

Item 5- Lightwater Cemetery Boundary Fencing

Purpose of Report

To update members on the Lightwater Cemetery fencing project, summarise previous committee decisions, note the outcome of the recent informal members' meeting and review quotations for the first phase of the fencing works.

Background

The boundary fencing at Lightwater Cemetery has been under consideration by the Committee for several years due to the age and deteriorating condition of the existing fencing.

In April 2024, members resolved to seek quotations for the replacement of the cemetery boundary fencing, specifically requesting prices for chestnut paling fencing. Subsequently, several quotations were obtained for replacement chestnut pale fencing around the full cemetery perimeter.

In January 2025, members resolved to proceed with a preferred fencing option, subject to specification requirements being met. Members also agreed that the cemetery boundary should be overlaid onto the topographical survey, physically marked on site and confirmed prior to the installation of any replacement fencing.

Delays occurred whilst awaiting Land Registry information and clarification of the cemetery boundary. Once Land Registry had been received, officers instructed the surveyor to overlay the Land Registry title information onto the topographical survey and physically mark out the boundary.

In July 2026, members were advised that clarification was still being sought from the surveyor as the boundary markings provided were not sufficiently clear to accurately identify all sections of the boundary on site. Officers were therefore unable to progress fencing quotations for the entire perimeter with confidence.

Current Position

Whilst some uncertainty remains regarding parts of the cemetery boundary, there is greater confidence regarding the boundary line adjacent to the Scout compound. This section extends for approximately 198 metres along the side boundary of the cemetery.

At the recent informal Lightwater members' meeting, councillors considered the ongoing uncertainty surrounding parts of the wider boundary and discussed whether the project should continue as a phased scheme.

Members expressed a preference to:

- Proceed with the fencing project in phases.
- Prioritise the replacement of the approximately 198m boundary adjacent to the Scout compound.
- Obtain updated quotations based on the reduced scope of works.

(Note: The informal meeting was not a formal decision-making meeting and therefore any recommendations arising require formal committee consideration and resolution.)

An update regarding the overlay survey and boundary markings will be provided at the meeting, should any further information be available at that time.

Proposed Fencing Options

Option A - Chestnut Pale Fencing

- Traditional chestnut pale fencing.
- Approximately 198 metres in length.
- To follow the confirmed boundary line adjacent to the Scout compound.

Option B - Timber Cleft and Rail Fencing

- Traditional rural post and rail fence.
- Approximately 198 metres in length.
- To follow the same confirmed boundary line.
- To include suitable stock-proof mesh if recommended by contractors.

Contractors have also been asked to provide prices for either:

Option 1

- Post markers to identify the two existing entrance/exit points.

or

Option 2

- Installation of kissing gates at the two entrance/exit locations.

Quotations

Contractor	Fence Type	Cleft and rail- number of rails per section	Includes removals of existing fence	Includes concreting of fence posts into the ground	Includes Vegetation clearance	Total EX VAT	Public Liability Insurance	Comments
Contractor 1	Chestnut Pale without kissing gate		Yes	No, only the two entrance posts.	Yes	£10,690	10 million	Have previously completed fencing projects for the council
	With 2 x kissing gates			No, only associated posts with the kissing gates.		£12,270		
Contractor 1	Cleft & Rail without kissing gate		Yes	Yes, all posts concreted into the ground	Yes	£18,880	10 million	Have previously completed fencing projects

	With 2 x kissing gates	3 rails		Yes		£20,460		for the council
Contractor 2	Chestnut Pale without kissing gate		Yes	No, only entrance posts.	Yes	£7,144	5 million	
	With 2 x kissing gates			No, only associated posts to the gates.		£7,555		
Contractor 2	Cleft & Rail without kissing gate		Yes	No, only entrance posts.	Yes	£9,837	5 million	
	With 2 x kissing gates	2 rails		No, only associated posts to the gates.		£10,248		
Contractor 3	Chestnut Pale without kissing gate		Yes	No, only entrance posts.	Yes	£6,072	5 million	Have previously completed fencing projects

	With 2 x kissing gates			No, only associated posts to the gates.		£7,392		for the council
Contractor 3	Cleft & Rail without kissing gate		Yes	No, although have indicated they could add a small amount of concrete at the bottom of each post if required.	Yes	£8,474	5 million	Have previously completed fencing projects for the council
	With 2 x kissing gates	2 rails		No, only associated posts to the gates, although have indicated they could add a small amount of concrete		£9,794		

				at the bottom of each post if required.				
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- **Supporting documents:** Quotations

Financial Implications

Lightwater Cemetery EMR- £62,882.12

Public Liability

Of the three contractors who provided quotations, Contractor 1 holds £10 million Public Liability Insurance, while Contractors 2 and 3 each hold £5 million cover. Officers have experienced difficulty identifying suitable fencing contractors able to provide the higher £10 million level of cover.

Advice has subsequently been sought from the Council's insurer, who has confirmed that there is no blanket requirement under the Council's policy for fencing contractors to hold £10 million Public Liability Insurance. The Council may therefore consider appointing a contractor with £5 million cover, taking into account the nature and risks associated with the proposed works.

In accordance with the insurer's advice, Officers should retain evidence that the appointed contractor's insurance is current and provides cover for the proposed fencing activities. A suitable site-specific risk assessment and method statement should also be obtained, including measures for maintaining safe public access while the works are undertaken.

Decision

Members are requested to:

- 1. Decide if they agree to deliver the fencing project in phases, prioritising the replacement of the approximately 198m boundary adjacent to the Scout compound as Phase 1.**

And if so,

- 2. Review the three presented quotations for**
 - Chestnut pale fencing, with/without kissing gates; and**
 - Timber cleft and rail fencing, with/without kissing gates**

And decide which option they prefer to proceed with and which quote.

- 3. Confirm that they are happy to fund from the Lightwater Cemetery EMR.**

CONTRACTOR 1

From: [REDACTED]
To: [Sarah Wakefield](#)
Subject: Lightwater Cemetery
Date: 20 October 2026 06:51:43

Hi Sarah.

Price as follows.

To supply & install approximately 200metres of chestnut 1.2 metre high 3 wire fencing.

Posts 100mm x 100mm rounds to be driven into ground.

Price £10,690 Plus Vat.

All price's include vegetation clearance for fence line.

Kind Regards.

[REDACTED]

Sent from [Outlook for Android](#)

CONTRACTOR 1

From: [REDACTED]
To: [Sarah Wakefield](#)
Subject: Fencing Lightwater Cemetery
Date: 20 October 2026 06:52:37

Hi Sarah

Price as follows.

To supply & install approximately 200metres of 3 rail cleft fencing.

All posts to be concreted in ground.

Price £18,880 Plus Vat.

All price's include vegetation clearance for fence line.

Kind Regards.

[REDACTED]

Sent from [Outlook for Android](#)

CONTRACTOR 1

From: [REDACTED]
Subject: [Sarah Wakefield](#)
Date: Fencing Lightwater Cemetery
19 October 2026 06:49:02

Morning Sarah.

Price as follows.

To supply & install approximately 200metres x 1.2metre high chestnut 3 wire fencing.

Supply & install 2no kissing gate sections.

Posts 100mm x 100mm rounds to be driven into ground.

Price £12,270 Plus Vat

Kind Regards

[REDACTED]

Sent from [Outlook for Android](#)

CONTRACTOR 1

From: [REDACTED]
To: [Sarah Wakefield](#)
Subject: Fencing Lightwater Cemetery
Date: 19 October 2026 06:49:13

Morning Sarah.

Price as follows.

To supply & install approximately 200metres of 3 rail cleft fencing.

Supply & install 2no kissing gate sections.

All posts to be concreted into ground.

Price £20,460 Plus Vat

Kind Regards.

[REDACTED]

Sent from [Outlook for Android](#)

CONTRACTOR 2

Windlesham Parish Council
The Avenue
Lightwater
Surrey

Quotation – Cemetery fencing

Chestnut post and rail fence:

- To clear and remove the existing fence
- To cut back and shrubs that interfere with a straight line along the boundary
- To supply and install chestnut post and rail fencing (two rails).
- Fence to run approx. 198m
- All waste to be removed, and site to be left clean and tidy

Date:
14 October 2026
Reference:

The total amount for all work to be carried out, including labour and materials will be £9,837.00 + VAT.

Chestnut paling-roll fence:

- To clear and remove the existing fence
- To cut back and shrubs that interfere with a straight line along the boundary
- To supply and install a chestnut paling-roll fence.
- Fence to run approx. 198m
- All waste to be removed, and site to be left clean and tidy

The total amount for all work to be carried out, including labour and materials will be £7,144.00 + VAT.

CONTRACTOR 2

Windlesham Parish Council
The Avenue
Lightwater
Surrey

Quotation – Cemetery fencing

Chestnut post and rail fence:

- To clear and remove the existing fence
- To cut back and shrubs that interfere with a straight line along the boundary
- To supply and install chestnut post and rail fencing (two rails) and two kissing gates
- Fence to run approx. 198m
- All waste to be removed, and site to be left clean and tidy

Date:
12 October 2026
Reference:

The total amount for all work to be carried out, including labour and materials will be £10,248.00 + VAT.

Chestnut paling-roll fence:

- To clear and remove the existing fence
- To cut back and shrubs that interfere with a straight line along the boundary
- To supply and install a chestnut paling-roll fence and two kissing gates
- Fence to run approx. 198m
- All waste to be removed, and site to be left clean and tidy

The total amount for all work to be carried out, including labour and materials will be £7,555.00 + VAT.

CONTRACTOR 3

From: [REDACTED]
To: [Sarah Wakefield](#)
Subject: Fencing Quote - Lightwater Cemetery, The Avenue, Lightwater GU18 5RG
Date: 02 October 2026 13:01:28

Dear Sarah,

Re: Lightwater Cemetery, The Avenue, Lightwater GU18 5RG

Thank you for inviting [REDACTED] to quote you for the works to be carried out at the above-mentioned property.

Should you wish to proceed with the quote, please reply to this email and we will arrange a mutually convenient date.

QUOTATION

Chestnut Paling Fencing

To remove and take away approximately 198 metres of old chestnut paling fencing, timber stakes and greenery from left-hand boundary of Lightwater cemetery.

To supply and erect approximately 198 metres of 4ft high chestnut paling using 75mm machine round timber stakes.

To supply and erect 4 new 5 inch x 5 inch pointed top entry posts.

Machine round timber stakes to be driven into ground.

5 inch x 5 inch timber posts to be concreted in.

Area to be left clean and tidy.

PRICE FOR COMPLETE WORKS: £6072.00 plus 20% VAT

Cleft Post and Rail Fencing

To remove and take away approximately 198 metres of old chestnut paling fencing, timber stakes and greenery from left-hand boundary of Lightwater cemetery.

