



## Windlesham Parish Council

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The Council Offices  
The Avenue  
Lightwater  
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GU18 5RG

25<sup>th</sup> June 2026

You are hereby summoned to attend a meeting of the Windlesham Parish Council to be held at the St Annes Church Centre, 45 Church Road, Bagshot on **Tuesday 30<sup>th</sup> June 2026 at 7.15pm** to act upon the undermentioned business.

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

**Joanna Whitfield**  
Clerk to the Council

### MEETING INFORMATION

Members of the public are invited to attend this meeting. Alternatively, if you wish to submit questions or comments on any agenda item without attending, please email [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk) by midday on Tuesday, 30 June 2026. Please note that the name of the person submitting the representation will be read aloud at the meeting unless anonymity is requested in writing at the time of submission. All public representations, whether written or verbal, are limited to 450 words or a maximum of three minutes.

### AGENDA

1. **Apologies for absence.**
2. **Declarations of Interest:** Members to declare any interest, including Disclosable Pecuniary Interests they may have in agenda items that accord with the requirements of the Parish Council's Code of Conduct and to consider any requests from members for dispensations that accord with the Localism Act 2011 S33(b-e).
3. **Public Participation Time:** In accordance with Standing Orders a period not exceeding 20 minutes will be allowed for public participation.
4. **Exclusion of the Press and Public.** To agree any items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
5. **Council Minutes:** To approve as a correct record, the open minutes of the previous meetings held on 19<sup>th</sup> May 2026
6. **Committee and Sub-Committee Minutes:** To approve the open minutes and recommendations therein of the recent committee and sub-committee meetings and to review and adopt any recommendations and agreements contained therein:

- a. Planning Committee 19<sup>th</sup> May 2026 and 10<sup>th</sup> June 2026
- b. Civic Amenities & Recreation Committee 11<sup>th</sup> May 2026 – Members should note that all recommendations were reviewed at the Full Council meeting held on the 19<sup>th</sup> May 2026.
- c. Communications Committee 11<sup>th</sup> May 2026
- d. Finance Committee 23<sup>rd</sup> June 2026
- e. Note the Minutes of the Lightwater Recreation Ground Trust meeting held on the 28<sup>th</sup> April 2026

## **Governance**

7. **Community Governance Review – Surrey Heath Borough Council Final Recommendations and Council Discussion.**

## **Civic Amenities**

8. **Lightwater War Memorial** - To consider submitting a Certificate of Lawfulness
9. **Windlesham Cemetery Greenspace Procurement**
10. **To consider Lightwater Festive Lighting: Lamp Column Power Supply and Additional Motif Proposal**
11. **Grants – to consider a grant application from the Windlesham Fete Committee**

## **Consultations, Updates & Correspondence**

12. **Outside Organisations** - To receive any reports from representatives on outside organisations.
13. **Clerks update**
14. **Correspondence**

## **CONFIDENTIAL**

15. **Exclusion of the press and public** - To exclude members of the public, including the press, for consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.
16. **To consider reasons for Councillor absences**
17. **Hook Mill Lane Depot Disposal**
18. **To approve as a correct record, the confidential reports of the previous meeting held on 19<sup>th</sup> May 2026**



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL**

**Held on Tuesday 19<sup>th</sup> May 2026, at 7.15pm held at St Anne’s Church Centre, 45 Church Road, Bagshot**

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

**In attendance:** Jo Whitfield –Clerk to the Council  
 4 x Members of the public

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

Cllr White outgoing Chair

Cllr R Jennings-Evans took the Chair

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		Action
<b>C/26/01</b>	<p><b>To elect the Chairman of the Council and to receive the Chairman’s Declaration of Acceptance of Office</b></p> <p>Three nominations were received as follows:</p> <p><b>Proposer: Cllr White</b>  <b>Seconder: Cllr Turner</b>  <b>Nominated: Cllr R Jennings-Evans</b></p> <p><b>Proposer: Cllr Willgoss</b>  <b>Seconder: Cllr Gordon</b>  <b>Nominated: Cllr Harris</b></p> <p><i>19:16 Cllr Wheeler joined the meeting</i></p> <p><b>Proposer: Cllr Hardless</b>  <b>Seconder: Cllr Lewis</b>  <b>Nominated: Cllr Wheeler</b></p>	

**Members resolved to suspend Standing Orders to allow Cllr Wheeler to participate in the vote, having arrived late.**

The Clerk informed Members that to achieve a majority, the winning candidate would need to secure 8 votes out of the votes cast.

The initial round of voting returned a vote of:

**Cllr R Jennings-Evans    7 in favour**  
**Cllr Harris                    4 in favour**  
**Cllr Wheeler                 4 in favour**

In favour of Cllr R Jennings-Evans

Cllr Bakar  
Cllr Du Cann  
Cllr White  
Cllr R Jennings-Evans  
Cllr Turner  
Cllr Stevens  
Cllr D Jennings Evans

In favour of Cllr Harris

Cllr Gordon  
Cllr Harris  
Cllr Malcaus Cooper  
Cllr Willgoss

In favour of Cllr Wheeler

Cllr Hardless  
Cllr Lewis  
Cllr Marr  
Cllr Wheeler

**Due to an equality of votes and for elimination purposes, another round of voting was held for the two candidates receiving 4 votes each**

**The elimination round of voting returned a vote of**

**Cllr Harris                    11 votes in favour**  
**Cllr Wheeler                 4 votes in favour**

In favour of Cllr Harris

Cllr Bakar  
Cllr Du Cann  
Cllr White  
Cllr R Jennings-Evans  
Cllr Turner  
Cllr Stevens  
Cllr D Jennings Evans  
Cllr Gordon  
Cllr Harris  
Cllr Malcaus Cooper  
Cllr Willgoss

	<p><u>In favour of Cllr Wheeler</u>  Cllr Hardless  Cllr Lewis  Cllr Marr  Cllr Wheeler</p> <p><b>A final round of voting for the position of Chairman was then held, returning a vote of:</b></p> <p><b>Cllr R Jennings-Evans      11 votes in favour</b>  <b>Cllr Harris                      4 votes in favour</b></p> <p><u>In favour of Cllr R Jennings-Evans</u>  Cllr Bakar  Cllr Du Cann  Cllr White  Cllr R Jennings-Evans  Cllr Turner  Cllr Stevens  Cllr D Jennings Evans  Cllr Hardless  Cllr Lewis  Cllr Marr  Cllr Wheeler</p> <p><u>In favour of Cllr Harris</u>  Cllr Gordon  Cllr Harris  Cllr Malcaus Cooper  Cllr Willgoss</p> <p><b>It was resolved to elect Cllr R Jennings Evans as the Chairman of Windlesham Parish Council. Cllr R Jennings Evans then duly signed the Declaration of Acceptance of Office.</b></p> <p><b>Cllr R Jennings-Evans extended her thanks to the outgoing Chair, Cllr White.</b></p>	
<p><b>C/26/02</b></p>	<p><b>To elect the Vice-Chairman of the Council and to receive the Vice-Chairman’s Declaration of Acceptance of Office</b></p> <p>Two nominations were received as follows:</p> <p><b>Proposer   Cllr Hardless</b>  <b>Secunder   Cllr Lewis</b>  <b>Nominated Cllr Wheeler</b></p> <p><b>Proposer   Cllr D Jennings-Evans</b>  <b>Secunder   Cllr Turner</b>  <b>Nominated Cllr White</b></p>	

	<p><b>A vote was taken, and Cllr White took the position of Vice-Chair with 9 votes to 6 votes for Cllr Wheeler</b></p> <p><u>In favour of Cllr White</u>  Cllr Bakar  Cllr Du Cann  Cllr White  Cllr R Jennings-Evans  Cllr Turner  Cllr Stevens  Cllr D Jennings Evans  Cllr Gordon  Cllr Willgoss</p> <p><u>In favour of Cllr Wheeler</u>  Cllr Hardless  Cllr Lewis  Cllr Marr  Cllr Wheeler  Cllr Harris  Cllr Malcaus Cooper</p> <p><b>It was resolved to elect Cllr White as the Vice-Chairman of Windlesham Parish Council. Cllr White then duly signed the Declaration of Acceptance of Office.</b></p>	
<p><b>C/26/03</b></p>	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received from Cllrs Richardson, Hartshorn and Wilson.</p>	
<p><b>C/26/04</b></p>	<p><b>Declarations of interest</b></p> <p>None</p>	
<p><b>C/26/05</b></p>	<p><b>Public question time</b></p> <p>Mr Breedon (Windlesham Fete Committee) informed Members that a grant application had been submitted in advance of the Windlesham Fete but had missed the Council deadline due to a change in the schedule of meetings. He also acknowledged that the next scheduled meeting where the application could be considered was after the event and that the Council's grant policy states that the Council will not grant retrospective grants.</p> <p>Mr Breedon pointed out that in his view, there were two perspectives:</p> <ol style="list-style-type: none"> <li>1. As the application was submitted prior to the event, it would not be retrospective and therefore would not fall foul of the grant policy if considered at a later meeting.</li> <li>2. That there is no express provision within the Local Government Act preventing retrospective consideration, and that the Grants Policy could, if necessary, be suspended in light of the circumstances.</li> </ol>	

	<p>The Chairman confirmed that the relevant meeting would now take place in July rather than June, resulting in the application not being able to be considered in time.</p> <p>The Clerk informed Members that because the grant application had not been received in time to include as an agenda item at this meeting, the Council could not make a decision on the night.</p> <p>Members considered the representation and it was proposed by Cllr R Jennings-Evans and seconded by Cllr Du Cann that Council would note that the application will be considered at the next available meeting.</p> <p>Cllr Wheeler also invited submission of any further grant applications for consideration.</p>	
<p><b>C/26/06</b></p>	<p><b>Exclusion of the press and public.</b></p> <p>Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/26/26      Hook Mill Lane Sale  C/26/27      To note the resolutions made in the confidential report of the Complaints Panel held on 28th April 2026</p> <p><b>Members agreed that the above items should be discussed in the confidential part of the meeting.</b></p>	
<p><b>C/26/07</b></p>	<p><b>Full Council Minutes</b></p> <ul style="list-style-type: none"> <li>• The minutes of the Full Council meetings held on the 28<sup>th</sup> April 2026 <b>were amended as follows:</b> <ul style="list-style-type: none"> <li>○ C/25/246 “Cllr Marr reminded Council that it had been resolved under a motion at the previous meeting that all committees would comprise 3 Councillors from each village on each committee. The Clerk confirmed that this was the case and informed members that to change this, Councillors would need to follow the process set out in Standing Orders.”</li> <li>○ C/25/253 “It was resolved unanimously to appoint the original approved consultant to undertake the: <ul style="list-style-type: none"> <li>• Windlesham Cemetery Maintenance RFQ process, in accordance with the refreshed quotation.</li> <li>• Lightwater &amp; Bagshot Grounds Maintenance Procurement Strategy, investigating the possibility of a framework that could support continued provision in Windlesham post CGR</li> </ul> </li> </ul> </li> </ul> <p><b>Then approved and signed by Cllr R Jennings Evans.</b></p>	<p><b>Cllr R  Jennings-  Evans</b></p>

C/26/08	<p><b>Committee and Sub-Committee Minutes</b></p> <ul style="list-style-type: none"> <li>The minutes of the Planning Committee meetings held on the 6<sup>th</sup> May 2026 <b>were amended to clarify the election of the Chair and approved and</b> signed by Cllr Marr.</li> <li>The minutes of the Complaints Panel meeting held on the 28<sup>th</sup> April 2026 <b>were approved and</b> signed by Cllr Turner.</li> </ul> <p><b>Members also noted the minutes of the Annual Parish Meeting held on 17<sup>th</sup> March 2026.</b></p>	<p><b>Cllr Marr</b></p> <p><b>Cllr Turner</b></p>
C/26/09	<p><b>Committees, Scheme of Delegation and Terms of Reference:</b></p> <p>Members reviewed appointments made to committees set up under the new committee system at the Full Council meeting held on the 28<sup>th</sup> April 2026 and noted that the Chairs and Vice-Chairs of Committees will be elected at the first meeting of each committee.</p> <p>It was also noted that all terms of reference for all committees, except the Lightwater Recreation Ground Trust Committee, were approved by Full Council at the meeting held on the 28<sup>th</sup> April 2026, and will be noted by each committee at their first meetings.</p> <p><b>Action</b></p> <ol style="list-style-type: none"> <li><b>Members were asked to note Membership to the Committees listed below, also noting that any Councillor may act as a substitute:</b> <ol style="list-style-type: none"> <li>Civic Amenities &amp; Recreation Committee</li> <li>Finance &amp; General Purpose Committee</li> <li>Personnel Committee</li> <li>Planning Committee</li> <li>Communications Committee</li> <li>Lightwater Recreation Ground Trust Management Committee – for appointment</li> </ol> <p><b>Noted</b></p> </li> <li><b>Members were asked to consider the appointment of the Members highlighted in Committee membership presented.</b></li> </ol> <p>It was resolved to note the appointments made at the Full Council meeting held on the 28<sup>th</sup> April 2026 and to make the additional appointments:</p> <p><b>Civic Amenities &amp; Recreation Committee</b> Cllr Gordon Cllr Hardless</p>	

**Finance & General Purpose Committee**

Cllr Wheeler  
Cllr Lewis  
Cllr Gordon

**Personnel Committee**

Cllr Willgoss  
Cllr Wheeler

**Communications Committee**

Cllr Gordon  
Cllr Stevens  
Cllr Harris  
Cllr Wheeler

**Planning Committee**

Cllr Stevens  
Cllr Wheeler

**It was noted that whilst Cllr Wheeler had been appointed to the planning committee, she was unable to commit to meetings scheduled during working hours. Therefore, she would email the Clerk with blanket apologies for any such meetings.**

**It was also agreed that substitutes should be from the same village as the appointed Member.**

**3. Council was asked to appoint Members to the Lightwater Recreation Ground Trust Management Committee:**

Members discussed the membership of this Committee with Cllr Malcaus Cooper proposing that, due to the location of the land, Lightwater Members only should be appointed to this Committee.

**A vote was taken, and it was resolved with 8 in favour and 7 against that the Committee would follow the same terms as other committees and comprise a maximum of 3 councillors from each village.**

In favour

Cllr Gordon  
Cllr Willgoss  
Cllr White  
Cllr Stevens  
Cllr Hardless  
Cllr Lewis  
Cllr Marr  
Cllr Wheeler

	<p><u>In favour of Cllr Harris</u>  Cllr Harris  Cllr Malcaus Cooper  Cllr Bakar  Cllr Du Cann  Cllr R Jennings-Evans  Cllr D Jennings-Evans  Cllr Turner</p> <p><b>Members then resolved to appoint the following Councillors:</b></p> <p><b>Cllr Harris</b>  <b>Cllr Malcaus Cooper</b>  <b>Cllr R Jennings-Evans</b>  <b>Cllr White</b>  <b>Cllr Willgoss</b>  <b>Cllr Du Cann</b>  <b>Cllr Hardless</b>  <b>Cllr Lewis</b>  <b>Cllr Marr</b></p> <p><b>4. Note the delegation arrangements, including the scheme of delegation and terms of reference to all committees, except the Lightwater Recreation Ground Trust Committee, were approved at the Full Council meeting held on the 28<sup>th</sup> April 2026.</b></p> <p><b>Noted</b></p> <p><b>5. To review and approve the Lightwater Recreation Ground Trust Committee Terms of Reference for 2026-2027</b></p> <p><b>It was resolved to agree the Lightwater Recreation Ground Trust Committee terms of reference as presented.</b></p>	
<p><b>C/26/10</b></p>	<p><b>To note the continuation of the agreed Committee working parties</b></p> <ul style="list-style-type: none"> <li>• Windlesham Traffic &amp; Infrastructure Working Party</li> <li>• Windlesham Neighbourhood Plan</li> <li>• Lightwater Traffic &amp; Infrastructure Working Party</li> <li>• Bagshot &amp; Lightwater Unitary Engagement Working Party</li> <li>• Windlesham Unitary Engagement Working Party</li> </ul> <p><b><u>Recommendation</u></b></p> <p><b>CGR Working Party</b> – Members should note that this working party met once, and the recommendation is that this working party be disbanded.</p>	





	<p><b>Cllr Malcaus Cooper proposed, Cllr Wheeler seconded, and it was resolved unanimously that apologies would be reported at each meeting, and the acceptance of such apologies would be considered under the confidential section, with the outcome (accepted or not) recorded. The following amendment to Standing Orders will be made under SO 3q</b></p> <p><i>“If a Member is unable to attend a meeting, apologies must be reported in writing to the Clerk, giving specific reasons in line with the adopted guidelines. It is considered that recording the reason for a Councillor’s absence in public documents is not compatible with General Data Protection Regulations (GDPR). Accordingly, the open Minutes will not record reasons submitted for apologies. In accordance with Council resolution, apologies will be reported at each meeting, and the acceptance of such apologies will be considered under the confidential section.”</i></p> <p><i>20:38 Cllr Gordon left the meeting</i></p> <p><b>Cllr Malcaus Cooper proposed, Cllr Wheeler seconded, and it was resolved with 11 in favour, 3 against, and 0 abstentions that the 150 limit on public representation/questions be amended to read ‘450 words or a max of 3 minutes’. All agendas will be changed to read public participation time.</b></p> <p><b>Standing Order 3e will be amended to read:</b></p> <p><i>“All public participation must not exceed 450 words or 3 minutes, and any written representation must be received by the Clerk by the specified deadline stated on the agenda.”</i></p>	
<p><b>C/26/14</b></p>	<p><b>Review of Financial Regulations</b></p> <p>Members were asked to review the Financial Regulations presented and either adopt as presented without amendments or amend and adopt the document.</p> <p>Members resolved unanimously:</p> <p>a) that Financial Regulation 5.6 be amended to read</p> <p><i>For contracts estimated to exceed £100,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.</i></p> <p>b) To remove the word 'village' under 6.7 &amp; 6.8 as these committees have been disbanded.</p>	

<p><b>C/26/15</b></p>	<p><b>Review of the inventory of land and assets, including buildings and office equipment</b></p> <p>Members were presented with the fixed asset register and informed that the balance of assets held was £559,581 and that the register had been reviewed as part of the year-end accounts process.</p> <p>Members were asked to note the fixed asset register presented.</p> <p><b>Noted</b></p>	
<p><b>C/26/16</b></p>	<p><b>Review and confirmation of arrangements for insurance cover in respect of all insured risks.</b></p> <p>Councillors were asked to note that the Council’s insurance was renewed in September 2024. At which point it was agreed that the Council would enter into a 3-year long-term agreement ending on 30th September 2027 (minute ref: C/24/61).</p> <p>Members were informed that the policy schedule was available on the Councillor SharePoint.</p> <p><b>Noted</b></p>	
<p><b>C/26/17</b></p>	<p><b>Review of Council Policies</b></p> <p>Councillors were asked to note that Council Policies were reviewed at Full Council meetings held in November 2025 and January 2026, where all policies were adopted.</p> <p><b>Members noted that a review had been carried out within the last 12 months and resolved to appoint a working party to review all policies over the coming year.</b></p> <p><b>Working party members:</b></p> <p><b>Cllr Malcaus Cooper</b>  <b>Cllr Turner</b>  <b>Cllr R Jennings-Evans</b></p>	
<p><b>C/26/18</b></p>	<p><b>GDPR – Re-appointment of Data Protection Officer</b></p> <p>Members were reminded that the Council appointed a Data Protection Officer, and the contract will be up for renewal in June this year.</p> <p>Members were asked to consider re-appointing the current provider as the Council’s Data Protection Officer for the next 12 months.</p> <p>The provider has confirmed that the renewal rate will be £350, excluding VAT.</p>	

	<p><b>It was resolved to re-appoint the current provider, approving a spend of £350 to be funded from the Licences and Subscriptions budget line 4430/225</b></p>	
<p><b>C/26/19</b></p>	<p><b>To Review Fees and Charges</b></p> <p>The Clerk confirmed that the reviews had been undertaken as follows:</p> <p><b>Allotment Fees: Reviewed and approved in January 2026</b></p> <p>Members noted:</p> <ul style="list-style-type: none"> <li>• that allotment charges will be subject to an annual increase in line with the Retail Price Index (RPI); and</li> <li>• that a one-off administration charge of £60 will apply to all new allotment holders.</li> </ul> <p><b>Cemetery Fees and Charges: Reviewed and approved in February 2026</b></p> <p>Members noted that all Cemetery fees and charges had been reviewed and noted the following committee decisions on cemetery charges for 2026/27:</p> <ul style="list-style-type: none"> <li>• <b>Bagshot Committee (3 February 2026): resolved no fee increase for 2026/27.</b></li> <li>• <b>Lightwater Committee (10 February 2026): resolved to increase all fees annually in line with CPI.</b></li> <li>• <b>Windlesham Committee (19 January 2026): resolved no fee increase for 2026/27.</b></li> </ul> <p><b>Additionally, it was noted that Full Council reviewed and approved the allotment fees in January 2026, where it was resolved:</b></p> <ul style="list-style-type: none"> <li>• <b>that allotment charges will be subject to an annual increase in line with the Retail Price Index (RPI); and</b></li> <li>• <b>that a one-off administration charge of £60 will apply to all new allotment holders</b></li> </ul>	
<p><b>C/26/20</b></p>	<p><b>Committee Recommendations</b></p> <p>Members were reminded that any expenditure exceeding the committee's authorised limit of £15,000 must be formally approved by Full Council. This ensures appropriate oversight and compliance with governance procedures for all significant financial commitments.</p> <p><b>Members approved the following recommendations</b></p>	

**CAR/26/07 – Windlesham Cemetery Drainage**

Members considered ongoing drainage issues within the old section of Windlesham Cemetery and unanimously resolved to proceed with Quote D, recommending a spend of £15,845 to Full Council, to be funded from the Windlesham Cemetery Maintenance EMR. Members further unanimously approved a budget of up to £2,000 for grave digger services, with delegated authority to the Clerk to approve expenditure within delegated limits, also funded from the EMR. It was additionally resolved to defer a decision on commissioning a topographical survey pending clarification of longer-term drainage requirements.

