



Windlesham Parish Council

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The Council Offices
The Avenue
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GU18 5RG

23rd July 2026

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 28th July 2026 at 7.15pm** to act upon the undermentioned business.

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

Joanna Whitfield
Clerk to the Council

MEETING INFORMATION

Members of the public are invited to attend this meeting. Alternatively, if you wish to submit questions or comments on any agenda item without attending, please email clerk@windleshampc.gov.uk by midday on Tuesday, 28th July 2026. Please note that the name of the person submitting the representation will be read aloud at the meeting unless anonymity is requested in writing at the time of submission. All public representations, whether written or verbal, are limited to 450 words or a maximum of three minutes.

AGENDA

- 1. Apologies for absence.**
- 2. Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
- 3. Public Participation Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
- 4. Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
- 5. Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 30th June 2026

- 6. Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:

a. Planning Committee 30th June 2026 and 15th June 2026

Governance

- 7. Community Governance Review Working Group** – update

- 8. Star Councils Award**

Finance

- 9. Account Payments**

- 10. Hook Mill Lane Depot Disposal – Funding of Professional Costs**

Updates & Correspondence

- 11. Clerks update**

- 12. Correspondence**

CONFIDENTIAL

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

- 14. Notification of Outcome** – Code of Conduct Complaint

- 15. Windlesham Cemetery Greenspace Procurement** – Draft Contract for Review

- 16. To consider reasons for Councillor absences.**

- 17. To approve as a correct record, the confidential reports of the previous meeting held on 30th June 2026**



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MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 30th June 2026, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

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

In attendance: Jo Whitfield –Clerk to the Council
Mr Richardson - Resident
Mr Burlinson – Resident
1 x Resident

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

Cllr White took the Chair

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		Action
C/26/28	Apologies for absence Apologies for absence were received from Cllrs R Jennings-Evans, D Jennings-Evans, Du Cann, Malcaus Cooper and Lewis. No written apologies were received from Cllrs Harris and Gordon	
C/26/29	Declarations of interest Cllr Wilson declared a non pecuniary interest in agenda item 11 – Grants, informing members that he had volunteered at the fete.	
C/26/30	Public question time None	

C/26/31	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/43 To consider reasons for Councillor absences C/26/44 Hook Mill Lane Disposal C/26/45 To approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026 Cllr Turner informed Members that in his view there were aspects of item 7 on the agenda that warranted being moved to the confidential part of the meeting as he wished to raise a concern on individuals' behaviour. Members agreed that the above items including parts of agenda item 11, should be discussed in the confidential part of the meeting.	
C/26/32	Full Council Minutes The minutes of the Full Council meetings held on the 19th May 2026 were amended to read 'Against' at minute ref C/26/09 and approved as a correct record and signed by Cllr White	Cllr White
C/26/33	Committee and Sub-Committee Minutes - The minutes of the Planning Committee meetings held on the 19th May 2026 and 10th June 2029 were approved and signed by Cllr Marr and Cllr Stevens respectively. - The minutes of the Civic Amenities meeting held on the 11th May 2026 were approved and signed by Cllr Willgoss. Members noted that all recommendations were reviewed at the Full Council meeting held on the 19th May 2026. - The minutes of the Communications Committee meeting held on the 11th May 2026 were approved and signed by Cllr Willgoss - The minutes of the Finance Committee meeting held on the 23rd June 2026 were approved and signed by Cllr Willgoss Members also noted the minutes of the Lightwater Recreation Ground Trust held on 28th April 2026.	Cllr Marr & Cllr Stevens Cllr Willgoss Cllr Willgoss Cllr Willgoss

C/26/34	Community Governance Review – Surrey Heath Borough Council Final Recommendations and Council Discussion The Council considered a report on the outcome of the Community Governance Review (CGR) and the final recommendations approved by Surrey Heath Borough Council on 16 June 2026. Members noted that Surrey Heath Borough Council had approved recommendations to separate Windlesham village from the existing parish, create a new parish and parish council for Windlesham, and rename Windlesham Parish Council as Bagshot and Lightwater Parish Council. The recommendations also provide for two wards within the continuing authority (Bagshot and Lightwater), each represented by seven councillors, and a single seven-member ward for the proposed Windlesham Village Council. Council noted that the recommendations are not yet final and remain subject to approval by the West Surrey Shadow Authority, which is expected to consider the matter in September 2026. Members noted that Surrey Heath Borough Council intends to establish a Community Governance Review Working Group to oversee implementation of the recommendations and has invited the Parish Council to nominate two councillors to represent the Parish. It was noted that representatives would act in a liaison and information-sharing capacity only and would not be authorised to make decisions or commitments on behalf of the Council. The Council further noted Surrey Heath Borough Council's request for support from the Clerk and other officers, as required, to assist with the implementation process. Members resolved to: a) Note the final recommendations approved by Surrey Heath Borough Council following the Community Governance Review. b) Note that the recommendations remain subject to approval by the West Surrey Shadow Authority. c) Nominate two Parish Councillors to sit on the Surrey Heath Borough Council Community Governance Review Working Group, which will oversee the changes referred to in the SHBC final recommendations. It was noted that the representatives shall act in a liaison and information-	
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	sharing capacity only and shall not be authorised to make decisions or commitments on behalf of the Council. Cllr Wheeler proposed, and Cllr Richardson seconded, that consideration of the matter be deferred pending receipt of the Working Group Terms of Reference from Surrey Heath Borough Council (SHBC). On being put to the vote, the motion received 5 votes in favour, 6 against and 0 abstentions and was therefore not carried. Cllr Willgoss proposed and Cllr Bakar seconded and it was resolved with 6 in favour, 5 against and 0 abstentions to appoint Cllrs R Jennings-Evans and Cllr Turner as the Parish Council representatives on the working party Cllr Wheeler acknowledged that Surrey Heath Borough Council (SHBC) was responsible for establishing the new Windlesham Village Council and that any representatives nominated to the Working Party would be acting in their capacity as Windlesham Parish Councillors. However, she expressed concern that Windlesham Village would not have direct representation on the Working Party. The Clerk suggested that the Council may wish to ask Surrey Heath Borough Council (SHBC) whether it would consider permitting Windlesham Parish Council to nominate a third representative to the Working Party, specifically a councillor with local knowledge of the Windlesham wards. Cllr Hardless proposed, Cllr Turner seconded and it was unanimously resolved that the Clerk would write to SHBC requesting permission to nominate a third representative. It was further resolved that, should SHBC agree to the appointment of a third representative, the nominee would be either Cllr Lewis or Cllr Hardless, both being councillors with local knowledge of the Windlesham wards. d) It was resolved that the Clerk, and such officers as the Clerk considers necessary, to provide professional support requested by Surrey Heath Borough Council in the separation of the Parish Council e) It was resolved to request that Surrey Heath Borough Council provide the Terms of Reference and programme of	The Clerk The Clerk The Clerk
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	work for the Working Group to all appointed representatives at the earliest opportunity Cllr Turner raised concerns that the councillor numbers proposed by Surrey Heath Borough Council (SHBC) for Bagshot and Lightwater did not align with national guidance on electoral representation and would result in those communities being under-represented. It was further noted that the proposed representation levels did not reflect the responses received during the public consultation. Cllr Turner proposed, Cllr Willgoss seconded and it was resolved with 7 in favour, 1 against and 3 abstentions, that a submission be made to the West Surrey Unitary Authority who will be responsible for overseeing the Community Governance Reorganisation Order, requesting that councillor representation for Bagshot and Lightwater be reconsidered and increased in line with the National Association of Local Council Guidelines to ensure adequate representation.	The Clerk
C/26/35	Lightwater War Memorial - To consider submitting a Certificate of Lawfulness Members noted the update on the proposed repair works to the Lightwater War Memorial, including pre-application advice received from Surrey Heath Borough Council (SHBC), providing information to Council to enable Members to consider whether to submit an application for a Certificate of Lawfulness of Proposed Works. Members unanimously resolved to: 1. Note the pre-application and separate Planning Officer advice received from SHBC, confirming that the proposed works to the Lightwater War Memorial do not require Listed Building Consent, however, should the Parish Council proceed solely on the basis of the pre-application response, it would do so at its own risk. 2. Submit an application for a Certificate of Lawfulness of Proposed Works. Cllr White proposed, Cllr Willgoss seconded and it was resolved with 6 in favour, 2 against and 3 abstentions to apply for a certificate of lawfulness 3. It was resolved with 10 in favour, 0 against and 1 abstention to approve expenditure up to the agreed 2026/27 Lightwater War Memorial budget to undertake the proposed	The Clerk