To supply and erect approximately 198 metres of cleft post and rail fencing using chestnut cleft posts and 9ft 6" long chestnut cleft rails.

To supply and erect 4 5 inch x 5 inch pointed top entry posts.

New posts to be concreted in.

Area to be left clean and tidy.

PRICE FOR COMPLETE WORKS: £8474.00 plus 20% VAT

[REDACTED] hold Public and Employer's Liability Insurance, an up-to-date Health & Safety Policy and our staff are DBS Checked.

We have been proud members of Checkatrade.com since 2011 and have over 1300 positive reviews.

To view feedback from our customers and photographs of our work, please visit

[www.](#) [REDACTED]



We look forward to hearing from you soon and in the meantime, should you have any queries or require any further assistance, please do not hesitate to contact us.

Kind regards

[REDACTED]

Estimator

Terms:

Full payment is due on completion of work, unless a deposit has been requested due to special orders.

All materials remain the property [REDACTED] until full payment is received.

Any neighbour disputes must be resolved before work commences as delays in work could result in further payment.

[REDACTED] will not be responsible for any underground services, unless clearly marked or pointed out to our staff.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Checkatrade
Approved member

CONTRACTOR 3

From: [REDACTED]
To: [Sarah Wakefield](#)
Subject: Fencing Quote - Lightwater Cemetery, The Avenue, Lightwater GU18 5RG
Date: 06 October 2026 13:00:35

Dear Sarah

Re: Lightwater Cemetery, The Avenue, Lightwater GU18 5RG

Thank you for inviting [REDACTED] to quote you for the works to be carried out at the above-mentioned property.

Should you wish to proceed with the quote, please reply to this email and we will arrange a mutually convenient date.

REVISED QUOTATIONS

Chestnut Paling Fencing + Kissing Gates

To remove and take away approximately 198 metres of old chestnut paling fencing, timber stakes and greenery from left-hand boundary of Lightwater cemetery.

To supply and erect approximately 192 metres of 4ft high chestnut paling using 75mm machine round timber stakes.

To supply and erect 2 new 1.5m wide timber kissing gates using new timber posts and rails to left-hand boundary of Lightwater cemetery.

Machine round timber stakes to be driven into ground.

Kissing gate posts to be concreted in and gate fittings to be galvanised.

Area to be left clean and tidy.

PRICE FOR COMPLETE WORKS: £7392.00 plus 20% VAT

Cleft Post and Rail Fencing + Kissing Gates

To remove and take away approximately 198 metres of old chestnut paling fencing, timber stakes and greenery from left-hand boundary of Lightwater cemetery.

To supply and erect approximately 192 metres of cleft post and rail fencing using chestnut cleft posts and 9ft 6" long chestnut cleft rails.

To supply and erect 2 new 1.5m wide timber kissing gates using new timber posts and rails to left-hand boundary of Lightwater cemetery.

New posts to be concreted in and gate fittings to be galvanised.

Area to be left clean and tidy.

PRICE FOR COMPLETE WORKS: £9794.00 plus 20% VAT

[REDACTED] hold Public and Employer's Liability Insurance, an up-to-date Health & Safety Policy and our staff are DBS Checked.

We have been proud members of Checkatrade.com since 2011 and have over 1300 positive reviews.

To view feedback from our customers and photographs of our work, please visit

[REDACTED]

We look forward to hearing from you soon and in the meantime, should you have any queries or require any further assistance, please do not hesitate to contact us.

Kind regards

[REDACTED]

Estimator

Terms:

Full payment is due on completion of work, unless a deposit has been requested due to special orders.

All materials remain the property of [REDACTED] until full payment is received.

Any neighbour disputes must be resolved before work commences as delays in work could result in further payment.

[REDACTED] will not be responsible for any underground services, unless clearly marked or pointed out to our staff.

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Checkatrade
Approved member

Item 6- Priority 2 Memorial Testing

Purpose of Report

To provide members with an update following the completion of the Priority 2 memorial inspection programme at Bagshot, Lightwater and Windlesham Cemeteries, summarise the results, outline the actions taken to date, and seek direction from members regarding memorials identified as low, moderate and high risk.

Background

The Council recently commissioned a programme of memorial safety inspections for those memorials identified as Priority 2 within Bagshot, Lightwater and Windlesham Cemeteries.

The inspections have now been completed, and a report has been provided identifying memorials that have passed and failed the testing process. As part of the inspection process, failed memorials have been categorised according to the level of risk presented.

Following receipt of the inspection results, officers have written to all identified grave owners where contact details are available, informing them of the outcome of the testing and requesting that appropriate remedial action is undertaken.

For memorials assessed as moderate or high risk, warning notices have been attached where considered necessary by the testing contractor to alert visitors to the potential hazard.

Risk Categories

Low Risk

A memorial assessed as low risk has failed the stability test but is considered unlikely to fall in the short term, usually due to a ground anchor being in place. Whilst remedial works are recommended within a year to prevent further movement, the monitoring of these memorials within the Council's programme is sufficient unless they develop additional movement – i.e. the ground anchor breaks.

Moderate Risk

A memorial assessed as moderate risk has failed the stability test and presents a greater risk of movement or collapse. Action should be taken within 6 months to make the memorial safe.

High Risk

A memorial assessed as high risk has failed the stability test and presents the greatest potential risk to public safety. Prompt action is recommended to remove or reduce the hazard.

Memorial Testing Results

Summary of Inspection Results

Section I.D	Number of Memorials Tested	Number of High Risk Failed Memorials	Number of Medium Risk Failed Memorials	Number of Low Risk Failed Memorials
Windlesham Cemetery	216	1	21	50
Lightwater Cemetery	108	0	6	20
Bagshot Cemetery	60	0	2	6
		1	29	76
Total Failures		228		

Grave Owner Contact Exercise

Officers have reviewed cemetery records where available and have contacted grave owners for all memorials that failed inspection where valid contact details could be identified.

Contact Status

Category	Number
Grave owners contacted	187
Responses received	9
Remedial works completed	2
No traceable owner/contact details available	41

Memorials with No Contactable Owner

Officers have been unable to identify or contact the registered grave owner for the following:

Cemetery	Risk Category	Number
Bagshot	Moderate	2
Bagshot	Low	6
Windlesham	Moderate	10
Windlesham	Low	23

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□ □ □ □

Options for Moderate and High-Risk Memorials

A number of memorials have been identified as moderate risk and either no owner can be contacted or no remedial works have yet been undertaken.

Members are requested to consider whether they wish officers to:

Option A – Obtain Repair Quotations

Seek quotations from memorial masons to carry out repairs to those memorials where:

- no owner can be traced; or
- the owner has failed to undertake appropriate repairs within a 6-month period.

Option B – Obtain Quotations to Lay Memorials Flat

Seek quotations to carefully lay the affected memorials down until such time as ownership issues are resolved or repairs can be carried out.

Option C – Combination Approach

Obtain quotations for both repairs and lying flat.

Options for Low-Risk Memorials

The inspection report identified a number of memorials which failed testing but were classified as low risk.

Members are requested to consider whether they wish to:

Option A – Obtain Quotations for Remedial work

Seek quotations from a memorial mason to provide recommendations for remedial work.

Option B – Monitor and Retest

Place the memorials on a monitoring register and arrange for them to be re-inspected in approximately 12 months' time.

This approach recognises that the memorials are not considered to present an immediate safety risk but allows deterioration to be monitored.

Financial Implications

At present no repair quotations have been sought.

Should members wish to progress repair works, further reports will be presented detailing:

- estimated repair costs;
- costs for laying memorials flat;
- recommended funding sources; and
- any impact on Cemetery Earmarked Reserves.

Decision

Members are requested to:

- 1. Note that the Priority 2 memorial testing programme has been completed.**
- 2. Note that officers have written to all traceable grave owners whose memorials failed the inspection.**
- 3. Decide whether officers should obtain quotations for:**
 - repairing moderate and high risk memorials; or
 - laying moderate and high risk memorials flat; or
 - both options for comparison.
- 4. Decide whether low risk memorials should:**
 - be referred for repair quotes; or
 - be placed on a monitoring list and re-tested in approximately 12 months.

Item 7- Lightwater AED Cabinet – Wayleave Agreement and Additional Legal Costs

Purpose of Report

To update Members on progress with the proposed Wayleave Agreement for the installation of the new heated Automated External Defibrillator (AED) cabinet at the DEBRA Charity Store in Lightwater Village and to seek approval for additional legal expenditure required to progress and finalise the agreement.

Background

At the January 2026 Lightwater Committee meeting, Members resolved to proceed with the installation of a heated external AED cabinet at the DEBRA Charity Store in Lightwater Village. Authority was delegated to the Clerk, in conjunction with the Chair and Vice-Chair, to progress the installation, appoint contractors and formalise the necessary agreement with the property owner.

The heated cabinet is required to provide additional protection for the AED during periods of cold weather. The proposal is for the replacement cabinet to be installed externally on the building occupied by the DEBRA Charity Store.

Members previously approved expenditure of £300 (ex VAT) towards preparation of the necessary legal agreement. At that stage, it was anticipated that the agreement would be relatively straightforward.

Progress to Date

Following initial discussions, Officers progressed the legal documentation required to permit installation of the AED cabinet. Legal advice subsequently confirmed that a Wayleave Agreement would be the more appropriate form of agreement.

As the matter has progressed, additional legal due diligence has been required in relation to the property and the interests of the relevant parties. This has resulted in further correspondence and legal work beyond that originally anticipated.

The purpose of this work is to ensure that the appropriate parties are included in the agreement and that the Parish Council's position in respect of the installation, maintenance and future operation of the AED cabinet is appropriately protected.

As a result, the legal costs are now expected to exceed the original £300 allocation.

** This report has been prepared so that the general progress of the project and the request for additional expenditure can be considered in the open part of the meeting.

Should Members consider it necessary to discuss the specific terms or contents, that element of the discussion should be moved to the confidential part of the meeting.**

Current Position

Further legal work is required before the Wayleave Agreement can be finalised.

The solicitor has indicated that approximately £500 of further legal costs may be required to progress the matter. To avoid the need for further Committee approval should additional work arise, it is proposed that Members approve an overall additional allocation of up to £700 (ex VAT).

Financial Implications

Members previously approved a budget of £300 (ex VAT) towards the legal agreement.

It is proposed that Members approve a further sum of up to £700 (ex VAT) to enable the solicitor to continue progressing and finalising the Wayleave Agreement without the need to return to Committee for further funding approval, provided costs remain within this additional allocation.

The additional expenditure would be funded from the Council's Buildings Maintenance budget line.

