October 2025 Update – Lightwater Cemetery Fencing

The Clerk reported that the Land Registry documentation was still outstanding and as a result, the fencing works could not progress.

Current Situation

- The Land Registry title is still pending, and there is no indication of processing times.
 - As per the April 2025 decision, works have been paused until the documentation is received and the next agreed steps completed.
 - The Assistant Clerk is currently contacting Contractors 1(b) and 2 to request updated quotations, as prices may have changed since the original submissions.
-

Decision Required

Members are requested to consider:

A. Whether to reaffirm the April 2025 resolution

i.e. continue waiting for the Land Registry documentation before any further action is taken.

or

B. Whether to revise the approach due to ongoing delays, and either:

- **Instruct the surveyor now to undertake boundary superimposition and on-site marking, followed by fencing installation.**

or

- **Begin fence work immediately.**

C. Updated quotations from Contractors 1(b) and 2 will be sought, and members are asked to consider whether they wish to grant delegated authority to the Clerk to approve the preferred quote. Members are also invited to review whether the budget for the works should be reconsidered in anticipation of potential cost increases.

Item 9- Replacement of AED (defibrillator) Cabinet

Background

At the last Committee meeting, members agreed to investigate the feasibility of installing a heated AED (defibrillator) cabinet on the exterior wall of the Debra Charity Store in Lightwater. The purpose of the heated cabinet is to ensure the AED functions safely in cold weather conditions.

The Assistant Clerk has since contacted the landlord of the building, who has given permission in principle for the cabinet to be installed. This permission is subject to an electrician assessing:

- A suitable and safe point from which the electricity supply can be sourced.
- The route for running the cable to the cabinet.
- Confirmation that the installation does not interfere with the building fabric.

The landlord has also asked for clarification regarding the anticipated annual electricity usage and cost. Heated AED cabinets typically use a small amount of electricity (usually low-wattage thermostatically controlled systems). The Assistant Clerk is currently seeking professional advice and quotations from qualified electricians to confirm the precise cost and electrical requirements.

Cabinet Quotations

Quotations for the heated AED cabinet have been obtained.



DefibSafe 2 Locked AED External Heated Defibrillator Cabinet

DefibSafe

£465.00

In stock

DefibSafe 2 Locked AED External Heated Defibrillator Cabinet

by DefibSafe

£465.00

Pay in 3 interest-free instalments of **£155.00** with [shop](#) [Learn more](#)

All prices are +VAT

The DefibSafe 2 Cabinet is the only UK-made AED cabinet with full IP66 certification, meaning it's completely weatherproof and resistant to water, dust and debris. It's engineered for harsh outdoor conditions while maintaining its internal temperature through a low energy heating system and integrated air circulation to prevent condensation.

The cabinet is manufactured from tough, corrosion resistant polyethylene with a reinforced door made from the same material used in riot shields. This provides high strength and the best protection from vandalism or accidental damage.

Key features:

- IP66-rated for complete weatherproof protection
- Built-in heater and air circulation system
- Highly visible LED internal lighting for night time identification
- Stainless steel mechanical keypad lock that's corrosion resistant with a lifetime warranty
- Large handle for quick, one-handed access
- 3-point wall fixing system for easy, secure installation
- Unique location code for 99 operator guidance in emergencies
- Low running costs

Cabinet dimensions: 62.5cm (H) x 44cm (W) x 28.5cm (D)

Weight: 10kg



Internal hinges that do not allow for external tampering

Double skin clamshell design provides additional insulation in cold weathers

Comes complete with comprehensive installation instructions and a fixing kit

Cabinet dimensions 465x435x240mm

Defib Store 4000 Outdoor Locked Polycarbonate Defibrillator Cabinet

by Defib Store

£495.00

Pay in 3 interest-free instalments of £165.00 with [shop](#) [Learn more](#)

All prices are +VAT

The DefibStore 4000 Outdoor Cabinet is made from high impact polycarbonate, is fully waterproof and dust tight, with thermostatic heating and motion sensing LED lighting.