	conservation works and any associated costs, including engaging a suitably qualified person to draw the required block plans, with any additional expenditure above this amount to be funded from the War Memorial EMR (code 331).	RFO
C/26/36	Windlesham Cemetery Greenspace Procurement Following the appointment of a procurement consultant to support the Windlesham Cemetery Maintenance procurement, Members noted that draft RFQ documentation had been prepared and circulated. Members resolved unanimously to: 1. Note the progress of the Windlesham Cemetery Greenspace Contract RFQ process. 2. Note the revised consultancy cost estimate of approximately £2,100 plus VAT for completion of the RFQ exercise, which has been authorised under delegated authority. 3. Note that the costs will be met from the approved consultancy budget. 4. Note the draft RFQ documentation, specification and pricing schedule presented 5. Delegate authority to the Clerk to progress the evaluation process as an independent reviewer and appoint two Windlesham Ward Councillors and the Operations Coordinator (who will manage the contract) to evaluate submissions. 6. It was further resolved that the Windlesham Ward councillors would notify the Clerk which two councillors would undertake the evaluation on behalf of the Council. 7. It was resolved that, following completion of the evaluation process, a recommendation for contract award be submitted to Full Council for consideration and decision. 8. It was resolved unanimously to appoint the procurement consultant to prepare the contract documentation on the Council's behalf, noting this will be approximately 1 days' work. 9. It was resolved unanimously to authorise the Clerk in conjunction with the two nominated Windlesham Ward	The Clerk Windlesham Cllrs Full Council The Clerk The Clerk & 2 Windlesham Cllrs

	Councillors to take all necessary actions to complete the RFQ process.	
C/26/37	To consider Lightwater Festive Lighting: Lamp Column Power Supply and Additional Motif Proposal Members were informed that a street lighting attachment licence for lamp column N39 Guildford Road, Lightwater had been received, and were asked to consider if they wished to proceed with the installation of an external power supply on the lamp column. The purpose would be to facilitate an additional festive lighting motif. Members were also asked to consider if they wished to progress the associated festive lighting arrangements, subject to receipt of an acceptable quotation and agreement. Members resolved to: 1. Note the receipt of the licence permitting festive lighting attachments to the relevant lamp columns in Guildford Road, Lightwater. 2. Approve necessary expenditure for the installation of an external power supply on lamp column N39 outside Randalls Coffee Shop. Noting that the estimated cost is £294.96 plus VAT, subject to a maximum variance of 20%, with the cost to be met from the Lightwater Village Reserve. 3. To approve payment in advance for the installation of an external power supply on lamp column N39 outside Randalls Coffee Shop. 4. It was resolved to delegate authority to the Clerk to consider the quotation for an additional festive motif, and provided it represents value for money, and the cost can be met from the approved Christmas tree and Festive Lighting budget (nominal code 4190) or the Lightwater Village reserve to vary the contract to include provision for this lamp column. 5. Authorise officers to complete the required documentation and arrange advance payment to enable the works to proceed	RFO The Clerk The Clerk
C/26/38	Grants – to consider a grant application from Windlesham Fete Committee Members were invited to consider the details of a retrospective grant application from the Windlesham Fete Committee, requesting funding of £842.52 to cover the cost of farmyard animals at the fete.	

	Cllr Hardless proposed, Cllr Wheeler seconded and it was resolved unanimously to suspend the grant policy and approve the retrospective request from the Windlesham Fete Committee awarding £852.52 from the Windlesham Grant budget.	Clerk & RFO
C/26/39	Outside Organisations - To receive any reports from representatives on outside organisations. <i>20:10 Cllr Wilson left the meeting</i> The Clerk reported that Cllr Lewis had stepped down from the Windlesham Field of Remembrance Committee and, as a result, was no longer the Parish Council's appointed representative on the Committee. It was resolved not to appoint a replacement representative at this time and to await confirmation from the Windlesham Field of Remembrance Committee as to whether it wished the Parish Council to nominate a new representative.	
C/26/40	Clerks Update The Council received an update on local government reorganisation, ongoing projects and operational matters. Members were informed that Surrey Heath Borough Council's Community Governance Review reorganisation order remains subject to approval by the West Surrey Shadow Authority, expected in September 2026, and that parish and town councils are anticipated to play an increasingly significant role under emerging local government arrangements. Additionally, Members noted that, following completion of the Windlesham Cemetery procurement process, work would commence on the development of a parish-wide greenspace procurement strategy. Updates were also received on the progression of war memorial repairs, asset mapping, proposed asset transfers, cemetery drainage projects at Bagshot and Windlesham, School Lane Field pathway improvements and remedial tree work, Lightwater Cemetery fencing, and the installation of village flags and summer planting. The Council further noted progress on the Lightwater Pavilion redevelopment feasibility study, preparations for Lightwater Music Fest, and ongoing work with partners to address anti-social behaviour at School Lane Field, Bagshot. Noted	

	Cllr Turner raised concerns that Surrey Heath Borough Council (SHBC) had not yet recommenced negotiations regarding asset transfers, which could leave insufficient time to complete the process before the Council's dissolution. Cllr Willgoss requested that signage be erected at the entrances to School Lane Field prohibiting the use of unauthorised motorised vehicles. Cllr Marr noted that vehicles appeared to be using the grassed area by the new half plots as a turning area and suggested that appropriate signage be installed. It was also suggested the issue be highlighted through the Parish Council's social media channels. The Clerk agreed to investigate the provision of suitable signage and to arrange for a social media message reminding users that unauthorised motorised vehicles are not permitted on the site.	
C/26/41	Correspondence There was no correspondence	
C/26/42	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/43 To consider reasons for Councillor absences C/26/44 Hook Mill Lane Disposal C/26/45 To approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026 C/26/46 Community Governance Review	
C/26/43	To consider reasons for Councillor absences Members were reminded that, at the May Council meeting, it was resolved unanimously that: • Apologies and reasons for absence would be reported at each meeting. • Reasons for absence would be considered in the confidential section. • The outcome (accepted or not accepted) is to be formally recorded.	