- **Resolved (unanimous):**
  - Proceed with **Quote D**; recommend **£15,845** to Full Council.
  - Fund from **Windlesham Cemetery Maintenance EMR**.
- **Resolved (unanimous):**
  - Approve **grave digger costs up to £2,000** and delegate authority to Clerk.
  - Fund from EMR.
- **Resolved:**
  - **Defer** decision on topographical survey.

**CAR/26/08 – Bagshot Cemetery Drainage & Pathway**

Members reviewed drainage and pathway improvement works at Bagshot Cemetery and unanimously resolved to proceed with Quote A, recommending a spend of £22,857 to Full Council. Funding was agreed from the Bagshot Cemetery Maintenance EMR (£19,410) and the Bagshot Village Reserve (£3,447). Members also unanimously approved an upper limit of £2,000 for grave digger services, delegating authority to the Clerk to approve expenditure as required, to be funded from the Bagshot Village Reserve.

- **Resolved (unanimous):**
  - Proceed with **Quote A**; recommend **£22,857** to Full Council.
  - Fund from **EMR (£19,410)** and **Village Reserve (£3,447)**.
- **Resolved (unanimous):**
  - Approve **grave digger costs up to £2,000**; delegate to Clerk.
  - Fund from Village Reserve.

C/26/21	<p><b>Finance</b></p> <p>a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £13,137.40 and explained the individual items.</p> <p><b>It was resolved that the payments (Appendix A) in the total sum of £13,137.40 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b></p>	
C/26/22	<p><b>School Lane Field Pathway</b></p> <p>Members considered a report seeking approval for a proposed adjustment to the agreed contract sum for the installation of a path at School Lane Field.</p> <p>Members were reminded that in May 2025, the Bagshot Committee resolved and Full Council approved the recommendations to install a path around School Lane Field at a cost of £22,407, to be funded from the Bagshot CIL Earmarked Reserve (EMR).</p> <p>Planning consent has since been obtained, and the contractor was instructed to proceed.</p> <p>Members were advised that the contractor had notified the Council of increased material costs, totalling £655 plus VAT, attributable solely to supplier price increases since submission of the original quotation.</p> <p>The Clerk confirmed that there was no delegated authority to approve expenditure above the agreed contract sum. It was further noted that the contractor had agreed to proceed at the original contract value but had requested that the Council consider approving the additional sum of £655 + VAT.</p> <p><b>Members were asked to consider the following options:</b></p> <p><b>Option 1 – Approve the adjustment</b> Approve the additional sum of £655 plus VAT, to be funded from the Bagshot CIL EMR, along with the original cost, recognising that the increase is attributable to material cost inflation outside of the contractor’s control.</p> <p><b>Option 2 – Decline the adjustment</b> Confirm that the contract sum remains at £22,407, noting the contractor’s agreement to proceed. Noting that the project is to be funded from the Bagshot CIL EMR.</p> <p><b>Members considered the options, and further discussion was had regarding the source of funding. Whilst the original decision was for the project to be funded from the Bagshot CIL EMR, Cllr Willgoss proposed, Cllr Du Cann seconded, and it was resolved with 12 in favour, 0 against and 2 abstentions to approve the additional sum of £655 plus VAT and to fund the entire project, including the additional costs (£23,062 + VAT) from the Bagshot village EMR.</b></p>	

<p><b>C/26/23</b></p>	<p><b>Clerks Update</b></p> <p>War Memorials Members were informed that the War Memorials project. Survey reports and repair schedules had been submitted to the Planning Officer at SHBC, with initial advice confirming that listed building consent is not required for Lightwater, and that permissions for Windlesham and Bagshot are likely to fall under faculty jurisdiction due to their location within church curtilage.</p> <p>It was further noted that the Council has engaged with the Guildford Diocese, which is now reviewing the submitted documentation. The appointed contractor has been asked to refresh quotations due to delays associated with the planning clarification process, and grant funding opportunities will be pursued with support from SCC.</p> <p><b>Surrey ALC AGM and Conference</b> Members were informed that the SALC AGM will be held on the 5<sup>th</sup> November 2026 and invited to express interest in attending, with costs to be met from the training budget.</p> <p>It was noted that a formal voting representative may be appointed in advance of the AGM.</p>	
<p><b>C/26/24</b></p>	<p><b>Correspondence</b></p> <p><b>There was no correspondence</b></p>	
<p><b>C/26/25</b></p>	<p><b>Exclusion of the press and public.</b> Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p> <p>C/26/26      Hook Mill Lane Sale C/26/27      <b>To note the resolutions made in the confidential report of the Complaints Panel held on 28th April 2026</b></p> <p><i>21:03 Comfort Break</i></p> <p><i>21:07 Meeting resumed</i></p>	
<p><b>C/26/26</b></p>	<p><b>Hook Mill Lane Disposal</b></p> <p><b>Members were asked to read all the information provided, including the matrix in Appendix A and the redacted bids in Appendix B and decide if:</b></p> <p><b>1. Council would like to select a preferred bidder -</b> Based on an overall assessment of financial and non-financial factors, including risk, impact, and deliverability.</p> <p><b>or</b></p>	

	<p>2. <b>Defer a decision</b> Pending further clarification, negotiation, or legal advice where required.</p> <p><b>or</b></p> <p>3. <b>Reject all bids and re-market the site</b> If Members are not satisfied that the bids represent the best consideration or an acceptable risk profile.</p> <p>If Members selected a preferred bidder and wished to proceed, Members were asked to consider other contractual matters and to delegate authority to the Clerk in conjunction with the Chair and Vice Chair of Council to obtain specialist advice regarding contractual safeguards prior to disposal of the land. To be funded from the General Reserve.</p> <p>Members were reminded that the Council must seek to achieve the best consideration reasonably obtainable in accordance with its statutory duties, and that the rationale for any decision must be clearly recorded, evidence-based, and capable of withstanding external scrutiny.</p> <p><b>It was resolved with 11 in favour, 3 against and 0 abstentions to select a preferred bidder and carry out actions as detailed in the confidential report.</b></p>	
C/26/27	<p><b>To note the resolutions made in the confidential report of the Complaints Panel held on 28th April 2026</b></p> <p><b>Approved.</b></p>	
	<p><b>There being no further business, the meeting closed at 21:31</b></p>	

Top Level for Month No 2

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
10/04/2026	INV 6664	937	NEIL CURTIS	NEIL	190.00	0.00	190.00	4005	500	190.00	Ashes Internment Wind Cem
19/04/2026	F165 YY	938	BT	BRIT TEL	12.18	2.43	14.61	4455	225	12.18	BT - Final Bill
22/04/2026	INV 1989	939	MULBERRY CO	MULBE	205.60	41.12	246.72	4445	225	205.60	Year End Audit Fee
28/04/2026	INV 202614	940	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	225	132.00	Hall Hire - 2 Meetings April
28/04/2026	INV 63	941	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning meeting
28/04/2026	EXP APRIL	942	SARAH WAKEFIELD	SWAKE	28.15	0.00	28.15	4435	225	28.15	Office Exp - Wakefield
30/04/2026	INV 2228	943	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint Apr
06/05/2026	INV 2042744	944	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maintenance - May 26
								4905	455	1,419.63	Ground Maint - LW Rec
								4905	455	72.90	Gym Inspection - LW Rec
								4220	210	72.90	Gym Inspection - Bagshot
30/04/2026	INV 2772	945	ZENTECH IT	FRE01	644.84	128.96	773.80	4440	225	390.78	Monthly IT Support
								4435	225	254.06	Printer Ink Cartidges
02/05/2026	INV 0362	946	ASTORIA ELECTRICAL	ASTORIA	350.00	70.00	420.00	4905	455	350.00	EICR - Lightwater Pavilion
04/05/2026	INV 0363	947	ASTORIA ELECTRICAL	ASTORIA	504.42	100.89	605.31	4905	455	504.42	Emergency Elect Work LW Pav
<b>TOTAL INVOICES</b>					<u>13,137.40</u>	<u>2,554.44</u>	<u>15,691.84</u>			<u>13,137.40</u>	



**Windlesham Parish Council**

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GU18 5RG

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

**Held on 19<sup>th</sup> May 2026 6.30pm at St Anne's Church Centre, 43 Church Road, Bagshot**

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

**In attendance:** Joanna Whitfield – Clerk to the Council

Cllr Marr took the Chair

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

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<b>PLAN/26/10</b>	<p><b>To elect a Chair of the Committee for the meeting</b></p> <p>Due to changes in Committee membership and the Annual Meeting of the Council scheduled for 19 May, a Chair for the Committee will be formally appointed for the ensuing municipal year following that meeting. In the interim, a Chair for this meeting was elected, and Cllr Marr was appointed unanimously.</p>
<b>PLAN/26/11</b>	<p><b>Apologies for absence</b></p> <p>Apologies were received from Cllr Harris.</p>
<b>PLAN/26/12</b>	<p><b>Declarations of interest</b></p> <p>No declarations of interest.</p>
<b>PLAN/26/13</b>	<p><b>Public question time</b></p> <p>No Public Questions.</p>
<b>PLAN/26/14</b>	<p><b>Exclusion of the press and public</b></p> <p>No Exclusions to the press and public.</p>
<b>PLAN/26/15</b>	<p><b>To consider planning applications and planning appeals received prior to this meeting</b></p>

	<b>Bagshot Applications</b>	
26/0330/ADV	<p><b>1 High Street, Bagshot, Surrey, GU19 5AG</b> Application for advertisement consent to replace non illuminated and illuminated signage and external lighting.</p> <p><b>It was resolved NO OBJECTION, subject to a condition that the external lighting and illuminated signage being turned off outside normal hours.</b></p>	Advert
	<b>Lightwater Applications</b>	
26/0358/CES	<p><b>20 Ridgeway Close, Lightwater, Surrey, GU18 5XU</b> Certificate of lawfulness for the proposed erection of a single storey rear extension following demolition of existing conservatory, erection of a front porch, conversion of garage to habitable accommodation with minor external alterations, and insertion of rear rooflight and ground floor flank windows.</p> <p><b>NO OBJECTION</b></p>	Certificate Proposed Development
	<b>Windlesham Applications</b>	
26/0371/FFU	<p><b>The Orchard, Church Road, Windlesham, Surrey, GU20 6BL</b> Erection of single-storey side extension and a detached single garage and car port.</p> <p><b>Members resolved to COMMENT as follows:</b> The application is for a single storey extension comprising an enlargement to the boot room, a link corridor and a studio room together with a detached structure, consisting of an enclosed garage and an open-sided car port. The property is in the Green Belt and within a conservation area. Extensions to properties within the Green Belt are not deemed to be inappropriate provided they do not result in a disproportionate addition over and above the size of the original building. The proposed plans and elevations include calculations showing that the proposed works, when taken together (including the garage/carport), would result in an increase in floorspace of 71.865m<sup>2</sup> (29.28%) and volume of 204.013m<sup>3</sup> (23.129%). Increases of up to 30% are generally considered acceptable. The increase in floorspace is on the margins of acceptability under this metric. We request that SHBC consider the planning history (under the address Cedars Garden Nursery) and wider context, in determining whether the proposal is inappropriate development in the Green Belt. Prior to construction of this property, which has only recently been completed, the site was a plant nursery, with a glasshouse, 2 polytunnels and a small shed/shop. When this dwelling was approved (25/0425/FFU), careful consideration was given as to whether it would result in an increase in floor space, footprint, volume, height and hardstanding (cl 6.4.2 Officer's report), when compared with the nursery. We also request that consideration is given as to whether this proposal could have a negative impact on the adjacent Cedars Court and Cedar House and Birch Hall which is opposite, all of which are Grade 2 listed buildings.</p>	FPA

26/0344/FFU	<p><b>Brockset , Kennel Lane, Windlesham, Surrey, GU20 6AA</b> Erection of outbuilding following demolition of existing shed.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b> <b>We request a condition that the outbuilding should only be used for purposes ancillary to the main dwelling (the proposed use being a home office/utility room with separate toilet and shower room), and should not be used as separate residential accommodation, sold, sub-let or rented independently and should remain within the curtilage of the main dwelling.</b></p>	FPA
26/0372/PMR	<p><b>6 Kent Road, Windlesham, Surrey, GU20 6JF</b> Application under Section 73 of the Town and Country Planning Act to vary condition 3 (external materials) of planning permission 25/0776/FFU (Erection of a two-storey side extension, side dormer window, conversion of loft into living space and new front porch.) to change approved timber cladding to hung tiles.</p> <p><b>NO OBJECTION</b></p>	Relaxation/M odification
26/0276/PMR	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Application under Section 73 of the Town and Country Planning Act 1990 (as amended) to vary the timing for the prior agreement and provision of cycle improvements required under Condition 31 of outline planning permission 15/0590 (relating to outline planning permission for the erection up to 140 dwellings and community facilities, with associated landscaping, open space, car parking and access from Woodlands Lane, and use of land to provide publicly accessible recreation space (SANG) - details of access only to be agreed)</p> <p><b>Members resolved to COMMENT as follows:</b> <b>Proposed change in wording: Condition 31 states that “no dwelling hereby permitted shall be occupied until the existing footway along the north side of Woodlands Lane between the access to the site and Updown Hill has been converted into a shared footway/cycleway, to include any trimming of vegetation, signs, road markings, and any other necessary works, in accordance with details which shall first have been submitted to and approved in writing by the local planning authority.”</b> <b>The proposed wording, as set out in the Application Form, is “details of a scheme of footpath improvements and speed reduction measures along Woodlands Lane between the access to the site and Updown Hill to accommodate pedestrians and cyclists is to be agreed by the local planning authority prior to occupation of the 100<sup>th</sup> dwelling.”</b> <b>Timing: The proposed change would result in a substantial delay to the works. This is regrettable as permission (including</b></p>	Relaxation/M odification

	<p>condition 31) was originally granted on 26 July 2017. The current condition requires the developer to have completed the works before a single house can be occupied. However, under the revised condition, up to 100 houses can be occupied before the scheme even has to be agreed by the LPA, let alone commenced or completed.</p> <p>If this application is granted, there should be a timescale to ensure that this is progressed within a reasonable timeframe and a legally binding commitment by the developer to make the required financial contribution. It is noted that it is proposed that there will be a standalone Section 278 agreement supplemented by a developer contribution towards the wider 20mph zone scheme.</p> <p><b>Nature of works:</b> This application requests a variation in timing. However, the changes proposed relate not only to timing but to the nature of the works themselves. The parties involved (Surrey County Council, SHBC and the applicant) have agreed that a shared footway/cycleway is not feasible due to the narrow carriageway and footpaths. As an alternative, it is proposed to introduce a 20mph limit supported by traffic calming measures on Woodlands Lane in the form of 5 speed humps. This will form part of a wider traffic calming scheme.</p> <p>It should be confirmed that this is the correct procedure for a major change in the nature of the works and that they can be classed as a variation.</p> <p>It should be ensured that traffic calming measures along Woodlands Lane are considered in the broader context of surrounding roads, including but not limited to Heathpark Drive, and do not result in the displacement of traffic along other roads.</p> <p><b>Safety:</b> We query whether the speed humps will be a hazard for cyclists, whereas the aim of the original condition was to protect cyclists.</p> <p>There are currently four developments under construction in close proximity, each of which will have an exit onto Woodlands Lane. We feel it is essential that the 20mph zone incorporates all four entrances to ensure the safety of all road users, cyclists and pedestrians. This appears to be the intention as it is stated that the approach will be to reduce the speed limit to 20mph up to the existing 30mph speed limit change.</p> <p><b>Consultation:</b> We query whether there should be consultation with residents on the traffic calming measures under discussion. Residents have consistently expressed a desire for zebra crossings (there are currently none in the village) and this could perhaps be considered between the development and the SANG.</p>	
26/0380/FFU	<p><b>Netherfield, Church Road, Windlesham, Surrey, GU20 6BT</b> Erection of an orangery to rear.</p> <p><b>NO OBJECTION</b></p>	FPA

<p>26/0388/FFU</p>	<p><b>Matthews Corner Garage, Matthews Corner, Church Road, Windlesham, Surrey, GU20 6BH</b></p> <p>Erection of 6 no. dwellings in the form of 2 no. two storey terraced buildings (comprising 3 no. 2 bed and 3 no. 3 beds), associated parking, access and landscaping, following demolition of the existing buildings on site (Existing dwelling of Shanklin to be retained).</p> <p><b>Members resolved to OBJECT for the following reasons:</b>  <b>This application is the same as the previously approved application 25/0393/FFU, other than a separate access for the dwelling “Shanklin” onto Church Road. The previous consent was granted on 29 July 2025, with a condition that the development should commence within one year.</b>  <b>We understand that Surrey County Highways Authority will consider whether the separate access for Shanklin, located immediately next to the entrance for the proposed development, could give rise to safety issues for pedestrians or road users. WPC objected to the previous application, as did several residents. We still have the same concerns, which are summarised as follows.</b>  <b><u>Density:</u> The proposal is for two blocks of three houses (each a terrace) with associated parking. This exceeds the established density and ratio of building footprint to open space development in the surrounding area, contrary to Policy WNP2.1 of the Windlesham Neighbourhood Plan and constitutes overdevelopment of the site.</b>  <b>There is an associated concern of the frontage of one of the housing groups being very close to Kennel Lane itself, with the front doors opening onto a hedge. They should ideally be set back further from the road.</b>  <b><u>Style and separation:</u> The cramped nature of the proposal would not maintain the style and separation between buildings of the surrounding area, contravening Policy WNP2.1 of the Windlesham Neighbourhood Plan.</b>  <b><u>Conservation area:</u> The site is in the Green Belt and the Church Road Conservation Area. It is situated close to Walnut Tree Farm, a Grade 2 listed property, and to several listed “Buildings of Importance” along Church Road and Kennel Lane. If not developed sympathetically, this could detract from and diminish the entire character of the Church Road Conservation Area.</b>  <b><u>Parking:</u> There is a concern that the development could lead to increased parking near the junction between Church Road and Kennel Lane, forcing traffic onto the wrong side of the road close to a blind bend on Church Road. Visibility is already poor at this junction due to bends in Kennel Lane.</b></p>	<p>FPA</p>
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There being no further business, the meeting closed at 18:50