Details

IP66 rating, sealed against high pressure water hoses and dust

Suitable for coastal locations

Fully corrosion resistant in UV stabilised high impact polycarbonate, the same material used in Police riot shields. The UV resistance protects against the harmful effects of the sun. They are also rated to UL94V0 which means they will not support a fire and are self-extinguishing, do not give off toxic fumes.

Plastic turn handle for easy opening

Land Rover drive over tested

Internal LED motion sensing light which can be removed and used as a torch during deployment

Thermostatically controlled heater ensures the defibrillator is kept in optimum conditions

Internal hook accommodates any defibrillator without carry case

Large viewing window allows easy checking on the status of the AED defibrillator

Funding

Lightwater Village Reserve- £14,956.23

Next Steps Required

To progress the installation, the following actions are needed:

- Obtain quotations from electricians for supply and installation of the cabinet.
- Provide the landlord with the estimated annual running cost (once confirmed by the electrician).
- Draw up a written agreement between the Council and the landlord covering:
 - Permission for the cabinet to be affixed to the wall
 - Potential access rights for maintenance
 - Electricity usage and annual reimbursement arrangement
 - Responsibilities and liabilities (e.g. insurance, vandalism, servicing)

Decision Required

Members are asked to decide whether they wish to:

- 1. Proceed with the purchase of the heated AED cabinet, based on the quotations received.**
- 2. Delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to:**
 - Appoint a suitably qualified electrician to carry out the works, subject to the landlord's approval of the electrical assessment and installation method; and**
 - Finalise a written agreement with the landlord regarding electricity supply and repayment arrangements.**
- 3. Members are asked to decide how to fund the purchase of the heated cabinet, electrical works and electrical supply re payments. ***

* It should be noted that an estimate for the electrical works is expected to be available in time for the meeting.

Item 10- Lightwater War Memorial, Memorial Gardens and Planters

Purpose of Report

To consider the ongoing maintenance of the Lightwater War Memorial, Memorial Gardens and Planters.

Background & Past Resolutions

At the October 2025 meeting, members made the following resolutions:

- Seek quotes for the ongoing maintenance, seasonal planting and watering of the war memorial and gardens was also requested, to be brought back for consideration at a future committee meeting.
 - Request if the inclusion of watering at the War Memorial and surrounding gardens can be added to the 2026 hanging basket contract.
-

Quotes

Suppliers were asked to provide quotations for the supply, planting and maintenance at the Lightwater War Memorial and memorial gardens, including arrangements for watering and longer-term seasonal upkeep.

Specification Requested

- **Troughs (Lightwater Village Centre):**
Summer planting and ongoing maintenance, including watering between April–September, for **5 large troughs**.
- **War Memorial & Memorial Gardens:**
Seasonal planting **three times per year**, plus ongoing maintenance. Grass cutting is undertaken separately by the parish-wide greenspace team. Quotations were requested for:
 - Seasonal planting of the flower beds (3 × per year)
 - Ongoing maintenance and watering (April–September, with frequency varying seasonally)

As part of this process, quotations were sought from multiple suppliers.

Five suppliers were approached:

- One supplier submitted a full quotation
 - Two suppliers expressed interest but have not yet provided quotations
 - Two suppliers declined to quote at this time
-

Quotation Received

Contractor 1:

Quotation 1: War Memorial and Memorial Gardens

- **Planting tasks:**
Planting of War Memorial and memorial gardens, three times per year (including plants)
 - Quantity: 3
 - Rate: £485.00
 - **Total:** £1,455.00
 - **Maintenance and watering:**
Maintenance and watering of War Memorial and memorial gardens
(per visit, minimum of one visit per week, increasing to two or three visits during periods of extreme heat).
 - Rate: £140.00 per visit
-

Quotation 2: Trough Planting

- **Summer planting:**
Five troughs, including plants
 - Quantity: 5
 - Rate: £90.00
 - **Total:** £450.00
 - **Maintenance and watering:**
Maintenance and watering of troughs
(per visit, minimum of one visit per week, increasing during periods of extreme heat)
 - Rate: £100.00 per visit
-

Next Steps & Considerations

- Additional quotations are still being sought from other suppliers.
 - The cost of planting and watering the five village troughs, as well as watering only at the War Memorial and memorial gardens, has been incorporated into this year's hanging basket maintenance specification.
 - A local garden centre has offered to provide spring planting for the war memorial and memorial gardens. Quantities and plant varieties are not yet confirmed; however, the same garden centre donated 300 plants in the autumn as a guide.
-