	Members were informed that Councillors must formally approve reasons for absence within six months of a Member's last attendance. Failure to do so may result in a Member automatically ceasing to hold office under Section 85 of the LGA 1972. Members were asked to review the schedule presented of Member absences covering the period January to June 2026, together with the reasons provided, and determine whether to accept the apologies submitted; and consider any reasons for apologies submitted in respect of the Full Council meeting of 30 June 2026. Members noted that they were unable to consider the apologies where no reasons for absence had been submitted. It was unanimously resolved to carry out action as detailed in the confidential report.	
C/26/44	Hook Mill Lane Depot Disposal Members resolved unanimously to: 1. Note the legal advice received in respect of best consideration and the selection of Bid B. 2. Note that further professional advice has been sought from the Council's valuer and that the Clerk had obtained a quotation of £650 plus VAT for this advice. 3. Approve expenditure of £650 plus VAT to obtain further advice from the valuer. 4. Approve that all initial costs associated with progressing the disposal, including valuation, conveyancing and legal advice, be funded from the Lightwater Village Reserve, subject to sufficient funds being available. Members noted that the Lightwater Village Reserve currently stood at approximately £8,000, although some funds had already been committed. The Clerk would liaise with the RFO, and report back should additional funding approval be required. 5. Delegate authority to the Clerk, in consultation with the Chair and Vice-Chair, to appoint a suitably qualified conveyancing solicitor based on best value quotations received.	The Clerk, Chair and Vice Chair

	6. Not to pursue any additional restrictive covenants unless recommended as necessary by the Council's professional advisers. 7. Note that the matter will be brought back to Council prior to exchange of contracts.	
C/26/45	To approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026 It was resolved to approve as a correct record, the confidential reports of the previous meeting held on 19th May 2026	
C/26/46	Community Governance Review Cllr Turner expressed concern regarding comments made during the SHBC meeting held on the 16th of June 2026 and subsequently on social media, which he considered to be contrary to the Councillors' Code of Conduct. He also expressed the view that intervention should have taken place during the meeting. It was resolved to carry out action as detailed in the confidential report.	
	There being no further business, the meeting closed at 20:57	



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

Held on 30th June 2026 at 6.30pm St Annes Church Centre, 43 Church Road, Bagshot

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
White	P	Turner	P	Marr	P
Du-Cann	A*	Harris	-	Wheeler	-
		Stevens	P		

In attendance: Joanna Whitfield – Clerk to the Council

Cllr Stevens took the Chair

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

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PLAN/26/22	Apologies for absence Apologies were received from Cllr Du Cann. No Apologies were received from Cllr Wheeler or Cllr Harris Reasons for apologies were considered in the confidential part of the meeting.
PLAN/26/23	Declarations of interest None
PLAN/26/24	Public question time No public were present
PLAN/26/25	Exclusion of the press and public Members agreed that the reasons for apologies for absence would be considered within the confidential section of the meeting. The reasons for apologies for this meeting will therefore be recorded in the confidential section of the next scheduled Planning Committee meeting.

PLAN/26/26	To consider a Draft Representation prepared by Members in response to the Emerging Surrey Heath Local Plan – Consultation on Proposed Main Modifications Members are in the process of finalising a draft response and resolved to provide officers with the Committee's views for submission before the deadline of the 9th July 2026.
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	Bagshot Applications		
26/0334/FFU	2 Victoria Court, Bagshot, Surrey, GU19 5QH Retrospective application for erection boundary fence with gate. Members resolved to comment that this application is not in keeping with street scene.	FPA	10 th July 2026
26/0502/DTC	47 Guildford Road, Bagshot, Surrey, GU19 5JW Submission of details to comply with condition 3 (external facing materials), 4 (landscaping), 5 (construction transport management plan), 6 (landscaping & ecological management plan), 8 (surface water drainage), 9 (contaminated land) relating to Appeal APP/D3640/W/23/3321881 (Demolition of existing public house (Sui Generis) and construction two detached and one pair of semi detached 4 bed houses with associated vehicle parking, landscaping, bin and cycle stores.) Members resolved NO OBJECTION subject to all relevant documentation having been received and agreed by the planning authority.	Details to comply	
	Lightwater Applications		
26/0481/FFU	3 Outfall Cottages, Blackstroud Lane East, Light water, Surrey, GU18 5XR Erection of single storey rear extension following demolition of existing conservatory and two storey side extension with associated hardstanding works. Members raised concerns about the size of the development and resolved to refer this application back to the planning authority to confirm that the proposed development falls within the scale and volume restrictions permitted in this greenbelt location.	FPA	6 th July 2026
26/0423/FFU	Foxlands, 55 Curley Hill Road, Lightwater, Surrey, GU18 5YH Alteration to existing front dormer. Members resolved NO OBJECTION	FPA	6 th July 2026

26/0488/PMR	Holly Lodge, Catena Rise, Lightwater, Surrey, GU18 5RD Application under Section 73 of the Town and Country Planning Act to vary conditions 2 (commencement of works), 5 (occupation and parking) and 6 (occupation and bicycle storage) of planning permission 25/1008/FFU (Erection of part single, part two storey side extension and subdivision of residential unit to form two residential dwellings following demolition of existing extension and garage.) Variation of the approved drawings to include a small porch and storage room to each of the dwellings. Members resolved to OBJECT believing the changes would result in overdevelopment of the site. It was also noted that the Aboricultural Officer raised concerns.	Relaxation/M odification	6 th July 2026
26/0531/FFU	15 Broom Field, Lightwater, Surrey, GU18 5QN Erection of single storey rear extension. Members resolved NO OBJECTION	FPA	20 th July 2026
26/0535/CES	9 Sundew Close, Lightwater, Surrey, GU18 5SG Certificate of lawfulness for the proposed widening of the dropped kerb, and a new driveway. Members resolved NO OBJECTION	Certificate Proposed Development	
26/0516/DTC	59 Grasmere Road, Lightwater, Surrey, GU18 5TL Submission of details to comply with condition 4 (Tree Protection Plan) relating to application 26/0246/FFU for the erection of single storey rear extension following demolition of existing, conversion of loft to habitable accommodation with roof lights and rear dormers and creation of new access gates to rear boundary. Members resolved to make the following COMMENT: Members rely on the expertise of SHBC planning department to determine whether or not the submitted Tree Protection Plan is sufficient to discharge condition 4 of application 26/0246/FFU	Details to Comply	
Windlesham Applications			

