

Item 4- To note the Committee's Terms of Reference

The Terms of Reference (attached) were approved and adopted at the Full Council meeting on the 28th April 2026.

Members are asked to note the Terms of Reference.

Windlesham Parish Council

Civic, Amenities & Recreation Committee – Terms of Reference 2026-2027

The role of the Civic, Amenities & Recreation Committee is the effective provision of civic, amenity and recreational services to the Parish of Windlesham.

1. Membership of the committee will consist of a total of 9 members, with a maximum of 3 representatives from each village. All other Councillors may act as nominated substitutes. Non-members of the Council may be appointed to serve on the Committee in an advisory capacity. Such appointments shall be made by recommendation to Full Council and confirmed by a resolution of the Council.

Non-councillor members, advisory members, subject-matter experts and other invited attendees shall withdraw from the meeting for any item of confidential or exempt business unless the Committee resolves that their continued attendance is necessary for that item. Any person permitted to remain must comply with the Council's confidentiality and data protection requirements and must not disclose confidential information or personal data without lawful authority.

2. The Chairman and Vice-Chairman of Council, if not nominated members of the committee, may attend as ex-officio members.

FUNCTIONS:

The committee shall:

- a) Operate in accordance with Local Government Law and in accordance with the Council's Standing Orders and Financial Regulations.
- b) Appoint sub-committees or working parties to undertake any specific project work as required.
- c) Delegate to the Proper Officer, or a Councillor in conjunction with the Proper Officer, to undertake any specific project work as required.
- d) Undertake project work relating to amenities and recreation.
- e) The committee shall have spending powers to a maximum of £15000 per agenda item, for that class of expenditure in the approved budget. The committee shall make recommendations to the Full Council on all expenditure in excess of this sum.
- f) Work with other authorities to maintain the public footpaths within the Parish.
- g) Represent the Council to other statutory authorities on matters relating to highways, street furniture, public transport, postal services, public utilities, street and footway lighting, public rights of way, preservation of trees, historic buildings, grounds maintenance issues, conservation areas, and land drainage.
- h) Manage and maintain the provision of bus shelters, seats, village signs, notice boards and other street furniture owned by the Council.

- i) Consider and determine applications for grants in accordance with the Council's approved grants policy, and award grants within the budget allocated by Full Council
- j) Recommend the purchasing of all significant fixed assets necessary to support the maintenance of Parish-owned premises and land.
- k) Liaise with sporting organisations with regard to the prioritising of sporting and recreational facilities within the parish.
- l) Represent the Council in matters relating to the police or delegate to the Proper Officer.
- m) The Terms of Reference shall be reviewed annually.

The Chairman shall:

- n) Agree the minutes of the Civic Amenities and Recreation Committee at Full Council meetings, subject to approval.

Item 7- Windlesham Cemetery Drainage

Background

Persistent surface water issues have been experienced at Windlesham Cemetery, particularly along the pathway within the old section.

At the Windlesham Committee meeting held in January 2026, Members considered cemetery drainage and received the findings of a commissioned Groundwater Risk Assessment carried out in December 2025.

Groundwater Risk Assessment- Summary of Findings

A Groundwater Risk Assessment was undertaken on 2 December 2025. Six sampler boreholes were excavated across the cemetery site to assess soil conditions and determine the presence and behaviour of groundwater across the different sections of the cemetery (new extension, “old” and “old, old”).

Key findings reported to Members in January 2026 were as follows:

- **Groundwater:**
The soils across the site are predominantly granular, and no shallow groundwater was encountered during the assessment. As a result, the potential for groundwater flooding is considered limited.
- **Monitoring:**
Monitoring wells were installed as part of the assessment. The consultant advised that longer-term seasonal monitoring may be prudent in order to capture worst-case water levels during wetter periods of the year.
- **Surface water:**
Surface water, rather than groundwater, was identified as the primary cause of the drainage problems. The report advised that surface water is best managed through engineered drainage solutions.

Past resolution- January 2026

At the January 2026 Windlesham Committee meeting, Members agreed not to proceed with a 12-month programme of groundwater monitoring at that time.

Additionally, Members agreed to seek quotes to remove the pathway in the old section of the cemetery and replace it with grass, to be brought back to a future committee meeting.

Members also agreed that quotes for a detailed topographical survey were obtained as suggested in the report.

Advice from Drainage Engineer

Following the resolution made by Members, clarification was sought from the drainage engineer regarding the proposed works and their likely impact on surface water issues within this section of the cemetery. The advice received is summarised below:

- The proposed works are likely to help alleviate some surface water issues; however, the engineer has advised that it would be important to at least aerate the soils beneath the former gravel pathway, as these soils are expected to be highly compacted. Without aeration, the effectiveness of the works may be limited.
- Additionally, the engineer has advised that if the soils are not aerated, surface water may continue to migrate and could displace flooding to other areas of the cemetery, rather than resolving the issue.
- The engineer has also confirmed that, while a full topographical survey of the cemetery is recommended prior to developing detailed drainage designs, this survey does not need to be undertaken before the removal of the pathway or turfing works. However, it must be completed if more detailed drainage design work is progressed.

Exhumation License

If members wish to proceed with the pathway works, a blanket exhumation licence will be required for the following reasons:

- excavation works are proposed in areas very close to where graves are present;
 - legislation requires lawful authority for any disturbance of remains; and
 - obtaining the licence in advance ensures works can proceed safely, legally, and without avoidable interruption.
-

Quotes

1. Removal of pathway and replacement with grass

Quotes were sought to the following specification-

- Removal of the full depth of the gravel pathway and replaced with free draining topsoil.
- Aerating of soils beneath the pathway to help alleviate surface water drainage issues.
- Turfing or seeding of the area.
- Tidy and remove all waste.



Four contractors have visited the site and expressed an interest in providing a quotation. To date, two quotations have been received, and any further quotations will be brought to the meeting if received in time.

Members are asked to note that, in line with the Council's Financial Regulations, three written quotations are required.

Contractor	Proposed work	Cost EX VAT	Public Liability	References
Contractor A	Excavate 200m square of pathway to a depth of 160mm. Remove from site,	£3,250	£10 million	Completed work for a local Parish Council.
	Fill pathway with approx. 300mm of topsoil to	£2,800		

	<p>meet existing grass levels and sow grass seed.</p> <p>If supply 200m square turf over topsoil.</p> <p>Total- grass seed</p> <p>Total- turf</p>	<p>£1,800</p> <p>£6,050</p> <p>£7,850</p>		
Contractor B	<p>Removal of full depth of pathway and replace with free draining topsoil.</p> <p>Aerating the soils beneath to help alleviate surface water drainage issues.</p> <p>Total- remove path and seed the area</p> <p>Total- remove path and turf the area</p>	<p>£20,457</p> <p>£22,310</p>	£5 million	Contractor has been used regularly by WPC.

2. Topographical survey (quotes attached)

Contractor	Specification	Price EX VAT
A	Without headstone	£1,950
	With headstones	£4,500
B	Without headstones	£2,950
C	Without headstones	£3,475

Our Ref: [REDACTED]

Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
Surrey GU18 5RG
Attn: Sarah Wakefield

QUOTE A-DRAINAGE

15 April 2026

Dear Sarah,

BUDGET ESTIMATE NO: 786
PROPOSED WINDLESHAM CEMETERY WORKS

We thank you for your email dated 23 March 2026 and we have pleasure in submitting a budget estimate as follows:

- 1. To excavate area of tarmac pathway to a depth of approx. 160mm and remove from site. Total area approx. 200m².

for a sum of.....£ 3,250.00
- 2. To break up surface and fill pathway with approx. 300mm of topsoil to meet existing grass level and sow grass seed.

for a sum of.....£ 2,800.00

If we supply and lay 200m² turf over topsoil the cost will be £1,800.00.

All works measured on completion and will be subject to VAT at the standard rate.

This estimate is valid for 3 months from above date.

Should you require us to carry out these works your acceptance in writing would be much appreciated.

Yours sincerely,

[REDACTED]

[REDACTED]

25^h February 2026

Windlesham Parish Council

Estimate - Windlesham Old Cemetery – Remove Path & Replace with Grass



Scope of Work

Removal of the full depth of the gravel pathway and replaced with free draining topsoil.

Aerating of the soils beneath the formal gravel pathway to help alleviate surface water drainage issues.

Turfing or seeding of the area.

Tidy up and remove all waste

Please note, although the topsoil will be compressed, over time the new topsoil may settle and compress more.



Cost of Work

Carry out the work stated in the scope of works, plus with two options for the grass.

1. Remove path and seed the area	£20,457
2. Remove path and turf the area	£22,310

Majority of the cost above is for materials (mainly topsoil).