Decision

Members are requested to:

- 1. Note that additional legal due diligence and associated work have been necessary to progress the agreement.**
- 2. Decide if they wish to approve additional expenditure of up to £700 (ex VAT), in addition to the £300 (ex VAT) previously approved, to enable the solicitor to continue progressing and finalising the Wayleave Agreement.**
- 3. Confirm that the additional expenditure is to be funded from the Council's Buildings Maintenance budget line.**

Item 8 - School Lane Field Pond Boardwalk

Purpose of the Report

To update Members on the condition of the boardwalk at School Lane Field Pond following the Committee's consideration of the matter in July 2026 and to seek direction regarding the receipt of specialist advice.

Background

Members will recall that at the July 2026 Civic Amenities & Recreation Committee meeting, the condition of the boardwalk at School Lane Field Pond was reviewed. Officers reported that approximately ten timber planks had deteriorated and required replacement. Following an inspection, it was confirmed that the Green Oak supporting structure remained in a sound condition and that the existing handrail was also structurally sound. It was further noted that there may be scope to install an additional handrail on the opposite side of the boardwalk to improve accessibility and user safety.

At that meeting, Members noted the current condition of the boardwalk and officers were tasked with obtaining quotations and specialist advice regarding the most appropriate course of action.

Boardwalk Condition and Recommended Works

An inspection of the boardwalk has confirmed that the supporting posts and subframe remain in a sound condition, particularly considering that the structure was originally constructed in 2002.

Several individual decking boards require replacement. However, the contractor has advised that much of the remaining decking is also approaching the stage where replacement is likely to become necessary. As the existing boards are non-standard sizes and require specialist ordering, including boards approximately 190 mm wide and platform boards up to 5 metres in length, it would be more practical and cost-effective to consider replacing the decking in its entirety as part of a single programme of works.

The existing handrail and top railing were also inspected and found to be generally sound. Some of the supporting posts have become loose over time; however, it is considered that these can be secured by tightening the existing fixings.

The contractor has also raised a concern regarding the current handrail arrangement, specifically the large opening beneath the existing intermediate rail. The contractor considers that an additional lower rail would improve safety.

On this basis, the following works have been recommended:

1. **Removal and replacement of all existing decking**, either on a like-for-like basis or using a suitable composite alternative.
2. **Installation of an additional lower rail** to the existing handrail and tightening of any loose supporting posts and fixings.
3. **Installation of additional matching handrail to the opposite side of the boardwalk**, providing a more consistent level of protection along the structure.

Financial Implications

A quotation has been requested from a specialist boardwalk contractor, and it is hoped that this will be received in time to be presented to Members at the meeting.

The Committee will need to consider the most appropriate budget or earmarked reserve from which any approved expenditure would be funded.

Bagshot CIL - £46,016.92 uncommitted

Bagshot Village Reserve - £12,782.33 uncommitted

Decision

Members are asked to:

1. **Note the advice received from the specialist boardwalk contractor regarding the condition of the existing support structure and the recommended works and determine whether they agree that the proposed works represent the most appropriate way forward.**
2. **If received in time, consider the quotation and, depending on the anticipated value of the works, determine the most appropriate procurement approach, having regard to the Council's Financial Regulations, including Regulation 5.7 where the total value of the project exceeds £30,000 including VAT.**

Item 9 - Grants

Grant budget funds available per village:

Bagshot Grant EMR - £6,451

Bagshot Grant Budget Line - £4,701

Bagshot CIL - £46,016.92 uncommitted

Lightwater Grant EMR - £4,026.68

Lightwater Grant Budget line - £4,500

Lightwater CIL - £26,780 uncommitted, however Lightwater Committee have agreed in principle that CIL should be ear marked for a future community project.

Windlesham Grants EMR - £4,026.68

Windlesham Grant Budget line - £2,156

Windlesham CIL - £15,234 uncommitted

Summary of Grant requests:

Bagshot, Lightwater & Windlesham Villages

Air Ambulance Charity Kent, Sussex, Surrey - £500

Windlesham Over 60's Lunch Club - £1,000

Total = £1,500

Windlesham Village

Windlesham Society - £250

Total = £250

Bagshot Village

Bagshot Playing Fields Association - £5,040

Earlswood Park Management Company - £1,432

Memory Garden Working Party - £500

Bagshot Events - £1,270

St Anne's Church - £500

Total = £8,742

Lightwater Village

The Crossley Club - £62,670

Lightwater Connected - £750

Total = £63,420

Bagshot, Lightwater & Windlesham Villages

To consider a Grant Application from Air Ambulance Charity Kent, Sussex, Surrey

Summary:

Windlesham Parish Council has received a grant application from the Air Ambulance Charity Kent, Sussex, Surrey, requesting financial support to contribute to the operating costs of HEMS – Helicopters, Rapid-response vehicles, medical equipment, Fuel, Highly-trained crews.

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:

Air Ambulance Charity Kent, Sussex, Surrey seeks funding to support the following:

- **Operating costs of HEMS – Helicopters, Rapid-response vehicles, medical equipment, Fuel, Highly-trained crews.**

Total Grant Requested: £500

This grant application has been submitted for consideration under each village grant allocation.

Supporting Documents:

- Completed and signed Grant Application Form
- Finances
- 5-year strategy
- Safeguarding Policy

From: [REDACTED]
To: [Clerk @ WPC](#)
Subject: Grant Application
Date: 17 August 2026 11:47:38
Attachments: [WINDELSHAM PC Grant Application 26-27.docx](#)
[AAKSS Finances to March 2025.pdf](#)
[25555-kssaa_magazine_a5_five-year-strategy-2022-2027_print.pdf](#)
[KSS Safeguarding Policy Aug 2022.pdf](#)

Dear Parish Clerk,

Please find attached a grant application form on behalf of Air Ambulance Charity Kent Surrey Sussex (KSS). Also attached are documents with information on our finances, strategic plan, and safeguarding. Governance is set out in our Annual Report which is available on our website, including details of our Board of Trustees and senior management.

We are a regional charity which delivers its service at a very local level. Your parish is part of our responsibility, and we are a vital contributor to the lives and safety of your community. Residents of your parish are all potential beneficiaries of our life-saving Helicopter Emergency Medical Service (HEMS).

Serious emergencies are not rare. They can happen to anyone at any time without warning. KSS undertook over 3100 missions last year. In treating the most serious trauma and medical emergencies, time is critical. We operate at the forefront of pre-hospital emergency medicine, and bring hospital resources to the patient when every second counts. Thanks to the work of the KSS team, many patients have positive long-term outcomes.

Inflationary pressures continue to have a significant impact on our operating costs, especially employment costs and the volatile price of fuel. The Middle East conflict has caused a 63% increase in the price of aviation fuel — an additional cost to us of about £25,000 per month, £300,000 Per annum. It currently costs nearly £57000 per day to provide our service, which we undertake 24 hours per day on 365 days per year. Investment in our capabilities means that this includes night-time missions and flying in relatively adverse weather conditions. 91% of our funding comes from supporters within the communities we serve, so your support is certainly as critical as our care. Every grant counts!

In the current economic climate, we do recognise the constraints on council finances. Precepts, budgets, policies, and priorities of councils vary considerably. We have requested a grant of £500, but any grant you can afford (whether above or below that amount) will be greatly valued and appreciated by KSS. It will certainly be put to very good use.

Please submit our application to the most appropriate meeting of your Council.

Thank you for your assistance.

Kind regards,

[REDACTED]

[REDACTED]

Community Fundraising Team

[Visit our website for more information](#)



[REDACTED]

Please Indicate
which village
fund you wish
to apply to:

Bagshot ☐

WINDLESHAM PARISH COUNCIL

**APPLICATION FORM
GRANT UNDER £500**

Please complete all details in **BLOCK CAPITALS**



Lightwater ☐

Windlesham ☒ **YES**

Name of Organisation/Group	AIR AMBULANCE CHARITY KENT SURREY SUSSEX
Contact Name	
Position within the organisation/group	COMMUNITY FUNDRAISING MANAGER
Telephone number	
Address of organisation/group	AAKSS, ROCHESTER CITY AIRPORT, MAIDSTONE ROAD, CHATHAM, KENT
Postcode	ME5 9SD
Email address	community@aakss.org.uk
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	<p>OUR AIM IS AN END TO PREVENTABLE LOSS OF LIFE FROM MEDICAL EMERGENCY. WE FULFIL THIS AIM BY PROVISION OF HEMS (HELICOPTER EMERGENCY MEDICAL SERVICE). HEMS BRINGS A&E RESOURCES, INCLUDING DOCTORS AND CRITICAL-CARE PARAMEDICS, DIRECT TO THE PATIENT AT THE SCENE OF EMERGENCY. SOME COMPLEX SURGICAL PROCEDURES MAY BE UNDERTAKEN THERE, INCLUDING HEART AND CHEST PROCEDURES AND ADMINISTRATION OF ANAESTHETICS AND BLOOD TRANSFUSIONS. PLUS RAPID TRANSFER TO THE MOST APPROPRIATE HOSPITAL TRAUMA CENTRE.</p> <p>GRANT IS REQUESTED AS A CONTRIBUTION TO THE OPERATING COSTS OF HEMS – HELICOPTERS, RAPID-RESPONSE VEHICLES, MEDICAL EQUIPMENT, FUEL, HIGHLY-TRAINED CREWS.</p> <p>In the event of a serious medical or trauma emergency in Windlesham, every resident of your parish could be a potential beneficiary of our life-saving service.</p>

	<p>Main evidence is the continuing increase in demand for our service, the growth of the number of missions undertaken, and the number of lives saved.</p> <p>There are no restrictions on the use of our service. Our call handlers manage a triage process to ensure our resources are allocated to legitimate serious emergencies.</p>
Total cost of purpose/project	£20.8 MILLION ANNUALLY; £57000 DAILY
Amount of grant requested:	£ 500

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

Signed.....

Name.....

Position in organisation.....COMMUNITY FUNDRAISING MANAGER
..... Date.....17/08/2026.....

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	

Bagshot, Lightwater & Windlesham Villages

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 assist the cost of running the club.

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:

- Contribution towards the costs of running the club

Total Grant Requested: £1,000

This grant application has been submitted for consideration under each village grant allocation.