26/0484/FFU	Two Oaks, Edward Road, Windlesham, Surrey, GU20 6EX Erection of single storey rear extension following demolition of existing conservatory. Members resolved NO OBJECTION with the following COMMENT: In principle, we have no objection to this application, which is for the replacement of a rear conservatory with a slightly larger single-storey rear extension. We request that SHBC's Tree Officer confirm that the Arboricultural Method Statement, Impact Assessment and Tree Protection Plan provides adequate protection for the two trees identified, in particular the mature oak tree at the edge of the site to the rear of this property, which is within a tree preservation order area (TPO/8/75).	FPA	6 th July 2026
26/0492/LLB	High Chimneys, Westwood Road, Windlesham, Surrey, GU20 6LT Listed building consent for replacement roof tiles (to include lime mortar bedded ventilated ridges and verges), battens and felt. Replacement rainwater goods, replacement lead roof flashings. Lime mortar re-pointing of brickwork where required and repairs to chimney pots/haunching. Repair/replacement of softwood fascias and soffits. Members resolved NO OBJECTION with the following COMMENT: The roof area of this listed building appears to be in a poor condition and in need of prompt repair. We therefore support this application, subject to consideration and approval by the historic buildings officer and the implementation of appropriate bat protection measures.	Listed Building Consent (Alter/Extend)	10 th July 2026
26/0491/FFU	High Chimneys, Westwood Road, Windlesham, Surrey, GU20 6LT Replace roof to rafter level, replace rainwater goods, replace lead roof flashings. Repoint brickwork and chimney pots/haunching where required. Repair/replacement of softwood fascias and soffits. Members resolved NO OBJECTION with the following COMMENT: The roof area of this listed building appears to be in a poor condition and in need of prompt repair.	FPA	10 th July 2026

	We therefore support this application, subject to consideration and approval by the historic buildings officer (listed building consent is also required and has been applied for) and the implementation of appropriate bat protection measures.		
26/0496/CES	Windlesham Garden Centre, London Road, Windlesham, Surrey, GU20 6LL Certificate of lawfulness for the proposed erection of a single storey rear extension. Members resolved to COMMENT as follows: We request that SHBC confirm that the conditions for permitted development are met. This is a large extension with a floorspace of 98.2m2, being only just within the 100m2 permitted by the rules (Schedule 2, Part 7, Class A of the Town and Country Planning (General Permitted Development) (England) Order 2015). In addition, this is Green Belt land. The extension represents a 34.9% increase in floorspace of this building, the existing footprint being 281.2m2. This exceeds the 30% increase typically considered to be acceptable as not constituting a disproportionate addition over and above the size of the original building. Full planning permission might be required to consider the potential impact on the Green Belt.	Certificate Proposed Development	
26/0354/FFU	Manor House, Ucb Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP Part demolition of the Manor House and erection of a three storey extension, landscaping, plant and machinery, associated infrastructure and other works Members noted that this application was discussed at the previous planning meeting on 10 June 2026, and WPC's comments (dated 15 June 2026) appear on SHBC's planning portal.	FPA	21 st July 2026
26/0521/DTC	The Ferns, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 3 (surface water drainage) attached to planning permission APP/D3640/W/24/3341569 for Demolition of existing dwelling and erection of seven dwellings with associated landscaping and parking.	Details to Comply	

	Member resolved to OBJECT for the following reasons: Discharge of Condition 3 was previously sought in application 26/0007/DTC, which was subsequently withdrawn. WPC objected to that application due to flooding risks as it proposed that surface water drainage from the site would be discharged into the public foul sewer. The covering letter states that an alternative approach has been discussed with SHBC, involving pumping surface water to a culvert. However, the letter continues that SCC Highways have rejected this as a viable outfall solution “as it is not suitable to accommodate additional discharge at this point.” No further explanation is given as to why the culvert cannot be used. This application, therefore, reverts to the approach of discharging surface water to the foul sewer. We have the same concerns regarding flooding risks as previously set out. Flooding already occurs in this area and could become much worse due to this and other significant developments in the immediate vicinity and the removal of many trees. This is of particular concern due to the proximity to the M3, part of the nation’s critical transport infrastructure. In addition, using the foul sewer for surface water drainage can overwhelm the sewage system during heavy rainfall, which is already an issue locally. This development will result in an increase in the impermeable area from 717m² to 2044m², resulting in increased run-off. It is a concern that permission has been granted for ground floor extensions (thus increasing the impermeable area) since this drainage issue was identified (25/1213/PMR). The original house has been demolished, and construction of the new houses is well under way. We feel that this issue should have been resolved before this stage as there are now limited options. Indeed, the construction currently taking place appears to be in breach of Condition 3 (as amended), which stipulates that no development above ground level shall take place until the drainage scheme has been agreed (25/1140/NMA)		
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PLAN/26/27	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.
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PLAN/26/28	To consider reasons for Councillor absences. Members considered the reasons submitted for absence and resolved to approve and accept all apologies for the Planning Committee meetings held on 10 and 30 June 2026
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There being no further business, the meeting closed at 19:05



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

Held on 15th July 2026 at 11:00am All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/26/27	Apologies for absence No Apologies were received from Cllr Wheeler or Cllr Harris.
PLAN/26/28	Declarations of interest Cllr White declared a non-pecuniary interest in application no. 26/0557/FFU as she knows the applicant.
PLAN/26/29	Public question time No public were present
PLAN/26/30	Exclusion of the press and public No exclusions to the press and public
PLAN/26/31	To consider planning applications and planning appeal received prior to this meeting:

	Bagshot Applications		
26/0557/FFU	Hall Grove School, London Road, Bagshot, Surrey, GU19 5HZ Erection of a two-storey building. Members resolved NO OBJECTION with the following comment: Members rely on SHBC to confirm existing drainage arrangements are adequate and sufficient to support the proposed works.	FPA	27 th July 2026
26/0558/LLB	Hall Grove School, London Road, Bagshot, Surrey, GU19 5HZ Listed building consent for the erection of a two-storey building. NO OBJECTION	Listed Building Consent (Alter/Extend)	27 th July 2026
26/0425/CES	12 Allbrook Close, Bagshot, Surrey, GU19 5BW Certificate of lawfulness for the conversion of loft into habitable accommodation, rear roof dormer and one front Velux window. Members noted that this application has already been decided.	Certificate Proposed Development	
26/0550/CES	Oakhouse, 5 Regent Court, Bagshot, Surrey, GU19 5QD Certificate of lawfulness for the proposed erection of a single storey rear extension. NO OBJECTION	Certificate Proposed Development	
26/0577/DTC	Otium House, 2 Freemantle Road, Bagshot, Surrey, GU19 5LL Submission of details to comply with condition 10 (Ecological enhancement plan) attached to planning permission 25/0790/FFU for change of use from Class E (Office) to residential Class C3 (dwelling) to facilitate the creation of 7x1-bedroom flats together with alterations to the fenestration and openings, installation of canopies and vents, landscaping, and parking. Members noted the submission and rely on SHBC to determine the information provided is sufficient to satisfy and enable the discharge of Condition 10.	Details to Comply	