Please note, this is just an estimate because until the work takes place, it is not possible to precisely know the actual depth of path to be removed and then the volume of topsoil required to fill the space.

The prices exclude VAT which will be charged at 20%.

If you would like to undertake this work or discuss in more detail, please do not hesitate to contact me as detailed below.

Yours sincerely







TOPOGRAPHICAL SURVEY PROPOSAL



- QUOTE REFERENCE CM_260892-KM
- CLIENT Windlesham Parish Council
- CONTACT Sarah Wakefield
- PROJECT Windlesham Cemetery, GU20 6BL
- DATE 20th April 2026
- DESCRIPTION To survey the above site to the specification and extent of plan provided by the client.

If no specification is provided, we will survey to the generic specification attached within this quotation.
All changes in level to be shown and in open areas levels will be surveyed at 10m intervals where applicable. All service covers where visible, walls, boundaries, street furniture, changes of surface, watercourses (if applicable) building footprints together with surrounding building heights, extents of foliage and trees over 150mm diameter bole and above to be shown.

Survey Grid and Levels will be based on an arbitrary system established on site unless otherwise specified in the client brief.

FEE PROPOSAL

Topographical Survey - without burial plots £1,950.00 + vat

Topographical Survey - with headstones £4,500.00 + vat

Current Lead In time -1 week plus approximately 1 week to issue drawings after site completion.



General Topographical Specification:

Dependant on survey extents to be agreed with the client

- Bottom of Kerbs
- Top of Kerbs
- Changes in Surface Types
- All fixed Street Furniture
- Building Footprints
- Permanent Structures
- Any Building Remains
- Onsite Building heights, Ridge, Eaves, Parapets, Flat Roofs
- Surrounding Building Heights – as above
- Individual Trees 150mm diameter bole and above
- Groups of Trees shown as canopy outline
- Boundary Details, Fences, Walls and Hedges
- All Services Covers/Utility Covers where visible
- Drainage Gullies, Manholes and Inspection Cover levels
- Top and Bottom of Banks, Watercourses and Ditches
- Extent of any ponds, lakes and densely overgrown areas
- Spot Heights taken at 10m intervals and at changes of level/gradient
- Drawings to be issued in 2D PDF and DWG formats

Survey Control Options: To be instructed by the client.

- **OS GPS Datum/Grid**
- **Arbitrary Datum/Grid**

Terms and Conditions

(Topographical and Measured Building Survey Works)

Please inform [REDACTED] if the site is heavily overgrown as site clearance is not included within the cost.

Additional costs will be applied if [REDACTED] are not notified before the site visit and extensive clearance is required. Any areas that are deemed inaccessible or present an undue risk of injury will be excluded from the survey and annotated accordingly on the final drawings.

In cases where access has not been arranged prior to the survey works, through no fault of our own, or access is denied by the vendor at the time of survey, this will incur additional charges.

These charges also apply to significant downtime due to restricted access affecting worktime which is beyond our control.

Charges for a fully abortive visit start at £300.00 per surveyor.

Topographical Surveyors can only lift manholes as part of their work if the covers are light in weight and have standard manhole keys. Any manholes that are deemed heavy duty will either need 2 people to lift or the use of a hydraulic lifting mechanism to assist the surveyor. Topographical Surveyors do not carry this equipment or specialist manhole keys therefore in this scenario a return visit and additional charges will apply.

Loft/Attic areas will not be surveyed unless requested by the client.

If required these areas must be accessible (staff do not carry ladders) boarded out and lit to enable equipment setup.





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THE SURVEY ASSOCIATION


Constructionline
A UK GOVERNMENT CERTIFICATION SERVICE

From: [REDACTED]
To: [Sarah Wakefield](#)
Cc: [REDACTED]
Subject: Tender Return - 030326 - Windlesham Cemetery, Windlesham - (Our Ref: TSA-26-3899)
Date: 03 March 2026 14:10:56
Attachments: [TSA-26-3899_Terms-and-Scope_030326_v1.pdf](#)

Dear Sarah

Thank you for your enquiry towards survey works for the site at Windlesham Cemetery, Windlesham.
Please accept this email, along with the terms attached, as our offer of service.

Scope:

To provide topographic survey information – site area as shown bounded by the 2 thick black lines on the attached pdf.

Survey Fees:

Topographic Survey - £ 2,950.00 + VAT

Programme if instructed:

Our lead in time for new survey projects is approx. 3 weeks as things stand.
We would require approx. 3 site days and 2 office days for this project.

Clarification:

The survey information would be related to Ordnance Survey grid and datum via GNSS observations.

We would provide the survey information in both 2D and 3D Autocad.dwg and in .pdf format.

We have included for surveying pathways, boundary features

(hedging/fencing/walls), gully's, MH covers, general ground levels.

Contours would be generated and shown at a suitable interval – say 0.25 metres.

We have not allowed for surveying trees but a few major trees would be shown.

Individual grave locations would not be shown.

We have assumed that we would have free access throughout the site areas on the agreed site survey dates.

We look forward to being of service.

[REDACTED]

[REDACTED] | Principal Surveyor | [REDACTED]
MCInstCES

[REDACTED]

[REDACTED]

QUOTE C- TOPO



Topographical Survey Quotation

- PROJECT TITLE Windlesham Cemetery, Church Road
- OUR REFERENCE Q- 149402
- CLIENT Windlesham Parish Council
- CONTACT Sarah Wakefield
- DATE 02 March 2026

Cost summary

Topographical Survey + CAD (Black Outlined Areas)

£3,475.00 + VAT

Current Lead In time: 1 week plus 1 weeks to issue final drawings.

Registered 

Scope of Services: -

Topographical / Site Survey:-

Topographical / Site Survey would show all features within the Survey Area/Extents as per spec provided. Features to be shown would include but not be limited to; building outlines, walls, kerbs, footways, changes of surface, services, with manholes & inspection covers shown with cover level only. Any Trees on the Site with a trunk diameter above 200mm would be shown, with trunk diameter, canopy size & approximate height. All buildings would be shown (nearest flank walls only) with levels to ridges & eaves, subject to lines-of-sight from Site & the public highway. Spot Levels taken at 10m spacing & at changes of Gradient.

Coordinate System: -

All Levels & Coordinates would be related to the existing Topographical Survey or Survey Data would be overlaid on to OS Mapping.

Delivery / Output Details: -

The completed Survey will be delivered as a digital version in 2D AutoCAD & PDF format.

Survey Note: -

There is no provision in this proposal to access inaccessible areas of the Site. It is assumed that the Surveyor(s) will be granted free & uninterrupted access to the Site.



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Survey Area/Extents: -



Registered Office: [REDACTED]

Invoice details

If you would like to proceed with this quotation, please complete the order form below with full invoice details for payment. We will be unable to proceed with a booking until this information has been provided:-

Contact & Company Name	
Company Full Address	
Purchase Order Number (if required)	
Contact Email Address For Invoicing (Please note, all invoices are sent digitally via email unless previously agreed otherwise)	
Any Other Information Required	

Item 8- Bagshot Cemetery Drainage and Pathway

Background

Bagshot Cemetery and Chapel has experienced ongoing issues relating to drainage and deterioration of sections of the main pathway.

A ground soakage report was completed in February 2024 which identified proposed drainage solutions. In addition, a building survey completed in the same year recommended the excavation of a trench along the full perimeter of the chapel building.

Previous Resolutions and Agreed Funding

At a previous Bagshot Committee meeting, Members resolved to:

- Delegate authority to the Clerk, in conjunction with the Chair and Vice Chair, to:
 - seek quotations for the drainage and cemetery pathway works;
 - appoint a contractor based on price and/or overall suitability; and
 - seek and appoint a grave digger to provide support services, should this be required during the works.
 - Fund the approved works from the remaining balance of the Bagshot Cemetery Earmarked Reserve (EMR). Should additional funds be required, these would be drawn from the £20,000 previously committed from the Bagshot Community Infrastructure Levy (CIL) allocation.
-

Scope of Works

The proposed works include:

Drainage-

- Excavate by hand a trench to the perimeter of the chapel, remove all arisings from site and dispose.
- Excavate 2 soakaway pits and install crates. Excavate by hand 2 trenches and install new pipes (if required) and gulleys to allow discharge from downpipes.
- Remove existing guttering and supply and install new guttering and downpipes.

Pathway-

- improvements to the cemetery pathway – approx. 240 m²
- self-binding gravel

Exhumation License

Additionally, a blanket exhumation licence will be required because:

- excavation works are proposed in areas where graves may be present;
- the presence of unmarked graves cannot be ruled out;
- legislation requires lawful authority for any disturbance of remains; and
- obtaining the licence in advance ensures works can proceed safely, legally and without avoidable interruption.