Details of numbers of users from each Village:

Total number of users: 74
Windlesham Residents: 41
Bagshot Residents: 11
Lightwater Residents: 17
Other: 5

Supporting Documents:

- Completed and signed Grant Application Form
- A copy of the Constitution
- Year End Financials 2024-25 (2025-26 have been requested)



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	[REDACTED]
Telephone number	[REDACTED]
Address of organisation	MEET AT THE LINK, ST JOHN'S CHURCH
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	WE OFFER A 2 COURSE LUNCH; DINNER, PUDDING AND A CUP OF TEA / COFFEE. WE HAVE 2 SESSIONS PER MONTH AT THE LINK. OUR EXPENSES ARE £300 FOR OUR PROFESSIONAL COOK PER MONTH, £119 CURRENTLY PER MONTH FOR USE OF THE KITCHEN AND HALL AND
Total cost of purpose/project	£ 1000
Amount of grant requested:	£ 1000

Total number of users of your organisation	74	
Number of your users resident in Windlesham Parish who will directly benefit from the grant		39 41 WND
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease		11 BAK 17 LWT

Supporting documentation to be submitted with the grant application:

A copy of the written constitution



Copies of the last financial year-end accounts



PTO

£200 - £240 PER MONTH FOR INGREDIENTS

WE TRY TO KEEP OUR COSTS AS LOW AS POSSIBLE
AND CHARGE £7 PER SESSION,

WE ALSO OFFER A FREE CHRISTMAS LUNCH, WHICH
INCLUDES A DINNER, PUDDING (THIS YEAR IT WILL BE
TURKEY AND CHRISTMAS PUDDING), CRACKERS AND A
GLASS OF WINE. COSTS ARE APPROXIMATELY £400.
WE HAVE 74 MEMBERS, AVERAGING 40 PER
SESSION, SO YOU CAN UNDERSTAND WE DO NOT HAVE
ENOUGH MONEY TO COVER ALL COSTS, HENCE
OUR REQUEST TO YOU.

OUR MEMBERS ARE FROM WINDLESHAM,
LIGHTWATER AND BAGSHOT, ALSO FROM
CHOSHAM, BRACKNELL AND CAMBERLEY, BUT THERE
TOTAL 5. WE BELIEVE WE ARE THE ONLY LUNCH
CLUB IN THE AREA, AND THIS TIME, ARE ASKING
EACH PARISH COUNCIL AREA, A REQUEST TO
KEEP OUR LUNCH CLUB CONTINUING.

THE LUNCH CLUB ALSO GIVES OUR MEMBERS AN
OPPORTUNITY TO MEET UP WITH FRIENDS, HELPS
ISOLATION AND LONELINESS, GIVES A FEEL OF
STRUCTURE. WE DO NOT EXCLUDE ANYONE.

PLEASE CONSIDER MY REQUEST

Ann

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 Signature]

Name..

[Redacted Name]

Position in organisation

[Redacted Position]

Date.....

31-7-26

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	£
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Minute number	

St Johns Over 60's Luncheon Club.

Club Constitution

As of 1st February 2020.
Ammended 22nd July 2026

St John's Over 60's Luncheon Club shall be know as "The Club" for the rest of this document.

The Club has been running for several years. It was started to help provide a way for like-minded local older people to get together and enjoy each other's company. To try and help combat social isolation and loneliness.

When?

On the 1st and 3rd Monday of each month excluding August! (As too many members are normally away on holiday).

Time?

From 12 noon until 2 pm.

Where?

At the Hall in The Link at St John's Church Windlesham.

Membership?

Members should be around the age of 60 plus.

Members should also come from the surrounding areas of Windlesham, Lightwater and Bagshot.

New people wishing to join should normally be introduced to the Club by existing member/s.

Members pay £7.00 per meeting, which is collected at the entrance each meeting.

This is to help offset the cost of the Hall, the rent of the Hall and the donation made to our Chef. (As of 2023, it was reduced to £5.00, But then had to be raised to £6 at the end of January 2025 then back to £7.00 at the end of January 2026, This was due to the swift raise in the cost of ingredients!)

Each meeting.

Once the members fee is collected, Members will sit or look at the table of donated items, with the option to buy.

While our Chef, who has created, prepared and cooked the main meal and sweet, with the help of several volunteers, Who then help others serve the meal and deliver to the members tables and collect the plates afterwards.

While the tables are cleared, Hot drinks are served. While a speaker will read out any notices and upcoming Birthdays. The speaker will then call out winning raffle tickets. The Raffle will consist of gifts normally donated by the members or outside agencies.

While the members finish their hot drinks the tables will be cleared and left tidy.

We now continue to meet as normal in August after a suggestion and all members agreed to it!

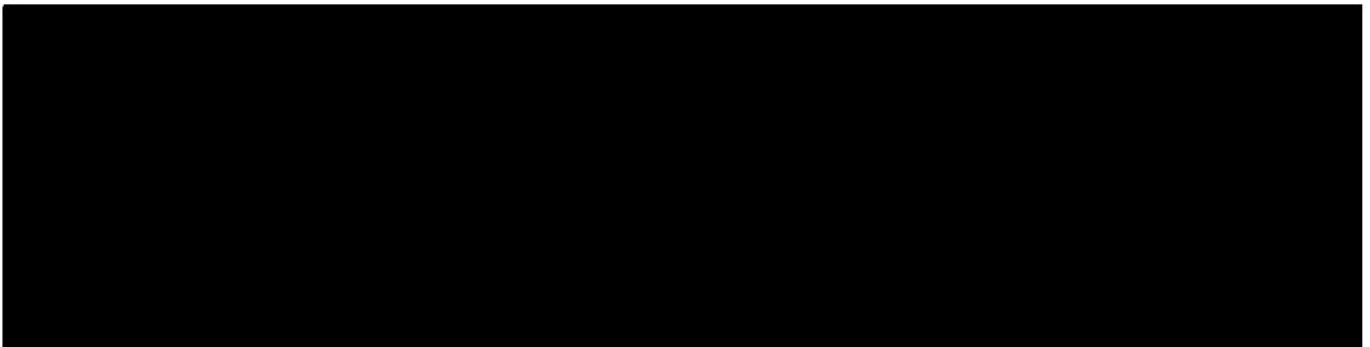
There is another group called *Holiday @ Home*, Which is run by 4 lady volunteers. Who also meet at st Johns Church, Who sometimes organise trips out to different locations, They also organise film shows at the church meeting rooms and sing-alongs and Afternoon teas, to which our members are always invited.

Banking.

For the purpose of depositing Cheques and paying accounts by cheque. Having Grants and Money Gifts deposited for the use of the Club. A Bank account was opened back in 2019, towards the end of covid! It is run exclusively for the Clubs use. The Treasurer runs the bank account with HSBC from our local Camberley branch. The Treasurer also opened a "Sumup" account after a request from members to be able to pay their registration fees by credit/debit card. At the end of each month the treasurer then either transfers the total to the HSBC account or withdraws the cash to be able to refund the Chef the cost of ingredients.

The Treasurer will administer these accounts on behalf of the members of the Club until a new meeting deems it necessary to change. The Treasurer and another member will be signatories for the account. Two of these signatories will be needed to sign any cheques (Although the club has never needed the use of cheques.) or any other banking documents needed.

The Signatories will be:-



(As of 18th November when the previous signatory [redacted] resigned)

(As of 18th November [redacted] was elected to take over the duties of signatory. See the committee meeting minutes of the same date for the details)

([redacted] Fund Raiser. Retiring as of 18th November 2024! Resigned on same date



Windlesham Village

To consider a Grant Application from the Windlesham Society

Summary:

Windlesham Parish Council has received a grant application from the Windlesham Society to help fund the Windlesham Litter pick.

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 Society seeks funding to support the following:

- Replacement/purchase of more litter picking equipment.

Total Grant Requested: £250

Supporting Documents:

- Completed and signed Grant Application Form



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	WINDLESHAM SOCIETY-LITTERPICK
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?	WPC KINDLY MADE A GRANT WHEN THE LITTERPICK WAS STARTED. THIS DESIGNATED FUND IS NOW ALMOST ALL SPENT, HENCE A REQUEST FOR MORE TO REPLACE / PURCHASE MORE EQUIPMENT. THE LITTERPICK HAS BEEN A BIG SUCCESS WITH UP TO 40 PARTICIPANTS FILLING 2+ LARGE WHEELIE BINS TWICE A YEAR FROM THE VILLAGE APPROACH ROADS
Total cost of purpose/project	£250
Amount of grant requested:	£250

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.....23/9/2026.....

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	

Bagshot Village

To consider a Grant Application from the Bagshot Playing Fields Association

Summary:

Windlesham Parish Council has received a grant application from the Bagshot Playing Fields Association requesting financial support to assist tree and hedge maintenance.

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 Bagshot Playing Field Association seeks funding to support the following:

- Tree and hedge maintenance

Total Grant Requested: £5,040

Supporting Documents & information:

- Completed and signed Grant Application Form
- Latest bank statements
- 2024/2025 Financials
- Constitution
- Tree and hedge maintenance quotes
- BPFA have confirmed a grant application to SHBC, which they confirm was refused

Documents and information outstanding

- 2025/2026 Financials
- Up to date tree survey or tree management plan
- Confirmation if part of the grant is retrospective



Bagshot x ☐ **Lightwater** ☐ **Windlesham** ☐

Name of Organisation	Bagshot Playing Fields Association (BPFA)
Registered Charity Number (if applicable)	274653
Contact Name	[REDACTED]
Position within the organisation	[REDACTED]
Telephone number	[REDACTED]
Address of organisation	[REDACTED].
Postcode	[REDACTED]
Email address	[REDACTED]
Total cost of purpose/project	£5040.00
Amount of grant requested	£5040.00
Detail grants received (or applied for but not yet determined) from other sources:	SHBC Grant requested for Local Project Funding to Improve your neighbourhood.

<p>What are your organisation's objectives?</p>	<p>BPFA is run entirely by volunteers dedicated to supporting our local community. Its aim is to bring people together, to reduce isolation, to get people active and of course to have fun - no matter your age. A key objective of the BPFA is to provide both indoor and outdoor facilities for a wide range of local groups, clubs and communities</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>There are 2 important elements to this project: (a) the removal of 3 mature conifer trees on our boundary with a neighbouring property. and (a) the cutting of other hedges on our boundary. This is an annual task which is required to keep the playing fields looking tidy plus, importantly, to prevent upsetting any residential neighbours.</p> <p>It is important that the grounds and boundaries are tidy and safe for the variety of community groups and events that make use of the premises. These groups include a Guide unit, a local football club and a variety of clubs catering for community groups (new mothers, keep fit, etc).</p> <p>The BPFA is a charity run by volunteers. Its main source of income is hiring charges to the various clubs and groups. Despite hire charges being raised, the increase is struggling to meet the increases in expenditure for utilities, insurances, our own rent to SHBC, etc. Any amount granted to the BPFA will go towards the maintenance of the grounds and specifically the boundaries.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>The problems being addressed are: (i) ensuring that the grounds are safe for all the local community to continue to use and that the boundaries with neighbouring properties are tidy; and (ii) ensuring that the BPFA avoids being assigned an ASBO for the 3 large trees requiring removal. The expected outcomes are that the boundaries will be tidied up and the BPFA avoid an ASBO</p>
<p>How does the application meet the criteria for this fund?</p>	<p>We are applying as a registered charity, the BPFA, which is run by volunteers and has a robust constitution with a tendering process which meets with the funding criteria.</p> <p>The site is visited by residents of all 3 Parishes and well beyond, and forms a great asset to the local area.</p> <p>Activity clubs and social groups use the Pavilion, as well as party hirers, and many people just come to enjoy the field, playground and picnic area. Also Bagshot Tennis Club operate 5 tennis courts at the site, and have ongoing social events for their members who come from the local area.</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:	<p>The entire site, including the Pavilion building, are fully accessible to all ages and abilities.</p> <p>Restrictions to the field include no vehicles, petrol or electric except for mobility scooters and maintenance vehicles.</p> <p>No playing or practicing golf, or any other activity likely to endanger the general public.</p>
Has community engagement been undertaken?	<p>There has been communication with the properties that border the site, and we have an agreement to keep the hedges to an agreed height and to be tidy from both the field and properties sides.</p> <p>This we endeavour to address every year.</p>

Total number of users of your organisation	1800 (nos attending classes / functions) plus general public including leisure walkers, children using the playground, dogwalkers
Number of your users resident in Windlesham Parish who will directly benefit from the grant	The facility is used by all 3 parishes.
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	13 years

Current bank balance	£18724	date 31/07/26
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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	

THE CONSTITUTION OF THE BAGSHOT PLAYING FIELDS ASSOCIATION

1. TITLE

The Association shall be known as the BAGSHOT PLAYING FIELDS ASSOCIATION.