Decision Required

Councillors are asked to consider the following and agree on the preferred course of action:

- 1. Note that additional quotations for the planting and maintenance of the Lightwater War Memorial, Memorial Gardens and village troughs are still being sought from suppliers.**
- 2. Acknowledge that the cost of planting and watering the five village troughs, as well as watering only at the War Memorial and memorial gardens, has been incorporated into the 2026 hanging basket maintenance specification.**
- 3. Note the offer from a local garden centre to provide spring planting for the war memorial and memorial gardens, with plant quantities and varieties to be confirmed.**
- 4. Decide whether to:**
 - Defer a final decision until all outstanding quotations are received.**
 - Proceed with planting of the war memorial and gardens, utilising the garden centre's spring plant donation while awaiting further quotes for watering and the troughs.**

Item 11- Traffic and Infrastructure- Update

At the last Committee meeting, Cllr Turner confirmed that the first meeting of the Traffic & Infrastructure Working Party took place on 8th September. During this meeting, the Terms of Reference were agreed.

Cllr Turner will provide a verbal update at the Committee meeting.

Item 12- To discuss Sponsorship Signs for the village planters

Background

At the last meeting, members unanimously resolved that the five planters maintained by Windlesham Parish Council within Lightwater should be clearly marked with plaques or stickers displaying the wording:

“Planters sponsored and maintained by Windlesham Parish Council.”

Members further resolved:

- To proceed with the installation of 10 stickers across the five planters.
 - To approve the quotation presented.
 - To fund the cost from the Lightwater Village Reserve.
-

Additional Member Proposal

Since approval of the quotation Cllr Stevens has proposed an enhancement to the presentation of the stickers. As the stickers will feature a prominent Windlesham Parish Council banner, it has been suggested that the existing phrase **“Sponsored and maintained by”** could be replaced with a more uplifting or engaging line on each planter.

Five suggested inspirational quotes are proposed for consideration:

1. **“Wake up and smell the flowers.” – Anonymous**
2. **“In joy or sadness, flowers are our constant friends.” – Okakura Kakuzō, *The Book of Tea***
3. **“You can learn a lot of things from the flowers.” – *Alice in Wonderland***
4. **“Keep calm and plant flowers.” – Anonymous**
5. **“Where flowers bloom, so does hope.” – Lady Bird Johnson**

If adopted, each planter would display the Parish Council banner along with one of the above quotes.

Decision Required

Members are asked to consider and decide:

1. **Whether to retain the previously approved wording** (“Planters sponsored and maintained by Windlesham Parish Council”), **or**
2. **Whether to adopt the proposed inspirational quotes**, replacing the sponsorship line, **or**

3. **Whether to include both**, for example:

- Inspirational quote
- Followed by: “Sponsored and maintained by Windlesham Parish Council.”

Item 13- Flags for Lightwater Village

Purpose of Report

To seek approval from members for the purchase and installation of new flags for Lightwater Village for summer 2026, using the budget allocated for next year, and to determine the preferred style of flags for this year's display.

Background

Last summer, Lightwater Village displayed a series of Union Jack flags along the village high street. Feedback from residents was extremely positive, and the flags were widely regarded as a cheerful addition.

Members agreed during the budgeting process to allocate £5,000 in the 2026/27 budget for the purchase and installation of replacement flags.

Flag style

Last year the council displayed Union Jack flags in Lightwater, as shown below. Members are asked to consider whether they would like to explore alternative styles of flags for this year, and a selection of mock-ups has been prepared for review.





Expected cost

Due to prolonged exposure to sunlight and weather, last year's flags have become significantly faded and are no longer suitable for reuse.

Based on the 2023 cost of purchasing and installing the Union Jack-style flags, and applying a CPI-based inflation uplift, the estimated cost for 2026 for 11 Union Jack-style flags is £3,502. This represents the projected cost of purchasing and installing the same style and number of flags in 2026, assuming a standard CPI inflation increase.

