



Windlesham Parish Council

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The Council Offices
The Avenue
Lightwater

Surrey

GU18 5RG

MINUTES OF A MEETING OF WINDLESHAM PARISH COUNCIL

Held on Tuesday 28th July 2026, at 7.15pm held at St Anne's Church Centre, 45 Church Road, Bagshot

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

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

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

Cllr R Jennings-Evans took the Chair

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		Action
C/26/47	Apologies for absence Apologies for absence were received from Cllrs Hardless, Gordon, Hartshorn, Harris & Malcaus Cooper. Members noted that reasons for apologies would be considered in the confidential part of the meeting.	
C/26/48	Declarations of interest None	
C/26/49	Public question time None	
C/26/50	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960:	

	C/26/60 Notification of Outcome – Code of Conduct Complaint C/26/61 Windlesham Cemetery Greenspace Procurement – Draft Contract for Review C/26/62 Hook Mill Lane Disposal C/26/63 To consider reasons for Councillor absences C/26/64 To approve as a correct record, the confidential reports of the previous meeting held on 30th June 2026 Members agreed that the above items would be discussed in the confidential part of the meeting.	
C/26/51	Full Council Minutes The minutes of the Full Council meetings held on the 30th June 2026 were approved as a correct record and signed by Cllr White	Cllr White
C/26/52	Committee and Sub-Committee Minutes The minutes of the Planning Committee meetings held on the 30th June 2026 and 15th July 2026 were approved and signed by Cllr Stevens.	Cllr Stevens
C/26/53	Community Governance Review Working Group – update Members received a report on the Community Governance Review Working Party Terms of Reference approved by Surrey Heath Borough Council on 22 July 2026. The terms of reference were amended to provide for one parish councillor representative from each successor parish council area, the appointment of substitutes, revised borough council representation, updated charring arrangements, and provisions relating to conflicts of interest. Members noted that the revised arrangements require representation from both the Windlesham and Bagshot & Lightwater parish council areas and considered the Council’s existing appointments. Members discussed the scope of the Working Group's remit and the extent to which the approved Terms of Reference reflected the resolution made by Surrey Heath Borough Council on 16 June 2026, including the status of the continuing authority and the proposed role of the Working Group in matters relating to governance and staffing. It was resolved, by 12 votes to 1 with no abstentions, to delegate authority to the Clerk, in consultation with the Chair, Vice-Chair and Chair of Personnel, to write to Surrey Heath Borough Council seeking clarification on the Terms of Reference. Members also confirmed, in accordance with previous Resolution C/26/34, Councillor Lewis as the appointed representative for the Windlesham Parish Council area, with Councillor Hardless serving as substitute. Additionally, it was resolved, by 11 votes to 1 with 1 abstention, to confirm Councillor Turner as the appointed representative for the Bagshot and Lightwater Parish Council area, with Councillor R Jennings-Evans serving as substitute.	

	It was further resolved to delegate authority to the Clerk to notify Surrey Heath Borough Council of the confirmed appointments	
C/26/54	Star Councils Awards Members considered whether the Council should submit an application for the National Association of Local Councils (NALC) Star Council Awards 2027 – Council of the Year category. Members noted that, whilst the Council is not eligible to apply for a committee-specific award, it is eligible to submit an application for Council of the Year, which would provide an opportunity to showcase achievements across the whole parish area. Members further noted that applications must be submitted by 25 September 2026 and that there are no direct costs associated with submitting an application, with any officer time being met from existing budgets. It was resolved with 1 in favour, 12 against and 0 abstentions not to submit an application for the NALC Star Council Awards 2027 – Council of the Year category.	
C/26/55	Accounts for Payment a) Accounts for payment - The Clerk presented a list of expenditure transactions for approval, in the sum of £19,574.09 and explained the individual items. It was resolved that the payments (Appendix A) in the total sum of £19,574.09 be authorised, and the Chairman signed the Expenditure Transactions Approval List.	Cllr R Jennings-Evans
C/26/56	Hook Mill Lane Depot Disposal – Funding of Professional Costs Members noted that the Lightwater Village Reserve is fully committed and does not contain sufficient unallocated funds to meet the professional costs associated with the disposal of the Hook Mill Lane Depot. The Clerk reported that, following liaison with the Responsible Financial Officer, there are insufficient uncommitted reserve funds available. Members considered the need to fund valuation, legal, conveyancing and associated professional costs required to progress the agreed disposal, noting that these costs are necessary to ensure the transaction is conducted appropriately and in compliance with the Council's obligations. It was resolved to note that the Lightwater Village Reserve does not contain sufficient unallocated funds to meet the professional costs associated with the disposal of the Hook Mill Lane Depot. Cllr Turner proposed, Cllr R Jennings-Evans seconded, and it was unanimously resolved that, once the Village Reserve Funds have been	