2. OBJECTIVES

The objects of the Association are to promote the benefit of the inhabitants of the village of Bagshot and the borough of Surrey Heath by providing facilities in the interests of social welfare for recreation and leisure-time occupation with the object of improving the conditions of the life for the said inhabitants, and in particular to:-

- i) extend the existing playing and recreational facilities;
- ii) to encourage all forms of recreational activities;
- iii) to manage, maintain, improve and repair the play areas established and the equipment and materials provided and to raise money for these purposes;
- iv) to acquire by way of purchase, lease or otherwise land for recreational activities.
- v) to encourage a mutual support relationship with the local community.

3. MEMBERSHIP

Membership shall be of three types:

- a) All of the Association's Trustees and members of the Association's Committee
- b) All registered members of any organisation affiliated to the Association, where an Affiliated Group is defined as any club or society that has been given a lease or license to use any part of the premises. Such organisations shall provide their current membership list to the Committee in the month of October each year.
- c) All registered members of any organisation which has hired the facilities on a continuing basis for more than one year, as verified by the Committee. Such organisations shall provide their current membership list to the Committee in the month of October each year.

No organisation shall be allowed to restrict membership on the grounds of race, religion or by charging fees which in the opinion of the Association would exclude a significant section of the public on the grounds of cost.

Any organisation which uses the facilities and has a junior section must be compliant with relevant policy and procedures relating to Child Protection and Protection of Vulnerable adults.

4. THE COMMITTEE

The general management and control of the Association shall be vested in a committee consisting of:-

- a) The Chairman, Vice-Chairman, Treasurer and Secretary and no more than six elected Members of the Committee all of whom shall be elected at the Annual General Meeting to be held as in these Rules provided for a term of office commencing at the end of the Annual General Meeting at which they were elected and expiring at the Annual General Meeting in the following year.
- b) One Representative Member from each organisation affiliated to the Association; their names shall be notified by the parent organisation to the Secretary of the Committee prior to the Annual General Meeting each year and shall serve for a term of office commencing at the Annual General Meeting next after their appointment and expiring at the end of the Annual General Meeting in the following year.
- c) In the event of a vacancy arising through the death, resignation or removal of a Member of the Committee elected at the Annual General Meeting, the Committee shall have power to fill such a vacancy until the next Annual General Meeting. Organisations shall appoint a replacement to fill any vacancy arising through the death or resignation of their representative occurring between Annual General Meetings. Such Members shall serve for the remainder of the period to the next Annual General Meeting and may, at the discretion of their organisation be re-appointed for a further term.
- d) Each Officer, elected Member and Representative Member shall have one vote on each issue proposed. In the event of a tied vote the Chairman shall exercise a casting vote.
- e) The Chairman, Vice-Chairman, Secretary, Treasurer and two elected Members may form a Standing Committee to execute the routine business of the Association.
- f) The Committee shall have power to co-opt not more than four additional Members to hold office until the Annual General Meeting following their co-option.
- g) Any Officer or elected Member of the Committee may be re-appointed or re-adopted.
- h) If the Chairman is absent from any meeting, the Vice-Chairman shall preside; should both be absent the Members present shall before any other business is transacted, choose one of their number to preside at the meeting.

- 5. The Proceedings of the Committee shall not be invalidated by any vacancy among its Members or by any defect in the appointment or qualification of any Member.

6. The Committee shall record its actions in a Minute Book, including:-

- a) A summary of the financial position of the Association
- b) A summary of recent and proposed lettings of the Association premises

7. QUORUM

The Committee shall form a quorum at its meetings provided that the number of Members who shall form the quorum shall never be less than a third of the total number of Members of the Committee.

8. ATTENDANCE AT COMMITTEE MEETINGS

If any Member of the Committee does not attend two consecutive meetings without reason satisfactory to the Committee, then the Committee shall have the power to require that Member's immediate resignation from the Committee.

9. ANNUAL GENERAL MEETING

An Annual General Meeting shall be convened by the Committee in the month of November in each year by 21 days' notice to be affixed to conspicuous places such as suggested in section d). All registered Members of the age of 18 years or upwards are eligible to attend the meeting, but only those who are inhabitants of Surrey Heath shall be entitled to vote. All Members must sign an attendance register declaring their post code and the Association's organisation to which they belong. All Members claiming a vote must be on a membership list provided by an organisation as defined in clause 3. The Meeting shall be for:-

- a) Receiving the Report and Audited Accounts of the Committee
- b) Accepting the resignations of the Members of the Committee
- c) The purpose of electing the Members under Clause 4a above
- d) To consider notices of motions which have been given to the Secretary at least 10 days before the time of the Meeting. Such notices shall be published openly in appropriate places such as the Bagshot Library, the Association's website and on notice boards within the Association's Pavilion
- e) To present reports from the various organisations which comprise the Association. These reports will outline their successes of the past year and their plans for the future
- f) To transact any other business declared urgent and admitted by the Chairman.

Nevertheless, if in any year an Annual General Meeting shall not be convened and held in the month of November, the Annual General Meeting for that year shall be held as soon as practicable after the month of November. The Audit Year shall run from 1st October to the 30th September of the following year.

10. EXTRAORDINARY GENERAL MEETING

An Extraordinary General Meeting shall be called on receipt by the Secretary of an order by the Chairman, or of a request signed by twenty Members of the Association. The rules for attendance and voting shall be the same as for the AGM. Such meetings shall be held within thirty days of the receipt by the Secretary of such a request, provided that the Chairman at his discretion, may direct that a meeting be called at an earlier date if, in his opinion, the urgency of the case demands it. Not less than seven days' notice of such meeting and its agenda shall be given to every Member through the Committee to the known representative of every constituent organisation of the Association and published at the same sites listed for the AGM.

11. ALTERATION OR ADDITION TO THE RULES

No alteration, or addition, shall be made to these rules except at a General Meeting at which not less than twenty Members are present. Any alterations or additions must be carried by at least two thirds of the votes of the Members present. Not less than seven days' notice of such proposed alterations or additions must be given to the Secretary prior to the Meeting.

12. BANKERS

All payments in respect of the use of the property of the Association and all donations for the benefit thereof and all other funds belonging to the Association shall be paid into Account(s) at such Banks as shall be agreed by the Committee, or invested in any trustee securities as shall be determined by the Committee. Signatories shall be any two of the Chairman, Vice-Chairman, Hon. Secretary or Treasurer.

13. APPLICATION OF FINANCES

The monies standing to the credit of the Association shall be applied as the Committee shall decide in paying rent, rates, taxes and insurance and other outgoings and in providing equipment and means of recreation and otherwise for the benefit of the Association and its objects.

14. ADMINISTRATION OF PROPERTIES

The Committee may, upon the vote of a majority of its Members, and with the consent of the Charity Commissioners from time to time by mortgage, or otherwise, obtain such advances on the security of any property of the Association or any part thereof whether freehold or leasehold and for maintaining, extending or improving the same or any part

of the roof or erecting any building thereon or for the work carried on thereon and may continue or repay in whole or in part and from time to time any existing mortgage or charge on the said property.

15. The title of all and any real property which may be acquired by or for the purposes of the Association shall be vested in trustees who shall enter into a deed of trust setting forth the purposes and conditions under which they hold the said property in trust for the Association, and shall as soon as possible take such steps as may be necessary for the purpose of vesting the said property in the Official Custodian for Charities; upon such order the Trustees shall cease to be the Trustees of any such property which shall thereafter be administered and managed by the Members for the time being of the Committee. The number of trustees, who shall be appointed by the Committee, shall not be less than two nor more than four. The four Officers shall have the power to act as Trustees.
16. If the Committee decides at any time that, on the ground of expense or otherwise, it is necessary to discontinue the use of any property of the Association, then an Extraordinary Meeting will be convened. This meeting will follow the procedures outlined in Clause 10. A proposal will be presented to the meeting by the Chairman making clear what property will be divested. If the meeting votes to support the proposal then the Committee may, with the consent of the Charity Commissioners, progress the agreed divestment. Any financial benefit gained by this action will be managed as indicated in Clause 12.
17. If the Committee by a majority decide at any time that on the ground of expense or otherwise it is necessary or advisable to dissolve the Association it shall call a meeting of the Inhabitants of the age of 18 years and upwards of the said village of Bagshot of which meeting not less than 21 days' notice shall be posted in a conspicuous place or places in the said village and advertised in a newspaper circulating in the said village and given in writing to the Charity Commissioners. If such decision shall be confirmed by a majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Association. Any assets remaining after the satisfaction of any proper debts and liabilities shall be applied towards charitable purposes for the benefit of the Inhabitants of Bags hot as the Committee may decide and as may be approved by the Charity Commissioners.
18. All areas of the site not dedicated to buildings, car parking, or playing areas for the various sports, shall normally be open to the general public and such access by the residents of Surrey Heath shall be encouraged.
19. When not in use by Affiliated Organisations, the facilities will be hired out to other clubs and organisations for purposes approved by the Association. The prime use is for sporting, recreational and social purposes; other uses may include the raising of funds for charitable or voluntary organisations.
20. The exclusive use of each outdoor playing area may be granted either by lease or licence to bona fide sports clubs and such lease/licence will include agreement for use

of the changing facilities. Any club which is granted a lease or licence shall be designated an Affiliated Organisation. Notwithstanding the above:

- (a) In the case of unenclosed playing areas, such areas shall be available for use by the general public, when not in use by the Lessee/Licensee, subject to such use by the general public being limited to avoid deterioration of the playing area.
 - (b) In the case of enclosed playing areas, the facilities may be hired to members of the general public on an hourly basis for not less than three half days per week, of which one half day shall be on Saturday or Sunday. Alternative arrangements giving at a minimum, an equivalent availability to the public, will be made from time to time if necessary.
 - (c) Areas within the Pavilion building may be designated by the Committee for the priority use, but not sole use, by the Affiliated Organisations. Other areas may be hired out on a temporary basis to an organisation for the duration of their sub-lease, licence, or other agreement.
- 21.** Day to day maintenance of the playing areas will be the responsibility of the Affiliated Organisation holding the lease/licence for the area.