**Windlesham Parish Council**

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**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL’S PLANNING COMMITTEE**

**Held on 10<sup>th</sup> June 2026 at 11:00am at All Saints’ Church Hall, Broadway Road, Lightwater**

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

**In attendance:** Sarah Wakefield – Assistant Clerk  
 Windlesham Resident

Cllr Stevens took the Chair

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

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<b>PLAN/26/16</b>	<p><b>To elect a Chair and Vice Chair for the ensuing year</b></p> <p><b>Cllr White proposed, Cllr Du Cann seconded, and it was unanimously resolved to appoint Cllr Stevens as Chair of the committee for the ensuing year.</b></p> <p><b>Cllr White proposed, Cllr Stevens seconded, and it was unanimously resolved to appoint Cllr Marr as Vice Chair of the committee for the ensuing year.</b></p>
<b>PLAN/26/17</b>	<p><b>Apologies for absence</b></p> <p>Apologies were received from Cllr Marr and Cllr Turner.</p>
<b>PLAN/26/18</b>	<p><b>Declarations of interest</b></p> <p>All Councillors declared a non-pecuniary interest in application no. 26/0448/PMR as they know the resident.</p> <p>Cllr White declared a non-pecuniary interest in application no. 26/0466/FFU as she knows resident.</p>

<p><b>PLAN/26/19</b></p>	<p><b>Public question time</b></p> <p>A Windlesham resident addressed the Committee regarding application no. 26/0466/FFU, which proposes a two-storey rear extension. He explained that this application follows two previous applications, neither of which were ultimately implemented. The resident noted that, although the current application states that the proposed two-storey extension would be less intrusive, in his view the scale of the proposal would have a significant detrimental impact on his property. In particular, he raised concerns about the loss of privacy, reduction in light, and harm to the overall outlook and amenity of neighbouring properties.</p> <p>Additional concerns were outlined regarding potential drainage issues, increased parking pressures and the impact of vegetation removal along the lane.</p> <p>He confirmed that he has formally submitted an objection to the application.</p> <p><i>Members resolved to move this application, 26/0466/FFU up the agenda to allow it to be considered first.</i></p>
<p><b>PLAN/26/20</b></p>	<p><b>Exclusion of the press and public</b></p> <p>Members agreed that the reasons for apologies for absence would be considered within the confidential section of the meeting. However, due to an oversight, the meeting was closed following the consideration of planning applications.</p> <p>The reasons for apologies for this meeting will therefore be recorded in the confidential section of the next scheduled Planning Committee meeting.</p>
<p><b>PLAN/26/21</b></p>	<p><b>To consider planning applications and planning appeals received prior to this meeting:</b></p>
<p>26/0466/FFU</p>	<p><b>Little Bay Trees, Rectory Lane, Windlesham, Surrey, GU20 6BW</b> Erection of two storey rear extension following demolition of existing rear extension and conservatory, new front porch and matching canopy following demolition of existing canopy and changes to fenestration.</p> <p><b>Members resolved OBJECTION for the following reasons:</b></p> <p><b>Height, Bulk and Mass: The proposed development is considered excessive in scale. Its height, bulk and overall mass would result in an over dominant form of development that is out of keeping with the character of the surrounding area.</b></p> <p><b>Impact on the Green Belt: The scale of the extension would have a harmful impact on the openness of the Green Belt. The proposed increase, which is understood to exceed 30% of the original dwelling, represents a disproportionate addition and therefore constitutes inappropriate development in the Green Belt.</b></p>

	<p><b>Cumulative Impact and Policy Considerations:</b> Any works that increase the usable floor area of a residential property must be carefully assessed against national (NPPF) and local Green Belt policy, including consideration of cumulative impact. The Parish Council relies on the expertise of SHBC to ensure that this assessment is robust and policy-compliant.</p> <p><b>Additional Considerations:</b> The Parish Council notes that the property has recently been renamed by new occupiers and requests clarification from SHBC as to whether this has any bearing on the application history. It is further noted that the site lies within Flood Zone 1 and is not in proximity to any listed buildings or heritage assets. The site is accessed via a private lane leading onto Church Road, and the Parish Council relies on SHBC to ensure that all implications of this arrangement are appropriately considered.</p>
<b>PLAN/26/22</b>	<p>To consider a response to a consultation on the submission version of the Sandhurst Neighbourhood Plan.</p> <p>Members unanimously resolved not to submit a response to the consultation.</p>
<b>PLAN/26/23</b>	<p>To consider making a representation on the Emerging Surrey Heath Local Plan – Consultation on Proposed Main Modifications.</p> <p>Members unanimously resolved to make a representation on the Emerging Surrey Heath Local Plan. In addition, all Members agreed to prepare a draft representation, which will be reviewed and finalised at the next Planning Committee meeting scheduled for 30th June.</p>
<b>PLAN/26/24</b>	<p>To consider planning applications and planning appeals received prior to this meeting</p>

	<b>Bagshot Applications</b>	
26/0429/FFU	<p><b>33 Albert Road, Bagshot, Surrey, GU19 5QL</b> Erection of a single storey front extension.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b></p> <p>Concerns were raised regarding parking provision.</p>	FPA
26/0400/FFU	<p><b>5 Connaught Road, Bagshot, Surrey, GU19 5EL</b> Erection of a single storey rear extension.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT-</b></p> <p>It is recommended that the applicant engages with neighbouring properties and seeks appropriate legal advice, including entering into a Party Wall Agreement where necessary.</p>	FPA

	<b>Lightwater Applications</b>	
26/0441/FFU	<p><b>17 Sorrel Drive, Lightwater, Surrey, GU18 5PB</b> Erection of a single storey front extension and side extension to existing detached garage.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b></p> <p><b>Members request a condition that the Workshop is never used for habitable accommodation.</b></p>	FPA
26/0404/DTC	<p><b>99-101, Guildford Road, Lightwater, Surrey, GU18 5SB</b> Submission of details to comply with condition 3(materials), 4 (façade details), 15 (landscaping), 16 (landscaping management plan), 18a-e (Remediation strategy), 19 (Drainage) and 21 Energy statement) of application ref: 25/0297/PMR.</p> <p><b>Members NOTED the application and relies on SHBC to ensure all conditions are met.</b></p>	Details to comply
26/0410/CES	<p><b>40 Grasmere Road, Lightwater, Surrey, GU18 5TJ</b> Certificate of lawfulness for the proposed conversion of loft to habitable accommodation with rear L-shaped dormer and roof lights.</p> <p><b>NO OBJECTION</b></p>	Certificate Proposed Development
	<b>Windlesham Applications</b>	
26/0383/PMR	<p><b>Olive Tree Cottage, 95 Chertsey Road, Windlesham, Surrey, GU20 6HU</b> Application under Section 73 of the Town and Country Planning Act to vary or remove 2 (approved plans) of planning permission 23/1279/FFU (Erection of part single part two storey side extensions following demolition of existing garage and rear structure. Erection of front dormer, alterations to front porch and fenestrations.) to change the size of the proposed extension and inserting a roof light.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b></p> <p><b>Planning permission was granted for substantial extensions to the house (23/1279/FFU), to which WPC objected. This application constitutes a reduction in the size of the ground floor rear extension and therefore represents a reduction in bulk, scale and dominance.</b></p>	Relaxation/Modification
26/0283/FFU	<p><b>Pear Tree Cottage, Hatton Hill, Windlesham, Surrey, GU20 6AB</b> Erection of 2 x single storey rear extensions, replacement of detached garage, shed and addition of carport following demolition of existing single garage and associated buildings. Replacement boundary fence and gates.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b></p>	FPA

	<p><b>It is proposed that there will be a balcony area on the roof of the ground floor extension, with access from one of the first-floor bedrooms. We request that SHBC confirms that this will not create privacy issues for any neighbouring properties.</b></p> <p><b>This is a Green Belt location. The works create modest additional space. However, the house has previously been extended (1982/0498), so the floorspace and volume calculations should be checked to ensure that the proposal (when taken together with previous extensions) does not constitute a disproportionate addition over and above the size of the original dwelling.</b></p> <p><b>Members request a condition that the garage building should only be used for purposes ancillary to the main dwelling and should not be used as separate residential accommodation, sold, sub-let or rented independently and should remain within the curtilage of the main dwelling.</b></p>	
26/0442/FFU	<p><b>Torwood, Pine Grove, Windlesham, Surrey, GU20 6AW</b> Erection of a single storey rear extension following removal of existing conservatory.</p> <p><b>NO OBJECTION</b></p>	FPA
26/0064/FFU	<p><b>1 Newark Road, Windlesham, Surrey, GU20 6NE</b> Erection of part single part two storey front/side extension, new front porch and conversion of garage to habitable accommodation with changes to fenestrations and associated works.</p> <p><b>Members NOTED the appeal and reaffirmed their original response to the application, which is as follows:</b></p> <p>NO OBJECTION with the following comment: The works include the extension of the garage forwards at the front of the house, the replacement of the garage doors with a window and a first-floor extension over the converted garage. This will alter the appearance of the front of the house and be visible from the street. All materials should, therefore, match the existing ones, as is proposed, to reflect the appearance, design and character of the area. It is agreed that the driveway should be configured to accommodate two parking spaces.</p>	APPEAL
26/0354/FFU	<p><b>Manor House, UCB Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP</b> Part demolition of the Manor House and erection of a three-storey extension, landscaping, plant and machinery, associated infrastructure and other works.</p>	FPA

	<p><b>Members resolved to COMMENT as follows:</b></p> <p>Under the original planning permission (21/1122/FFU), which related to the wider site, the Manor House was retained, with consent granted for minor alterations and improvements to the external façade. This proposal is a significant change as it involves the demolition of the existing “ARUP extension” (constructed in 2000) and its replacement with a new purpose designed wing. Members understand that the intention is to retain the heritage rooms and to restore the older Victorian eastern wing, preserving the original character whilst upgrading the building’s functionality for modern day use (including dining hall, kitchen, gym, visitor centre and workspace areas). They support this approach in principle.</p> <p>Members understand that the Manor House is not statutorily or locally listed. However, it is a building of some historic and architectural merit. In view of the scale of the works, they request that SHBC/SCC’s heritage officer consider the proposal to ensure that the works can be carried out without damage to the Victorian part of the building, especially around the demolition/joining point, and that features of architectural importance are retained.</p> <p>This is a Green Belt Location. It is understood that the extension to the Manor House beyond the existing footprint would be 533m<sup>2</sup>, equating to 23.64% (Planning Statement cl 6.2.4). Additionally, it is understood that SHBC has provided pre-application advice (Planning Statement cl 4.3.1) that they consider the proposal falls under the exemption within para 154(g) NPPF (limited infilling or the partial or complete redevelopment of previously developed land). It is also noted that this figure is less than the 30% increase generally considered acceptable under para 154(c) for an extension/alteration not to be considered a disproportionate addition over and above the size of the original building.</p> <p>Members request that SHBC consider whether the proposal (including the “Wellness Terrace” above the dining room) could impact the privacy of any neighbouring properties as they note that a neighbour has submitted an objection on this basis.</p>	
26/0418/DTC	<p><b>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b></p> <p>Submission of details to comply with condition 8 (EV charging points) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane.</p> <p><b>Members resolved to COMMENT as follows:</b></p>	Details to Comply

	<p><b>This condition requires each house to be fitted with an EV charging point in accordance with a scheme approved in writing by the LPA. The covering letter states that a sitewide car charging services plan has been submitted to satisfy the condition.</b></p>	
26/0439/PMR	<p><b>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b>  Application under Section 73 of the Town and Country Planning Act to vary condition 17 (Noise mitigation measures) of planning permission 23/0080/FFU (Development of 20 affordable dwellings with new access from Woodlands Lane) to substitute previous noise assessment.</p> <p><b>Members resolved to COMMENT as follows:</b></p> <p><b>It is recommended that the original Condition 17 remains in place until updated acoustic reports are provided, since the Site changes have occurred. The removal of the woodlands for multiple developments on this road have since affected current Reports that have been provided.</b></p> <p><b>A Report by Clement Acoustics, dated 30<sup>th</sup> January 2026 has been provided, a previous acoustic assessment for the site was undertaken by Sound Planning Ltd dated 31 October 2022, of which the recommendations differ.</b></p> <p><b>The M3 motorway is situated to the east of the site, with St Margaret's Cottage to the west of the site and is part of another approved development for the demolition of the existing building and construction of nine residential dwellings. Similarly, the site to the north is currently within construction phase for the construction of up to 140 dwellings.</b></p> <p><b>At the time of the survey, the background noise climate was dominated by road traffic from the M3 motorway.</b></p> <p><b>Given the removal of the woodlands in this area, it is further suggested that an <i>updated</i> Report be provided with recording methods, sampling, reporting, data completion, archiving and monitoring by the Surrey County Council Historic Environment Planning Team.</b></p>	Relaxation/Modification
26/0434/DTC	<p><b>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b>  Submission of details to comply with condition 8 (landscaping) of appeal ref. APP/D3640/W/24/3343307 (application ref.23/0581/FFU) allowed on the 25 November 2024.</p> <p><b>Members resolved to COMMENT as follows:</b></p>	Details to Comply

	<p>The material submitted appears to satisfy the condition regarding the provision of details concerning hard landscaping, although they will need to be considered and approved by SHBC. The application is for part discharge of condition 8, therefore we understand that details relating to soft landscaping will be submitted later.</p>	
26/0421/FFU	<p><b>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY</b> Erection of play equipment.</p> <p><b>Members resolved NO OBJECTION subject to:</b></p> <p><b>Condition that its use is limited to <i>non-commercial activity</i> and is not externally lit.</b></p>	FPA
26/0399/FFU	<p><b>Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY</b> Erection of a single storey side extension and external staircase following the part demolition of existing external staircase.</p> <p><b>Members resolved NO OBJECTION with the following COMMENT:</b></p> <p><b>We rely on the expertise of SHBC to ensure that the strategy meets requirements, in particular relating to any risks involved with the location of the proposed extension and staircase – given the close proximity to a tree.</b></p>	FPA
26/0448/PMR	<p><b>Pound Meadow, Pound Lane, Windlesham, Surrey, GU20 6BP</b> Application under Section 73 of the Town and Country Planning Act to vary or remove 2 (approved plans) of planning permission 25/0649/LLB (Listed Building Consent for repairs to the structural timber frame of the listed building.) to extend the area of the timber frame repair.</p> <p><b>NO OBJECTION</b></p>	Relaxation/Modification
26/0317/DTC	<p><b>Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</b> Submission of details to comply with condition 14 (Archaeology) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane.</p> <p><b>Members resolved to COMMENT as follows:</b></p> <p><b>We rely on the expertise of SHBC to ensure that the investigation meets requirements, in particular relating to a programme of archaeological work.</b></p>	Details to comply

	<p>The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric remains. The potential impacts of the development can be mitigated through a programme of archaeological work. This is in accordance with Policy DM17 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework.</p> <p>The applicant has submitted further documentation in support of this application, in the form of a Report on an archaeological evaluation undertaken at the site.</p> <p>The evaluation demonstrated shallow geology site wide and did not identify any significant archaeological remains.</p>	
26/0460/CES	<p><b>Calgary, Church Road, Windlesham, Surrey, GU20 6BH</b> Certificate of lawfulness for the proposed conversion of garage to habitable accommodation.</p> <p><b>Members resolved OBJECTION with the following COMMENTS:</b> <b>Permitted development compliance- Members request that SHBC scrutinise this claim.</b></p> <p><b>Impact on the Green Belt - any works that result in an increase in the usable floor area of a residential property must be assessed against Green Belt policy, including whether the cumulative increase in the dwellings' footprint exceeds permitted thresholds, under NPPF and local policy.</b></p> <p><b>Character of the Conservation Area- Although the host dwelling is unremarkable, the external modifications proposed, including new windows or door openings, should be assessed for their impact on the street scene and the established character of the area. Church Road in Windlesham is a sensitive area of Windlesham and it does not seem self-evident that all permitted development conditions are satisfied, given the previous extensions.</b></p>	Certificate Proposed Development
26/0468/ADV	<p><b>The Windmill, London Road, Windlesham, Surrey, GU20 6PJ</b> Advertisement consent for the display of 1 internally illuminated post sign, 1 externally illuminated fascia sign and 3 externally illuminated entrance signs.</p> <p><b>Members resolved NO OBJECTION with the following COMMENTS:</b> <b>The outdoor Signs meet the regulated Town &amp; Country Planning (Control of Advertisements) (England) reg 2007.</b></p> <p><b>However, the external <i>illuminated</i> signs would need clarification that there will be no impact on the area, and with residential neighbours, causing glare or distraction.</b></p>	Advert

There being no further business, the meeting closed at 11:35



**Windlesham Parish Council**

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**MINUTES OF WINDLESHAM PARISH COUNCIL'S CIVIC AMENITIES & RECREATION COMMITTEE**

**Held on Monday 11<sup>th</sup> May 2026 at 7:30pm at Lightwater Library, 83A Guildford Road, Lightwater**

<b>Councillors</b>	
Harris	P
Hartshorn	P
R Jenning-Evans	P
Lewis	P
Marr	P
White	P
Willgoss	P

**In attendance:** Sarah Wakefield – Assistant Clerk

Cllr Malcaus Cooper- Lightwater Village Councillor (WPC)

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

Cllr Harris took the Chair

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		<b>Action</b>
<b>CAR/26/01</b>	<p><b>To appoint a Chairman for meeting</b></p> <p>Due to changes in Committee membership and the Annual Meeting of the Council being scheduled for 19th May 2026, a Chair for the Committee will be formally appointed for the ensuing municipal year following that meeting. In the interim, a Chair for this meeting was elected, and Cllr Harris was appointed unanimously.</p> <p>Cllr Harris took the chair.</p>	
<b>CAR/26/02</b>	<p><b>Apologies for absence</b></p> <p>No apologies for absence.</p>	
<b>CAR/26/03</b>	<p><b>Declarations of Interest</b></p>	

	No declarations of interest.	
<b>CAR/26/04</b>	<p><b>To note the Committee's Terms of Reference</b></p> <p>Members were presented with the Terms of Reference for the committee, which had been approved and adopted at the Full Council meeting on the 28th April 2026.</p> <p><b>Members noted the Terms of Reference.</b></p>	
<b>CAR/26/05</b>	<p><b>Public question time</b></p> <p>A Windlesham Resident sent the following question for members to consider:</p> <p><u>Ref- Agenda Item: 12. To consider an additional year of tree watering and maintenance at Bosman Drive, Windlesham</u></p> <p>I would be grateful if you would please consider my comments in connection with Agenda item 12.</p> <p>In 2024 Windlesham Parish Council planted four trees on the green at Bosman Drive and two of those trees have now died.</p> <p>The first one died last season - it was the one closest to No. 2 Bosman Drive which did not appear to be receiving the same after care from your contractors as the other trees; it wasn't being watered.</p> <p>A second tree now appears to be dead; a few weeks ago it looked as though it was going to produce leaves but nothing has grown and the tree now looks dead. It is the one closest to the road, I am not sure the species but it is neither a Tulip nor a Horse Chestnut.</p> <p>Do the contractors engaged by WPC offer any warranties either in terms of the health of the plants they supply or in terms of the effectiveness of their aftercare?</p> <p>A 50% survival rate is pretty poor for the size of specimen trees planted here and your contractors should really offer better odds than that.</p> <p>Can you let me know what, if any, recourse WPC has against the supplier / contractor and what you will be doing to replace these trees in the Autumn.</p> <p><b>Members thanked the resident for raising the question and agreed to consider the matter under Agenda Item 12.</b></p>	
<b>CAR/26/06</b>	<p><b>Exclusion of the press and public.</b></p> <p>To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:</p>	