26/0464/FFU	3A Half Moon Street, Bagshot, Surrey, GU19 5AL Retrospective application for erection of single storey rear extension to outbuilding, roof alterations including raised height and installation of roof lights, changes to fenestration and erection of detached garage following demolition of existing. Members resolved to COMMENT as follows: Members have concerns regarding this retrospective application and the apparent failure to comply with previously imposed planning conditions. Members note that a number of conditions appear to have been ignored and would welcome confirmation from SHBC as to whether this constitutes a planning enforcement matter. Given the property's heritage significance and location within the Conservation Area, the Council would encourage any approved works to incorporate improvements that enhance the building's historic character and appearance, helping to restore and preserve its heritage features where possible. The Council understands that the building may be listed and requests that SHBC confirm its listed status and ensure that any assessment of the application takes the building's heritage significance fully into account.	FPA	4 th August 2026
	Lightwater Applications		
26/0540/FFU	63-65 Flat, Macdonald Road, Lightwater, Surrey, GU18 5XY Change of use of the first and second floors from residential use (Use Class C3) to a children's nursery (Use Class E(F), ancillary to the existing nursery use at groundfloor level. Members resolved NO OBJECTION with the following comment: Members note that details of fire safety measures were not included within the application and seek clarification as to whether	FPA	23 rd July 2026

	sufficient fire safety information should be provided before any decision is made. Members are concerned that the proposed increase in the number of children attending the site may result in additional traffic and noise. They would welcome confirmation of whether these impacts have been assessed and whether any mitigation measures are proposed to address them.		
26/0567/FFU	35 Ling Drive, Lightwater, Surrey, GU18 5PA Erection on single storey rear extension. NO OBJECTION	FPA	28 th July 2026
	Windlesham Applications		
26/0512/FFU	Prestige Cars Of Sunningdale, Pace Windlesham South, London Road, Windlesham, Surrey, GU20 6PJ Change of use from Car Sales (Sui Generis) to Class E including external alterations to the building, provision of plant, alterations to the car parking layout, AC units and associated works. Members resolved OBJECTION for the following reasons: <u>Residential amenity:</u> There is a concern that the proposed location of the new bin store is up against the rear fence, approximately 2 metres from the wall of Cedar Cottage. We assume that the bins will be used for food waste and food packaging. Bearing in mind the proximity and the fact that this is a commercial activity which could generate significant amounts of waste, this could lead to unacceptable odours and negative health impacts for the residents of Cedar Cottage. If this application progresses, an alternative location should be found for the bin store. The facility borders residential properties, notably The Brambles to the side and Cedar Cottage to the rear. The proposed elevations plans show extractors on the walls facing both these properties. Cooking odours could have a negative impact on residential amenity, particularly on Cedar Cottage, where the dwelling itself is located a few metres from this building. This issue does not appear to have been addressed in the application.	FPA	22nd July 2026

	We request that due consideration is given to comments by the neighbours at The Brambles and Cedar Cottage in relation to concerns about potential noise from the air conditioning units on the elevation facing their garden. These neighbours already experience considerable noise from the car wash and car vac. Parking: There are 4 dedicated parking spaces, one of which is for registered disabled people. In addition, some users of the facility will have vehicles parked at the EV charging units. However, the plans appear to show over 30 seats for diners. There is a concern that parking is not sufficient, which could lead to congestion on the forecourt and overspill onto the highway. Trading hours: The petrol station itself is open 24 hours per day. It is stated in the Plant Noise Impact Assessment (section 4.06) that the proposed trading hours for the store are 6am to 6pm Monday to Saturday and 7am to 4pm on Sundays and Bank Holidays. However, the Application Form does not give any opening hours and states that hours of opening are not relevant to the proposal. In view of the surrounding dwellings, and the potential for noise disturbance from customers, in our view if approved, this facility should not be permitted to operate in the evenings or at night. Members also noted that there are already a number of restaurant and food establishments within the locality and questions whether the cumulative impact of an additional outlet has been adequately considered. Members are further concerned that the application does not identify the proposed operator or provide sufficient detail regarding the nature of the restaurant use.		
26/0541/NMA	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Non-material amendment to planning permission 23/0080/FFU for minor amendments to the consented site layout and alterations to the external envelope of buildings. Members resolved to COMMENT as follows:	Non-Material Amendment	

	It is regrettable that chimneys are no longer included in the design (possibly due to the inclusion of solar panels) as this has diminished the character and heritage appearance of the dwellings.		
26/0544/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 5 (landscaping) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane. Members resolved to COMMENT as follows: We request that SHBC consider whether the materials for any of the hard landscaping are permeable, as none are explicitly described as such on the plans. The plans for application 26/0166/DTC (relating to surface water drainage) show areas, predominantly for parking, as having a “porous paving system.” The Drainage Statement for that application also states in the Executive Summary on page 3 that “stormwater will be attenuated within a type C porous paving system”. In relation to soft landscaping, we support the proposal to plant significant stretches of mixed native hedging on the borders of the site.	Details to Comply	
26/0545/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 7 (vehicle parking) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane. Members resolved NO OBJECTION with the following COMMENT: The proposed parking layout was approved at the planning application stage, and no changes have been made to the layout. Surrey County Highways recommend that the condition can be discharged.	Details to Comply	
26/0546/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 9 (cycle storage) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane.	Details to Comply	

	Members resolved NO OBJECTION with the following COMMENT: Details have been provided of purpose-designed lockable storage units for two bikes, together with a facility for the charging of electric bikes, to be located for each dwelling as shown on the site plan. Surrey County Highways have recommended that this condition can be discharged. Members would welcome confirmation that suitable fire assessments have been undertaken with regards the EV chargers.		
26/0547/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 3 (materials) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane. Members resolved to COMMENT as follows: The materials and colour palette appear to reflect the approved drawings, but samples should be submitted to and approved by SHBC as required by the condition. It was not expected that dwellings 7,8,9,17,18,19 and 20 would be rendered at first floor level as no elevation drawings seem to have been submitted for these houses with the original application.	Details to Comply	
26/0548/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 19 (car parking management plan) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane. Members resolved to COMMENT as follows: Details have been provided of the proposed allocation of parking to each dwelling, as required, together with a car parking management plan, which seems reasonable. Only one visitor parking space has been	Details to comply	