Quotations Received

Three contractors have provided quotations (attached) for the **drainage and pathway works**, details of which are summarised below:

Contractor	Drainage works EX VAT	Pathway works EX VAT	Total	Public Liability	References
A	£14,514.00	£8,343.00	£22,857.00	£10 million	Will be completing work in other areas of the Parish. Worked with National Trust and Legoland.
B	£6,692.48	£13,108.95	£19,801.43	£5 million	Completed works to the Bagshot Memorial Wall.
C	£12,950.00	£12,500.00	£25,450.00	£10 million	

Grave digger Quotations

The services of a grave digger will be required in the event human remains are disturbed during the works.

Day Rate for attending site during ground works- £150 per day.

The gravedigger does not provide a standby rate or service.

*Please note, that if any remains are disturbed during the works, additional costs would be incurred depending on the level of assistance required by the grave digger.

Funding

The works are to be funded from the Bagshot Cemetery EMR, with the ability to draw on the Bagshot CIL allocation if required, in line with previous resolutions. Final costs will be dependent on the contractor appointed.

337 EMR Bagshot Cemetery Maintenance	£19,410.84
380 EMR Bagshot CIL (uncommitted not including £20K already committed for this project)	£84,016.92

Decision

Members are asked to:

- 1. Review the three quotations received for the Bagshot Cemetery drainage and pathway works and decide if they wish to appoint one of the contractors.**
- 2. Approve a budget for the work and re affirm previous funding streams.**
- 3. Decide if they approve the day rate of £150 for the grave digger, agree an upper cost limit for this service and determine how the expenditure should be funded. In addition, Members are to note that should human remains be disturbed during the works, there is potential for additional and currently unknown costs to arise.**

To: Sarah Wakefield, Windlesham Parish Council,
The Council Offices,
The Avenue, Lightwater,
GU18 5RG.

Quotation

Date: 12/11/2025

Cemetery- Pathway Works 280m x 1.2m Wide

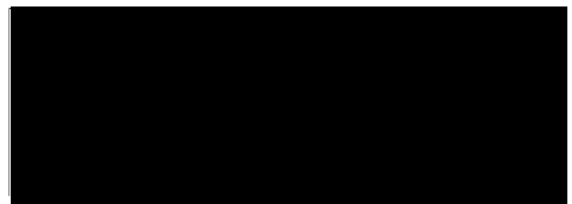
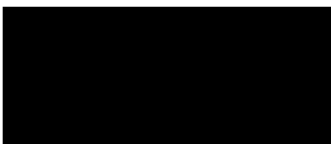
We have prepared our quotation assuming the following conditions:

- Suitable, unrestricted access as well as a storage area for materials and arisings
- Works to be carried out during normal working hours of 7.30am- 4.30pm Monday- Friday
- We have assume works would be instructed and completed during drier months, we have not allowed to protect existing grass with mats
- As instructed we have not allowed for timber edgings to pathway or to install any drainage
- We have allowed for 1m high barrier fencing to create exlusion zones around work areas (not 2m high heras site fencing)
- We have allowed for 'Breedon self binding path gravel' at a thickness of 50mm over the total pathway 203m long. We have allowed to excavate and form a sub-base for a 40m section of the pathway as instructed.

Please check we have interpreted your instructions correctly by pricing all the necessary works that you require below

Description	Quantity	Unit
To mobilise plant and equipment, set up fenced material store/compound using 2m high heras fencing with signage	1	Item
To supply and maintain chemical site toilet for duration of works	1	Item
Allowance for 1m high barrier fencing on steel road pins to cordon off all work areas as work progress	1	Item
To mark out pathway with line marker spray for agreement with client	247	m2
To excavate 40m section x 1.2m wide not exceeding 150mm deep, dumper to stockpile and dispose of arisings off site via registered waste carrier	48	m2
To supply and lay geotextile for weed prevention and ground stabilisation to 40m long section	48	m2
To supply, lay and compact MOT type 1 limestone (not cheaper recycled material) 100mm thick to 40m long section	48	m2
To supply, lay and compact Breedon self binding path gravel 50mm thick over entire path 203m long x 1.2m wide	247	m2

Subtotal	£8,343.00
VAT @ 20%	£1,668.60
Total	£10,011.60



Quotation

Date: 05/11/2025

To: Sarah Wakefield, Windlesham Parish Council,
The Council Offices,
The Avenue, Lightwater,
GU18 5RG.

Bagshot Cemetery Drainage Works

We have prepared our quotation assuming the following conditions:

- Suitable, unrestricted access as well as a storage area for materials and arisings
- Works to be carried out during normal working hours of 7.30am- 4.30pm Monday- Friday
- We have assume works would be instructed and completed during drier months, we have not allowed to protect existing grass with mats
- We have allowed to use machinery to excavate soakaway pits
- We have allowed for 2m high heras antidimb site fencing to create exlusion zones around work areas
- No allowances to remove and replace guttering
- We cannot commit to be in a position to undertake all works quoted as this will depend on our availability and workload

Please check we have interpreted your instructions correctly by pricing all the necessary works that you require below

Description	Quantity	Unit
To mobilise plant and equipment, set up site fencing using 2m high heras fencing with signage	1	Item
To supply and maintain chemical site toilet for duration of works	1	Item
Perimeter Drain- Excavate by hand a trench to the perimeter of the chapel, remove all arisings from site and dispose. Not exceeding 0.4m wide x 0.3m deep.	1	Item
Soakaways- Excavate 2 x pits 4.2m x 1.2m not exceeding 2m deep. Dispose of arisings off site. Supply and install 2 x crate soakaways, wrapped in terram geotextile and surrounded with 10mm pea gravel. Backfill on top of crates and compact in layers. Reinstate surface to match existing.	1	Item
Excavate trenches by hand and install new pipework and 2 x gulleys adjacent to chapel to connect to both soakaways, surround pipework in 10mm shingle and backfill trenches.	1	Item

Subtotal	£14,514.00
VAT @ 20%	£2,902.80
Total	£17,416.80

QUOTE B

Client: Windlesham Parish Council

Address: Council Offices, The Avenue, Lightwater, GU18 5RG

Date: 9 December, 2025

Description: Self-binding gravel path & installation of x2 soakaways - Bagshot Cementary

Item Description

A Site set up, surveys & preliminaries

Total:

1 New self-binding gravel path installation 40m & renovation of 200m of existing path

1.1 Excavate and dispose of soil and hardcore to create a trench approximately 20cm deep

1.2 Supply, import, distribute, and compact approximately 10m³ of MOT Type 3,

1.3 Supply, import, distribute and compact approximately 5m³ of self-binding gravel & install heavy duty membrane,

1.4 Excavate and dispose of soil to square and tidy top of existing path - approximately 5cm deep

1.5 Supply, import, distribute and compact approximately 5m³ of self-binding gravel

1.6 Machinery contribution

Total:

2 Two soakaway installation

2.1 Excavate and dispose of soil and hardcore to create two soakaways - 400cm x 100cm x 200cm deep

2.2 Excavate (manually) and dispose of soil and hardcore to create two trenches approx 1200cm length

2.3 Supply, import, install 20mm gravel base for two soakaway crate

2.4 Supply, import, install soakaway crate to fill 16m³ of area %. Wrap it with non-woven geotextile

2.5 Supply, import, install pipes and connect gutters with soakaway

2.6 Supply, import, distribute and compact MOT type 3 & self-binding of the top of the soakaway crate to connect paths

2.7 Machinery contribution

Total:

Overall Total:

Please be aware that we may need to arrange an additional grab lorry for disposal, so kindly allow for this in the budget.