At present, we do not have cost estimates for the Lightwater Village-style flags. These would need to be investigated further should members wish to consider this option.

Budget Allocation

A budget of £5,000 has been approved for 2026/27 to fund:

- Purchase of new flags
 - Installation
 - Removal at the end of the display period
-

Decision Required

Members are asked to consider and agree the following:

1. To approve the purchase and installation of new flags for Lightwater Village for summer 2026, to be funded from the £5,000 allocated in the 2026/27 budget.
2. To determine the preferred flag style for 2026, choosing either:
 - Union Jack flags (as displayed last year), or
 - An alternative design
3. To determine the dates for installation and removal of the flags, noting that VE Day in 2026 falls on Friday 8th May and VJ Day on 15th August.
4. To delegate authority to the Clerk to obtain formal quotations for the chosen flag style, and to approve the final supplier under delegated authority provided that all quotations fall within the agreed budget.

Item 14- Hook Mill Lane Depot Fencing

Background

73m of chain-link fence and concrete posts require replacement along the Hook Mill Lane Depot's southeastern boundary with a neighbouring residential property. Damage of the existing fence is due to wear and tear and historical damage from boundary trees. Adequate fencing is a consideration for insurance as the site is not secure.

Companies were asked to quote to cut back substantial shrub vegetation along the fencing to facilitate access, remove the existing fencing and posts and install like for like replacement fence and posts. They were asked to remove old fencing and posts and shrub vegetation which has grown along and through part of the length from site and dispose of correctly.

Matters for consideration

- Review of 3 quotes for removal of existing fencing and necessary shrubbery and installation of new fencing.
-

Quotes Received

The following 3 quotes have been received:

Contractor A

£5,401 +VAT - green plastic coated chain link fence

Public liability £5,000,000

Contractor B

£5,800 +VAT - high galvanized chain link fence

Public Liability £10,000,000

Contractor C

Galvanised wire mesh, quote does not include removal from site and disposal of green waste.

£2,380 +VAT – fencing work

£1,095 +VAT - scrub clearance (reduce in height) along fence to enable access

Total: £3,475 +VAT

Public Liability £1,000,000

Contractor	Removal of shrubbery to allow access	Removal of existing fence, posts and concrete	Installation of new chain link fencing and posts	Removal from site and disposal of old fencing components	Removal from site and disposal of shrubbery	Quoted cost EX VAT	Level of Public liability insurance
A	✓	✓	✓ green plastic coated chain link fence	✓	✓	£5,401	£5,000,000
B	✓	✓	✓ high galvanized chain link fence	✓	✓	£5,800	£10,000,000
C	✓	✓	✓ galvanised wire mesh	✓	X quote does not include removal from site and disposal of green waste	£3,475	£1,000,000

Funding:

Lightwater Village Reserve- £14,956.23

Decision:

Members are asked to consider and agree the following:

- 1. To determine which quotation to proceed with for the delivery of the required works.**
- 2. If Contractor C is selected, to delegate authority to the Clerk to obtain quotations for the removal and disposal of the green waste generated during the works, and to instruct a contractor accordingly.**
- 3. To agree how the works will be funded.**

Item 15- Grant Applications

Members have received 5 Grant Applications to consider from:

Lightwater Voluntary Improvement Scheme - £500

Lightwater Voluntary Improvement Scheme - £500

Lightwater Scout (Scout Jamboree) - £500

Lightwater Connected - £500

Lightwater Society - £5,000

Total grant funding requested = £7,000

The current available grant budget is £6,094.19

(Made up of £1,082 (budget line) + £4,292.19 (EMR))

To consider Grant Applications from Lightwater Voluntary Improvement Scheme (L-VIS)

Summary:

The Lightwater Committee has received two grant applications from L-VIS, requesting funds to buy a wooden bench and funds to employ a contractor to cut back overgrowth on a roundabout.

Action:

Members are invited to consider the details of the grant applications attached and determine whether they wish to:

- **Approve the request in full, in part, or not at all.**

Details of Grant Requests:

Grant Application 1

L-VIS seeks funding buy a 6ft wooden bench to be placed near the roundabout at the junction of Macdonald Road and Briar Avenue.