	approved for the whole site, which could make it challenging to prevent unauthorised parking.		
26/0576/ADV	Windlesham North Service Station, London Road, Windlesham, Surrey, GU20 6PJ Application for advertisement consent for the display of 2 no. single-sided D6 digital display screens. Members resolved to OBJECTION for the following reasons: We request that SHBC/County Highways consider whether these signs could distract drivers on the A30 and constitute a highways risk. It is proposed that they will be positioned at the very edge of the site on the entry and exit routes and will therefore be in a prominent position, maximising visibility by all road users and not just customers of the petrol filling station. Indeed, the covering letter confirms that the advertisements will not just be for goods and services sold on site but also for local and national campaigns. The Council further requests that due consideration is given to maintaining adequate sight lines and visibility for vehicles entering and exiting the site. The signs will be illuminated, operating 24/7, and although described as “static”, it is confirmed in the covering letter that they will each “be capable of displaying 6 advertising campaigns at a time, sequencing every 10 seconds.” The rotation of the adverts is likely to distract drivers. This is a Green Belt semi-rural location with houses opposite and in our view, the proposal will have a negative impact on residential amenity and the character of the area.	Advert	30 th July 2026
26/0206/PIP	Snows Ride, Hatton Hill, Windlesham, Surrey, GU20 6AD Please note amendment to the description of development. Permission in Principle for the redevelopment of land at Snows Ride, Hatton Hill for between 1 and 2 dwellings following the demolition of all existing buildings.	Planning in Principle	23 rd July 2026

	WPC considered this application at the planning meeting on 24 March 2026 and resolved to object. However, WPC's objection does not appear on SHBC's planning portal. Could this please be followed up.		
26/0571/DTC	Reef House, Snows Ride, Windlesham, Surrey, GU20 6LA Submission of details to comply with condition 9 (Arboricultural method statement) attached to planning permission 22/0587/FFU for Erection of replacement dwelling and replacement ancillary building and associated works following demolition of existing dwelling and ancillary building. Members resolved to COMMENT as follows: The applicant has submitted evidence of contemporaneous monitoring and compliance by the tree specialist during construction. Whilst it appears to be in order, we rely on SHBC to consider and approve the reports as required by Condition 9C. It is noted that at the end of the report dated 18 June 2026, it is stated: "Tree canopy coverage appears normal and as expected. Tree protection has been successful."	Details to Comply	

There being no further business, the meeting closed at 11:40

Item 7 -Community Governance Review Working Party – Amendments to Terms of Reference

Full Council 28th July 2026

Purpose of Report

To inform Council of the resolution regarding the Community Governance Working Party, made at Surrey Heath Borough Council (SHBC) meeting held on 22 July 2026, and to consider the implications for Windlesham Parish Council's existing appointments.

Background

The Community Governance Review Working Party has been established to oversee matters arising from the implementation of the Community Governance Review and the creation of successor parish councils.

At its meeting on 22 July 2026, Surrey Heath Borough Council resolved to adopt the Working Party's Terms of Reference (as amended) in several respects to reflect the emerging governance arrangements and to support continuity and appropriate representation during the transition period.

Actions

Council is asked to read the attached terms of reference and approved amendments set out below and to:

- 1. Note the amendments to the Community Governance Review Working Party Terms of Reference approved by Surrey Heath Borough Council on 22 July 2026.**
 - 2. Confirm Cllr Lewis as the appointed representative for the Windlesham parish council area and Cllr Hardless as substitute.**
 - 3. Confirm which of Cllr Turner or Cllr Jennings-Evans will act as the appointed representative for the Bagshot & Lightwater parish council area and which will act as substitute.**
 - 4. Delegate authority to the Clerk to notify Surrey Heath Borough Council of the confirmed appointments.**
-

SHBC Resolution

Surrey Heath Borough Council resolved to adopt the attached terms of reference with the following amendments.

The membership provision relating to borough councillors has been amended from:

"Two Borough Councillors (appointed by Surrey Heath Borough Council)"

to:

"Two Borough Councillors (appointed by Surrey Heath Borough Council), one from the Windlesham Parish Council area and one an Executive Member from without."

This amendment is intended to ensure both local representation and Executive involvement in the Working Party.

Windlesham Parish Council Representation

The membership provision relating to parish councillors has been amended from:

"Two Parish Councillors (appointed by Windlesham Parish Council)"

to:

"Two Parish Councillors (appointed by Windlesham Parish Council), one representative from each of the new parish council areas, eg Windlesham and Bagshot & Lightwater respectively."

This amendment seeks to ensure representation from both successor council areas.

Substitutes and Conflicts of Interest

An additional provision has been introduced allowing:

"One substitute may be nominated for both the parish and borough groupings to cover unexpected absences with the primary intention of all to aim for continuity of the core group."

The revised Terms of Reference also record an expectation that:

"Where officers, or potentially members, have a conflict of interest, for example relating to HR matters involving the WPC Clerk, that they recuse themselves from involvement."

Chairing Arrangements

The chairing arrangements have been amended from:

"The Chair shall normally be one of the appointed borough councillors"

to:

"The Chair shall normally be the Executive Member, and in their absence an alternative borough councillor."

Existing Windlesham Parish Council Appointments

Council previously resolved to appoint:

- Cllrs Turner and R Jennings-Evans to represent the Bagshot & Lightwater; and
- Cllrs Lewis to represent the Windlesham area with Cllr Hardless as substitute

The amendments approved by SHBC now provide for one appointed parish councillor from each of the successor parish council areas, together with the ability to appoint a substitute.

In practical terms, this would mean:

- Cllr Lewis would become the appointed representative for the Windlesham area, with Cllr Hardless acting as substitute; and
- Either Cllr Turner or Cllr Jennings-Evans would become the appointed representative for the Bagshot & Lightwater area, with the other acting as substitute.

Terms of Reference

Community Governance Review Working Group

Surrey Heath Borough Council and Windlesham Parish Council

1. Purpose

The Community Governance Review (CGR) Working Group is established to provide collaborative oversight of the reorganisation of Windlesham Parish Council through the disaggregation of the existing parish into:

- Windlesham Village Council; and
- Bagshot and Lightwater Parish Council.

The Working Group will support the lawful, transparent and effective delivery of the review and will oversee collaborative planning for implementation. The Working Group is advisory in nature and has no delegated decision-making powers.

2. Legislative Framework

The disaggregation of Windlesham Parish Council will be facilitated by Surrey Heath Borough Council in accordance with:

- the Local Government and Public Involvement in Health Act 2007, particularly Part 4 (Sections 79–102);
- the Local Government (Parishes and Parish Councils) (England) Regulations 2008 (as amended);
- guidance issued by the Secretary of State and the Department for Levelling Up, Housing and Communities (or any successor department), including the statutory guidance on Community Governance Reviews;
- the Local Government Act 1972, where applicable;
- all relevant electoral legislation and guidance issued by the Electoral Commission.

The Working Group will recognise that the statutory responsibility for progressing the outcomes of the Community Governance Review for Windlesham rests with Surrey Heath Borough Council.