Prior to commencement - 50%

End of work - 40%

After customer sign off is completed - Balance of 10%



Unit	Rate £	Total £	Drawing Notes
1	£ 595.00	£ 595.00	Inc H&S, welfare facilities, management
		£ 595.00	
40	£ 34.65	£ 1,386.00	
9	£ 153.00	£ 1,377.00	
4.5	£ 253.10	£ 1,138.95	
200	£ 14.90	£ 2,980.00	
20	£ 236.00	£ 4,720.00	
2	£ 456.00	£ 912.00	
		£ 12,513.95	
16	£ 89.70	£ 1,435.50	
12	£ 49.59	£ 595.08	
2	£ 298.75	£ 597.50	
16	£ 165.30	£ 2,644.80	
12	£ 33.70	£ 404.40	
8	£ 69.90	£ 559.20	
1	£ 456.00	£ 456.00	
		£ 6,692.48	
		£ 19,801.43	VAT applicable at the current rate

QUOTATION

QUOTE C

Sarah Wakefield
Windlesham Parish Council
The Council Offices
The Avenue
Lightwater
Surrey
GU18 5RG

18th March 2026
Quote No: 1995
Job No: tbc

Ref: Drainage & Pathway Surfacing @ Bagshot Cemetery, Chapel Lane, Bagshot, GU19 5DE

Thank you for allowing us the opportunity to provide you with a quotation at the above address. Please find below our prices as discussed and what is included:

Price 1 – Drainage Installation around the Chapel. Approx. 40 l/m

What's Included:

- Provide a copy of our RAMs and insurance for record.
- CAT scan the proposed working area before excavations start.
- Set up a working compound and erect Heras fencing around it to contain.
- Supply a site toilet for the duration of our works. includes cleaning weekly and delivery/ collection.
- Mark and spray the ground of the proposed line of dig and soakaway locations. To be checked by client representative before works commence.
- Erect Heras fencing around our working area to ensure the area remains safe at all times.
- Excavate by hand where required and a small 1-ton digger to dig when we are able. Dispose of up risings off site using a grab lorry.
- Trench around the chapel to be approx. 30m long x 400mm wide x 300mm deep.
- Trench from chapel to new soakaways on either side to be approx. 5m away.
- Line trench with a geo tec membrane.
- Supply and fit new 4" perforated pipe and direct to soakaway.
- Supply and fit new 4" pipe and 2x bottle gullies adjacent to the chapel and connected to soakaway.
- Mass fill trench with 20mm gravel and wrap membrane over to close trench and weigh down. Top up gravel so that the membrane can't be seen.

-
- Excavate pit for new soakaway on both sides. Pit to be 4.2m x 1.2m not exceeding 2m. dispose of 90% of the excavated material off site.
- Line pit for soakaway with geo tec membrane and install 4 soakaway crates to each hole.
- Fill around crates with 20mm gravel and close the soakaway with the membrane and reinstate the surface so soakaway can't be seen.
- Tidy all areas we have worked in and ensure no mess is left.

What's not included:

- Disposing of any contaminated ground or materials (if found an extra charge will be invoiced for).
- Supplying or installing shuttering.
- Moving any unforeseen obstacles. Removal of any anomalies discovered within the ground as a result of excavation.
- Installing any drainage including ACO drains, manhole chambers or other drainage systems.
- Working in any other areas.
- Excavating below the water table.
- Excavating in running sand.
- Any dewatering or soil stabilisation works.
- Any liability to previously damaged existing services.
- Working in and around existing underground services.
- Sulphate resisting concrete or other specialist materials.
- Any setting out of the works by RJS is to be checked and approved by others prior to any excavation works commencing.
- Moving/diverting any existing services.
- Any Utilities connection fees etc.
- Works in connection with any TPO's.
- Hand digging.
- We have assumed that we will have free use of power and water supplies.
- We have not included for any work outside of the site boundaries.
- We have not included any sums for the disposal of water.
- We have assumed that we will have unhindered access to the site.
- We have assumed that the work will be carried out in one visit.
- All works above ground level are excluded.

Total price for the above works £ 12,950.00 + VAT (£15,540.00 Including VAT)

Price 2 – Pathway Installation. Approx 247m2

What's included:

- Provide a copy of our RAMs and insurance for record.
- CAT scan the proposed working area before excavations start.
- Set up a working compound and erect Heras fencing around it to contain.
- Supply a site toilet for the duration of our works. includes cleaning weekly and delivery/ collection.
- Mark and spray the ground of the proposed line of dig and locations. To be checked by client representative before works commence.
- Erect orange netting around our working area to ensure the area remains safe at all times.
- Excavate approx. 40m long x 1.2m wide x 150mm deep using a small digger. Dispose of up risings off site using a grab lorry.
- Line reduced ground with a geo tec membrane.
- Supply and fit MOT type 1 subbase approx. 40m long x 1.2m wide x 100mm thick consolidated using a heavy-duty compactor.
- Supply and fit golden amber Breedon self-binding gravel laid approx. 203m long x 1.2m wide x 50mm thick. Consolidate using a heavy-duty compactor.
- Tidy all areas we have worked in and ensure no mess is left.

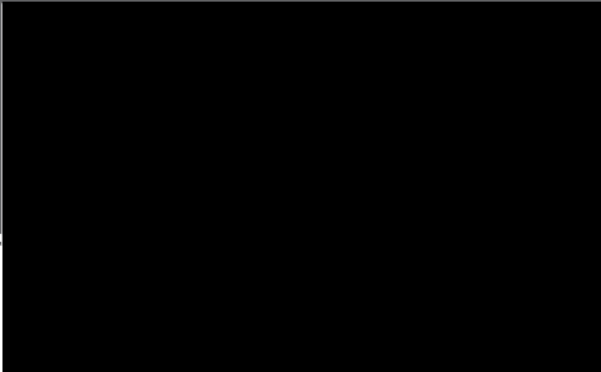
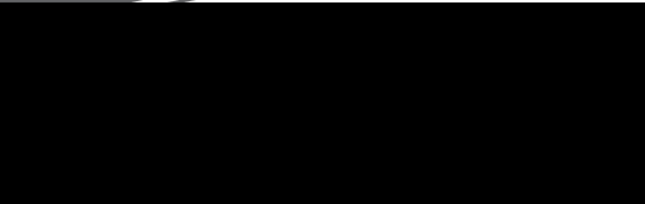
What's not included:

- Disposing of any contaminated ground or materials (if found an extra charge will be invoiced for).
- Supplying or installing shuttering.
- Moving any unforeseen obstacles. Removal of any anomalies discovered within the ground as a result of excavation.
- Installing any drainage including ACO drains, manhole chambers or other drainage systems.
- Working in any other areas.
- Excavating below the water table.
- Excavating in running sand.
- Any dewatering or soil stabilisation works.
- Any liability to previously damaged existing services.
- Working in and around existing underground services.
- Sulphate resisting concrete or other specialist materials.
- Any setting out of the works by [REDACTED] is to be checked and approved by others prior to any excavation works commencing.
- Moving/diverting any existing services.
- Any Utilities connection fees etc.
- Works in connection with any TPO's.
- Hand digging.

- We have assumed that we will have free use of power and water supplies.
- We have not included for any work outside of the site boundaries.
- We have not included any sums for the disposal of water.
- We have assumed that we will have unhindered access to the site.
- We have assumed that the work will be carried out in one visit.
- All works above ground level are excluded.

Total Price for the above works

£ 12,500.00 + VAT (£15,000.00 Including VAT)



Qualifications.

Our quotation is fixed and to remain firm for 30 days from this quotation date and is exclusive of V.A.T

Drawings.

Please note, we require up to date engineering drawings that are appropriately scaled. Failure to do so may cause delays or errors in works and will be subject to extra costs.

Payment Terms.

We require a deposit of 50% before works are due to commence and all remaining payments to be made in full within 7 days from invoice date. Our prices are exclusive of VAT. Please read below acceptance of works to confirm and secure works.

Payment Schedule.


1. We require a deposit of 50% of the quoted amount before works are due to commence.
2. All remaining payments to be made in full 7 days from invoice date.

Acceptance of Works



The terms and conditions attached are incorporated within this quote. Please read and ensure you understand this quote and the terms and conditions set out below before proceeding. When you wish to proceed, please signify your acceptance of this quote and our terms and conditions by filling out the acceptance form below and which options you wish to proceed with and return by email or post.

Terms and Conditions.

Please refer to our Company's full terms and conditions attached (file attached).

We trust our quotation is of interest. Should you have any queries regarding our proposals please do not hesitate to contact the undersigned. Alternatively, for further information regarding our company or the scope of works we offer, please visit our website at 

We thank you for the opportunity to supply you with the above quote and look forward to hearing from you regarding this matter.



Acceptance Form

Quote No: 1995

If you choose to proceed with the above quotation, please complete the form below and either scan and email or return to the above address. Please note works will not be booked in until we have received this form.

I/We _____ accept the terms and conditions detailed in the above letter dated 18-03-2026

Signed: _____	_____
Print Name: _____	_____
Position: _____	_____
Date: _____	_____
FOR AND ON BEHALF OF _____	_____

Please tick:

Price 1 Required
Price 2 Required

Total Price £ _____ +VAT

Please tick if you do not give us permission to use before, during and after photos of works undertaken to use for marketing purposes only.

_____ until all
invoices are paid in full.

Item 9- Lightwater Cemetery Stone reserved markers

Background

An order was placed for reserved stone markers for Lightwater Cemetery based on previously approved dimensions, as set out in earlier quotations and committee papers. On delivery to the stonemason, it was apparent that the markers supplied did not meet with the agreed specification, specifically in relation to their dimensions.

The issue has been raised with the stonemason, and a discount has been requested in recognition of the deviation from the specification. To date, no response has been received.