Bagshot Village

To consider a Grant Application from Earlswood Park Management Company

Summary:

Windlesham Parish Council has received a grant application from Earlswood Park Management Company, requesting financial support to supply nine trees to replace non-native Leylandii on the southern boundary of Gomer Road Play Park.

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 Earlswood Park Management Company seeks funding to support the following:

- Contribution towards the supply of nine trees

Total Grant Requested: £1,432

Supporting Documents:

- Completed and signed Grant Application Form
- A copy of the Constitution
- Latest bank statement



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	EARLSWOOD PARK MANAGEMENT COMPANY
Registered Charity Number (if applicable)	N/A
Contact Name	[REDACTED]
Position within the organisation	DIRECTOR
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
Total cost of purpose/project	£1,432 (tree supply only; see Appendix 1)
Amount of grant requested	£1,432
Detail grants received (or applied for but not yet determined) from other sources:	No other grants have been received or applied for in respect of this project, and EPMC will not seek funding from another grant provider. EPMC will meet the cost of felling the existing Leylandii from its own funds. This application requests only the supply cost of the nine replacement trees listed in Appendix 1.

<p>What are your organisation's objectives?</p>	<p>Earlswood Park Management Company (EPMC) is a resident-led company established to manage and improve the grounds, green spaces and play areas of the Earlswood Park estate in Bagshot. It represents 186 homes, including private, shared-ownership and social housing. Its objectives include safe and responsible estate management, improving the natural environment, enhancing biodiversity and providing attractive, accessible open space for residents and the wider Bagshot community. EPMC has a proven record of delivering community projects with parish and county council support.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>The grant is requested for the supply of nine trees to replace six non-native Leylandii on the southern boundary of Gomer Road Play Park. The conifers are approximately 60-100 feet high. Their height, density and evergreen canopies cast a large shadow over the play park and community garden, especially when the sun is lower in the sky. This reduces light, affects planting and limits the usability and amenity of these community facilities. The Leylandii also form a tall, dense barrier between the play park and the adjoining Earlswood SANGS. A varied broadleaf scheme will restore tree cover while more clearly linking EPMC's green space with the green space behind the estate. Seven trees will be native species: English oak, small-leaved lime, wild cherry and silver birch. Two Liquidambar 'Worplesdon', recommended by EPMC's tree contractor, will add species diversity and distinctive autumn colour. The scheme will improve light, visual and ecological connectivity, and habitat value for birds, pollinators, invertebrates and fungi. EPMC will fund the felling itself. Suitable trunks and branches will be retained safely in discreet locations as log piles and habitat stacks, away from paths and play equipment, creating valuable deadwood habitat. Grant support is sought only for tree supply, as costed in Appendix 1.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>EPMC will retain the planting schedule and photographic records, then check tree condition and survival at approximately 3, 6, 12 and 24 months. Watering, mulch, stakes and guards will be checked during estate inspections. Failed stock will be identified for replacement. Progress will be reviewed by the directors with ItsYourPlace and reported to residents and the Council as required.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>The project replaces and improves green infrastructure and helps address the ongoing demands that development places on local open space. It will provide lasting community amenity, landscape and biodiversity benefits in Bagshot and therefore meets the purpose of the Village Grant 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:	The trees will be planted within open landscaped areas managed by EPMC. The estate's roads, footways, play areas and green spaces are open and accessible to residents and the wider community, with no membership charge. Planting locations will avoid obstructing paths or sightlines and support safe access. The scheme will benefit people of all ages as well as local wildlife.
Has community engagement been undertaken?	The project reflects the directors' ongoing review of the estate's grounds and resident feedback about tree management and environmental improvement. EPMC will share the final planting plan and works programme before implementation and invite comments and post-planting feedback. Project information will explain why the conifers were replaced and the biodiversity benefits of the new trees.

Total number of users of your organisation	186 PLOTS + PUBLIC USERS
Number of your users resident in Windlesham Parish who will directly benefit from the grant	ALL 186 PLOTS; WIDER BAGSHOT COMMUNITY ALSO BENEFITS
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 - LAND OWNED/MANAGED BY EPMC; NO LEASE

Current bank balance	SEE ATTACHED CURRENT BANK STATEMENT
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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 ☐

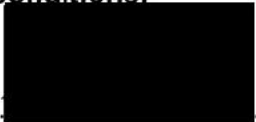
Additional documentation required for grants for tree surgery or tree maintenance

- 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..... 2 SEPTEMBER 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	

Bagshot Village

To consider a Grant Application from the Memory Garden Working Party

Summary:

Windlesham Parish Council has received a grant application from the Memory Garden Working Party requesting financial support to assist the improvement and maintenance of the Memory Garden near the Windle Day Centre.

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 Memory Garden Working Party seeks funding to support the following:

- Contribution towards the maintenance and improvement of the memory garden

Total Grant Requested: £500

Supporting Documents:

- Completed and signed Grant Application Form



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	MEMORY GARDEN WORK PARTY
Contact Name	[REDACTED]
Position within the organisation/group	WORKING PARTY LEADER.
Telephone number	[REDACTED]
Address of organisation/group	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	<div>PROTECT { REPAIR BACK FENCE/REPAIR OR REPLACE 1 PLANTER/TROUGH/ REPLACE THE MINI GREENHOUSE. RELINE ALL 6 TROUGHS WITH WEEDSTOP. BUY COMPOST TO FILL ALL TROUGHS REPAINT WOOD BENCH, DOOR & TRELIS AS NEEDED. NEED AND EVIDENCE { THE GARDEN WAS CREATED IN 2015 WITH NO MONEY ALLOCATED FOR ITS UPKEEP. WE WANT IT TO BE USED AND ENJOYED BY PEOPLE IN THE LOCAL COMMUNITY. PLEASE SEE ATTACHED PHOTOS SHOWING ITS DETERIORATION.</div>
Total cost of purpose/project	£500
Amount of grant requested:	£500

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

Signed.... [REDACTED]

Name. [REDACTED]

Position in organisation.. WORKING PARTY LEADER

Bagshot Village

To consider a Grant Application from Bagshot Events

Summary:

Windlesham Parish Council has received a grant application from Bagshot Event, requesting financial support to the mini-Xmas tree event along Bagshot high street.

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 Events seeks funding to support the following:

- Mini-Xmas tree event along Bagshot High Street

Total Grant Requested: £1,270

Supporting Documents:

- Completed and signed Grant Application Form
- A copy of the Constitution
- Latest bank statement (please note bank statement shows Windle Events. Community group confirm it was never updated to Bagshot Events)
- Financials to end of 2025



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	BAGSHOT EVENTS
Registered Charity Number (if applicable)	N/a
Contact Name	██████████
Position within the organisation	██████████
Telephone number	██████████
Address of organisation	██████████ ██████████ ██████████
Postcode	██████████
Email address	BAGSHOTEVENTS@OUTLOOK.COM
Total cost of purpose/project	£ 1270.00
Amount of grant requested	£ 1270.00

Detail grants received (or applied for but not yet determined) from other sources:	N/a
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What are your organisation's objectives?	<p>Bagshot events would like to put up the 55 Xmas trees with lights up in Bagshot village</p> <p>We need 55 trees</p> <p>Selection of new lights all the Pat tested</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>
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For what purpose / project is the grant requested, and what is the evidence-based need for the grant?	Having done this over the years we are very lucky to get insurance this year for this event to happen again.
How will you monitor and evaluate achievement of your objectives?	
How does the application meet the criteria for this fund?	

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:	In the buildings in the high street for all the community to enjoy
Has community engagement been undertaken?	Yes Very disappointed last year it didn't happen !

Total number of users of your organisation	
Number of your users resident in Windlesham Parish who will directly benefit from the grant	3000 plus
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	£68.03 2026	date 14 / 09 /
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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 [REDACTED]

Position in organisation. [REDACTED]

Date 14/09/2026

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	

Bagshot Village

To consider a Grant Application from St Anne's Church

Summary:

Windlesham Parish Council has received a grant application from St Anne's Church, requesting financial support for their Christmas Tree festival.

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:

St Anne's Church seeks funding to support the following:

- Christmas Tree festival

Total Grant Requested: £500

Supporting Documents:

- Completed and signed Grant Application Form

**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	ST ANNES CHURCH
Contact Name	[REDACTED]
Position within the organisation/group	[REDACTED]
Telephone number	[REDACTED]
Address of organisation/group	CHURCH OFFICE ST. ANNES CHURCH ROAD BAGSHOT
Postcode	GU19 5EQ
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	ST. ANNES HOST A CHRISTMAS TREE FESTIVAL AND HAVE RUN 2 PREVIOUS EVENTS. THEY ARE A FUND RAISER FOR A LOCAL CHARITY AND THE CHURCH. WE ASK LOCAL COMMUNITY →
Total cost of purpose/project	£
Amount of grant requested:	£ 500

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

Signed. [REDACTED]

Name. [REDACTED]

Position in organisation [REDACTED]

GROUPS AND BUSINESSES TO SPONSOR

AND DECORATE A TREE AND THE EVENT

IS FREE TO ALL THE COMMUNITY TO VISIT
OVER 4-6 DECEMBER.

LAST TIME IN 2024 WE HOSTED 41 TREES
AND RAISED £8,000. PREVIOUS CHARITIES

HAVE BEEN CONNECT COUNSELLING + THE
SHOOTING STAR CHILDRENS HOSPICE.

WE NEED A SMALL GRANT TO UPDATE SOME
OF THE LIGHTS + KIT USED AS PART OF
THE SET UP COSTS.

THANK YOU FOR CONSIDERING US.



Date..... 23-09-2026

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	23/09/2026
Date of Council meeting	
Council decision	Fund / Fund in part / Reject
Amount to be funded	£
Date of notification of decision	
Minute number	

Lightwater Village

To consider a Grant Application from Lightwater Connected

Summary:

Windlesham Parish Council has received a grant application from Lightwater Connected, requesting financial support for one of their groups, the Lightwater Fete.

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:

Lightwater Connected seeks funding to support the following:

- Lightwater Fete – contribution towards bought-in events.