3. Objectives

The Working Group will:

- promote collaborative working between Surrey Heath Borough Council and Windlesham Parish Council throughout the disaggregation process;
- oversee the development of proposals relating to the proposed disaggregation of Windlesham Parish Council;
- consider governance, financial, contractual, property, asset, and operational implications arising from the CGR outcomes;
- facilitate the exchange of information required to support the disaggregation;
- oversee the implementation of any Reorganisation of Community Governance Order;
- monitor progress against agreed milestones;
- identify and manage key risks associated with implementation;
- promote openness and effective communication with residents and stakeholders.

4. Scope

The Working Group will consider matters including, but not limited to:

Financial Matters

- preparation of opening budgets;
- allocation of balances and reserves;
- precept implications;
- allocation of liabilities;
- financial management arrangements.

Assets and Property

- allocation of land and buildings;
- transfer of equipment;
- transfer of contracts;
- insurance arrangements;

- ICT and records.

Staffing

- interim support arrangements.

5. Membership

The Working Group shall comprise:

Surrey Heath Borough Council

- Two Borough Councillors (appointed by Surrey Heath Borough Council)
- Chief Executive
- Monitoring Officer
- Head of Democratic & Electoral Services / Electoral Services Manager
- Interim/Locum Clerk

Windlesham Parish Council

- Two Parish Councillors (appointed by Windlesham Parish Council)
- Windlesham Parish Council Clerk

Additional officers or advisers may attend meetings where their expertise is required, including officers responsible for finance, property, legal services, HR or elections.

The Group may invite external professional advisers where appropriate.

6. Chairing Arrangements

The Chair shall normally be one of the appointed Borough Councillors.

A Vice-Chair may be appointed from the Parish Council representatives.

The Chair shall be responsible for ensuring meetings are conducted in accordance with these Terms of Reference.

7. Meetings

The Working Group shall meet as required during the implementation period for the creation of Windlesham Village Council following the Community Governance Review .

Meetings may be held in person or virtually.

The Chair may convene additional meetings where necessary.

8. Quorum

The quorum shall be:

- one Borough Council elected member;
- one Parish Council elected member;
- the Locum Clerk, once appointed; and
- one Surrey Heath Borough Council senior officer.

9. Decision Making

Recommendations of the Group shall be referred to the appropriate decision-making bodies of Surrey Heath Borough Council and, where appropriate, Windlesham Parish Council.

Nothing within these Terms of Reference shall fetter Surrey Heath Borough Council's statutory discretion in progressing the outcomes of the Community Governance Review.

10. Reporting

The Working Group shall report, as appropriate, to:

- Surrey Heath Borough Council's Executive and/or Council (as required by the Council's Constitution); and
- Windlesham Parish Council.

Progress reports may also be provided during key stages of the review.

11. Administration

Administrative support shall be provided by Surrey Heath Borough Council's Democratic Services.

Agendas and supporting papers will be circulated prior to each meeting.

Notes and action logs shall be maintained for each meeting.

12. Confidentiality

Members shall observe the requirements relating to confidential and exempt information under the Local Government Act 1972 and Surrey Heath Borough Council's Constitution.

Members must also comply with relevant data protection legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018.

13. Conflicts of Interest

Members shall declare any interests in accordance with their respective authority's Code of Conduct.

14. Duration

The Working Group shall continue until the completion of the implementation of any Reorganisation of Community Governance Order establishing the successor councils, unless dissolved earlier by agreement of Surrey Heath Borough Council.

Item 8 – Star Council Awards 2027 – Consideration of an Application for Council of the Year

Full Council 28th June 2026

Purpose

To consider whether the Council wishes to submit an application for the National Association of Local Councils (NALC) Star Council Awards 2027 under the Council of the Year category.

Actions required:

Members are asked to consider whether the Council wishes to submit an application for the Star Council Awards 2027 – Council of the Year category.

Background

The Star Council Awards are the national awards for parish and town councils, recognising councils that have made an outstanding contribution to their communities through effective services, projects and local leadership.

Cllr Willgoss recently raised a query as to whether the Council could submit an application to the Star Council Awards in recognition of the Bagshot Committee's achievements in relation to traffic and infrastructure improvements.

Officers have subsequently reviewed the award categories and eligibility criteria. Whilst it has been established that the Council is not eligible to submit an application for a committee-specific award, the Council is eligible to apply for the Council of the Year category.

The Council of the Year category would enable the Council to submit a single application reflecting achievements across the whole parish area. This would provide an opportunity to highlight the successes of all three villages

Finalists and winners will be celebrated at a Parliamentary Reception in the House of Lords on 23 February 2027.

Submission Requirements

Applications for the Star Council Awards 2027 must be submitted by 25 September 2026.

Should Council decide to proceed, officers would need to compile supporting evidence, examples of successful projects and services, and details demonstrating how the Council has met the award criteria.

Financial Implications

There are no direct costs anticipated from submitting an application. Any staff time required to prepare the submission would be met from existing budgets.

PAYMENTS

Top Level for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
15/05/2026	INV 6818	968	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment - Windlsham
17/03/2026	APM EXPENSE	969	WHITE	WHITE	44.98	0.00	44.98	4005	500	44.98	APM Expense - Refreshments
12/06/2026	INV 6906	970	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment - Windlesham
TOTAL INVOICES					444.98	0.00	444.98			444.98	
VAT ANALYSIS CODE Z @ 0.00%					444.98	0.00	444.98				
TOTALS					444.98	0.00	444.98				

Top Level 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
01/07/2026	INV 4350	971	NP TREE MANAGEMENT	NPTREE	655.00	131.00	786.00	4195	210	655.00	Tree felling & removal LW Cem
								395		-655.00	Tree felling & removal LW Cem
								6000	210	655.00	Tree felling & removal LW Cem
01/07/2026	INV 2265	972	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint June
30/06/2026	2026-06-002	973	POLARIS CONSULT	POLARIS	1,312.50	262.50	1,575.00	4403	225	1,312.50	Cem Maint RFQ - RFP Prep
28/06/2026	INV 92	974	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning Meeting
26/06/2026	INV 6964	975	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment Wind Cem
30/06/2026	INV 109519	976	CAMBERLEY PRINTERS	CAMBPRINT	106.00	0.00	106.00	4640	225	106.00	Newsletters printed
TOTAL INVOICES					4,418.50	819.50	5,238.00			4,418.50	
VAT ANALYSIS CODE S @ 20.00%					4,097.50	819.50	4,917.00				
VAT ANALYSIS CODE Z @ 0.00%					321.00	0.00	321.00				
TOTALS					4,418.50	819.50	5,238.00				

Top Level 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
30/06/2026	INV11281	977	ONE CALL	ONECA	137.00	27.40	164.40	4060	500	137.00	Pipe & post at Wind Cem
30/06/2026	INV 11284	978	ONE CALL	ONECA	59.48	11.90	71.38	4060	500	59.48	Leak and repair pipe
30/06/2026	INV 11273	979	ONE CALL	ONECA	51.12	10.22	61.34	4060	500	51.12	Trace Pipework leak
TOTAL INVOICES					247.60	49.52	297.12			247.60	
VAT ANALYSIS CODE S @ 20.00%					247.60	49.52	297.12				
TOTALS					247.60	49.52	297.12				