	CAR/26/19 To consider a payment dispensation in Windlesham Cemetery	
CAR/26/07	<p><b>Windlesham Cemetery Drainage</b></p> <p>Members were reminded that persistent surface water issues have been experienced at Windlesham Cemetery, particularly along the pathway within the old section. At the Windlesham Village Committee meeting in January 2026, members of that committee considered cemetery drainage and received the findings of a commissioned Groundwater Risk assessment. At that meeting members resolved to seek quotes to remove the pathway and replace with grass in the old section and additionally seek quotes for a topographical survey.</p> <p>Members were presented with 4 quotes for the removal of a section of the cemetery pathway and replacement with grass and asked if they wished to proceed with one of the quotations.</p> <p><b>Cllr Lewis proposed, Cllr Marr seconded and it was unanimously resolved to proceed with quote D with a recommendation to Full Council to proceed with a spend of £15,845 (EX VAT). Additionally, members resolved to fund the work from the Windlesham Cemetery Maintenance EMR.</b></p> <p>Members noted that the quote was priced on the contractor being able to deposit, on a temporary basis, the arisings from the pathway onto the greenspace located in front of the church. Additionally, it was confirmed that wooden planks would be used to protect the grass. The Assistant Clerk confirmed that this had to be investigated with the landowner.</p> <p>Members noted that a blanket exhumation licence will need to be applied for from the Ministry of Justice, as the excavation works will take place in close proximity to existing graves. Members were informed that although there is no application fee for the licence, the process could require a significant amount of officer time to complete.</p> <p>Members further noted that the services of a grave digger would be required in the unlikely event that human remains are disturbed during the works. Members were informed that the grave digger's day rate is £150 (9.00am–5.00pm) and were asked to agree an upper cost limit for this service.</p> <p><b>Members unanimously resolved to accept the presented quote and set an upper limit of £2,000 for grave digger services. Additionally, delegated authority was given to the Clerk to approve additional expenditure up to her delegated limit, should this be required. Members resolved to fund the service from the Windlesham Cemetery Maintenance EMR.</b></p>	<p>Assistant Clerk</p> <p>Assistant Clerk</p> <p>Clerk</p>

	<p><b>Members reviewed three topographical survey quotations and unanimously resolved to defer a decision on whether to commission a survey to a future meeting, pending clarification on whether Members wish to pursue more detailed drainage solutions within the cemetery at a later stage.</b></p>	
<p><b>CAR/26/08</b></p>	<p><b>Bagshot Cemetery Drainage and Pathway</b></p> <p>Members were reminded that Bagshot Cemetery and Chapel has experienced ongoing issues relating to drainage and deterioration of sections of the main pathway. A ground soakage report was completed in February 2024 which identified proposed drainage solutions. In addition, a building survey completed in the same year recommended the excavation of a trench along the full perimeter of the chapel building.</p> <p>Members were presented with 3 quotes for the drainage and pathway works.</p> <p><b>Cllr Willgoss proposed, Cllr White seconded and it was unanimously resolved to proceed with quote A with a recommendation to Full Council to proceed with a spend of £22,857 (EX VAT). Additionally, members resolved to part fund the work from the Bagshot Cemetery Maintenance EMR, £19,410 and the remainder, £3,447 from the Bagshot Village Reserve.</b></p> <p>Members noted that a blanket exhumation licence will need to be applied for from the Ministry of Justice, as the excavation works will take place in close proximity to existing graves. Members were informed that although there is no application fee for the licence, the process could require a significant amount of officer time to complete.</p> <p>Members further noted that the services of a grave digger would be required in the unlikely event that human remains are disturbed during the works. Members were informed that the grave digger's day rate is £150 (9.00am–5.00pm) and were asked to agree an upper cost limit for this service.</p> <p><b>Members unanimously resolved to accept the presented quote and set an upper limit of £2,000 for grave digger services. Additionally, delegated authority was given to the Clerk to approve additional expenditure up to her delegated limit, should this be required. Members resolved to fund the service from the Bagshot Village Reserve.</b></p>	<p><b>Assistant Clerk</b></p> <p><b>Clerk</b></p>

<p><b>CAR/26/09</b></p>	<p><b>Lightwater Cemetery- Stone Markers</b></p> <p>Members were reminded that an order was placed for reserved stone markers for Lightwater Cemetery based on previously approved dimensions. On delivery to the stonemason, it was apparent that the markers supplied did not meet with the agreed specification.</p> <p><b>Cllr R. Jennings-Evans proposed, Cllr Hartshorn seconded and it was unanimously resolved to request a 20% discount, with authority to accept a reduction of no less than 10%. Members further agreed that, should a discount be refused, the stone markers would be rejected and replacement markers requested at the correct dimensions.</b></p>	<p><b>Assistant Clerk</b></p>
<p><b>CAR/26/10</b></p>	<p><b>Windlesham Cemetery – to consider a Memorial Tree request</b></p> <p>Members were presented with a request from a resident seeking permission to plant a memorial tree within Windlesham Cemetery. As the Council does not receive many memorial tree applications, such requests are therefore not currently included within the cemetery fees price list.</p> <p><b>Members unanimously resolved to approve the application, agreeing the tree species Prunus ‘Snow Showers’ and its placement in the location shown on the map provided in the meeting papers, as close to the hedge as practicable, taking into account the mature spread of the tree. It was additionally agreed that the tree would be supplied, planted and maintained by the applicant and that there would be no ongoing maintenance responsibility for the Council.</b></p> <p><b>Members further requested that it be stipulated that the tree is protected by deer fencing to safeguard it from damage.</b></p> <p><b>Members also resolved to approve the application fee of £302, in line with the Windlesham Cemetery fees.</b></p>	
<p><b>CAR/26/11</b></p>	<p><b>Replacement of AED (defibrillator) Cabinet in Lightwater Village</b></p> <p>Members were reminded that, at the January 2026 Lightwater Village Committee meeting, it was agreed to proceed with the purchase of a heated AED cabinet to be installed on the exterior of the Debra shop building in Lightwater Village.</p> <p>Following discussions with the landlord, a licence agreement was requested and progressed under the Clerk’s delegated authority. Members noted that the solicitor subsequently advised that a wayleave agreement would be more appropriate and provided a draft</p>	

	<p>for review. However, this was only received shortly before the meeting, leaving insufficient time for consideration.</p> <p><b>Cllr Harris proposed, Cllr White seconded and it was unanimously resolved to delegate authority to the Clerk in conjunction with Cllr Harris and Cllr Hartshorn to review the wayleave agreement and bring a recommendation to Full Council for approval.</b></p> <p><b>Cllr Hartshorn proposed, Cllr R. Jennings-Evans seconded, and it was unanimously approved to accept the presented quote for the electrical installation of the heated AED cabinet at a cost of £187 (EX VAT).</b></p> <p><b>Cllr R. Jennings-Evans proposed, Cllr Hartshorn seconded, and it was unanimously resolved to proceed with the purchase of a heated AED cabinet, up to a cost of £500 (EX VAT). In addition, delegated authority was granted to the Clerk to source a suitable cabinet based on value and/or suitability.</b></p> <p><b>It was resolved to fund the cost of the wayleave agreement (£300 EX VAT), electrical work and heated AED cabinet from the Lightwater Village Reserve.</b></p>	<p><b>Clerk, Cllr Harris &amp; Cllr Hartshorn</b></p> <p><b>Clerk</b></p>
<p><b>CAR/26/12</b></p>	<p><b>To consider an additional year of tree watering and maintenance at Bosman Drive, Windlesham</b></p> <p>Members were informed that the new trees planted in the greenspace at Bosman Drive have now completed their two-year watering and maintenance programme and were asked to consider whether to engage the contractor for an additional year.</p> <p>Members were also advised that two of the four trees planted in 2024 have failed and that the Assistant Clerk is currently in contact with the SHBC Tree Officer in respect of their replacement.</p> <p><b>Following discussion of the current watering contract, it was proposed by Cllr Lewis, seconded by Cllr Marr, and unanimously resolved to extend watering and maintenance for a further year for the two surviving trees, together with the Horse Chestnut sapling planted in the same year.</b></p> <p><b>Members approved the submitted quotation, subject to amendment to reflect three trees rather than four, with the watering period to run from the week commencing 18 May until September 2026. This amends the total cost to £1,500 (EXVAT).</b></p>	

	<p><b>It was further resolved that the cost be met from the Trees Earmarked Reserve. Members also noted that the frequency and schedule of watering should be confirmed with the contractor.</b></p> <p>Additionally, members discussed the replacement of the two failed trees.</p> <p><b>Members resolved to seek quotes for the supply, planting, watering and maintenance of two new trees to be brought back to the July meeting. Members noted that species and placement of the trees would be in liaison with the SHBC Tree Officer.</b></p> <p>The Committee considered a public question regarding the trees at Bosman Drive. Members noted that, while unable to comment on specific contractual terms, arrangements are in place to ensure that any tree failures are appropriately addressed, and that the Council is liaising with the Tree Officer to confirm replacement requirements.</p> <p><i>Members agreed to suspend standing orders to allow Cllr Malcaus Cooper, attending as a member of the public was allowed to speak.</i></p>	<p><b>Assistant Clerk</b></p>
<p><b>CAR/26/13</b></p>	<p><b>To consider volunteer-led planting at Lightwater Cemetery</b></p> <p>Members were asked to consider authorising the Clerk to organise and coordinate a volunteer planting group for Lightwater Cemetery.</p> <p><b>Cllr Hartshorn proposed, Cllr R. Jennings-Evans seconded, and it was resolved with 6 in favour and 1 abstention to delegate authority to the Clerk to organise and coordinate a volunteer planting group for Lightwater cemetery. Additionally, members agreed to set a budget of £200 to be funded from the Lightwater Village Reserve to cover basic items to support safe volunteer participation.</b></p>	<p><b>Clerk</b></p>
<p><b>CAR/26/14</b></p>	<p><b>Grant policy and grant application form</b></p> <p>Members were asked to review the grant policy for 2026/27.</p> <p><b>Members unanimously resolved to adopt the Grant policy for 2026/27 as presented with no amendments.</b></p> <p><i>Members agreed to suspend standing orders to allow Cllr Malcaus Cooper, attending as a member of the public was allowed to speak.</i></p> <p>Members were asked to review the Grant Application forms for 2026/27.</p>	

	<p><b>Member unanimously resolved to adopt all the Grant Application forms as presented.</b></p>	
CAR/26/15	<p><b>Grants</b></p> <p>Members were invited to consider the details of a grant application from Bagshot Events, requesting funding of £298.52 to cover a contribution towards the FIFA World Cup flags and determine whether they wish to approve the request in full, in part, or not at all.</p> <p><b>Members unanimously resolved to approve the request from Bagshot Events in full to be awarded from the Bagshot Grant budget.</b></p> <p>Members were invited to consider the details of a grant application from the Lightwater village School PTA (LVSPTA), requesting funding of £500 to cover a contribution towards the cost of stage for the LVS Fest event and determine whether they wish to approve the request in full, in part, or not at all.</p> <p><b>Members unanimously resolved to approve the request from LVSPTA in full to be awarded from the Lightwater Grant budget.</b></p> <p>Members were invited to consider the details of a grant application from the Windlesham Over 60's Lunch Club requesting funding of £1000 to cover a contribution towards the cost of lunches, room hire and running costs and determine whether they wish to approve the request in full, in part, or not at all.</p> <p><b>Members unanimously resolved to partially approve the request from the Windlesham Over 60s Lunch Club, awarding a grant of £500, to be funded from the Windlesham Grant budget. Members additionally noted that, should funds remain available later in the grant year, the group may submit a further application for consideration.</b></p>	
CAR/26/16	<p><b>Clerks update</b></p> <p>The Assistant Clerk presented the following updates:</p> <p><b><u>Bagshot</u></b></p> <p><b>School Lane Field – Pathway</b> The pathway at School Lane Field will commence w/c 11th May and it is anticipated to take 2-3 weeks. The local school has been informed, and the car park and field will be closed during the period.</p> <p><b>School Lane Field Pond</b></p>	

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

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

#### **Mini-Christmas Trees**

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

#### **Lightwater**

##### **Lightwater Cemetery- Topographical survey and fencing**

A surveyor has now been appointed to overlay the cemetery boundary onto the topographical survey and to physically mark the boundary on site. It is hoped this work will commence in the coming weeks. Given the time that has elapsed since quotations were originally obtained, and the potential need for additional vegetation clearance to accommodate new fencing along the boundary, it is proposed that updated fencing quotations are sought once the boundary has been marked out.

##### **Lightwater Flags**

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

##### **Sponsorship stickers for large village planters**

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

##### **Lightwater Traffic and Infrastructure Working Party**

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

#### **Windlesham**

##### **Bosman Drive Trees**

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

##### **Windlesham Cemetery – Buy Back Scheme**

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

The Assistant Clerk has circulated lists of the relevant plots together with cemetery mapping to support Members in this task. Any subsequent work required to verify ownership and contact

	<p>grave owners would then need to be assessed to determine whether it could be incorporated into the 2026 work stream.</p> <p><b>Windlesham Cemetery – Memorials</b>  At the last Windlesham Committee meeting, it was agreed to commission a stonemason to undertake works to the Clark Tomb in Windlesham Cemetery. However, when the mason’s documentation was requested, it became apparent that they do not hold NAMM or BRAMM accreditation.  The Windlesham Cemetery Regulations require all masons working within the cemetery to hold either NAMM or BRAMM certification. As a result, it is unfortunately not possible to proceed with this particular mason. Further quotations will therefore need to be obtained from suitably accredited masons and brought back to a future meeting for consideration.</p> <p><b>Hedging bordering Windlesham Cemetery</b>  Contact has been made with the landowner of the large hedge bordering the cemetery. It was explained that the Council is seeking a significant reduction in both the height and depth of the hedge and the landowner’s representative confirmed that he will arrange for a tree surgeon to attend site to assess the hedging and report back. A key challenge highlighted during the discussion was the proximity of the hedge to graves, which restricts access for machinery. Careful consideration will therefore be required to ensure the hedge can be safely reduced without causing damage to graves or memorials. The representative also confirmed that he will need to speak separately with the Church regarding the section of hedge located on their side.</p> <p><b>Windlesham Neighbourhood Plan Working Party</b>  At the last Windlesham Committee meeting, Members agreed to seek further information and indicative costs relating to the commissioning of a Housing Needs Survey. Information has since been received and will be circulated to the Committee; however, costs have not yet been investigated.  A Working Party was due to meet to review the relevant policies, and an update will be provided to Members once this meeting has taken place.</p> <p><b>Windlesham Traffic and Infrastructure Working Party</b>  As the Working Party has not met, there are no updates to report at this time.</p>	
<p><b>CAR/26/17</b></p>	<p><b>Correspondence</b></p> <p>No correspondence.</p>	
<p><b>CAR/26/18</b></p>	<p><b>Exclusion of the press and public- To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</b></p> <p>It was queried whether the member of the public could remain, and it was confirmed that only committee members are permitted to stay for the confidential item part of the meeting.</p>	

	CAR/26/19 To consider a payment dispensation in Windlesham Cemetery	
<b>CAR/26/19</b>	<p><b>To consider a payment dispensation in Windlesham Cemetery</b></p> <p>Members were asked to discuss a formerly submitted payment dispensation request in Windlesham Cemetery.</p> <p>Members expressed sympathy and understanding for the grave owners request; however, noted that the Windlesham Cemetery Regulations do not allow for discretion in such cases and that eligibility for the resident rate applies only to those who have moved out of the parish within the previous 24 months to live in assisted care.</p> <p><b>It was resolved with 6 in favour and 1 against not to grant a payment dispensation and that the non-resident rate would apply in this instance.</b></p> <p>Additionally, it was noted that as per a resolution at the January 2026 Windlesham Village Committee meeting, the Windlesham Cemetery Regulations will be reviewed in January 2027.</p>	

**There being no further business, the meeting closed at 21:28**



**Windlesham Parish Council**

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The Council Offices  
 The Avenue  
 Lightwater  
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 GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S COMMUNICATIONS COMMITTEE**

Held on Monday 11<sup>th</sup> May 2026 at 6:30pm at Lightwater Library, 83A Guildford Road, Lightwater, GU18 5SB

Bagshot Cllrs		Lightwater Cllrs		Windlesham Cllrs	
Willgoss	P	Malcaus-Cooper	P	Lewis	P
				Hardless	A

**In attendance:** Sarah Wakefield –Assistant Clerk to the Council  
 S Kiernan – Communications and Engagement Officer  
 Cllr James Harris – Lightwater Councillor (WPC)

Cllr Malcaus Cooper took the Chair

P - present      A – apologies      PA – part of meeting      - no information  
 S – Substitute      E- Ex-Officio

		Action
COMM/25/29	<p><b>To elect a Chairman and Vice Chairman of the Committee</b></p> <p>Due to changes in Committee membership and the Annual Meeting of the Council being scheduled for 19th May 2026, a Chair for the Committee will be formally appointed for the ensuing municipal year following that meeting. In the interim, a Chair for this meeting was elected, and Cllr Malcaus Cooper was appointed unanimously.</p> <p>It was further agreed that there was no need to appoint a Vice-Chair, as this was a single-meeting appointment only.</p> <p>Cllr Malcaus Cooper took the Chair.</p>	
COMM/25/30	<p><b>Apologies for absence</b></p> <p>Apologies for absence were received from Cllr Hardless</p>	
COMM/25/31	<p><b>To note the Communications Committee Terms of Reference 2026-2027</b></p>	

	Members noted the terms of reference	
<b>COMM/25/32</b>	<b>Declarations of interest</b>  <b>None</b>	
<b>COMM/25/33</b>	<b>Public question time</b>  <b>None</b>	
<b>COMM/25/34</b>	<b>Exclusion of the press and public.</b>  Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  <b>There were no items to be discussed in the confidential part of the meeting.</b>	
<b>COMM/25/35</b>	<b>To review recent communications activities</b>  The Communications Officer provided members with an update on recent communications activities, including social media statistics, and printed communications as detailed in the meeting papers.  A question was raised regarding engagement across different platforms, including community pages. The Communications Officer explained that visual content, such as videos, tends to generate high levels of engagement, and confirmed that Facebook remains the most effective platform.  The potential to increase posting on Camberley Chat was highlighted. The Communications Officer agreed to share appropriate content on Camberley Chat to help extend reach and to investigate other suitable community pages for future engagement opportunities.  <b>Members noted the update.</b>	
<b>COMM/25/36</b>	<b>Discuss and approve provision for further communications related to the Community Governance Review (CGR)</b>  The Communications Officer outlined a proposed approach to communications related to the CGR.  There was a discussion noting that the outcomes and finer details are not yet known; however, members agreed that face-to-face engagement would be the most effective approach.	