Current Position

Members are asked to note the following:

- The stone markers supplied are not to the approved dimensions
 - Approved dimensions- 4 inches wide, 3 inches deep
 - Dimensions of received stone- 3 inches wide, 4 inches deep
- The markers are otherwise acceptable in appearance and material. Please see photos.
- A request for a price reduction/discount has been made to the stonemason, but no response has yet been received.
- Should the Council reject the markers and require them to be re-made, the stonemason has advised that the lead time for re-ordering is approximately four months.
- The cost agreed for 10 stone is £520 EX VAT.



Options for Consideration

Option 1 – Accept the stone markers as supplied

Members may decide to accept the markers in their current form, subject to agreement of a suitable financial adjustment.

Option 2 – Reject the stone markers and request replacement

Members may decide that they require the stonemason to replace the markers at the correct dimensions.

Discount Considerations

In the absence of a response from the stonemason, Members may wish to give officers delegated authority to agree a discount if Option 1 is preferred.

A discount in the region of 10–20% of the supply cost could generally be considered reasonable and proportionate.

Members may:

- specify a fixed percentage or minimum acceptable discount, or
 - delegate authority to the Clerk to negotiate and agree a discount within an agreed range.
-

Decisions Required

Members are asked to:

- 1. Decide whether to accept the stone markers as supplied or request replacement.**
- 2. If accepting the markers:**
 - agree what constitutes an acceptable discount, or
 - delegate authority to the Clerk to negotiate and agree a reasonable discount with the stonemason.

Item 10- Windlesham Cemetery- Memorial Tree Request

Purpose of Report

To present a request from a resident for the planting of a memorial tree in Windlesham Cemetery,

Background

The Council has received a request from a resident seeking permission to plant a memorial tree within Windlesham Cemetery. The Council does not receive many memorial tree applications, and such requests are therefore not currently included within the cemetery fees price list.

As a result, the request is being referred to Members for consideration on a case-by-case basis.

The Application

Members are asked to review the attached application for a Memorial Tree and consider:

- the proposed species of tree; and
- the proposed location within Windlesham.

Proposed Species:

Prunus Snow Showers



Prunus Accolade



Proposed Location:



Should permission be granted:

- the tree would be supplied planted, and maintained by the resident; and
 - there would be no financial cost or ongoing maintenance responsibility for the Council.
-

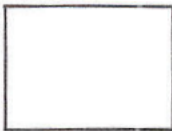
Windlesham Cemetery Fees 2026

Memorial Application- Resident £302

Decision Required

Members are asked to:

- **review the memorial tree request, including the proposed species and location;
and**
- **decide whether they wish to approve the request, noting that the resident would be responsible for the supply, planting and ongoing maintenance of the memorial tree;**
- **decide whether they wish to approve one of the tree species presented;**
- **decide whether to approve the proposed location of the tree, and**
- **approve the cost of the memorial tree application inline with the current Memorial Application fee.**



Windlesham Parish Council

Joanna Whitfield - Clerk to the Council
The Council Offices, The Avenue, Lightwater, Surrey, GU18 5RG
Telephone: 01276 471675 Email: admin@windleshampc.gov.uk
Web Site: www.windleshampc.gov.uk

APPLICATION TO ERECT A MEMORIAL TREE

Please refer to our Cemetery Regulations when completing this form.

April 17, 2026

Date of application:

Cemetery (please state which) : Windlesham Lightwater Bagshot

Please indicate which type of Memorial you are applying for.

New Memorial Bench Planting of a Memorial Tree

Please note: Applicants are responsible for purchase, installation and maintenance of memorial trees. If a memorial tree is not properly maintained or dying or dead Council reserve the right to remove the tree.

[Redacted]

Full name of deceased

2025 [Redacted]

[Redacted]

Year of death: Grave Number or Memorial Wall Reference Number (if known):

Type of tree and full grown height:

Indicate species type (photograph or sketch)

We are looking at an ornamental cherry tree.
Prunus snow showers } or similar - getting advice
Prunus Accolade } from Hillier's + Longacres.

I would like to plant it by the hedge at the back - behind where my husband [Redacted] is buried. Perhaps to the right of the new bench - There are other similar trees along that hedge to the left.

I would appreciate your advice
but am consulting with longaues
and Hilleis Bally.

Please indicate your Chosen Supplier and their contact details:

I would appreciate your advice.

Please indicate your Chosen Installer and their contact details:

Applicant's signature



I understand that I will need to provide a current copy of my chosen installer's public liability certification:

Once your application has been approved you will receive an email confirmation detailing what happens next. Please do not purchase your bench/tree until you receive this application back and marked as approved. Please also note bench installation and tree planting must be carried out by our contractors and will incur an additional fee.

Please state the name, address, telephone number and email address of the Person making this application:



Memorial Fee £ Enclosed (Fees to be paid upon submission of form)

(I was told by your office you would advise me about this fee.

Signature

Notification of decision will be given in writing by email and the return of this form marked as approved.

No memorial tree may have advertising or photographic material of any description.

The Council may accept or refuse any application at its absolute discretion and without explanation.

No memorial tree may be installed or planted until an application has been approved and the appropriate fee has been paid to Windlesham Parish Council. Your attention is drawn to the Cemetery

Regulations which are available online and are displayed at each cemetery.

Windlesham Parish Council

Date of receipt: 22/04/2026 Tree .

Fee received:

Scanned:

Date of approval :

Date applicant notified :

Signature of Clerk :

Item 11- Replacement of AED (defibrillator) Cabinet – Electrical works and Licence agreement

Purpose of Report

Further to previous resolutions of the Lightwater Committee regarding the installation of an external Automated External Defibrillator (AED) cabinet, a Licence Agreement has been commissioned under the Clerk's delegated authority, and Members are invited to review the agreement.

Background and Past Resolution

At the January 2026 Lightwater Committee members agreed to proceed with the purchase of a heated AED cabinet to be housed on the side of the Debra shop building in Lightwater Village. Authority was delegated to the Clerk in conjunction with the Chair and Vice-chair to appoint a suitably qualified electrician to carry out the work, subject to the landlord's approval. Additionally, it was delegated to finalise a written agreement with the landlord regarding electricity supply and repayment arrangement. Members additionally decided to fund cost of the cabinet, electrical work and agreements from the Lightwater Village Reserve.

Site Visit and Licence Requirement

Following a site visit involving the landowner and an electrician, the landlord requested that a formal Licence Agreement be drawn up by the Council to govern the installation and ongoing presence of the AED cabinet.

In response, and in order to progress the matter without undue delay, a solicitor has been appointed under the Clerk's delegated authority to prepare the Licence Agreement. The cost of commissioning the agreement is £300.

The solicitor is currently working on the agreement, and it will be circulated as soon as possible prior to the meeting.

Electricity Supply

The electricity supply for the AED cabinet will be taken from the DEBRA Charity Store. DEBRA's Head Office has kindly confirmed that they are prepared to cover the minimal anticipated running costs associated with the cabinet, estimated at approximately £3–£5 per year.

Next Steps

The Licence Agreement will need to be considered, with a recommendation to full council.

Once the Licence Agreement has been approved by Full Council and all parties are satisfied with its terms, the electrician will be instructed to commence the installation works.

Financial Implications

- The cost of commissioning the Licence Agreement is £300.
 - Ongoing electricity costs are minimal and will be met by DEBRA.
 - Electrical Installation costs- A quote has been received at £187 EX VAT (attached).
 - Heated AED Cabinet- £495.
 - Previous resolution to fund the cabinet and all associated costs from the Lightwater Village Reserve.
-

Decision

Members are asked to:

- 1. Note that a Licence Agreement for the external AED cabinet has been commissioned under the Clerk's delegated authority.**
- 2. Make a recommendation to Full Council to approve the Licence Agreement or provide any comments/amendments for consideration.**
- 3. Decide whether to approve the attached electrical installation quote.**
- 4. Approve a cost of £500 for a Heated AED cabinet.**

Item 12- Bosman Drive, Windlesham – Additional Year of Tree Watering and Maintenance

Purpose of Report

To consider the provision of an additional year of watering and establishment maintenance for trees at Bosman Drive in 2024.

Background

Following a parish-wide tree survey and subsequent works at Bosman Drive, several trees were felled and replaced in accordance with requirements set by Surrey Heath Borough Council.

Best practice guidance provided by the Surrey Heath Borough Council Tree Officer recommended that newly planted trees receive regular watering and mulch maintenance for their first two years to ensure successful establishment.

The trees have been watered during the initial establishment period by an appointed contractor for 2 years. A quotation for an additional year of watering and maintenance has been received.