Total Grant Requested: £500

Grant Application 2

L-VIS seeks funding to employ a contractor to cut back and remove overgrowth on the Macdonald Road/Briar Avenue roundabout and lay bark mulch.

Total Grant Requested: £500

Total = £1,000

Required Documents:

- Completed and signed Grant Application Form – Received

Considerations:

It is recommended that the group provide the Committee with the necessary permissions required to site the bench and to carry out the proposed work on the roundabout. These permissions have been requested and will be presented at the meeting if received.

To consider a Grant Application from Lightwater Connected

Summary:

The Lightwater Committee has received a grant application from Lightwater Connected, requesting funds towards the running of the Lightwater Village Fete 2026.

Action:

Members are invited to consider the details of the grant applications attached and determine whether they wish to:

- **Approve the request in full, in part, or not at all.**

Details of Grant Requests:

Lightwater Connected seeks funds towards the running of the Lightwater Fete 2026.

Total Grant Requested: £500

Required Documents:

- Completed and signed Grant Application Form – Received
- Copy of the written Constitution – Received
- Copies of the last financial year-end accounts - Received

To consider a Grant Application from a Lightwater Scout

Summary:

The Lightwater Committee has received a grant application from a Lightwater Scout seeking financial support to attend the World Scout Jamboree in Poland in 2027.

Action:

Members are invited to consider the details of the grant applications attached and determine whether they wish to:

- **Approve the request in full, in part, or not at all.**
-

Details of Grant Requests:

A Lightwater Scout is seeking financial support to attend the World Scout Jamboree in Poland in 2027.

Total Grant Requested: £500

Required Documents:

- Completed and signed Grant Application Form – Received
- Copy of the written Constitution – Not Received
- Copies of the last financial year-end accounts -Not Received

To consider a Grant Application from Lightwater Society

Summary:

The Lightwater Committee has received a grant application from Lightwater Society seeking funding for their Music Festival which will be held in July 2026.

Action:

Members are invited to consider the details of the grant applications attached and determine whether they wish to:

- **Approve the request in full, in part, or not at all.**
-

Details of Grant Requests:

Lightwater Society is seeking funding for their Summer 2026 Music Festival.

Total Grant Requested: £5,000

Required Documents:

- Completed and signed Grant Application Form
- Copy of the written Constitution
- Copies of the last financial year-end accounts
- A copy of the latest bank statement



WINDLESHAM PARISH COUNCIL
COMMUNITY INFRASTRUCTURE LEVY APPLICATION
FORM

GRANT UNDER £500

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation/Group	LIGHTWATER VOLUNTARY IMPROVEMENT SCHEME
Contact Name	[REDACTED]
Position within the organisation/group	LEADER
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	TO BUY A 6FT WOODEN BENCH TO PLACE NEAR THE ROUNDABOUT AT THE JUNCTION OF MACDONALD ROAD AND BRIAR AVENUE. SCC PERMISSION TO SITE THIS WILL BE REQUIRED AND PERMISSION IS BEING SOUGHT. THERE IS NO PUBLIC BENCH IN THIS AREA
Total cost of purpose/project	£500
Amount of grant requested:	£500

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our application is successful, we agree to abide by the conditions:

Signed..... [REDACTED]

Name..... [REDACTED]

Position in organisation.....LEADER.....

Date.....10 OCT 2025.....

NB. If your bid is successful you will need a nominated bank account to receive the funds. If you have any queries please contact clerk@windleshampc.gov.uk.

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

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



WINDLESHAM PARISH COUNCIL
COMMUNITY INFRASTRUCTURE LEVY APPLICATION
FORM

GRANT UNDER £500

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation/Group	LIGHTWATER VOLUNTARY IMPROVEMENT SCHEME
Contact Name	[REDACTED]
Position within the organisation/group	LEADER
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	TO EMPLOY A CONTRACTOR TO CUT BACK AND REMOVE OVERGROWTH ON THE MACDONALD ROAD/BRIAR AVENUE ROUNDABOUT AND LAY BARK MULCH (SIMILAR TO THE WEST END A322 ROUNDABOUT). THE ROUNDABOUT IS VERY OVERGROWN AND AN UNSIGHTLY ENTRANCE TO THE VILLAGE.
Total cost of purpose/project	£500
Amount of grant requested:	£500

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our application is successful, we agree to abide by the conditions:

Signed..... [REDACTED]

Name.....P HURFORD.....