	<p><b>Members reviewed the plan outlined in the papers and unanimously resolved to approve the proposed communications plan for the CGR, with an emphasis on face-to-face engagement.</b></p> <p>It was additionally suggested that the Council issue communications to remind residents that an outcome is still awaited and that updates will be provided as soon as further information becomes available. The Communications Officer agreed to action this.</p> <p>The timing of the next meeting was discussed, with a suggestion that deferring it to August or September may be beneficial to allow for further information to become available.</p>	<p><b>Comms Officer</b></p>
<p><b>COMM/25/37</b></p>	<p><b>Communication Officer Update</b></p> <p><b>The Communications Officer provided members with the following update-</b></p> <ul style="list-style-type: none"> <li>• <b>Liaison with Surrey Police</b> Council Officers have met with PC Nathan Wells, the newly appointed Neighbourhood Officer for the Six Villages, who is keen to work closely with the Parish Council. PC Wells has agreed to support parish council communications through the newsletter and social media to help keep residents informed.</li> <li>• <b>Meet the Beat Sessions</b> PC Wells and PCSO Godber have been in contact with the Communications Officer to work together on organising Meet the Beat sessions across the three villages. A session is has been arranged for Lightwater for 23 May, and the officers are happy to assist with organising additional sessions should other areas wish to take part.</li> <li>• <b>Village Life Magazine</b> As of 9<sup>th</sup> April, <i>Village Life</i> ceased publication with immediate effect. Discussions have taken place with <i>CommunityAd</i> (Bagshot, Lightwater &amp; Windlesham) and <i>Round &amp; About</i> magazine to explore alternative options for parish communications and advertising. Both publications are open to supporting the Parish Council with complimentary editorial content. In addition, regular content is provided to <i>Round &amp; About</i> (Lightwater) and <i>Windlesham Magazine</i> where appropriate.</li> </ul> <p><b>Members noted the update.</b></p>	

**There being no further business, the meeting closed at 18:59**



**Windlesham Parish Council**

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**MINUTES OF WINDLESHAM PARISH COUNCIL'S FINANCE & GENERAL PURPOSE COMMITTEE**

Held on 23<sup>rd</sup> June 2026 at 7:00pm at Lightwater Library, 83A Guildford Road, Lightwater

Councillors	
Turner	P
Malcaus Cooper	P
D Jennings-Evans	-
Willgoss	P
Bakar	P
Gordon	A*
Lewis	A*
Marr	P
Wheeler	-
White	S
Richardson	S

**In attendance:** Joanna Whitfield – Clerk to the Council  
 Jane Challiss – Responsible Financial Officer

P - present      A – apologies      PA – part of meeting - no information      S – substitute  
 \*Apologies Accepted

Cllr Malcaus Cooper took the Chair

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		Action
FIN/26/01	<p><b>To elect a Chairman and Vice Chairman of the Committee for the ensuing year</b></p> <p><b>There were two nominations as follows:</b></p> <p><b>Cllr Turner nominated, Cllr Bakar seconded, and it was resolved unanimously to elect Cllr Malcaus Cooper as Chairman of the Committee.</b></p> <p><b>Cllr Malcaus Cooper nominated, Cllr Turner seconded, and it was resolved with 6 in favour, 0 against and 1 abstention to elect Cllr Willgoss as Vice-Chair of the Committee.</b></p>	
FIN/26/02	<p><b>Apologies for absence</b></p> <p>Apologies were received from Cllrs Gordon and Lewis</p>	

	Members noted that reasons for absence would be considered in the confidential part of the meeting.	
<b>FIN/26/03</b>	<b>Declarations of Interest</b>  No declarations of interest.	
<b>FIN/26/04</b>	<b>To note the Committee's Terms of Reference</b>  Members were presented with the Terms of Reference for the committee, which were approved and adopted at the Full Council meeting on the 28th April 2026.  Cllr Turner raised a query as to whether the Terms of reference should delegate authority to the committee to set the precept. The Clerk informed Members that as per Financial Regulations only Full Council can set the budget and precept, however the finance committee will be able to contribute to the budget setting process and make recommendations.  <b>Members noted the Terms of Reference.</b>	
<b>FIN/26/05</b>	<b>Public question time</b>  None	
<b>FIN/26/06</b>	<b>Exclusion of the press and public.</b>  To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:  FIN/26/14 To consider reasons for Councillor absences  <b>Members agreed that the above items would be discussed in the confidential part of the meeting.</b>	
<b>FIN/26/07</b>	<b>Accounts for Payment</b>  a) <b>Accounts for payment</b> - The Clerk presented a list of expenditure transactions for approval, in the sum of £47,070.43, and Members were free to request an explanation of the individual items.  <b>It was resolved that the payments (Appendix A) in the total sum of £47,070.43 be authorised, and the Chairman signed the Expenditure Transactions Approval List.</b>	
<b>FIN/26/08</b>	<b>Bank Reconciliations</b>  Members were presented with the bank reconciliations for January 2026 through to May 2026 and were informed that the net assets held by the Council as at 31 <sup>st</sup> May 2026 were £1,407,742. Of this £862,094 is held in ear-marked reserves of which £298,730 is held in restricted	

	<p>reserves. Members are asked to note that the ear-marked balance has increased by £22,188 since 1 April 26 following the transfer of CIL receipts invoiced in March 26 which were received in April.</p> <p><b>Members noted the reconciliations along with the update presented and resolved that Cllr Malcaus Cooper or Cllr Willgoss, in the absence of Cllr Malcaus Cooper, would sign off the reconciliations over the course of the year.</b></p>	<p><b>Cllr Malcaus Cooper Cllr Willgoss</b></p>
<p><b>FIN/26/09</b></p>	<p><b>To review the current banking and investment arrangements</b></p> <p>The Council received a report reviewing its current banking and investment arrangements following the completion of the update to all banking signatory mandates in May 2026.</p> <p>The Responsible Financial Officer (RFO) advised that, with banking mandates now updated, the Council was in a position to reconsider its banking and investment arrangements. Members were reminded of the planned disaggregation of the council effective from 1<sup>st</sup> April 2027 and the need to maintain appropriate liquidity and accessibility of funds in advance of any restructuring arrangements.</p> <p>Councillors noted that the Council's Investment Strategy prioritises security, liquidity and yield, with a low appetite for risk. Details of current interest rates and available alternatives were set out and Members acknowledged the importance of regularly reviewing banking arrangements to maximise returns while maintaining prudent risk management.</p> <p>The Council considered the security ratings, accessibility and returns available across its existing banking providers, including Barclays, Unity Trust Bank, Santander, Skipton Building Society, Cambridge &amp; Counties Bank, Hampshire Trust Bank and Redwood Bank. Members noted the differing levels of liquidity, security profiles and interest rates offered by each institution and considered a range of options for the redistribution of funds to improve returns while retaining appropriate flexibility.</p> <p>The RFO recommended a number of actions, including transferring idle balances to interest-bearing accounts, reviewing the ongoing need for lower-yielding accounts, utilising higher-yield notice accounts where appropriate, and authorising officers to manage account product changes within approved institutions to take advantage of improved rates when available.</p> <p><b>Recommendations for consideration:</b></p> <ol style="list-style-type: none"> <li><b>1. Barclays</b> – Transfer £42,000 from current account to deposit account to earn interest on this money (approx. £35pm based on current rate) which will more than offset the £8.50 being charged on the CA, retaining the current account for potential used in the future and eligibility for possible Treasury Deposits.</li> </ol>	<p><b>RFO</b></p>

	<p><b>It was resolved to approve this recommendation</b></p> <p><b>2. Santander</b> – Transfer £200,000 of the £204,189 to Barclays deposit account. Retains the level of security, provides better access and earns 0.25% more interest (£500pa). Funds would also be in a good position to be used for Barclays Treasury Deposit if appropriate. This would leave £4,189 in Santander so the relationship would be maintained with updated signatories should the account be needed in the future to deposit funds in a secure bank. Closure of the account completely to Barclays is an option and would mean one less account to manage.</p> <p><b>NOTE:</b> Withdrawals from Santander must be credited to the nominated transactional account (Unity Current Account) before being deposited elsewhere.</p> <p><b>It was resolved unanimously to delegate authority to the RFO to close the Santander bank account noting that the funds would transfer to Unity Bank as the nominated account. It was also resolved that to delegate authority to the RFO to further transfer these funds from Unity Bank to the Barclays deposit account.</b></p> <p><b>3. Skipton</b> – Interest is lower than other banks and inconvenient to access (requires a branch visit) but is deemed higher rated than other banks. <b>Options:</b></p> <ol style="list-style-type: none"> <li>1. Council may wish to leave the funds here, but not accessible quickly or convenient to transact.</li> <li>2. Close account to Barclays Deposit account (1% lower interest rate, accessible &amp; secure)</li> <li>3. Close account to Unity Deposit account (0.1% lower interest rate, accessible and lower tier security)</li> <li>4. As with Santander, Council may wish to maintain a relationship with Skipton for future use, so transfer £70,000 to either Barclays DA or Unity DA. However, as Barclays and Unity offer security, retaining Skipton could be considered unnecessary.</li> </ol> <p><b>NOTE:</b> Withdrawals from Skipton must be credited to the nominated transactional account (Unity Current Account) before being deposited elsewhere.</p> <p><b>It was resolved unanimously to close the Skipton account and move all funds to Hampshire Trust.</b></p> <p><b>4. Unity</b> – Continue to leave funds required for budget use in Deposit account to earn interest and maintain the required liquidity for operational needs. There is approx. £300,000 in Unity not required for Budget purposes, so Council should consider placing this in a 32 Day Notice Unity account to earn higher interest (2.7% currently rather than 1.95% in immediate access account).</p> <p>(For reference, previous resolution from March 2025 agreed to commit £350,000 to Unity notice accounts)</p>	<p>RFO</p> <p>RFO</p> <p>RFO</p>
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	<p><b>Members unanimously resolved to approve this recommendation.</b></p> <p><b>5. Cambridge &amp; Counties Bank, and Redwood Banks –</b> Retain the accounts at these banks to achieve suitable interest rates to achieve the budget interest income. They do not offer Instant Access, but the one-month notice accounts provide suitable notice period and interest rate. They do change rates periodically when introducing new versions of these accounts, so Council asked to allow the RFO to manage the style of account within the respective entities, with consultation with the Clerk, to benefit from any rate enhancements.</p> <p><b>Members unanimously resolved to approve this recommendation.</b></p> <p><b>6. Hampshire Trust –</b> Change the default Easy Access Tracker account currently held which is 3.15% which is 0.6% below Base Rate (following the maturity of the Term Account) to a modern Easy Access Saver currently paying 3.91% (subject to availability). If this is not available at the time of need, the other better option is the Easy Access Tracker (Issue 2) currently paying 3.4% (0.35 below Base Rate).</p> <p><b>It was resolved to delegate authority to the RFO to the RFO, in consultation with the Clerk, to manage the Council's funds held with Hampshire Trust so as to take advantage of any enhanced interest rate opportunities.</b></p>	<p>RFO</p> <p>RFO</p>
<p><b>FIN/26/10</b></p>	<p><b>Budget Monitoring</b></p> <p>Members were presented with the budget monitoring report up to the 31<sup>st</sup> May 2026, detailing any overspends to date for the financial year 2026-27.</p> <p>Members noted the following information:</p> <ul style="list-style-type: none"> <li>• Year-to-date (YTD) income totals £317,472 against an annual budget of £682,578 (46.5% of total).</li> <li>• YTD expenditure is £114,140 of a budgeted £720,511 (15.8% spent).</li> <li>• Transfers from Earmarked Reserves (EMRs) total £24,582 to support expenditure, with £23,388 transferred to EMRs (CIL Receipt accounted for in 2025/26 showed as a debtor at Year End) during this period.</li> <li>• Notable expenditure and variances have been recorded and are detailed below.</li> </ul> <p>Cllr Richardson queried the Windlesham Cemetery maintenance EMR and requested a breakdown of transfers in and out of the EMR.</p>	

	<p>Cllr Richardson also questioned if the Finance Committee would have delegated authority to repurpose the EMR's. The Clerk explained that it would be for the relevant committee or Full Council to first consider if the funds were still required for the allocated project.</p> <p><b>Members noted the levels of income and expenditure detailed within the income and expenditure, and earmarked reserve reports, together with the figures presented in the balance sheet outlining the Council's current financial position.</b></p>	
<p><b>FIN/26/11</b></p>	<p><b>RFO Update</b></p> <p><b>Bank Signatories Update</b></p> <ul style="list-style-type: none"> <li>• The bank mandate review has been completed across all Council accounts.</li> <li>• All accounts now have the Clerk, RFO and at least two serving Councillors as authorised signatories.</li> <li>• All accounts operate on a two-signatory mandate, and the RFO has online viewing access to support financial monitoring.</li> <li>• Santander failed to process the mandate changes within a reasonable timeframe; following a formal complaint, the matter was resolved within one week and the Council received £150 compensation.</li> </ul> <p><b>Business Rates Review</b></p> <ul style="list-style-type: none"> <li>• Following Full Council's resolution in April 2026 (C/25/239), the RFO has approached specialist business rates consultants on a no-win, no-fee basis to review the rateable values of Council properties.</li> <li>• The Council's current annual business rates liability is approximately £16,790 based on a total rateable value of £41,025.</li> <li>• Cemeteries incur around £2,700 per annum, while the HML Tractor Shed and the open barn now attract rates of approximately £2,855 per annum following the expiry of previous reliefs.</li> <li>• Engaging a specialist may identify opportunities to reduce rateable values and achieve ongoing savings, although the scale of any savings is likely to be modest given the size of the Council's property portfolio.</li> <li>• Most firms charge a success fee based on a percentage of savings achieved, typically under no-win, no-fee arrangements.</li> <li>• The likelihood of successful appeals varies and depends on the individual properties and valuation evidence available.</li> <li>• To date, two firms have responded to the Council's enquiries and have been provided with further information. Their proposals and fee structures are awaited.</li> <li>• No quotations have been received at this stage.</li> </ul>	
<p><b>FIN/26/12</b></p>	<p><b>Correspondence</b></p> <p>No correspondence.</p>	

<p><b>FIN/26/13</b></p>	<p><b>Exclusion of the press and public- To exclude members of the public, including the press, For consideration of items excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</b></p> <p>FIN/26/14 To consider reasons for Councillor absences</p>	
<p><b>FIN/26/14</b></p>	<p><b>To consider reasons for Councillor absences</b></p> <p><b>The Clerk reported reasons for absences and Members resolved to accept the apologies and reasons for Cllr Gordon and Cllr Lewis.</b></p>	

**There being no further business, the meeting closed at 20:08**

## Top Level for Month No 3

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
18/05/2026	4410719176	951	VIKING	VIKIN	320.43	15.59	336.02	4435	225	77.93	Office Stationery
								4435	225	242.50	Postage Stamps
20/05/2026	1182131	954	FLAGMAKERS	FLAGMAKE	1,453.49	290.70	1,744.19	4940	250	1,453.49	Flags and Banners
28/05/2026	INV 74	957	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Planning Meeting Hall hire
29/05/2026	INV 2249	958	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint May
29/05/2026	INV 6849	959	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	400	200.00	Ashes Internment - Lightwater
23/05/2026	INV GDPR 60296	960	GDPR INFO LTD	GDPR	350.00	0.00	350.00	4430	225	350.00	DPO - GDPR Services Renewal
29/05/2026	GC092-266	961	GLENDALE	GLEND	43.00	8.60	51.60	4060	500	43.00	Plaque - Wind Cem
01/06/2026	INV 2042886	962	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maintenance - June26
								4905	455	1,419.63	Ground Maint LW Rec June26
								4905	455	72.90	Gym Inspection LW Rec June26
								4220	210	72.90	Gym Inspection Bagshot June26
31/05/2026	INV 2811	963	ZENTECH IT	FRE01	330.78	66.15	396.93	4440	225	330.78	Monthly IT Support
04/06/2026	INV 202617	964	ST ANNES PCC	ANNE	132.00	0.00	132.00	4950	225	132.00	Hall hire - meetings May
26/05/2026	INV 76804	964	WINDOW FLOWERS	WINDO	5,540.00	1,108.00	6,648.00	4185	210	5,540.00	Hanging Baskets Planting
05/06/2026	INV 6874	966	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	300	200.00	Ashes Internment - Bagshot
03/06/2026	INV 260608	967	WEBB GROUNDWORKS	WEBBUK	23,062.00	4,612.40	27,674.40	4160	210	23,062.00	Path - School Lane Field
<b>TOTAL INVOICES</b>					<u>42,701.91</u>	<u>8,312.48</u>	<u>51,014.39</u>			<u>42,701.91</u>	
VAT ANALYSIS CODE E @ 0.00%					242.50	0.00	242.50				
VAT ANALYSIS CODE OTS @ 0.00%					200.00	0.00	200.00				
VAT ANALYSIS CODE S @ 20.00%					41,562.41	8,312.48	49,874.89				
VAT ANALYSIS CODE Z @ 0.00%					697.00	0.00	697.00				
<b>TOTALS</b>					<u>42,701.91</u>	<u>8,312.48</u>	<u>51,014.39</u>				

## Top Level for Month No 2

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
11/05/2026	INV 538670	948	GUARDWELL	GUARD	270.00	54.00	324.00	4555	435	270.00	Alarm Maint Contract - HML
05/05/2026	INV 11652	949	OUT THERE TREES	OUTTHERE	1,200.00	240.00	1,440.00	4195	210	1,200.00	Tree maintenance work
								395		-1,200.00	Tree maintenance work
								6000	210	1,200.00	Tree maintenance work
19/05/2026	DEP RETURN	950	LIGHTWATER CONNECTED	LWCONNECT	1,000.00	0.00	1,000.00	566	0	1,000.00	LW Fete - Deposit returned
<b>TOTAL INVOICES</b>					<u>2,470.00</u>	<u>294.00</u>	<u>2,764.00</u>			<u>2,470.00</u>	
VAT ANALYSIS CODE OTS @ 0.00%					1,000.00	0.00	1,000.00				
VAT ANALYSIS CODE S @ 20.00%					1,470.00	294.00	1,764.00				
<b>TOTALS</b>					<u>2,470.00</u>	<u>294.00</u>	<u>2,764.00</u>				

## Top Level for Month No 2

## Order by Invoices Entered

## Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/05/2026	GRANT 952	952	VILLAGE SCHOOL	LIGHTV	500.00	0.00	500.00	4650	440	500.00	Grant for LVS PTA
26/05/2026	GRANT 953	953	OVER 60S LUNCH CLUB	OVER60	500.00	0.00	500.00	4650	540	500.00	GRANT - Luncheon Club Event
26/05/2026	GRANT 956	956	BAGSHOT WINDLE EVENT	BAGWINDEVE	298.52	0.00	298.52	4650	340	298.52	GRANT - World Cup Flags
22/05/2026	INV 6837	955	NEIL CURTIS	NEIL	600.00	0.00	600.00	4005	500	600.00	Ashes Internments x 3
<b>TOTAL INVOICES</b>					<u>1,898.52</u>	<u>0.00</u>	<u>1,898.52</u>			<u>1,898.52</u>	
VAT ANALYSIS CODE Z @ 0.00%					1,898.52	0.00	1,898.52				
<b>TOTALS</b>					<u>1,898.52</u>	<u>0.00</u>	<u>1,898.52</u>				



**Windlesham Parish Council**

Joanna Whitfield  
 Clerk to the Council  
 Tel: 01276 471675  
 Email: [clerk@windleshampc.gov.uk](mailto:clerk@windleshampc.gov.uk)  
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The Council Offices  
 The Avenue  
 Lightwater  
 Surrey  
 GU18 5RG

**MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL'S LIGHTWATER RECREATION GROUND TRUST MEETING**  
 Held on 28<sup>th</sup> April 2026 at 6:30 pm at St. Anne's Church Centre, 43 Church Road, Bagshot

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

**In attendance:** Joanna Whitfield- Clerk to the Council

Cllr Malcaus Cooper took the Chair

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

.....

		Action
LRGT/26/01	<b>To appoint a Chair of the Trust for the ensuing year</b>  Cllr Hartshorn proposed, Cllr Turner seconded, and Cllr Malcaus Cooper was appointed as Chairman with 9 in favour, 0 against and 4 abstentions.	
LRGT/26/02	<b>To appoint a Vice-Chair of the Trust for the ensuing year</b>  Cllr Harris proposed, Cllr Willgoss seconded, and Cllr Turner was appointed as Vice-Chair with 10 in favour, 0 against and 3 abstentions	
LRGT/26/03	<b>Apologies for absence</b>  Apologies were received from Cllrs White, Wilson, Gordon and Wheeler	
LRGT/26/04	<b>Declarations of Interest</b>  None	
LRGT/26/05	<b>Public question time</b>  No Public Questions.	