Quotation and Scope of Works

A quotation has been received from NP Tree Management Ltd for an ongoing watering and maintenance package covering four trees at Bosman Drive:

- Watering and maintenance for 22 weeks (1 May – 30 September)
- 20 litres of water per tree per visit
- Mulching and weeding
- Pruning of dead material where required
- Works carried out in accordance with BS3998:2010

Cost breakdown:

- £2,200.00 EX VAT (it is to be noted the quote will be adjusted by the contractor dependant on a start date)
-

Best-Practice Considerations

Industry and local authority best practice recommends that newly planted trees are:

- Watered regularly from April to September during the first two growing seasons
- Supplied with a deep soak (typically 20–40 litres per visit)

- Maintained with a mulch ring to reduce water loss and suppress weeds

Providing an additional year of structured watering is therefore considered a preventative and measure, reducing the need for future replacement planting.

Financial Implications

The total cost of the proposed additional year of watering and maintenance is £2,200.00 (EX VAT). Funding can be met from the Trees EMR.

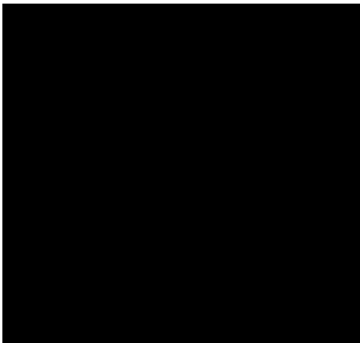
Decision

Members are asked to decide whether they wish to:

- 1. Approve the engagement of the contractor to provide an additional year of watering and establishment maintenance for the trees at Bosman Drive, approving an expenditure of £2,200.00 (EX VAT) for this purpose.**

And if so,

- 2. Approve funding to be met from the Trees EMR.**



Estimate

ADDRESS
Windlesham Parish Council
The Council Office
The Avenue
Lightwater
GU18 5RG

ESTIMATE NO. 5742
DATE 24/04/2026

DATE	ACTIVITY	DESCRIPTION	VAT	QTY	RATE	AMOUNT
	Services	Complete a Watering maintenance package for 4 trees@25.00 per tree at Mulching/weeding/Watering trees and pruning dead branches if needed 20L water per Tree- 22 Weeks Starting 1/5/25-30/9/25 @Bosman Drive	20.0% S	22	100.00	2,200.00

Please can we ask that the area of work is completely clear before the day of work as no responsibility will be taken for anything being damaged.

SUBTOTAL	2,200.00
VAT TOTAL	440.00
TOTAL	£2,640.00

All debris will be removed with the exception of stump grindings unless otherwise stated. Grinding to a maximum depth of 6-8 inches Below finish cut level. No laterals will be removed Unless specified within quote

Should it be required, at the request of our client we can apply to local authority on your behalf for permission to undertake tree works in conservation areas or if one or more trees are covered by a tree preservation order. There will be an additional charge for this service of £65.00+ Vat We do not guarantee success or extend this service to an appeal process.

All tree work undertaken to current British standard BS3998 2010

Item 13 - To consider volunteer-led planting at Lightwater Cemetery

Purpose of the Report

To seek Committee approval for Officers to organise and oversee a volunteer planting group to enable LVIS volunteers to carry out planting at Lightwater Cemetery.

Action

The Committee is asked to consider authorising the Clerk to:

- **Organise and coordinate a volunteer planting group for Lightwater Cemetery;**
 - **Agree suitable dates and areas for planting, in line with cemetery management considerations;**
 - **Ensure that all relevant risk assessments are completed prior to any planting taking place;**
 - **Ensure that appropriate insurance arrangements are in place for volunteer activities; and ensure the activities are carried out safely and appropriately.**
-

Risk Management and Insurance

All necessary risk assessments will be undertaken before any volunteer activity takes place. Volunteers will be briefed on safety requirements, and activities will be supervised as appropriate.

Officers will ensure that insurance requirements are met in line with the Council's existing policies for volunteer involvement, and that any conditions required by the Council's insurer are complied with.

Financial Implications

There are no significant financial implications arising from this proposal. The plants have been donated free of charge, and the work will be carried out by volunteers. A minimal cost may be incurred for basic items such as high-visibility vests and/or gardening gloves to support safe volunteer participation, which would be met from existing budgets or EMR.

Item 14- Grant Policy and Application Forms

Grant Policy 2026/27

Members are to note that the 2025-26 grant window has now closed and Members are yet to agree a grant policy for 2026-27.

The following budgets have been set for the year 2026-27:

Bagshot	£5,000
Lightwater	£5,000
Windlesham	£5,000

The draft Grant Policy for 2026-27 has been prepared. Please see Appendix A.

Members are asked to review the policy in Appendix A and decide to:

Adopt the policy as presented

Or

Amend and adopt the policy

Grant Application Forms

Members are asked to review the attached Grant Application forms for 2026/27.

It is noted that, following a recommendation from the former Lightwater Committee allowing umbrella organisations to submit a single application on behalf of their associated groups, separate, dedicated applications for individual groups have also been included.

Grant Under £100	Appendix B
Grant Between £500 - £1000	Appendix C
Grant Over £1000	Appendix D
Umbrella Organisation Between £1 - £1000	Appendix E
Umbrella Organisation Over £1000	Appendix F

Members are asked to review the attached Grant Application forms and decide to approve as presented or amend.

WINDLESHAM PARISH COUNCIL GRANT AWARDING POLICY 2026-2027

Grants may be awarded to Qualifying Organisations during the current financial year, at the discretion of Windlesham Parish Council's Civic Amenities Committee, to support the delivery of voluntary and community sector activities that benefit the Parish or its residents.

The Civic Amenities Committee will consider all grant applications against transparent and consistent criteria, with decisions made at each meeting of the Committee.

A **grant** is defined as a financial contribution made by the Parish Council to a qualifying organisation for a specific purpose, which is not directly controlled or administered by the Council.

Grants are subject to the following conditions:

- Grants will be awarded at the discretion of the Civic Amenities Committee or Full Council if required, and no ongoing commitments to fund future years will be made.
- A new application is required for each grant request.
- No more than **two applications from any one organisation** will be approved in a single financial year.
- Grants will not be awarded retrospectively.

For the **2026–2027 financial year**, grants will be considered **quarterly** at meetings of the Civic Amenities Committee and will be subject to a **maximum award of £3,000 per organisation**.

Where an umbrella organisation wishes to apply for funding on behalf of its member groups, regardless of the amount requested, the Umbrella organisation must comply fully with the application procedure and documentation requirements set out below:

HOW TO APPLY FOR A GRANT

Type of Grant	Eligibility Requirements	Application Procedure	Grant Application Timetable
Grant Under £500	None.	This grant is open to all community groups and those wishing to apply must complete a short application form.	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting.
Grant Between £500 - £1000	Meet the qualifying criteria on page 4.	Qualifying organisations applying for grants between £500 - £1000 must submit an application form and include: <ul style="list-style-type: none"> • A completed application form • A copy of the written constitution • Copies of their last financial year-end accounts. 	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting
Grant Over £1000	Meet the qualifying criteria on page 4.	Qualifying organisations applying for grants over £1,000 must submit an application form and include: <ul style="list-style-type: none"> • A completed application form. • A copy of the written constitution. • Copies of their last financial year-end accounts. • A copy of their latest bank statement. • Details of the extent to which funding has been sought or secured from other sources or own fund-raising activities. • A copy of the lease where the grant relates to property matters. • If the organisation is applying for a grant in relation to tree surgery or maintenance, an up to date tree survey or tree management plan must be submitted with the application. 	Open all year round and considered on a quarterly basis at each meeting of the Committee. Awards will be made within two weeks of the meeting

<p>Umbrella Organisation Grant of any value</p>	<p>Meet the qualifying criteria on page 4 and hold insurance and governance responsibility on behalf of smaller community groups.</p>	<p>Umbrella organisations must comply fully with the application procedure and documentation requirements relevant to the following grant categories:</p> <p>Between £1-£1000</p> <ul style="list-style-type: none"> • A completed application form • A copy of the written constitution • Copies of their last financial year-end accounts. <p>Over £1000.</p> <ul style="list-style-type: none"> • A completed application form. • A copy of the written constitution. • Copies of their last financial year-end accounts. • A copy of their latest bank statement. • Details of the extent to which funding has been sought or secured from other sources or own fundraising activities. • A copy of the lease where the grant relates to property matters. • If the organisation is applying for a grant in relation to tree surgery or maintenance, an up-to-date tree survey or tree management plan must be submitted with the application. 	<p>Considered on a quarterly basis at each meeting of the Civic Amenities Committee.</p> <p>Awards will be made within two weeks of the meeting.</p>
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GRANT TERMS

QUALIFYING CRITERIA

An organisation will qualify if it meets the following criteria:

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

GRANT AWARDING CRITERIA

Each application for funding will be assessed on its own merits and reviewed against the following criteria:

- Number of residents directly benefiting from the grant
- The quality and effectiveness of services provided by the qualifying organisation
- The financial management of the qualifying organisation
- The ability of the organisation to attract new sources of funding
- Whether the organisation has transparent objectives, performance monitoring¹ and risk assessment² procedures
- The ability of the organisation to meet new community needs
- The amount and frequency of previous awards

¹ Performance monitoring will be proportionate to the amount of funding support awarded and should be used to demonstrate achievement.