Top Level 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
06/07/2026	INV 202623	980	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	FC Meeting - June
03/07/2026	INV 6992	981	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment - Windlesham 29Jun
10/07/2026	INV 7011	982	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment - Windlesham 6Jul
01/07/2026	INV 2854	983	ZENTECH IT	FRE01	370.78	74.15	444.93	4440	225	370.78	Monthly IT Support
20/07/2026	GRANT FETE	984	WINDLESHAM FETE	WINFETE	843.52	0.00	843.52	4650	540	843.52	Grant for Windlesham Fete
06/07/2026	2043067	985	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Jul26
								4905	455	1,419.63	Grounds Maint Jul26
								4905	455	72.90	Gym Inspection Jul26
								4220	210	72.90	Gym Inspection Bagshot Jul26
01/04/2026	INV SM33597	986	RIALTAS BUSINESS	REALTAS	3,480.00	696.00	4,176.00	4420	225	3,480.00	Finance Software annual fee
18/07/2026	INV 02016	987	NALC	NALC	35.00	7.00	42.00	4350	220	35.00	Next Gen Leadership course -JW
18/07/2026	BK226953-1	988	SLCC ENTERPRISES LTD	SLCC	115.50	23.10	138.60	4350	220	115.50	Manpower/Succession Plan JW
18/07/2026	BK226954-1	989	SLCC ENTERPRISES LTD	SLCC	77.00	15.40	92.40	4350	220	77.00	Action Plans Course - JW
16/07/2026	INV-0111	990	SURREY ALC	SALC	45.00	9.00	54.00	4350	220	45.00	Conference Attendance - JW
20/07/2026	INV 21774	991	ICCM	ICCM	105.00	21.00	126.00	4350	220	105.00	Manage Garden of Rem - LS
TOTAL INVOICES					14,463.01	2,630.69	17,093.70			14,463.01	
VAT ANALYSIS CODE S @ 20.00%					13,153.49	2,630.69	15,784.18				
VAT ANALYSIS CODE Z @ 0.00%					1,309.52	0.00	1,309.52				
TOTALS					14,463.01	2,630.69	17,093.70				

Item 10 - Hook Mill Lane Depot Disposal – Funding of Professional Costs

Full Council 28th July 2026

Purpose of Report

To update Members on the availability of funds within the Lightwater Village Reserve and to seek approval for an alternative funding source for professional costs associated with the disposal of the Hook Mill Lane Depot.

Action

Members are asked to:

1. Note that the Lightwater Village Reserve is fully committed and does not contain sufficient unallocated funds to meet the professional costs associated with the disposal of the Hook Mill Lane Depot.
2. Approve that all valuation, legal, conveyancing and associated professional costs required to progress the disposal of the Hook Mill Lane Depot be funded from the General Reserve.
3. Delegate authority to the Clerk, in consultation with the Chair and Vice-Chair of Council, to authorise such expenditure as is necessary to progress the transaction.

Background

At its meeting held on 30 June 2026, Council resolved:

"Approve that all initial costs associated with progressing the disposal, including valuation, conveyancing and legal advice, be funded from the Lightwater Village Reserve, subject to sufficient funds being available. Members noted that the Lightwater Village Reserve currently stood at approximately £8,000, although some funds had already been committed. The Clerk would liaise with the RFO and report back should additional funding approval be required."

The June report advised Members that professional costs associated with the disposal were expected to include valuation advice, legal advice (including overage drafting) and conveyancing costs, and that Full Council approval was required to determine the funding source for these costs.

Update

Following the Council's resolution, the Clerk has liaised with the Responsible Financial Officer regarding the current position of the Lightwater Village Reserve.

It has been confirmed that the remaining balance within the Lightwater Village Reserve is fully committed. As a result, there are insufficient uncommitted funds available within the Reserve to meet the anticipated costs associated with progressing the disposal of the Hook Mill Lane Depot.

In accordance with the resolution of Full Council, the matter is therefore being brought back to Members to determine an alternative funding source.

Considerations

The disposal of the Hook Mill Lane Depot has been agreed by Full Council and is expected to generate a capital receipt upon completion. The professional costs being incurred are necessary to ensure that the transaction is conducted appropriately, that the Council complies with its statutory obligations, and that its position is adequately protected throughout the conveyancing process.

Given that no other specific Ear Marked Reserve has been identified for this purpose, the General Reserve is considered the most appropriate funding source for the legal, valuation and conveyancing costs associated with the disposal.

Financial Implications

The exact costs are not yet known and will depend on the extent of legal and valuation advice required and the progression of the conveyancing process. Expenditure will be monitored and reported through normal budget monitoring arrangements.

Item 11 - Clerk's Update

Full Council 28th July 2026

Pavilion Feasibility and possible Trust meeting

The pavilion redevelopment feasibility study is progressing. Initial feasibility drawings have now been circulated to Members. Feedback received to date indicates differing views on the appropriate scale and scope of the building. Members have been reminded that the feasibility study should be used to establish what can realistically be accommodated on the site, what constraints exist, and what the likely costs may be before any decision is made on a preferred scheme. If the scope or brief cannot be clearly agreed, a further Trust meeting can be convened.

Asset Transfers

The Clerk has been in contact with Surrey Heath Borough Council regarding potential asset transfers and has requested further information on matters including but not limited to ownership, title, leases etc.

SHBC has offered a meeting with Officers and the Leader of the Council which will be scheduled shortly.

GDPR Audit

The year-end internal audit report noted that the Council last completed a data audit in 2018 and recommended that this be completed regularly to support GDPR compliance. The audit has been scheduled to take place in August the outcome of which, will be provided to Council.

War Memorials

Since the last meeting, officers have been obtaining quotations for the preparation of the block plans required to support the submission of the Certificate of Lawfulness application for the Lightwater War Memorial, as resolved by Council. In parallel, requests have been made to the relevant churches regarding the Bagshot and Windlesham War Memorial repairs. The Bagshot and Windlesham Parochial Church Councils have either considered, or are in the process of considering, the proposed works through their PCC meetings so that the necessary Diocesan approvals can be progressed. Once the required approvals and supporting documentation have been secured, officers will be in a position to progress the works programme.

Letter to the Unitary Authority regarding councillor numbers

At the Full Council meeting on 30 June 2026, Members noted concerns that the proposed councillor numbers for Bagshot and Lightwater, resulting from the recent Community Governance Review, did not align with national guidance on electoral representation and did not reflect consultation responses. Council resolved that a submission be made to the West Surrey

Unitary Authority, requesting that councillor representation for Bagshot and Lightwater be reconsidered and increased in line with National Association of Local Council guidance. A draft representation has been prepared, and contact has been sought through SALC to identify the appropriate recipient.

Hook Mill Lane update

Further professional valuation advice has been instructed in relation to the proposed disposal of the Hook Mill Lane Depot. As soon as this advice has been received Council will be notified.