LRGT/26/06	<p><b>Exclusion of the press and public.</b></p> <p>Agreed that there were no items to be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960.</p>	
LRGT/26/07	<p><b>Memorandum of Agreement – for noting</b></p> <p>Members were asked to read and reaffirm their acknowledgement of the existing Memorandum of Agreement, noting that the agreement remains in force and unaltered.</p> <p><b>Cllr Richardson, Lewis, Marr and Hardless noted their individual disagreement with the Memorandum of Agreement.</b></p> <p><b>Members resolved with 9 in favour, 4 against and 0 abstentions to note and reaffirm the Memorandum of Agreement, confirming that it remains in force and unaltered.</b></p>	
LRGT/26/08	<p><b>To review the 2025-26 Annual Report</b></p> <p>Council, in its capacity as Managing Trustee of Lightwater Recreation Ground Trust, received the Annual Report for the period 1 April 2025 to 31 March 2026. The report had been prepared in accordance with the <i>Memorandum of Agreement relating to the management and maintenance of Lightwater Playing Fields and Recreation Ground</i>.</p> <p><b>Council noted the financial information provided, including that no income was received during the financial year and that total costs and expenses incurred amounted to £18,738, excluding staff time. It was further noted that 64 staff hours were logged during the year and that any surplus or deficit would be dealt with in accordance with the Memorandum of Agreement.</b></p> <p><b>Members also noted the key priorities identified for 2026–27, including ongoing maintenance and compliance obligations, review of service delivery and costs, and the exploration of redevelopment options for the Lightwater Pavilion.</b></p>	
LRGT/26/09	<p><b>Lightwater Pavilion Redevelopment – Progress Update and Trustee Considerations</b></p> <p>The Clerk updated the Trust on discussions with Fields in Trust regarding the proposed replacement of the existing pavilion and storage shed at Lightwater Recreation Ground. Members noted that, in principle, Fields in Trust had advised that the project could proceed without removal of the Fields in Trust dedication and without the Council becoming sole trustee, provided that the replacement buildings comprise a sports pavilion. Fields in Trust also agreed to confirm the value and potential use of any endowment funds.</p>	

	<p>Members were informed that five consultants had been approached to undertake a feasibility study for the replacement of the existing pavilion and store at Lightwater Recreation Ground. Four were unable to quote or did not respond, resulting in a single quotation being received. The proposal provided for a high-level site appraisal, outline plans and elevations in line with the Council's brief, and an indicative build cost with an itemised cost report to support future decisions.</p> <p>The quote of £2,750 plus VAT had been received for a feasibility study for a replacement pavilion, with an optional £1800 for 3 visualisations.</p> <p>It was also noted that existing legal and audit advice advises against the Council assuming sole trustee status.</p> <p><b>It was resolved to:</b></p> <ol style="list-style-type: none"> <li><b>1. Note the update on discussions with Fields in Trust regarding the proposed pavilion redevelopment;</b></li> <li><b>2. Note the legal and audit advice summarised in the report, which advises against Windlesham Parish Council assuming sole trustee status;</b></li> <li><b>3. Retain the existing trustee arrangements at this stage; and</b></li> <li><b>4. Delegate authority to the Clerk to appoint the consultant to undertake the feasibility study, including visualisations if required. Noting that the Council will be asked to fund these costs. It was also noted that grant funding would be sought for any build costs.</b></li> </ol>	
LRGT/26/10	<p><b>Clerks Update</b></p> <p>None</p>	
LRGT/26/11	<p><b>Correspondence</b></p> <p>None</p>	

**There being no further business, the meeting closed at 19:23**

## **Item 7 - Community Governance Review – Surrey Heath Borough Council Final Recommendations and Council Discussion**

**Full Council Meeting 30<sup>th</sup> June 2026**

### **Purpose of Report**

For Council to discuss the outcome of the Community Governance Review, any observations arising from the Surrey Heath Borough Council meeting held on the 16<sup>th</sup> June 2026 including the final recommendations approved by Surrey Heath Borough Council following the Community Governance Review (CGR) consultation.

---

### **Actions**

**Council is requested to:**

- 1. Note the final recommendations approved by Surrey Heath Borough Council following the Community Governance Review.**
  - 2. Note that the recommendations remain subject to approval by the West Surrey Shadow Authority.**
  - 3. Nominate two Parish Councillors to sit on the Surrey Heath Borough Council Community Governance Review Working Group, which will oversee the changes referred to in the SHBC final recommendations.** It should be noted that the representatives shall act in a liaison and information-sharing capacity only and shall not be authorised to make decisions or commitments on behalf of the Council.
  - 4. Authorise the Clerk, and such officers as the Clerk considers necessary, to provide professional support requested by Surrey Heath Borough Council in the separation of the Parish Council.**
  - 5. Request that Surrey Heath Borough Council provide the Terms of Reference and programme of work for the Working Group to all appointed representatives at the earliest opportunity.**
- 

### **Background**

Surrey Heath Borough Council has completed its Community Governance Review of Windlesham Parish and, at its meeting on 16 June 2026, approved a number of final recommendations relating to the future governance arrangements for Bagshot, Lightwater and Windlesham villages.

Members will recall that Surrey Heath Borough Council's draft recommendations proposed the separation of Windlesham village from the existing parish and the creation of a new parish council.

## **Surrey Heath Borough Council Final Recommendations**

In relation to Windlesham Parish:

- i The boundary of Windlesham Parish is amended to remove the Windlesham Neighbourhood Plan area, as identified in purple in Annex C to the Council agenda report;
- ii Windlesham Parish is renamed 'Bagshot and Lightwater Parish' and the Parish Council is renamed 'Bagshot and Lightwater Parish Council';
- iii Two wards are confirmed in Bagshot and Lightwater Parish Council, to be named Bagshot ward and Lightwater ward, as set out respectively in the red shaded area and blue shaded at Annex C to the Council agenda report;
- iv Seven councillors are appointed to Bagshot ward and seven councillors are appointed to Lightwater ward of Bagshot and Lightwater Parish Council;
- v A new parish is created in the boundary of the Windlesham Neighbourhood Plan area, as set out in the purple shaded area at Annex B to the Council agenda report, and a parish council is created for the parish;
- vi The style of the parish and its council are agreed as the alternative style of 'village';
- vii The parish is called 'the Village of Windlesham' and the council is called 'Windlesham Village Council';
- viii Seven councillors are appointed to a single ward of Windlesham Village Council;

These recommendations broadly reflect the position that has been discussed throughout the CGR process, namely the creation of a separate parish council for Windlesham village whilst the current authority will remain the continuing authority and be renamed Bagshot and Lightwater Parish Council.

### **Status of the Recommendations**

The Borough Council has advised that the recommendations are not yet final. The proposed changes remain subject to approval by the West Surrey Shadow Authority, which is expected to consider the matter in September 2026.

### **Working Group**

SHBC has recognised the need to establish a Working Group to oversee the changes in the decision referred to above and has invited the Parish Council to nominate two councillors to participate in the Working Group.

SHBC has also requested the assistance of the Clerk to the Parish Council and any other members of the team, which the Clerk considers necessary, to help support the process.

At this stage, the detailed terms of reference, membership arrangements and programme of work for the Working Group have not yet been provided. However, it is anticipated that the group will help oversee matters associated with the implementation of the CGR recommendations, including governance, operational, financial, staffing and asset-related transitional arrangements.

N.B Members should not that any officer involvement will need to be managed alongside existing operational responsibilities.

## **Item 8: Lightwater War Memorial - To consider submitting a Certificate of Lawfulness**

**Full Council 30<sup>th</sup> June 2026**

### **Purpose of Report**

To provide Members with an update on the proposed repair works to the Lightwater War Memorial, including pre-application advice received from Surrey Heath Borough Council (SHBC), and to seek Members' direction on whether to submit an application for a Certificate of Lawfulness of Proposed Works.

---

### **Action**

**Members are requested to:**

- 1. Note the pre-application and separate Planning Officer advice received from SHBC, confirming that the proposed works to the Lightwater War Memorial do not require Listed Building Consent, however, should the Parish Council proceed solely on the basis of the pre-application response, it would do so at its own risk.**
  - 2. Decide whether Council wishes to seek additional formal confirmation, and determine one of the following:**
    - **Option A: Proceed with the works without submitting an application for a Certificate of Lawfulness of Proposed Works; or**
    - **Option B: Submit an application for a Certificate of Lawfulness of Proposed Works.**
  - 3. To approve expenditure up to the agreed 2026/27 Lightwater War Memorial budget to undertake the proposed conservation works and any associated costs, with any additional expenditure above this amount to be funded from the War Memorial EMR (code 331).**
- 

### **Background**

Condition surveys undertaken identified a number of repairs required to the Lightwater War Memorial, including repointing with lime mortar and repainting of lettering in accordance with conservation best practice.

Given the listed status of the memorial, pre-application advice was sought from SHBC to confirm the appropriate planning and consent route. Supporting information submitted as part of this process included survey reports, inscription details, scope of works and Historic England guidance.

## **Pre-Application Advice**

Advice was provided by a Planning Officer at SHBC, following consultation with a Surrey County Council Heritage Advisor.

The key points in respect of the Lightwater War Memorial are as follows:

- The proposed works (repointing and repainting lettering) are considered minor and standard conservation repairs.
- There is no objection raised to the proposed works.
- Listed Building Consent is not required for the proposed works.
- As the works would not significantly alter the appearance of the structures, planning permission would not be required.

## **Planning Officer Advice**

Follow-up correspondence with the Planning Officer clarified that the certificate is an optional application, similar in effect to a Lawful Development Certificate, which can be used to formally confirm that Listed Building Consent is not required for the proposed works. Whilst not mandatory, obtaining such a certificate would formalise the pre-application advice already received and provide greater certainty that the works would not be subject to future enforcement action.

See Planning Officer comments below:

*The certificate is an optional application which acts as a kind of lawful development certificate to certify that that listed building consent isn't required. This isn't compulsory but would formalise the pre-application advice and demonstrate categorically that the proposed works would be immune from enforcement action, much like a LDC does in respect of planning permission and enforcement.*

*The pre-application advice is caveated by the words "The advice given represents an officer's informal opinion based on the information you have supplied and is not intended to bind the Local Planning Authority's decision-making powers on any formally submitted application. All submitted applications will be the subject of publicity and consultation in accordance with statutory requirements and the Council's adopted procedures. These, and any other matters which may subsequently come to light, may result in additional issues being raised that are pertinent to the determination of the application. It should be noted that subsequent alterations to local and national planning policies may affect the advice given. "Therefore any works undertaken on the basis of the pre-application response alone are at the applicant's own risk.*

## **Options for Members to consider**

### **Option 1 – Proceed without further application**

- Rely on the pre-application advice received from SHBC
- Make no further planning submissions

- Quicker route and avoids additional cost
- Risk of future challenge

### **Option 2 – Apply for a Certificate of Lawfulness**

- Provides formal written confirmation that the works are lawful
- Strengthens the Council's position should the works be questioned in future
- Requires submission of an application and associated fee of £78
- Application requires existing and proposed block plans, which would need to be prepared by a suitably qualified professional. This would give rise to additional costs beyond the application fee itself.

### **Funding**

The proposed conservation works are estimated to cost in the region of £3,500 plus VAT. The Council has an approved Lightwater War Memorial budget of £5,000 within the current financial year, which is sufficient to meet the anticipated expenditure. In addition, there is an Earmarked Reserve (EMR) for the Parish War Memorials of approximately £16,000, providing further financial capacity should unforeseen works or additional conservation requirements be identified following specialist inspection. Based on current estimates, the proposed works can be accommodated within existing budget provision without recourse to the reserve.

## **Item 9 – Windlesham Cemetery Procurement**

**Full Council 30<sup>th</sup> June 2026**

### **Purpose of the Report**

To update Members on progress with the Windlesham Cemetery Greenspace Contract procurement exercise, note the draft Request for Quotation (RFQ) documentation, and seek the necessary delegations to enable the procurement process and subsequent contract award to be completed efficiently and in accordance with the Council's procurement requirements.

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### **Actions**

**Council is asked to:**

- 1. Note the progress of the Windlesham Cemetery Greenspace Contract RFQ process.**
  - 2. Note the revised consultancy cost estimate of approximately £2,100 plus VAT for completion of the RFQ exercise, which has been authorised under delegated authority.**
  - 3. Note that the costs will be met from the approved consultancy budget.**
  - 4. Note the draft RFQ documentation, specification and pricing schedule.**
  - 5. Delegate authority to the Clerk to progress the evaluation process as an independent reviewer and appoint two Windlesham Ward Councillors and the Operations Coordinator (who will manage the contract) to evaluate submissions.**
  - 6. Delegate authority to the Clerk in conjunction with the two appointed Windlesham Ward Councillors to award the contract to the highest-scoring compliant bidder following an open and fair evaluation process.**
  - 7. Decide if Council wishes to appoint the procurement consultant to prepare the contract documentation on the Council's behalf or appoint a solicitor to draft the contract.**
  - 8. Authorise the Clerk in conjunction with the two nominated Windlesham Ward Councillors to take all necessary actions to complete the RFQ process and implement the resulting contract.**
- 

### **Background**

At the Full Council meeting held on 28 April 2026, Members approved the appointment of a procurement consultant to support the delivery of the Windlesham Cemetery Maintenance RFQ process. The approved consultancy day rate was £525, with an initial estimate of between two and three days of consultancy support.

## **Progress Update**

The procurement consultant has now prepared the draft RFQ documentation, including the specification and pricing schedule, based largely on the scope and structure of the existing cemetery maintenance contract. Draft copies of the RFQ documentation have been circulated to Members for information.

Whilst originally anticipated to be a relatively straightforward refresh of previous documentation, the work required has proved more extensive than originally estimated. The consultant now advises that the RFQ process is expected to require approximately four days of consultancy support in total, excluding any work associated with drafting or reviewing contract terms and conditions.

At the approved day rate of £525, the estimated cost of delivering the RFQ process is therefore approximately £2,100 plus VAT. This represents an increase of approximately £575 plus VAT compared with the upper end of the original estimate approved by Council.

Members are reminded that the Clerk holds delegated authority to approve expenditure up to £2,500 and up to £5,000 with the agreement of the Chair and Vice-Chair. The Chair and Vice-Chair have confirmed their support for officers proceeding under delegated authority in order to avoid delays to the procurement programme.

The costs associated with this work will be met from the Council's approved £10,000 consultancy budget.

## **Proposed Procurement Process**

Since the previous update, the proposed contract term has been revised to improve market attractiveness and encourage supplier interest.

The contract will now commence on 1 October 2026 and run for a fixed two-year period until 30 September 2028, with appropriate termination provisions incorporated within the contract documentation. The revised RFQ documentation reflects this approach.

As part of the market engagement process, three local contractors have been identified and notified of the forthcoming opportunity. The RFQ documentation is scheduled to be issued on 6 July 2026, at which point the procurement process will formally commence.

The draft procurement documentation prepared by the consultant (see attached) comprises a Request for Quotation (RFQ), a Cemetery Maintenance Specification and Maintenance Schedule, and a Pricing Schedule. Collectively, these documents set out the Council's service requirements, contract term, quotation process, evaluation methodology and pricing structure.

## **Tender Evaluation**

To ensure transparency and appropriate governance arrangements, Members are requested to appoint two Windlesham Ward Councillors to participate alongside the Clerk in the evaluation of the tenders.

## **Contract Arrangements**

The draft RFQ documentation currently references a form of contract; however, a final contract has not yet been prepared.

The procurement consultant has advised that the level of input required to prepare the contract documentation will depend on the complexity of the final contract requirements, including the extent of any bespoke key performance indicators (KPIs), service credit mechanisms, performance monitoring arrangements and other contract-specific provisions. Depending on these requirements, the consultant has advised that contract preparation is expected to take approximately one day it may require up to two days of additional consultancy support.

## **Financial Implications**

Estimated RFQ consultancy cost:

- Approximately 4 days at £525 per day: £2,100 plus VAT

Potential additional consultancy support:

- Contract drafting and KPI/service credit development: £525-£1050 plus VAT

All costs will be met from the approved consultancy budget.

## **Risks**

Failure to progress the procurement would prolong the Council's reliance on existing arrangements and delay the implementation of a compliant replacement contract. Proceeding with the RFQ process will assist in reducing procurement compliance risk and provide certainty regarding service delivery through the period of organisational change.



**Request for Quotation (RFQ)**  
**for the**  
**Provision of Cemetery Maintenance Services**  
**(2026 to 2028/9)**  
**for**  
**Windlesham Parish Council**

**V0.2 – June 2026**

## 1. Introduction

---

Windlesham Parish Council ("the Council") invites quotations from suitably qualified and experienced suppliers ("Bidders") for the provision of cemetery maintenance services at Windlesham Cemetery.

The Council is seeking to appoint a suitably experienced contractor ("the Contractor") to undertake routine grounds and cemetery maintenance services in accordance with the Specification contained within Appendix B ("the Services").

The Council informs Bidders that the Council is currently undergoing local government reorganisation and from 1 April 2027, Windlesham Parish Council will become a separate parish council entity. The Council reserves the right to novate the resulting contract to the successor Windlesham Village Council and Bidders shall be deemed to accept this arrangement by submitting a quotation.

## 2. Procurement Timetable

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<b>ACTIVITY</b>	<b>DATE</b>
RFQ Issued	6 <sup>th</sup> July
Clarification Deadline (final date for receipt of clarification questions)	Friday 24 <sup>th</sup> July
RFQ Return Deadline	31 <sup>st</sup> July (12:00, midday)
Evaluation	3 <sup>rd</sup> August to 10 <sup>th</sup> August
Notification of Award Decision	14 <sup>th</sup> August
Contract Commencement	1 <sup>st</sup> October

The Council reserves the right to amend the above timetable at its discretion.

## 3. Procurement Process and Conditions

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### 3.1 Confidentiality Statement

All information associated with this RFQ is deemed "Confidential Information." Specifications, data, documentation, or other technical or general information ("Information") furnished or disclosed to Bidders hereunder shall be deemed the property of the Council.

Bidders shall keep all non-public information contained in this RFQ in confidence and will not, without prior written consent from the Council, disclose said information to any person or entity, except those of the Bidder's officers, employees, agents and

representatives who directly require said information for purposes of responding to this RFQ.

### **3.2 Insurance Requirements**

The appointed Contractor shall be required to hold and maintain for the duration of the Contract term the insurances stated below:

- Public Liability Insurance of not less than £10 million;
- Employer's Liability Insurance of not less than £10 million.

Evidence of insurance shall be provided prior to contract award.

### **3.3 Contract Term**

The proposed contract term is expected to commence on 1<sup>st</sup> October 2026 and continue for a two year term until 30<sup>th</sup> September 2028.

The Council may, at its sole discretion, extend the contract for further periods up to 30<sup>th</sup> September 2029, by giving at least 3 months written notice to the Contractor.

### **3.4 Costs**

Bidders shall bear all costs associated with preparing and submitting their quotation.

### **3.5 Council Rights**

The Council reserves the right to:

- not to award any contract;
- seek clarification of any quotation;
- negotiate minor matters with the preferred bidder;
- discontinue the procurement process at any stage.

### **3.6 Council Contact**

- Polaris Procurement and Consulting Limited are conducting this exercise on behalf of the Council. Any queries should be sent via email to: [adam@polaris-procurement.com](mailto:adam@polaris-procurement.com)
- All dialogue / correspondence during the RFQ process, including RFQ submissions and any requests for clarification, must be submitted via the above email address.

### **3.7 Clarifications**

Any clarification questions shall be submitted by email to the above address, prior to the Clarification Deadline date specified in the procurement timetable.

## **4. Contract Overview and Scope of Services**

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- The successful Bidder will be required to enter into the form of contract contained within Appendix A.