Total Grant Requested: £750

Supporting Documents:

- Completed and signed Grant Application Form
- Copy of the written constitution
- Copies of last financial year-end accounts for Lightwater Connected & Lightwater Fete



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	LIGHTWATER CONNECTED		
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.	LIGHTHOUSE FETE			
What is the evidence/need for the purpose/project? List separately for each community group.	CONTRIBUTION TOWARDS BOULEVARD EVENTS WITH TOTAL APPROX. £1500			
Total cost of purpose/project(s). (Please provide a cost breakdown per community group):	£1500			
Amount of grant requested. (Please provide breakdown per community group):	£750			
Total number of users per organisation	1500			
Number of your users resident in Windlesham Parish who will directly benefit from the grant.	7000			
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease.				

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 ☒ already submitted, no change since 2023
- 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:

Signature

[Redacted Signature]

Name

[Redacted Name]

Position in organisation

[Redacted Position]

Date: 20-10-26

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	

Lightwater Connected

Constitution

1. Name of Organisation

The Organisation shall be known as 'Lightwater Connected'.

2. Date of Inauguration

1st September 2020

3. Date of this amendment

4th March 2025

Since inauguration, and as a result of the emergence of Lightwater Society as the Residents Association in Lightwater, Lightwater Connected has evolved solely to looking after 'Group' interests, with no direct resident input. This revised Constitution, while retaining the same core aims, objectives and principles of the original, reflects this change.

4. Aims & Objectives

- (a) To encourage the development of the volunteer network in Lightwater to serve all residents, irrespective of age, disability, gender, sexuality, race and faith.
- (b) To support the operations of any existing voluntary groups, who may want to become members, to coordinate their activities in the Village and provide administrative back-up.
- (c) To facilitate the creation of new voluntary groups or subsidiary operations.
- (d) To help member organisations:
 - 1. Perform their joint voluntary duties to the maximum benefit of all residents,
 - 2. Protect their volunteers with joint public and private liability insurance as part of the insurance cover of Lightwater Connected,
 - 3. Maximise their ability to generate funding,
 - 4. Maximise the effect of communication and publicity to all residents,
 - 5. Promote themselves to the wider health and business community,

- 6. Combine and use the skills of all the available volunteers to best effect.
- (e) To liaise and co-operate with wider public bodies, other support organisations and the local business community to the benefit of Lightwater residents.

5. Membership

- (a) Full membership is open to all like-minded, voluntary organisations or groups of residents, in, or closely associated with, the Village, who have established 'rules of working' and who support and operate within the aims and objectives of Lightwater Connected. Acceptance for membership will be by a two-thirds majority vote at a Managing Committee meeting, including any proxies.
- (b) Associate membership (with no voting rights), is open to other groups who support our aims and objectives, but who choose not to be, or cannot be, full members (e.g. the Church; Scouts, etc). Acceptance for this category of membership will be by two thirds majority at a Managing Committee Meeting, including any proxies.
- (c) Member Groups must maintain their own affairs independently and in accordance with their own clearly defined 'rules of working' and must agree to maintain detailed records and accounts, either themselves or through the Treasurer of Lightwater Connected.
- (d) Member Groups must appoint a Committee Member to serve on the Managing Committee of Lightwater Connected, and regularly report on all activities.
- (e) The individual Committee Members must be accountable to the Managing Committee and responsible for their Group's compliance with the requirements of the Lightwater Connected Insurance Policy and to any directives emanating from the Managing Committee.

6. Powers

- (a) To take whatever action is necessary to meet the aims and objectives of Lightwater Connected.
- (b) To take action to ensure all member groups comply to their 'rules of working' and to the requirements of the Lightwater Connected Group Insurance Policy.
- (c) To take out the necessary insurance to protect itself, the public and all Group volunteers while performing duties as outlined in clause 4.
- (d) To open and operate the necessary Bank Accounts
- (e) To raise money to enable Lightwater Connected and its member organisations to fund their necessary costs, projects and operating expenses

- (f) To co-opt volunteers on to the Managing Committee in a non-voting capacity.
- (g) To amend the Constitution to comply with any relevant changes of circumstances.

7. Management

- (a) Lightwater Connected will be administered by a Managing Committee consisting of one representative from each of the member organisations. Additional individuals may be co-opted and their membership subsequently reconfirmed annually by a two-thirds majority of the Committee.
- (b) Official Executive roles will be appointed from within the Committee, by majority vote, and must include a Chairman and a Treasurer appointed from within the Committee.
- (c) The quorum for the Managing Committee shall be 3 members, or their proxies, including any elected Chairman, Vice Chairman, or Treasurer, all of whom have equal voting powers.
- (d) Major decisions, including any changes to this Constitution will be communicated by email or video link or at an AGM or a specially convened EGM to which members will be given at least 14 days' notice.
- (e) A minimum of 3 actual meetings (online or in person) should be held every year, called by the Chairman, one of which will be treated as an AGM. Any two committee members can agree to call additional meetings.
- (f) A suitably précised report of all Managing Committee meetings will be sent/emailed to all members to be approved at the next meeting.
- (g) Committee members are expected to take a full part in the running of Lightwater Connected while respecting both the 'rules of working' and interests of their respective independent organisations, the wider interests of the Village and the terms and conditions of the Group Insurance Policy.
- (h) The Managing Committee has the power to remove a member Organisation or Committee Member from membership if, in the opinion of the Committee, any of the aims and objectives and good practice (as prescribed in clause 4 and 7(g) above), are deemed to not being met. Such a decision must have a two-thirds majority of those present, including proxies.
- (i) If a Member Group wishes to leave Lightwater Connected for any reason, it should inform the Chairman in writing.
- (j) Throughout this document the two-thirds majority rule, applicable for the approval of all motions by the Executive, applies to the number of members involved, or their proxies, as long as the quorum condition has been met.

If, in the opinion of the Chairman of the meeting, any item raised requires a more substantive discussion and vote, this will be deferred until a further meeting takes place to ensure all committee members are aware of the consequences.

8. Finance

- (a) A bank account shall be operated specifically in the name of Lightwater Connected
- (b) All payments from the Bank Account must be authorised by two signatories - a committee member, and the Treasurer, or their authorised proxies.
- (c) Reasonable out-of-pocket expenses may be paid to members of the Managing Committee and anyone else authorised by it, for completion of any duties relating to the business of Lightwater Connected. All expenditure to be approved by a two thirds majority of the Managing Committee or their proxies.
- (d) Each participating Group will be expected to contribute to the running costs of Lightwater Connected according to its income and ability to do so. This will be decided in accordance with its use of the available services and will be agreed between the Treasurer and the Group when it is accepted for membership and then reviewed annually and approved by a two thirds majority of the Managing Committee, including proxies.
- (e) Lightwater Connected accounts are to be prepared and independently examined as soon as possible after each year of operation and presented for approval at an AGM which must be held within 3 months of the year end. These accounts will show the balances and 'independently-reviewed' accounts for each of the member organisations whose accounts are held within Lightwater Connected.
- (f) All Member Organisations must keep suitably balanced reports of income and expenditure. Funds, if held in the Lightwater Connected bank account, will be ring-fenced for each Organisation's sole use.
- (g) All funding received should be ring-fenced for each of the applicable member organisations as specified, with sufficient unassigned funds being held for the day-to-day administration of Lightwater Connected, as agreed by the Managing Committee
- (h) In the event of a member group leaving the Organisation, all ring-fenced funds and grants, less any outstanding costs or disbursements, will be transferred to a bank account specified by the departing Group.

9. Dissolution

The Managing Committee will take whatever action is required, at that time, to wind up the Organisation, to continue it in a different format or amalgamate it with another Organisation; every option to be considered and decided by a two-thirds majority vote of the Managing Committee, including any proxies.

10. Adoption of Constitution

Following the adoption and signing of this revised Constitution, and until the Organisation is dissolved, as set out in Clause 9 above, the persons listed below, or any successor representatives of each member organisation, or any independently approved and appointed members, will act with due diligence as an ongoing Managing Committee:

[Redacted Signature]

Signed.....
Date... 4th March 2025

[Redacted Signature]

Signed.....
Date... 4th March 2025

[Redacted Signature]

Signed.....
Date... 4/3/25

[Redacted Signature]

Signed.....
Date... 4/3/25

Lightwater Village

To consider a Grant Application from The Crossley Club

Summary:

Windlesham Parish Council has received a grant application from The Crossley Club, requesting financial support to refurbish the Crossley clubhouse, including flooring, roof repairs, energy-efficient air conditioning, toilet updates and a public-access defibrillator.

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 Crossley Club seeks funding to support the following:

- Refurbishment of the Crossley Clubhouse

Total Grant Requested: £62,670

Supporting Documents:

- Completed and signed Grant Application Form
- Copy of the written constitution
- Copies of last financial year-end accounts
- Copy of latest bank statement
- Quotes from 2024 and 2025

It is to be noted that the qualifying criteria for the Council's Grant Policy states applicants operate on a not-for-profit basis and exists for educational and charitable reasons only, from which shareholders and trustees do not benefit financially.



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	THE CROSSLEY CLUB
Registered Charity Number (if applicable)	
Contact Name	██████████
Position within the organisation	██████████
Telephone number	██████████
Address of organisation	113 GUILDFORD ROAD LIGHTWATER
Postcode	GU18 5RA
Email address	ENQUIRIES@CROSSLEYCLUB.CO.UK
Total cost of purpose/project	£ 62,670.00
Amount of grant requested	£ 62,670.00
Detail grants received (or applied for but not yet determined) from other sources:	WE INITIALLY APPLIED FOR CIL FUNDING WITH SURREY HEATH COUNCIL; HOWEVER, WE WERE ASKED TO CONFIRM WHETHER WE HAD APPROACHED WINDLESHAM PARISH COUNCIL FOR A FUNDING CONTRIBUTION TOWARDS OUR PROJECT AND WHETHER YOU ARE IN SUPPORT, HENCE OUR COMMUNICATION WITH YOU. ALSO, THIS INFORMATION IS REQUIRED IN ORDER THAT OUR APPLICATION CAN BE PRESENTED TO THE COUNCIL EXECUTIVE FOR A DECISION ON THE FUNDING GRANT.