² If there are various risks associated with funding support and qualifying organisations will be encouraged to carry out risk assessments to identify possible areas of concern, including audit processes, internal control processes and safeguarding of users. Risk assessment monitoring will be proportionate to the amount of funding support awarded.

CONDITIONS OF RECEIPT

- A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, within the financial year awarded for the purpose stated, then Windlesham Parish Council reserves the right to request grant monies to be returned to the Parish Council.
- ALL grants must be publicly acknowledged through appropriate publicity, marketing materials, or a formal public statement recognising Windlesham Parish Council's support. Organisations receiving a grant are expected to work in partnership with the Council to develop and deliver a joint press release following the award of the grant.
- It is requested that the Windlesham Parish Council logo be included on all publicity materials or documents issued by the grant recipient.
- Buildings or refurbishment projects receiving a grant over £10,000 must also acknowledge the Parish Council grant by way of a wall plaque or the inclusion of the Parish Council name on a sponsor's board.
- Failure to meet any of these requirements will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.

MONITORING PROCESS

- All successful applicants for grants of over £1,000 will be asked to complete a monitoring form which will be provided at the time of grant payment and the return deadline will be advised.
- All successful applicants may be required to provide evidence of a public acknowledgement for the funding received. Failure to provide this will result in the receiving organisation being excluded from any subsequent Parish Council funding for a twelve-month period.



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM
GRANTS 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	
Contact Name	
Position within the organisation/group	
Telephone number	
Address of organisation/group	
Postcode	
Email address	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	
Total cost of purpose/project	£
Amount of grant requested:	£

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.....

Name.....

Position in organisation.....

Date.....

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
GRANT APPLICATION FORM
GRANTS £500- £1000
Please complete all details in BLOCK CAPITALS
Please Indicate which village fund you wish to apply to:
Bagshot
Lightwater
Windlesham

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	
Total cost of purpose/project	£
Amount of grant requested:	£

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

Supporting documentation to be submitted with the grant application:

A copy of the written constitution

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.....

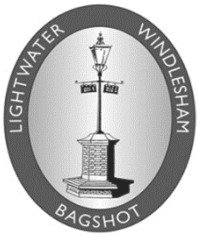
Position in organisation..... Date.....

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 OVER £1000
Please complete all details in BLOCK CAPITALS
Please Indicate which village fund you wish to apply to:
Bagshot
Lightwater
Windlesham

Name of Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
Total cost of purpose/project	£
Amount of grant requested	£
Detail grants received (or applied for but not yet determined) from other sources:	

<p>What are your organisation's objectives?</p>	
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	
<p>How will you monitor and evaluate achievement of your objectives?</p>	
<p>How does the application meet the criteria for this fund?</p>	

How will you ensure that the services provided are fully accessible to the community? If there are any restrictions placed on who can use / access your service you must provide details here:	
Has community engagement been undertaken?	

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

Current bank balance	£	date / /
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Supporting documentation to be submitted with the grant application.

- A copy of the written constitution
- Copies of the last financial year-end accounts
- A copy of your latest bank statement
- If the grant relates to property matters, a copy of the lease

Additional documentation required for grant requests over £3,000

- Tendering process

Additional documentation required for grants for tree surgery or tree maintenance

- Up to date tree survey or tree management plan

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

Yes No

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

Signed.....

Name.....

Position in organisation.....

Date.....

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

For official use

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

APPENDIX E



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM – UMBRELLA ORGANISATIONS
GRANTS £1- £1000

Please Indicate which village fund you wish to apply to:

Bagshot **Lightwater** **Windlesham**

Name of Umbrella/Lead Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	

Community Group				
	[Enter Name of Group Here]	[Enter Name of Group Here]	[Enter Name of Group Here]	[Enter Name of Group Here]
For what purpose/project is the grant requested? List separately for each community group.				
What is the evidence/need for the purpose/projects? List separately for each community group.				
Total cost of purpose/project(s). (Please provide a cost breakdown per community group):				
Amount of grant requested. (Please provide breakdown per community group):				
Total number of users per organisation				
Number of your users resident in Windlesham Parish who will directly benefit from the grant.				
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease.				

List per community group if applicable.				
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Governance and Insurance confirmation

The applicant organisation confirms that it:

Holds appropriate governance arrangements for covering all the groups listed above

Holds current insurance covering the activities of all groups included in this application

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..... Date.....

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 – UMBRELLA ORGANISATIONS
GRANTS OVER £1000

Please Indicate which village fund you wish to apply to:

Bagshot **Lightwater** **Windlesham**

Name of Umbrella/Lead Organisation	
Registered Charity Number (if applicable)	
Contact Name	
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	

Community Group				
	[Enter Name of Group Here]	[Enter Name of Group Here]	[Enter Name of Group Here]	[Enter Name of Group Here]
For what purpose/project is the grant requested? List separately for each community group.				
What is the evidence/need for the purpose/projects? List separately for each community group.				
Total cost of purpose/project(s). (Please provide a cost breakdown per community group):				
Amount of grant requested. (Please provide breakdown per community group):				
Total number of users per organisation				
Number of your users resident in Windlesham Parish who will directly benefit from the grant.				
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease.				

List per community group if applicable.				
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Governance and Insurance confirmation

The applicant organisation confirms that it:

Holds appropriate governance arrangements for covering all the groups listed above

Holds current insurance covering the activities of all groups included in this application

Supporting documentation to be submitted with the grant application.

A copy of the written constitution

Copies of the last financial year-end accounts

A copy of your latest bank statement

If the grant relates to property matters, a copy of the lease

Additional documentation required for grant requests over £3,000

Tendering process

Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan

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

Yes No

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

Signed..... Name.....

Position in organisation..... Date.....

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	

Item 15- Grants

Bagshot

To consider a Grant Application from Bagshot Events

Summary:

Windlesham Parish Council has received a grant application from Bagshot Events, requesting financial support to purchase FIFA World Cup flags to be erected in Bagshot Village.

Action:

Members are invited to consider the details of the grant application and determine whether they wish to approve the request in full, in part, or not at all.

Details of Grant Request:

Bagshot Event seeks funding to support the following:

- (i) Contribution towards the costs of FIFA World Cup Flags.

Total Grant Requested: £298.52

The Windlesham Committee has sufficient grant budget to cover this cost.

Supporting Documents:

- Completed and signed Grant Application Form
- A copy of the Constitution
- Annual Accounts

Lightwater

To consider a Grant Application from Lightwater Village School PTA (LVSPTA)

Summary:

Windlesham Parish Council has received a grant application from LVSPTA, requesting financial support to towards the cost of a stage for their LVS Fest event in June.

Action:

Members are invited to consider the details of the grant application and determine whether they wish to approve the request in full, in part, or not at all.

Details of Grant Request:

The LVSPTA seeks funding to support the following:

- (i) Contribution towards the costs of a stage for the LVS Fest event

Total Grant Requested: £500.00

The Windlesham Committee has sufficient grant budget to cover this cost.

Supporting Documents:

- Completed and signed Grant Application Form

Windlesham

To consider a Grant Application from Windlesham Over 60's Lunch Club

Summary:

Windlesham Parish Council has received a grant application from the Windlesham Over 60's Lunch Club, requesting financial support to towards the cost of lunches, room hire and running costs.

Action:

Members are invited to consider the details of the grant application and determine whether they wish to approve the request in full, in part, or not at all.

Details of Grant Request:

The Windlesham Over 60's Lunch Club seeks funding to support the following:

- (i) Contribution towards the costs of lunches, room hire and running costs

Total Grant Requested: £1000.00

The Windlesham Committee has sufficient grant budget to cover this cost.

Supporting Documents:

- Completed and signed Grant Application Form
- A copy of the Constitution
- Last month's Bank Account



WINDLESHAM PARISH COUNCIL
GRANT APPLICATION FORM GRANTS 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	Bagshot Events
Contact Name	[REDACTED]
Position within the organisation	Member
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
[REDACTED]	[REDACTED]
Email address	N [REDACTED]
Total cost of purpose/project	£ 298.52
Amount of grant requested	£ 298.52

For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	The erection of FIFA World Cup Flags on the buildings in Bagshot High Street & environs. <ul style="list-style-type: none"> • 6 x 6ft Flag poles (AKA Broom handles) £ 38.52 • Large flags £ 230.00 • Small Flags <u>£ 30.00</u> <p style="text-align: right;">£ 298.52</p> <p>The preparation and labour will be provided by volunteers (the usual suspects) the actual ladder-work will be carried out by a professional builder who is both qualified and insured.</p>
---	--

Number of your users resident in Windlesham Parish who will directly benefit from the grant	3,000 Plus & visitors to the village
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

Current bank balance	£ 153.06	date	31 / Mar / 2025
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Supporting documentation to be submitted with the grant application.