- The Council expects the successful contractor to maintain the cemetery to a consistently high standard and provide a professional, responsive and customer-focused service. The Services required are described in the Specification at Appendix B.
- In addition to the requirements contained within Appendix B, the Contractor shall acknowledge complaints within two working days and provide a proposed resolution to the Council's nominated Contract Manager within five working days.

## 5. RFQ Evaluation Process and Weightings

The evaluation process will seek to appoint a Contractor who can demonstrate the required skills, technical ability and commercial stability to ensure successful delivery of the Contract, based on combined quality and commercial responses using the following weightings:

AWARD CRITERIA	WEIGHTING (%)
Quality	60%
Price	40%

Quality scores will be weighted as follows, and based on responses to questions 5.1 to 5.5:

QUALITY QUESTION	WEIGHTING (%)
5.1 Relevant Experience	25%
5.2 Proposed Approach	55%
5.3 Complaints and Customer Service	5%
5.4 Continuous Improvement	15%

Responses to these questions should be concise and proportionate AND MUST NOT exceed the stated page limits.

Bidders are required to **provide a response to all questions in this section** and should submit their responses in a single document, to be returned in line with the submission instructions in Section 9 of this RFQ.

The Council reserves the right to seek clarification of any response prior to making an award decision.

### 5.1 – Quality Question 1 – Relevant Experience (25%)

Provide details of between one and three contracts of a similar nature you have delivered **within the last five years**, that demonstrate your experience and capability of providing services similar to those required by the Council. (Note - bidders are not

required to provide three responses if they are able to demonstrate relevant experience via a fewer number of responses; the option for up to three examples is to provide opportunities to demonstrate the breadth of experience, if applicable)

Each example should include:

- Client name;
- Scope of services;
- Contract duration and dates;
- Contract value;
- Relevant experience.

Each response should only focus on the experience described. It does not need to describe your proposed approach to deliver for the Council.

Maximum response length: 1 side of A4 per example contract, using font size no smaller than Arial 11. An additional single page of photographs may be provided, if relevant.

### **5.2 – Quality Question 2 – Proposed Approach (55%)**

Describe your proposed approach to ensuring successful delivery of this Contract. Your response should include:

- Proposed staffing arrangements;
- Site attendance arrangements;
- Equipment to be utilised;
- Supervision arrangements;
- Quality management arrangements;
- Approach to maintaining standards throughout the year; and
- Providing a schedule of planned maintenance works on a monthly basis.

Your response should be set out following the bullet points above.

Maximum response length: 2 sides of A4, using font size no smaller than Arial 11.

### **5.3 – Quality Question 3 – Complaints and Customer Service (5%)**

Describe how you would manage complaints, service issues and requests from the Council.

Maximum response length: 1 side of A4, using font size no smaller than Arial 11.

### **5.4 – Quality Question 4 – Continuous Improvement (15%)**

Describe any opportunities you have identified to improve the service and explain how you would ensure continuous improvement is embedded throughout the term of the Contract.

Maximum response length: 1 side of A4, using font size no smaller than Arial 11.

## 6. Evaluation of Quality Questions

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Responses to questions 5.1 to 5.4 will be evaluated using the following methodology:

Scoring Methodology	
5	Excellent (fully meets the requirement)
4	Good (limited minor issues)
3	Satisfactory (at least one significant issue or several smaller issues)
2	Poor (a number of significant concerns)
1	Very Poor (fails to meet requirement)
0	No response

The score awarded will be used to calculate the weighted score for each question, as shown:

$$\text{Weighted Score} = (\text{Mark Awarded} / \text{Marks Available}) * \text{Weighting}$$

**Example:** Mark Awarded: 4; Marks Available: 5; Question Weighting 25% →  
 $(4/5)*25 = 20$

The weighted scores awarded for 5.1 to 5.4 will be combined to give the total quality score for each Bidder that submits a compliant response.

This will be combined with the score awarded for price to give the total score for each Bidder.

The Council intends to award the Contract to the Bidder that achieves the highest total score, subject to satisfactory due diligence.

## 7. Pricing Requirements

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Bidders shall complete and submit the Pricing Schedule contained within Appendix C, to provide pricing as required for:

- Activity-based rates for routine cemetery maintenance services;
- Rates for additional services including labour rates, plant rates and material mark-up percentages, as set out in the Pricing Schedule.

The Council intends to evaluate quotations using the total evaluated price derived from the Pricing Schedule for the initial contract term (1<sup>st</sup> October 2026 to 30<sup>th</sup> September 2028).

The Bidder submitting the lowest total price will be awarded the full marks available for the price portion of the RFQ, subject to the proposal being deemed compliant. All other responses will receive a percentage variation based on the total price submitted.

## 8. Additional Requirements (Preferred Bidder Only)

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Prior to being awarded the Contract, the preferred Bidder will be required to provide additional information such as evidence of sound financial standing, to enable the Council to carry out necessary due diligence.

This information is not required at this time and will be requested only from the preferred Bidder following evaluation of proposals. If the preferred Bidder does not submit the required information within the required timescales, or if the Council is unable to resolve any queries or concerns identified, the Council reserves the right to reject the proposal and move on to the next highest placed response.

## 9. RFQ Submission Requirements

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Bidders shall submit ALL of the following:

- Completed Pricing Schedule (Appendix C);
- Responses to Quality Questions;
- Evidence of insurance (if already in place);
- Any supporting information considered relevant.

Responses to this RFQ are to be submitted via email to [adam@polaris-procurement.com](mailto:adam@polaris-procurement.com) no later than midday (12:00:00) (GMT) on 31<sup>st</sup> July 2026. Paper copies will not be accepted.

The Council may not evaluate proposals received after the specified return date and time.

## APPENDICES

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- Appendix A: Form of Contract
- Appendix B: Specification
- Appendix C: Pricing Schedule

# **Provision of Cemetery Maintenance Services (2026 to 2028/9)**

## **for**

### **Windlesham Parish Council**

#### **Appendix B - Specification and Maintenance Schedule**

##### **1. General Working in the Cemetery**

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The Contractor shall:

- 1.1 carry out all Services with due regard to the sensitive nature of the Cemetery;
- 1.2 ensure that all operations are conducted in a respectful, safe and professional manner, and with due regard to safety and avoidance of injury, both to the public and to the Contractor and Contractor's staff;
- 1.3 provide all Plant, labour and equipment necessary to deliver the Services and maintain the requisite standards;
- 1.4 be aware of activities taking place within the Cemetery when carrying out the Services and ensure that no mechanical equipment is used while any burial service or interment is taking place. Dates and times of interments will be notified to the Contractor by the Council where known;
- 1.5 ensure that visitors to the Cemetery are not unnecessarily inconvenienced during the delivery of the Services;
- 1.6 ensure that all vehicles, trailers, plant and equipment used by the Contractor are parked and operated in a manner that causes the minimum obstruction to visitors and avoids damage to graves, memorials, paths, roadways, grassed areas, trees, planting and other Cemetery assets;
- 1.7 ensure that care is taken when using machinery within the Cemetery to avoid the collapse of any underground grave or vault. Should a grave or vault collapse, the Contractor shall notify the Council immediately;
- 1.8 ensure that care is taken when strimming or working around memorials, kerbing and other obstacles to avoid damage from machinery, cutting equipment, stones or other debris;
- 1.9 ensure that care is taken to avoid interference with floral tributes, plants, containers, memorials, kerbs/ curbing, benches, noticeboards, signage, fencing, walls, paths, roadways, shrubs, trees and any other property within the Cemetery;
- 1.10 ensure that any damage caused by the Contractor is reported to the Council as soon as practicable and made good at the Contractor's expense;
- 1.11 ensure that any herbicide or weed treatment:

(a) is used only as a last resort where non-chemical methods are ineffective or impractical, or it is necessary to address invasive species or a demonstrated health and safety risk;

(b) is suitable for the specific location and risk-assessed prior to application;

(c) is applied in a targeted manner to minimise environmental impact; and

(d) is applied safely, lawfully, and in accordance with manufacturer instructions;

Any use of herbicide must be subject to prior approval of the Client Officer unless otherwise agreed in writing.

- 1.12 ensure that any operative applying herbicide holds all certification required by law and good industry practice, including PA1/PA6 (or equivalent);
- 1.13 ensure that all applications comply with relevant legislation, including COSHH; and
- 1.14 only take instruction from the Council's Contract Manager, or their nominated representative, if provided in writing.

Water for the provision of the Services will be provided by the Council via taps on site.

## 2. Reporting Requirements

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2.1 Upon becoming aware of:

- unsafe memorials;
- dangerous trees;
- significant subsidence;
- grave collapse; and/ or
- any other issue or matter presenting an immediate risk to public safety or which may affect the safe or effective maintenance of the Cemetery,

the Contractor shall, where it is safe and reasonably practicable to do so:

- take immediate steps to make the area safe (without undertaking any repair works);
- cordon off or otherwise restrict public access to the affected area; and
- notify the Council's Contract Manager immediately, and in any event within a maximum of two hours.

2.2 Upon becoming aware of:

- vandalism;
- fly tipping;
- damage to Council assets;
- access issues; and/ or
- significant maintenance concerns.

the Contractor shall notify the Council's Contract Manager by the **end of the working day**.

2.3 The Contractor shall provide a brief update via email at the end of each week to the Council's Contract Manager confirming:

- days/ dates attended that week;
- activities undertaken;
- activities missed/ unable to be completed;
- any issues identified; and
- photographs where appropriate.

2.4 The Contractor shall attend quarterly review meetings with the Council's Contract Manager to review performance against the Contract, discuss any operational issues, consider any complaints or service concerns, and agree any actions or adjustments necessary to support the effective delivery of the Services.

### 3. Cemetery Maintenance

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#### 3.1 Grass Maintenance

The Contractor shall:

3.1.1 **on a weekly basis from 1<sup>st</sup> April to 30<sup>th</sup> September**, and as and when necessary to maintain a tidy appearance at other times, mow and maintain all grassed areas identified by the Council (in the Cemetery Map in Schedule 1) to a neat, even and well-presented standard and:

- ensure the grass is cut cleanly and consistently, to the same height on each site or type of area,
- ensure no damage is caused to the existing surface, and
- Cuts should be made using a rotary mower with roller (or equivalent) to achieve a striped finish, unless otherwise instructed by the Council's Contract Manager (including where alternative management approaches such as wildflower areas or rough cutting regimes are adopted).

3.1.2 **on a weekly basis from 1<sup>st</sup> April to 30<sup>th</sup> September**, and as and when necessary to maintain a tidy appearance at other times:

- (a) cut /strim around and between obstacles including headstones, memorials & curbing, within grassed areas to the same height of that mown within the area; and
- (b) cut grass footpaths, and strim or blow grass margins adjacent to footpaths to keep them tidy and clear;

3.1.3 ensure that care is taken when cutting and strimming in all areas to avoid the throwing up of stones, etc;

3.1.4 ensure that the requisite standards are maintained consistently throughout the year, but with particular regard to the peak grass growing season;

- 3.1.5 use machines appropriate to the type of work involved;
- 3.1.6 collect and remove from site all clippings arising from mowing operations, following each attendance;
- 3.1.7 to prevent unsightly conditions, clear all grass clippings, arisings or debris that fall onto paths, graves, memorials or other hardstanding areas, before leaving site;
- 3.1.8 remove litter, debris, large stones and other items likely to cause damage, injury or nuisance, prior to mowing or strimming any area, and prior to leaving site;
- 3.1.9 cease grass cutting during very wet conditions, where continuing would damage the surface or create divots, rutting or other ground damage. The Contractor shall notify the Council as soon as reasonably practicable where this occurs; and
- 3.1.10 notify the Council of any planned attendance that cannot be completed due to weather or ground conditions, and resume work as soon as conditions permit.

During periods of drought or high levels of grass stress, the Council may instruct the Contractor to reduce mowing frequency or increase cutting height.

### 3.2 Interior Hedge Maintenance

The Contractor shall cut interior hedges **twice per year – outside of bird nesting season** - and shall:

- 3.2.1 carry out hedge cutting works using hand-held mechanical cutters, ensuring that hedge cutting machinery/ tools are kept sharp at all times to achieve a clean cut;
- 3.2.2 maintain existing heights of hedges unless otherwise instructed by the Council, by cutting back tops and sides to the previous years growth;
- 3.2.3 establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge, ensuring the width of hedges do not present a hazard or obstruction to pedestrian or vehicular traffic;
- 3.2.4 prune out any uncharacteristic growth;
- 3.2.5 collect and remove from site all clippings and waste arising from hedge maintenance operations, following each attendance;
- 3.2.6 to prevent unsightly conditions, clear all clippings, arisings or debris that fall onto paths, graves, memorials or other hardstanding areas, before leaving site; and
- 3.2.7 remove and dispose of all litter and other discarded items from the hedge bottom.

### 3.3 Perimeter/Boundary Hedge Maintenance

The Contractor shall cut perimeter/ boundary hedges **twice per year – outside of bird nesting season** - and shall:

- 3.3.1 carry out hedge cutting works using suitable equipment, ensuring machinery/ tools are kept sharp at all times to achieve a clean cut;

- 3.3.2 ensure that perimeter/ boundary hedges do not encroach into the cemetery or impede access to any memorials, including benches and trees;
- 3.3.3 maintain existing heights of hedges unless otherwise instructed by the Council, by cutting back tops and sides to the previous years growth;
- 3.3.4 establish a strong framework to the hedge with the appropriate shape and width in relation to the height of the hedge, ensuring the width of hedges do not present a hazard or obstruction to pedestrian or vehicular traffic;
- 3.3.5 prune out any uncharacteristic growth;
- 3.3.6 collect and remove from site all clippings and waste arising from hedge maintenance operations, following each attendance;
- 3.3.7 to prevent unsightly conditions, clear all clippings, arisings or debris that fall onto paths, graves, memorials or other hardstanding areas, before leaving site; and
- 3.3.8 remove and dispose of all litter and other discarded items from the hedge bottom.

### **3.4 Maintenance of ornamental bushes and small ornamental trees within the cemetery (not perimeter trees)**

The Contractor shall shape, cut and prune ornamental bushes and small ornamental trees **once per year** and shall:

- 3.4.1 carry out hedge cutting works using suitable equipment, ensuring machinery/ tools are kept sharp at all times to achieve a clean cut;
- 3.4.2 prune and shape all ornamental bushes and small ornamental trees as needed; and
- 3.4.3 collect and remove from site all hedge, shrub and pruning arisings, prior to leaving site.

Tree works included within the routine Services shall be limited to light pruning of small ornamental trees within the Cemetery. Any works to larger trees, perimeter trees, diseased trees, dangerous trees or works requiring specialist arboriculture input shall be treated as Additional Services and instructed separately by the Council.

### **3.5 Memorial Walls**

The Contractor shall:

- 3.5.1 on a **fortnightly basis**, tidy, weed and strim all memorial walls, including the area around the memorial walls base, and clear all weeds, grass clippings, arisings or debris from memorial walls and surrounding areas;
- 3.5.2 **twice per year**, wash memorial walls and base to remove any algae; and
- 3.5.3 ensure that care is taken to avoid damage to tributes left at memorial walls.

### **3.6 General Maintenance**

The Contractor shall:

- 3.6.1 on a **weekly basis**, empty litter bins and remove all litter from the cemetery area (this is not limited to debris and maintenance arisings generated through delivery of the Services).
- 3.6.2 on a **weekly basis during autumn AND once during an after-winter tidy**, clear and remove from site all leaves & tree debris;
- 3.6.3 on a **fortnightly basis**, remove dead flowers, decaying floral tributes and other debris, ensuring sensitivity is shown to new burials;
- 3.6.4 on a **monthly basis**, clean glass of noticeboards;
- 3.6.5 **twice per year**, jet wash memorial benches and foundations to remove any algae.
- 3.6.6 on an **annual basis**, and upon instruction from the Council, clean and apply stain/oil to memorial benches as required;
- 3.6.7 on an **annual basis**, clean and apply stain/oil to noticeboards as required;
- 3.6.8 **as required** – ensure pathways, entrances and other identified areas remain clear of weeds with a suitable weed killer if necessary (weed control shall be undertaken using an Integrated weed management approach, prioritising non-chemical methods wherever reasonably practicable);
- 3.6.9 **as required** - clean and ensure signage remains visible at all times;
- 3.6.10 supply all materials, consumables, oils, stains and cleaning products required to undertake the Services, unless otherwise agreed in writing by the Council;
- 3.6.11 ensure that all materials used on benches, noticeboards or other timber items are suitable for external use and appropriate to the item being treated; and
- 3.6.12 dispose of all waste and arisings lawfully and off site unless otherwise agreed in writing by the Council.

#### **4. Additional Services**

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- 4.1 The Contractor shall only undertake additional works that are not included in the routine Cemetery Maintenance Services described in Section 3 where instructed by the Council. Such Additional Services may include but not be limited to:
  - planting and watering new hedges and new trees (water is provided by the Council via taps on site);
  - additional shingle works;
  - works to larger or specialist trees;
  - repairs arising from matters not caused by the Contractor;
  - other cemetery maintenance works requested by the Council.
- 4.2 Where conifers, shrubs or other planting on a grave exceed 3ft in height or grow beyond the width of the grave, the Contractor shall notify the Council and provide any necessary advice in regard to suggested maintenance/ removal. The Contractor shall not remove such vegetation unless instructed by the Council. Such instruction by the Council shall be considered as Additional Services.

- 4.3 Where brambles, long grasses or weeds are present within the curtilage of a grave, the Contractor shall notify the Council. The Contractor shall not remove such vegetation unless instructed by the Council. Such instruction by the Council shall be considered as Additional Services.
- 4.4 Additional services shall be priced using the relevant rates contained in the Pricing Schedule, unless otherwise agreed by the Council.

## **5. Mobilisation**

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Following contract award and prior to the Commencement Date, the Contractor shall undertake all activities necessary to ensure the effective mobilisation of the Services and readiness to deliver from day one.

The Contractor shall, as a minimum:

- 5.1 attend a mobilisation meeting with the Council's Contract Manager;
- 5.2 review the Specification, Cemetery Map and any information provided by the Council relating to the Services;
- 5.3 undertake site familiarisation and inspection of the Cemetery;
- 5.4 ensure that sufficient suitably qualified and experienced personnel are available to deliver the Services from the Commencement Date;
- 5.5 ensure that all plant, equipment, materials and consumables necessary to deliver the Services are available and operational;
- 5.6 ensure that all licences, certifications, insurances and other requirements necessary to deliver the Services are in place;
- 5.7 establish arrangements for the lawful disposal of waste and arisings arising from the Services;
- 5.8 establish arrangements for reporting, communication and escalation with the Council's Contract Manager;
- 5.9 identify any information, access requirements or support required from the Council in sufficient time to avoid delay to mobilisation; and
- 5.10 complete all mobilisation activities necessary to enable delivery of the Services from the Commencement Date without interruption or reduction in service standards.

## Schedule 1: Map of Windlesham Cemetery



## Windlesham Parish Council - Cemetery Maintenance Pricing Schedule

**Bidder to complete yellow cells only.**

- NOTE 1: Unit prices are to be provided for each activity and shall include all labour, plant, equipment, supervision, transport, administration, reporting, consumables and other costs necessary to deliver the Services in accordance with the Specification, unless expressly stated otherwise
- NOTE 2: The activities listed below include references to the relevant sections of the Specification. Activity descriptions are provided for guidance only. In the event of any inconsistency, the Specification shall take precedence.
- NOTE 3: The pricing schedule will automatically calculate the annual fee based on the individual price submitted
- NOTE 4: The frequencies and quantities stated within this Pricing Schedule include a combination of known requirements and estimated quantities for evaluation purposes. Bidders should satisfy themselves that their submitted rates are sufficient to deliver the requirements of the Specification.
- Unit prices submitted within this Pricing Schedule may be used:
- NOTE 5: - to calculate deductions where specified services are not undertaken in accordance with the Contract;  
- to value instructed Additional Services; and  
- to support the evaluation of quotations.
- NOTE 6: Unless expressly stated otherwise, all requirements contained within Sections 1, 2 and 5 of the Specification (including mobilisation, reporting, contract management, review meetings, notifications and administration) shall be deemed included within the prices submitted and shall not be separately chargeable.