<p>What are your organisation's objectives?</p>	<p>THE CROSSLEY CLUB AIMS TO PROVIDE A SAFE, WELCOMING AND INCLUSIVE COMMUNITY FACILITY THAT PROMOTES HEALTH, WELLBEING, RECREATION AND SOCIAL INTERACTION FOR ALL AGES. WE SUPPORT LOCAL ACTIVITIES, REDUCE SOCIAL ISOLATION AND IMPROVE OUR FACILITIES THROUGH ESSENTIAL REFURBISHMENT AND ENVIRONMENTALLY RESPONSIBLE IMPROVEMENTS.</p>
<p>For what purpose / project is the grant requested, and what is the evidence-based need for the grant?</p>	<p>TO REFURBISH THE CROSSLEY CLUBHOUSE, INCLUDING FLOORING, ROOF REPAIRS, ENERGY-EFFICIENT AIR CONDITIONING, TOILET UPGRADES AND A PUBLIC-ACCESS DEFIBRILLATOR. THE CLUBHOUSE HAS AGEING, DETERIORATING FACILITIES REQUIRING URGENT IMPROVEMENT. THE PROJECT WILL PROVIDE A SAFER, MORE ACCESSIBLE AND WELCOMING ENVIRONMENT FOR OUR 338 MEMBERS AND THE WIDER COMMUNITY, WHILE IMPROVING ENERGY EFFICIENCY AND PUBLIC SAFETY. THE ESTIMATED PROJECT COST IS £62,670.</p>
<p>How will you monitor and evaluate achievement of your objectives?</p>	<p>WE WILL MONITOR AND EVALUATE THE PROJECT BY ENSURING ALL PLANNED REFURBISHMENT WORKS ARE COMPLETED TO THE REQUIRED STANDARD AND WITHIN BUDGET. SUCCESS WILL BE MEASURED BY IMPROVED SAFETY, ACCESSIBILITY, ENERGY EFFICIENCY AND THE CONTINUED USE OF THE CLUBHOUSE BY OUR 338 MEMBERS AND THE WIDER COMMUNITY.</p>
<p>How does the application meet the criteria for this fund?</p>	<p>THE APPLICATION MEETS THE FUND'S CRITERIA BY IMPROVING ESSENTIAL COMMUNITY FACILITIES, PROMOTING HEALTH, WELLBEING AND SOCIAL INCLUSION, AND SUPPORTING LOCAL SPORTS, RECREATION AND COMMUNITY ACTIVITIES. THE REFURBISHMENT WILL BENEFIT OUR 338 MEMBERS AND THE WIDER COMMUNITY, IMPROVE PUBLIC SAFETY AND INTRODUCE ENERGY-EFFICIENT EQUIPMENT TO SUPPORT CARBON REDUCTION OBJECTIVES.</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:	THE CLUB WELCOMES ALL AGES AND PROVIDES COMMUNITY, SOCIAL, FITNESS AND HEALTH ACTIVITIES. WE ALSO OFFER HEAVILY REDUCED RATES TO THE FRIMLEY PARK HOSPITAL HEART CLINIC ON MONDAY'S AND WEDNESDAY'S. REFURBISHMENTS WILL IMPROVE SAFETY AND ACCESSIBILITY. SOME FACILITIES AND ACTIVITIES ARE RESTRICTED TO MEMBERS, BUT COMMUNITY EVENTS AND SERVICES ARE AVAILABLE TO NON-MEMBERS WHERE PERMITTED, AS IN THE CASE OF FPH HEART CLINIC.
Has community engagement been undertaken?	THE CLUB ENGAGES WITH ITS 338 MEMBERS AND THE WIDER COMMUNITY THROUGH SOCIAL EVENTS, FITNESS AND DANCE CLASSES, CHILDREN'S PARTIES AND COMMUNITY HEALTH SERVICES. THE REFURBISHMENT PROJECT RESPONDS TO THE NEED TO MAINTAIN AND IMPROVE THESE VALUABLE LOCAL FACILITIES.

Total number of users of your organisation	338 MEMBERS, PLUS ADDITIONAL USERS
Number of your users resident in Windlesham Parish who will directly benefit from the grant	COMMUNITY USERS WHO LIVE LOCALLY WITHIN WINDLESHAM PARISH
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	£ 45,876.56	date 16/10/26
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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	√
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Additional documentation required for grants for tree surgery or tree maintenance

Up to date tree survey or tree management plan	N/A
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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 [REDACTED]

[REDACTED]

Name... [REDACTED]

Position in organisation... [REDACTED]

Date... 16th OCTOBER 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	

Item 10- Motion from Cllr Willgoss to consider approaching Accent Housing regarding the grass verges at Brook Road, Bagshot

Purpose of Report

To present a motion submitted by Cllr Willgoss regarding the grass verges and grassed areas at Brook Road, Bagshot, and to provide Members with the information currently available regarding ownership of the land and the considerations associated with potentially taking the land into Parish Council ownership.

The report also asks Members to consider the proposal in the context of the Council's existing asset transfer programme and current officer capacity.

Background

Residents have raised concerns regarding the condition and lack of maintenance of the grass verges and grassed areas at Brook Road, Bagshot. Cllr Willgoss has advised that these areas have not received regular maintenance since 2024 and has recently sought to establish ownership and responsibility for their maintenance.

Cllr Willgoss has liaised with SHBC, SCC and Accent Housing regarding responsibility for the land. To date, none of the organisations approached has accepted responsibility for its maintenance; however, the Land Registry indicates that this falls under title deed SY632715, with Accent Housing as the Proprietor.

Member Motion

Cllr Willgoss would like the Parish Council to consider contacting Accent Housing to open discussions regarding adoption of the grass verges and grassed areas at Brook Road.

Considerations

1. **Ongoing maintenance:** Responsibility for grass cutting, grounds maintenance and any future works would transfer to the Council. The frequency and required standard of maintenance would need to be established together with the capacity of existing contractors or alternative arrangements.
2. **Financial implications:** The Council would need to establish the ongoing maintenance costs, together with the cost of any initial works required to bring the land to an acceptable standard. Members should also consider the cumulative financial impact of acquiring additional land alongside any other assets transferred to the Council.
3. **Legal and transfer costs:** Any transfer may involve legal, Land Registry and other professional costs. Responsibility for those costs would need to be established as part of any negotiations.
4. **Condition of the land:** Prior to any acquisition, the Council would need to establish the physical condition of the land and identify any remedial works, maintenance requirements or liabilities that could transfer with ownership.
5. **Title and due diligence:** Any restrictions, covenants, access rights, easements, third-party rights or other matters affecting the land would need to be considered as part of the Council's legal due diligence before accepting a transfer.

6. **Insurance and liability:** The implications of assuming ownership and responsibility for the land would need to be established, including any additional insurance, public liability, inspection or risk-management requirements.
7. **Public benefit:** Members would need to consider whether taking ownership of the land, and committing Council resources to its future maintenance, would provide sufficient and proportionate benefit to the local community.
8. **Relationship with the wider asset transfer programme:** The Council is currently considering the potential transfer of other assets. If, following consultation, residents wish the Council to proceed with those transfers, there may be merit in considering the Brook Road land as part of, or alongside, that wider programme rather than progressing it as a separate exercise. This would allow Members to consider the cumulative financial, operational and resource implications of taking on additional land and assets.
9. **Officer capacity:** Officer resources are currently stretched, with significant existing workloads, including work associated with the Council's wider asset transfer programme. Progressing a separate land transfer would require officer time to liaise with the landowner, obtain the necessary information, coordinate legal and other due diligence, establish costs and prepare the matter for further consideration by Members. **If Members wish this work to be prioritised, they will also need to consider which existing areas of officer work should be deferred or deprioritised to provide the necessary capacity.** Members are therefore asked to consider the priority to be given to this work alongside the Council's existing commitments.

Actions

Members are asked to CONSIDER:

1. **Whether to instruct the Clerk to open discussions regarding the potential adoption of the grass verges and grassed areas at Brook Road; and**
 2. **If this work is to be prioritised, which existing areas of officer work should be deferred or deprioritised to provide the necessary capacity.**
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Item 11 - Clerks Update

Bagshot Cemetery Drainage and footpath works

The cemetery drainage and pathway works were completed in October.

The completed works include drainage improvements around the Chapel, comprising a French drain, connections to the existing gullies and the construction of two new soakaways. The pathway element includes excavation, installation of a new sub-base and Breedon gravel surfacing.

Windlesham Cemetery pathway removal

Members previously approved works at Windlesham Cemetery comprising of the removal of an existing pathway, aeration of the ground and replacement with turf. This work has been completed.

Windlesham Cemetery – Historical Memorials

The Council has been progressing the proposed restoration of the remaining historic memorials at Windlesham Cemetery:

- B33 – Cornelius
- K14 – Cawthorne
- Vault 1 – Baillieu
- R17 – Clark

Officers were asked to approach the stonemason who will be undertaking the restoration of the war memorial, however unfortunately he does not undertake this type of work. Therefore, quotations from alternative masons will need to be sought.

Windlesham Cemetery – Memorial Tree Application

Members previously considered an application for a memorial tree at Windlesham Cemetery. Members declined the application due to concerns regarding the proposed location and species of trees. It was agreed that a Windlesham Councillor and an officer would undertake a site to identify a suitable location. To date this action is still outstanding.

Bosman Drive – Replacement Tree

The Surrey Heath Borough Council Tree Officer recommended that a Walnut tree be planted to replace one of the failed trees at Bosman Drive. As the associated maintenance and watering requirements would commence from May 2027, Members agreed to seek the Tree Officer's approval to defer planting until Autumn 2027.

The Tree Officer has subsequently confirmed that this approach is acceptable. The planting and ongoing maintenance of the replacement tree will therefore fall to the new Windlesham Village Council.

Bagshot Mini-Christmas Trees

It has been confirmed that Bagshot Events will progress the mini-Christmas tree displays along Bagshot High Street,

School Lane Field – Tree Works and General Tidy

The pollarding and dead-wooding works to the trees surrounding the pond have now been completed. Following completion of the tree works, Glendale also carried out a general tidy-up of the pond area.

School Lane Field Pond – Barley Straw

As part of the ongoing consideration of the management of the pond at School Lane Field, the use of barley straw within the pond was mentioned. Advice was sought from the Surrey Wildlife Trust. They have advised that the growth appears to be blanket weed, which is a natural occurrence and commonly develops in ponds where nutrient levels are high.

Their view is that barley straw can be effective as a preventative measure, but it is most beneficial when introduced in the spring. As a result, they have recommended leaving the pond as it is for the time being and reassessing the situation next year.

Additional Planting at the Lightwater Memorial Gardens

The agreed additional planting at the Lightwater Memorial Gardens has been completed. The contractor noted that while the new planting may appear sparse initially, they are expected to establish over the winter and provide significant colour, texture and interest from spring 2027 onwards.

Lightwater Cemetery – Stone Markers

Members previously approved the purchase of stone markers to identify reserved plots within Lightwater Cemetery. The stonemason is in the process of engraving 'R' onto each marker so delivery should be imminent.

Working Parties:

Lightwater Traffic and Infrastructure Working Party

Cllr Turner has proposed a working party meeting in November. Any actions arising from the meeting will be discussed with the Clerk and added to a future agenda for consideration.

Windlesham Traffic and Infrastructure Working Party

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

Windlesham Neighbourhood Plan Working Party

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