- A copy of the written constitution
- Copies of the last financial year-end accounts
- A copy of your latest bank statement

If the grant relates to property matters, a copy of the lease N/A

Additional documentation required for grant requests over £3,000

Tendering process

N/A

Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan

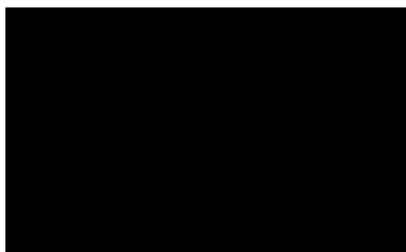
N/A

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 Member

Date April 2026

NB. If your bid is successful, you will need a bank account in the name of your organisation. If you have any queries, please contact clerk@windleshampc.gov.uk. The completed form should be returned to The Clerk to Windlesham Parish Council, Council Offices, The Avenue, Lightwater, GU18 5RG or return this form to one of your local Parish Councillors.

For official use

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



WINDLESHAM PARISH COUNCIL
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	LVSP TA
Contact Name	[REDACTED]
Position within the organisation/group	[REDACTED]
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 GO TOWARDS COST OF STAGE FOR LVS FEST (LARGE SCHOOL FETE) ON 7TH JUNE 2026. INVOICE FROM STAGE SUPPLIER CAN BE PROVIDED AS EVIDENCE
Total cost of purpose/project	£1100.00
Amount of grant requested:	£500.00


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. [REDACTED]

DATE: 14/6/2026

Date..... 

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
GRANT APPLICATION FORM GRANTS £500- £1000
 Please complete all details in BLOCK CAPITALS

Please Indicate which village fund you wish to apply to:

Bagshot Lightwater Windlesham

Name of Organisation	WINDLESHAM OVER 60'S LUNCH CLUB
Registered Charity Number (if applicable)	COMMUNITY GROUP
Contact Name	[REDACTED]
Position within the organisation	
Telephone number	
Address of organisation	
Postcode	
Email address	
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	WE GIVE A 2 COURSE LUNCH + HOT DRINK £7. AND A TAKEAWAY £4 - OUR COOK COSTS £300 PM (2 SESSIONS - 1 + 3 MONTH IN EACH MONTH) THE FOOD BILL IS £260 PM AND ROOM HIRE £120 PM. WE OFFER A FREE CHRISTMAS LUNCH TO ALL MEMBERS. YOU WILL SEE WE ARE MAKING A LOSS, WHICH IS BUFFERED A LITTLE BY A RAFFLE WHICH GIVES £20 AND THEREFORE WITHOUT DONATIONS AND GRANTS WE WOULD HAVE TO CLOSE. HOWEVER REQUESTING £1000 THIS YEAR. WE HAVE BEEN REFUSED A GRANT FROM
Total cost of purpose/project	£1,000.00
Amount of grant requested:	£1,000.00

Total number of users of your organisation	60
Number of your users resident in Windlesham Parish who will directly benefit from the grant	27 BAGSHOT 13, LIGHTWATER 15, WINDLESHAM 12
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	INDISTINCT 1

Supporting documentation to be submitted with the grant application:

A copy of the written constitution

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

Yes No

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

Signed.. [redacted] Name... [redacted]

Position in organisation. [redacted] Date.....

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	

X SURREY COUNTY COUNCIL AND SURREY HEATH BOROUGH COUNCIL, WHO IN THE PAST HAVE KINDLY LET US HAVE A GRANT,
 AS YOU CAN SEE FROM THE ENCLOSED STATEMENTS WE HAVE KINDLY BEEN GIVEN A GRANT FROM THE PRAM RACE OUT EVEN WITH THAT, IT WILL STILL NOT BE ENOUGH.
 WE HAVE VOLUNTEERS WHO SERVE FOOD AND WASH AND CLEAN UP.
 I HAVE PROVIDED A COPY OF THE CONSTITUTION.
 THESE LUNCHEES BENEFIT THE ELDERLY, NOT JUST WITH FOOD BUT A CHANCE TO MEET UP WITH OLD FRIENDS. ALSO MENTAL HEALTH AS 2 MEMBERS DO HAVE DEMENTIA BUT SEEM TO ENJOY THEIR TIME WITH US.
 WE WOULD REALLY HATE TO NOT BE ABLE TO GIVE THE ELDERLY OUR SUPPORT. WE HAVE HAD TO PUT OUR PRICES UP TO £1.

Item 16- Clerk's Update

Bagshot

School Lane Field – Pathway

The pathway at School Lane Field will commence w/c 11th May and it is anticipated to take 2-3 weeks. The local school has been informed, and the car park and field will be closed during the period.

School Lane Field Pond

Trees- Pollarding and dead-wooding works to some of the trees surrounding the pond have been scheduled to commence in September, following the end of the bird nesting season.

Pond- Three quotations have been received for the clearance and partial dredging of the pond. However, following the recent tree works, the scope of the proposed works will be reassessed in the Autumn to take account of the tree works already undertaken and the findings of the nature-based study commissioned in the spring.

Mini-Christmas Trees

A quote has been requested for the supply and installation of the mini-Christmas trees along Bagshot High Street. Once received it will be discussed at a future Civic and Recreation Committee meeting.

Lightwater

Lightwater Cemetery- Topographical survey and fencing

A surveyor has now been appointed to overlay the cemetery boundary onto the topographical survey and to physically mark the boundary on site. It is hope this work will commence in the coming weeks.

Given the time that has elapsed since quotations were originally obtained, and the potential need for additional vegetation clearance to accommodate new fencing along the boundary, it is proposed that updated fencing quotations are sought once the boundary has been marked out.

Lightwater Flags

Permission for the use of the lampposts was received last week, and the flags for Lightwater Village Centre have now been ordered. Subject to delivery being received on time, the flags are scheduled to be installed on Thursday 14th May.

Sponsorship stickers for large village planters

The stickers have been received and will be put in place once the planters have been planted up for the summer.

Lightwater Traffic and Infrastructure Working Party

As the Working Party has not met, there are no updates to report at this time.

Windlesham

Bosman Drive Trees

Officers are continuing discussions with Surrey Heath Borough Council in relation to the replacement of a failed tree planted in 2024. It is hoped an additional tree (sapling) planted at the same time will suffice. Members will be updated once a response from the Tree Officer has been received.

Windlesham Cemetery – Buy Back Scheme

At the last Windlesham Committee meeting, Members approved the Grave Buy-Back Policy. It was agreed that Windlesham Councillors would visit the cemetery to review each plot to ensure it remains suitable for inclusion within the scheme.

The Assistant Clerk has circulated lists of the relevant plots together with cemetery mapping to support Members in this task. Any subsequent work required to verify ownership and contact grave owners would then need to be assessed to determine whether it could be incorporated into the 2026 work stream.

Windlesham Cemetery – Memorials

At the last Windlesham Committee meeting, it was agreed to commission a stonemason to undertake works to the Clark Tomb in Windlesham Cemetery. However, when the mason's documentation was requested, it became apparent that they do not hold NAMM or BRAMM accreditation.

The Windlesham Cemetery Regulations require all masons working within the cemetery to hold either NAMM or BRAMM certification. As a result, it is unfortunately not possible to proceed with this particular mason.

Further quotations will therefore need to be obtained from suitably accredited masons and brought back to a future meeting for consideration.

Hedging bordering Windlesham Cemetery

Contact has been made with the landowner of the large hedge bordering the cemetery. It was explained that the Council is seeking a significant reduction in both the height and depth of the hedge and the landowner's representative confirmed that he will arrange for a tree surgeon to attend site to assess the hedging and report back.

A key challenge highlighted during the discussion was the proximity of the hedge to graves, which restricts access for machinery. Careful consideration will therefore be required to ensure the hedge can be safely reduced without causing damage to graves or memorials.

The representative also confirmed that he will need to speak separately with the Church regarding the section of hedge located on their side.

Windlesham Neighbourhood Plan Working Party

At the last Windlesham Committee meeting, Members agreed to seek further information and indicative costs relating to the commissioning of a Housing Needs Survey. Information has since been received and will be circulated to the Committee; however, costs have not yet been investigated.

A Working Party was due to meet to review the relevant policies, and an update will be provided to Members once this meeting has taken place.

Windlesham Traffic and Infrastructure Working Party

As the Working Party has not met, there are no updates to report at this time.