Specification Reference	Activity	Specified Frequency / Timing	Annual Frequency / Instances	Bidder Unit Price (£)	Total Annual Fee (£)
3.1.1 & 3.1.2	Grass cutting - all grassed areas (to include strimming around/between headstones, memorials, kerbs and obstacles, grass footpaths)	Weekly from 1 April to 30 September; as necessary at other times	32		£0.00
3.2	Interior hedge maintenance	Twice yearly outside bird nesting season	2		£0.00
3.3	Perimeter / boundary hedge maintenance	Twice yearly outside bird nesting season	2		£0.00
3.4	Ornamental bushes and small ornamental trees - light pruning	Once per year	1		£0.00
3.5.1	Memorial walls - tidy, weed and strim walls and base	Fortnightly	26		£0.00

3.5.2	Memorial walls - wash/ clean walls and base to remove algae	Twice per year	2		£0.00
3.6.1	Litter picking, bin emptying, disposal	Weekly	52		£0.00
3.6.2	Leaf and tree debris clearance	Weekly during autumn and once after winter	13		£0.00
3.6.3	Remove dead flowers, decaying floral tributes and debris	Fortnightly	26		£0.00
3.6.4	Noticeboard glass cleaning (quoted price to include provision of any required cleaning products)	Monthly	12		£0.00
3.6.5	Memorial benches and foundations - wash/ remove algae (quoted price to include provision of necessary equipment)	Twice per year	2		£0.00
3.6.6	Memorial benches - clean and apply stain/oil (quoted price to include provision of suitable oil)	Annually upon instruction	1		£0.00
3.6.7	Noticeboard frames - clean and apply stain/oil (quoted price to include provision of suitable oil)	Annually	1		£0.00
3.6.8	Weed treatment to pathways, entrances and identified areas (quoted price to include provision of suitable weed treatment)	As required from April to November (estimate 4 per year)	4		£0.00
3.6.9	Signage - clean and ensure visible	As required (estimate 4 per year)	4		£0.00
4.2	Removal of grave planting where plants exceed 3ft in height or grow beyond grave width (where instructed)	As instructed (estimate 3 per year)	3		£0.00
4.3	Removal of brambles, long grass and weeds from graves (where instructed)	As instructed (estimate 3 per year)	3		£0.00
				<b>TOTAL</b>	<b>£0.00</b>

## Rates for Additional Services

Ref	Rate Type	Unit	Bidder Rate (£)	Estimated Quantity Required for Evaluation	Evaluation Total (£)
R1	General labour - standard hours (evaluation assumes the Council may require 80 additional hours of general labour for the provision of Additional Services. Bidders are required to provide their hourly rate for additional labour)	per hour		80.00	£0.00
R2	General labour - out of hours / urgent (evaluation assumes the Council may require 10 additional hours of general labour for the provision of Additional Services outside of normal working hours. Bidders are required to provide their hourly rate for additional labour)	per hour		10.00	£0.00
R3	Supervisor (evaluation assumes the Council may require 20 additional hours of supervisor hours for the provision of Additional Services. Bidders are required to provide their hourly rate for a supervisor)	per hour		20.00	£0.00
R4	% mark up on Plant Hire.  (Percentage mark-up to be applied to the Contractor's net cost of hiring plant or specialist equipment from a third-party supplier where instructed by the Council as part of an Additional Service.  For evaluation purposes, £1,000 of third-party plant hire expenditure has been assumed)	% mark-up		£1,000.00	

R5	<p>% mark up on waste disposal.</p> <p>(Percentage mark-up to be applied to the Contractor's net cost of third-party waste disposal, skip hire, green waste disposal or similar disposal services where instructed by the Council as part of an Additional Service.</p> <p>For evaluation purposes, £1,000 of waste disposal expenditure has been assumed)</p>		£1,000.00
R6	<p>Materials mark-up</p> <p>(Percentage mark-up to be applied to the Contractor's net cost of materials, consumables and supplies procured specifically for an Additional Service instructed by the Council.</p> <p>For evaluation purposes, £1,000 of material expenditure has been assumed)</p>		£1,000.00
<b>Total Additional Services Evaluation Allowance</b>			<b>£0.00</b>

<b>Total used for evaluation purposes (Standard Services + Additional Services)</b>	<b>£0.00</b>
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## **Item 10 – To consider Lightwater Festive Lighting: Lamp Column Power Supply and Additional Motif Proposal**

**Full Council 23<sup>rd</sup> June 2026**

### **Purpose of Report**

To update Members on the receipt of the street lighting attachment licence for Guildford Road, Lightwater, and to seek approval to proceed with the installation of an external power supply on lamp column N39 to facilitate an additional festive lighting motif. The report also seeks delegated authority to progress the associated festive lighting arrangements, subject to receipt of an acceptable quotation and agreement that this will be funded from the Lightwater Village Reserve. Members should note that if this work is to go ahead in time for Christmas 2026 a decision will be required by the 20th July 2026.

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### **Actions**

**Members are asked to:**

- 1. Note the receipt of the licence permitting festive lighting attachments to the relevant lamp columns in Guildford Road, Lightwater.**
  - 2. Approve necessary expenditure for the installation of an external power supply on lamp column N39 outside Randalls Coffee Shop. Noting that the estimated cost is £294.96 plus VAT, however, this is only as an indication of the final costs as they may vary due to circumstances identified on site.**
  - 3. To approve payment in advance for the installation of an external power supply on lamp column N39 outside Randalls Coffee Shop.**
  - 4. Delegate authority to the Clerk to consider the quotation for an additional festive motif, and provided it represents value for money, and the cost can be met from the approved Christmas tree and Festive Lighting budget (nominal code 4190) or the Lightwater Village reserve to vary the contract to include provision for this lamp column.**
  - 5. Authorise officers to complete the required documentation and arrange advance payment to enable the works to proceed.**
- 

### **Background**

In 2021, an external power supply was proposed for lamp column N39 on Guildford Road, Lightwater, to enable the installation of an additional festive lighting motif. At that time, the works could not proceed because a Surrey County Council tree was encroaching on the lamp column and prevented the installation of the required electrical connection.

The tree has subsequently been cut back, allowing the proposal to be revisited.

The Council has now received the licence permitting the attachment of festive lighting to the lamp column N39 located outside Randalls Coffee Shop

### **External Power Supply**

Following receipt of the licence, officers requested a quotation from the SCC contractor, for the installation of an external power supply, and a quotation has now been received in the sum of £294.96 plus VAT. The quotation remains valid for acceptance until 20 July 2026.

The Council has also been advised that payment is required in advance and that completed application and agreement forms must be returned before works can commence.

### **Additional Festive Motif**

To maximise the benefit of the new power supply, officers have requested a quotation from the Council's festive lighting contractor for the supply, installation and removal of an additional festive motif on lamp column N39.

The quotation requested is on the same basis as the Council's existing festive lighting arrangements in Lightwater and will cover the forthcoming Christmas season and the following year.

At the time of writing, this quotation has not yet been received and will be reported to Members if available prior to the meeting.

### **Financial Implications**

The estimated cost associated with this proposal is:

<b>Item</b>	<b>Cost</b>
Installation of external power supply to N39	£294.96 + VAT

Members should note that this is an indicative cost only and the final costs may vary due to circumstances identified once on site.

A further cost will arise from the provision, installation and removal of the additional festive motif once the contractor's quotation has been received.

Members should note the current budget for festive decorations is £20,468 with an expected expenditure of approximately £19,339 for 2026.

## Item 11- Grants

Full Council 30<sup>th</sup> June 2026

### To consider a Grant Application from Windlesham Field of Remembrance

Windlesham Parish Council has received a grant application from the Windlesham Fete Committee, requesting financial support to retrospectively cover the cost of the attendance of Miller's Ark at the Fete.

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#### Action:

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

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#### Details of Grant Request:

Windlesham Fete Committee seeks funding to retrospectively cover the cost of the attendance of Miller's Ark at the Fete.

#### Total Grant Requested: £842.52

The Windlesham Fete Committee has also confirmed that the final sponsors were:

- Persimmon Homes - to cover (i) the costs of car park security, (ii) the safe movement of all the sound equipment and (iii) a new gazebo.
- Mac's Autos to cover the costs of the trophies for the car rally.
- Seymours Estate Agents to cover the cost of the Camberley Youth Orchestra and Jenny Green (singer).
- Gordon Murray and Sherborne Windows also both donated. Gordon Murray also brought a number of vehicles to the Fete.

#### Required Supporting Documents:

- Completed and signed Grant Application Form
  - A copy of the Constitution
  - A copy of the last financial years accounts  Documents have been requested
- 

**The Windlesham Committee has sufficient grant budget to cover this cost with a current budget of £4,500**

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**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 Fete Committee
Registered Charity Number (if applicable)	Not applicable
Contact Name	[REDACTED]
Position within the organisation	Treasurer
Telephone number	[REDACTED]
Address of organisation	[REDACTED]
Postcode	[REDACTED]
Email address	[REDACTED]
For what purpose/project is the grant requested? What is the evidence/need for the purpose/project?	<p>This year's Village Fete is to be held on Saturday 20 June 2026.</p> <p>This application is to cover the costs of the attendance of Miller's Ark at the Fete.</p> <p>Miller's Ark is an attraction which brings animals to the Fete - "the sights, sounds and experiences of the farmyard and the magic of animals".</p> <p>It has proved very popular over the years. We did not have Miller's Ark at last year's Fete and it was missed.</p>
Total cost of purpose/project	£ Many thousands for the overall event
Amount of grant requested:	£ 842.52

Total number of users of your organisation	circa 2,000 people
Number of your users resident in Windlesham Parish who will directly benefit from the grant	circa 1,600
Where expenditure is for maintenance or refurbishment of a community building or land please specify the number of years left on the lease	N/A

**Supporting documentation to be submitted with the grant application:**

A copy of the written constitution

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... 

Position in organisation... TREASURER Date... 16 MAY 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](mailto:clerk@windleshampc.gov.uk).

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

**For official use**

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

## Windlesham Village Fete

### Constitution

1. The Windlesham Village Fete organisation exists to organise and arrange funding for Events whose purpose is to benefit the people of the Windle Valley area and of the surrounding districts. These Events include, amongst others, the annual Windlesham Village Fete, normally held in June of each year on the Windlesham Field of Remembrance or at other venues in the area.
2. The organisation principally comprises persons representing organisations whose names appear on the current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee but may include any individual with a connection with Windlesham who wishes to participate in the organisation of the Events.
3. Participation is entirely voluntary and is not constrained by any consideration of race or creed.
4. The Windlesham Village Fete organisation is administered by the Windlesham Village Fete Committee.
5. The Windlesham Village Fete Committee comprises three officers namely Chairman, Secretary and Treasurer and up to six additional members. The officers and members shall be elected to serve for a period of two years after which time they will be required to stand down but may offer themselves for re-election.
6. An Open Meeting will be held on an annual basis, where all interested parties may attend to express their views on the administration of the Events. The meeting will be notified to the organisations whose names appear on the current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee. The meeting will be publicised in the Windlesham Magazine and in the local press. Nominations will be sought at the meeting for candidates to be elected to serve on the Windlesham Village Fete Committee. Candidates will be required to indicate their willingness to stand. In the event of their being more than one nomination, duly seconded, for any vacant position of Chairman, Secretary or Treasurer or more nominations than vacancies for additional members, a General Meeting will be convened for the purpose of electing the Windlesham Village Fete Committee.
7. In the event of an election for Committee members, 14 days notice will be given to each organisation whose name appears on the current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee. Each such Participating Organisation shall have one vote for each vacancy, irrespective of the size of that Participating Organisation.
8. The officers and members of the Windlesham Village Fete committee will receive no honorariums and are each eligible to vote on any Committee decision. Any two officers together with any two Committee members shall constitute a quorum for the purposes of any Committee vote.

## Windlesham Village Fete

### Constitution

9. The Windlesham Village Fete Committee shall not hold any fixed assets or property or enter into any agreements for the purchase of fixed assets or property for others, other than for the purpose of holding the Events.
10. In the event of disbandment, any funds or current assets held by the Windlesham Village Fete organisation shall, after paying off any creditors, be disbursed in equal amounts to each of the organisations listed on the most current 'List of Participating Organisations' maintained by the Windlesham Village Fete Committee, irrespective of the size of that Participating Organisation.
11. No monies shall be disbursed for the benefit of any one individual unless that person is a creditor of the Windlesham Village Fete organisation.
12. This Constitution may only be varied at a General Meeting, convened for the purpose. A General Meeting may be called by a quorum of the Windlesham Village Fete Committee or a group of any twenty members of the organisations listed on the most current 'List of Participating Organisations'. 14 days notice will be given to each such Participating Organisation. This notice must include a list of agenda items and any propositions which will be put to the General Meeting. In the event of any vote, each such Participating Organisation shall have one vote, irrespective of the size of the Participating Organisation. Propositions will require a simple majority of the representatives present. Changes to the Constitution will require the agreement of two thirds of the Participating Organisations still in existence.

Signed:



Chairman

Treasurer

Secretary

Agreed at the meeting held in Windlesham Club and Theatre, Kennel Lane  
Windlesham on 10<sup>th</sup> February 1998

Windlesham Village Fete

Amendment to the Constitution

After consideration and donations are awarded to the contributing 50/50 share "Participating Organisations" and the retention of any contingency fund that the committee feel necessary, the balance of any surplus for each annual fete will be awarded to the Windlesham Field of Remembrance Management Committee.

Signed

[Redacted Signature Line]

Chairman

Secretary

Treasurer

Agreed at the meeting held at [Redacted] Windlesham on 7<sup>th</sup> February 2017

**Item 13 – Clerks Update**  
**Full Council 30<sup>th</sup> June 2026**

**Emerging Position for Parish and Town Councils**

The Surrey Association of Local Councils has provided the following update.

Surrey currently has eight reorganisation orders in progress to create new parish and town councils. To date, only three of these orders have been approved. The remaining five orders were not issued before the statutory change order came into force in March 2026 and are therefore subject to the approval of the West Surrey Shadow Authority. These proposals are expected to be considered in September 2026.

	<b>Electorate</b>	<b>Councillors</b>	<b>Reorganisation Order approved</b>
<b>Dorking</b>	11221	14	Y
<b>Westcott</b>	1756	9	Y
<b>Box Hills</b>	1088	8	Y
<b>Englefield Green</b>	6500	14	N
<b>Guildford Town Council</b>	52000	24	N
<b>Redhill</b>	28689	13	N
<b>Reigate</b>	18366	8	N
<b>Banstead &amp; Villages</b>	40229	21	N

Members will note that Windlesham does not appear within the list of proposed new councils, as residents are already represented by an existing parish council. However, the Surrey Heath Borough Council Community Governance Review reorganisation order is also subject to approval by the West Surrey Shadow Authority and is expected to be considered in September 2026.

More broadly, the changing local government landscape is expected to significantly increase the role of parish and town councils across Surrey. SALC advised that approximately 280,000 electors are currently represented by parish and town councils. Should the proposed new parish councils be established, a further 160,000 electors would gain local council representation, increasing coverage from around 32% to 50% of Surrey's electorate. This reflects a growing recognition by Government that parish and town councils will play an increasingly important role in providing democratic representation, community leadership and local service delivery as the new unitary authorities are established.

SALC also highlighted provisions within the English Devolution and Community Empowerment Act 2026 that strengthen the position of parish and town councils. Principal authorities will be under a legal duty to engage with parish and town councils when developing neighbourhood governance arrangements. In addition, the Government is expected to introduce regulations setting out how parish and town councils will be represented on new neighbourhood governance bodies.

**Parish-Wide Greenspace Procurement Strategy**

Members are advised that, upon completion of the Windlesham Cemetery procurement process, work will commence on the development of a parish-wide greenspace procurement strategy.

### **War Memorials Update**

Planning advice has been sought, and the Local Planning Authority has confirmed that works to the Windlesham and Bagshot War Memorials require approval from the Guildford Diocese. Accordingly, documentation has been submitted to the Diocesan Advisory Committee to progress the proposed repair works at the Bagshot and Windlesham War Memorials.

In relation to the Lightwater War Memorial, pre-application advice has been received indicating that, whilst not a statutory requirement, the Council may wish to obtain a Certificate of Lawfulness before undertaking the proposed works. A report on this matter will be considered by Full Council in June.

Officers continue to progress the necessary approvals, consents and supporting documentation to enable the repair works to proceed across all three sites.

### **Asset Mapping**

Land and street furniture assets for all three villages have been mapped on the Parish Online system, and the mapping of all other assets is in progress.

### **SHBC Assets Transfers**

Once current assets have been mapped, all proposed asset transfers will be assessed and mapped.

### **School Lane Field Pathway**

The School Lane Field countryside path in Bagshot is now complete and has been well received by residents, improving pedestrian access and making the space easier to use and enjoy.

### **Bagshot Cemetery Drainage**

A contractor has now been appointed by the Civic Amenities and Recreation Committee to undertake the drainage works. A blanket exhumation licence application was initially submitted; however, the Council has since been advised that an archaeological specialist must be on site during the works. The appointed specialist will be required to apply to the Ministry of Justice on the Council's behalf for the necessary exhumation permissions prior to works commencing. Quotes for this work are being sought.

### **Windlesham Cemetery Drainage**

A contractor has now been appointed by the Civic Amenities and Recreation Committee to undertake the drainage works. As with Bagshot Cemetery drainage works, it has been identified that an archaeological specialist will be required to be present on site during the works and to manage the necessary exhumation consent process with the Ministry of Justice on the Council's behalf.

### **School Lane Field remedial tree works**

Quotes have been obtained, and a contractor will be appointed under delegated authority to carry out the works following the bird nesting season.

### **Lightwater Cemetery Fencing**

Officers are currently progressing work on the Lightwater Cemetery fencing project and are liaising with the surveyor who undertook the topographical survey to overlay the Land Registry information and confirm the site boundary.

### **Lightwater flags**

The flags have been installed and very well received by residents.

### **Summer Planting & Hanging Baskets**

Summer planting and hanging baskets have now been installed across all three villages. Officers are liaising with the supplier to ensure that appropriate watering arrangements are in place during the current period of hot weather to maintain plant health and presentation.

### **Anti-Social Behaviour – School Lane Field, Bagshot**

Members are advised that Surrey Police Youth Engagement Officers attended School Lane Field to engage with residents and discuss recent incidents of anti-social behaviour.

Unfortunately, the newly installed pathway has already suffered damage as a result of prohibited vehicles being used on site. In response, Surrey Police have confirmed that patrols in the area will be increased.

Residents have been encouraged to report any incidents of anti-social behaviour via 101.

Officers will continue to monitor the situation and engage with partners to address concerns, with further community engagement sessions to be arranged where possible.

### **Lightwater Pavilion Redevelopment – Update**

The Lightwater Pavilion redevelopment project remains at the feasibility stage. An appointed consultant is currently progressing a feasibility study to establish design options, project scope and indicative costs for a replacement pavilion.

The emerging proposals will focus on delivering a flexible, multi-use community facility to support the recreation ground, including provision for hall space, kitchen, toilets and storage.

Members are further advised that the feasibility study will inform the overall project cost and funding approach, following which the Trust and Council will consider preferred options and potential funding contributions.

Engagement with Fields in Trust is ongoing to clarify governance and ensure the proposed redevelopment can proceed within the existing trustee arrangements.

### **Lightwater Music Fest**

Officers are continuing to liaise with event organisers in relation to the Lightwater Music Fest to ensure that all Council requirements are met.

This includes reviewing event documentation, including necessary information to demonstrate appropriate risk management, insurance cover, and compliance with the Council's Terms of Use and Safety Advisory Group requirements.

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