Position in organisation.....LEADER.....

Date.....10 OCT 2025.....

NB. If your bid is successful you will need a nominated bank account to receive the funds. If you have any queries please contact clerk@windleshampc.gov.uk.

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

For official use

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



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS £500- £1000
LIGHTWATER

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☐

Windlesham ☐

Name of Organisation	LIGHTWATER FETE COMMITTEE (LIGHTWATER CONNECTED)
Registered Charity Number (if applicable)	—
Contact Name	[REDACTED]
Position within the organisation	CHAIRMAN OF LIGHTWATER CONNECTED
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	To Help fund the events at the Village Fete - May 9th 2026. Anticipated costs of events are £1100 and a small grant is requested to provide financial security to the event, which usually makes a surplus of £1000 - £2000 per annum.
Total cost of purpose/project	£ 1100
Amount of grant requested:	£ 500

Total number of users of your organisation	20
Number of your users resident in Windlesham Parish who will directly benefit from the grant	7000
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

Supporting documentation to be submitted with the grant application:

A copy of the written constitution

☒ already in your possession.

Copies of the last financial year-end accounts

Fete Accounts attached

☒

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☒ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions

Signed.

Name.....

Position in organisation.....

CHAIRMAN
LIGHTWATER
CONNECTED

Date.....

18/12/25

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

The completed form should be returned to The Clerk to Windlesham Parish Council,
The Council Office, The Avenue, Lightwater, GU18 5RG or to one of the Parish Councillors.

For official use

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



WINDLESHAM PARISH COUNCIL

GRANT APPLICATION FORM GRANTS £500- £1000 LIGHTWATER

Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot ☐

Lightwater ☒

Windlesham ☐

Name of Organisation	[REDACTED] (Global Scout Jamboree)
Registered Charity Number (if applicable)	N/A
Contact Name	[REDACTED]
Position within the organisation	MOTHER
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	<p>The World Scout Jamboree is in Gdansk, Poland for 2027. It will be a meeting of 40,000 young people to share stories, culture, activities and create memories to last a lifetime. Each day the scouts and young leaders will take part in activities but also have the opportunity to collect additional badges including the one of a kind Solidarity badge. The main event will follow a Modular Programme for all to complete daily activities to enhance the experience for all. This will be in various locations from the forest to the beach as well as around the city. The detailed planning and trust given to the young people to really maximise the experience by meeting others is phenomenal. The opportunity for [REDACTED] to represent Lightwater whilst documenting his whole journey is something he is extremely proud to get started.</p>
Total cost of purpose/project	£ 3240
Amount of grant requested:	£ 500

Total number of users of your organisation	1
Number of your users resident in Windlesham Parish who will directly benefit from the grant	1
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	n/a

Supporting documentation to be submitted with the grant application:

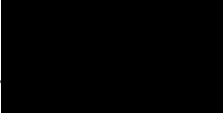

A copy of the written constitution ☐

Copies of the last financial year-end accounts ☐

I confirm that the above organisation has read and will conform with Windlesham Parish Council's Equality and Diversity Policy.

Yes ☐ No ☐

Statement of understanding: I have read and understood Windlesham Parish Council's Grant Awarding Policy and if our organisation's application is successful we agree to abide by the conditions:

Signed...  Name 

Position in organisation...MOTHER..... Date...030126.....

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

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

For official use

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

Item 16- Clerks Update

Markers for Reserved Grave Plots

Following the October 2025 Committee meeting, the markers for the reserved plots in the cemetery were ordered.

The stonemasons have confirmed that they will be available for delivery by the end of February.

Lightwater Square Tree

As members are aware, the roots of the tree on the corner of the Village Square have caused the paving to lift, creating a hazard for pedestrians. As a result, the area has been fenced off for a considerable period of time.

WPC has carried out preliminary investigations, and initial findings indicate that responsibility for the tree is shared between the leaseholders who use the access route. Lightwater Connected has also been working with the Co-op to help resolve the matter with Surrey County Council.