	exhausted, any remaining valuation, legal, conveyancing and other associated professional costs required to progress the disposal of the Hook Mill Lane Depot shall be funded from an alternative Lightwater Village earmarked reserve, as agreed by the RFO in consultation with the Lightwater Village Councillors. Finally, it was resolved unanimously to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair of Council, to authorise such expenditure as is necessary to progress the transaction.	RFO & Lightwater Village Councillors Clerk
C/26/57	Clerks Update Members received the Clerk's Update and noted progress on a number of ongoing projects and workstreams. These included the pavilion feasibility study, which remains in progress with initial drawings circulated to Members; ongoing discussions with Surrey Heath Borough Council regarding potential asset transfers; arrangements for a GDPR data audit in August; progress towards securing the necessary approvals for war memorial works; preparation of a representation to the West Surrey Unitary Authority regarding councillor numbers for Bagshot and Lightwater; and the instruction of further valuation advice in relation to the proposed disposal of the Hook Mill Lane Depot	
C/26/58	Correspondence There was no correspondence	
C/26/59	Exclusion of the press and public. Agreed that the following items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: C/26/60 Notification of Outcome – Code of Conduct Complaint C/26/61 Windlesham Cemetery Greenspace Procurement – Draft Contract for Review C/26/62 Hook Mill Lane Disposal C/26/63 To consider reasons for Councillor absences C/26/64 To approve as a correct record, the confidential reports of the previous meeting held on 30th June 2026 <i>19:50 Cllr Wilson left the meeting</i>	
C/26/60	Notification of Outcome – Code of Conduct Complaint Members received a confidential report advising that, following the resolution of Full Council on 30 June 2026, a formal Code of Conduct complaint had been submitted to the relevant Monitoring Officers and that a response had now been received. Members noted that the complaint had been considered under the applicable Code of Conduct arrangements administered by the principal authority.	

	Cllr R Jennings-Evans proposed Cllr Turner seconded and that authority be delegated to the Clerk, in conjunction with the Chair and Vice-Chair, to write to the CEO of SHBC to: Ask for a review of the assessment based on material factors not addressed, referring to continuing conduct after the decision Request the standards complaints procedure and assessment criteria - the adopted complaints procedure; - the initial assessment criteria; - any thresholds applied; - confirmation of how the complaint was assessed. A recorded vote was requested, and the motion was carried with 7 in favour, 2 against and 2 abstentions. <table><tr><td>Cllr Bakar</td><td>In Favour</td></tr><tr><td>Cllr Du Cann</td><td>In Favour</td></tr><tr><td>Cllr Willgoss</td><td>In Favour</td></tr><tr><td>Cllr White</td><td>In Favour</td></tr><tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr Turner</td><td>In Favour</td></tr><tr><td>Cllr Stevens</td><td>Against</td></tr><tr><td>Cllr D Jennings-Evans</td><td>In Favour</td></tr><tr><td>Cllr Lewis</td><td>Against</td></tr><tr><td>Cllr Marr</td><td>Abstention</td></tr><tr><td>Cllr Richardson</td><td>Against</td></tr><tr><td>Cllr Wheeler</td><td>Abstention</td></tr></table>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Willgoss	In Favour	Cllr White	In Favour	Cllr R Jennings-Evans	In Favour	Cllr Turner	In Favour	Cllr Stevens	Against	Cllr D Jennings-Evans	In Favour	Cllr Lewis	Against	Cllr Marr	Abstention	Cllr Richardson	Against	Cllr Wheeler	Abstention	Clerk, Chair & Vice Chair
Cllr Bakar	In Favour																									
Cllr Du Cann	In Favour																									
Cllr Willgoss	In Favour																									
Cllr White	In Favour																									
Cllr R Jennings-Evans	In Favour																									
Cllr Turner	In Favour																									
Cllr Stevens	Against																									
Cllr D Jennings-Evans	In Favour																									
Cllr Lewis	Against																									
Cllr Marr	Abstention																									
Cllr Richardson	Against																									
Cllr Wheeler	Abstention																									
C/26/61	Windlesham Cemetery Greenspace Procurement – Draft Contract for Review Members considered the draft contract and specification for the procurement of cemetery maintenance services. The specification sets out the required service standards, maintenance frequencies, reporting arrangements, health and safety requirements, contract management provisions and mobilisation requirements for the future contract. It was unanimously resolved to amend the draft cemetery maintenance contract by replacing the term ‘Employer’ with ‘the Authority’ and to approve the contract and specification, as amended, for inclusion in the procurement documentation	Clerk																								
C/26/62	Hook Mill Lane Disposal Members received an update on the proposed disposal of the Hook Mill Lane Depot, including the legal and valuation advice obtained following the Council’s previous decisions.																									

	Due to the Clerk receiving the supporting documents on the day of the meeting, leaving insufficient time for due consideration, Members resolved by 7 votes to 5, with no abstentions, to defer the item to a future meeting.	
C/26/63	To consider reasons for Councillor absences Members were asked to consider any reasons for apologies submitted in respect of this Full Council meeting. It was resolved to accept all apologies received.	
C/26/64	To approve as a correct record the confidential reports of the previous meeting held on 30th June 2026 It was resolved to approve as a correct record the confidential reports of the previous meeting held on 30th June 2026	
	There being no further business, the meeting closed at 20:38	

Top Level for Month No 3

Order by Invoices Entered

Nominal Ledger Analysis

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

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/07/2026	INV 4350	971	NP TREE MANAGEMENT	NPTREE	655.00	131.00	786.00	4195	210	655.00	Tree felling & removal LW Cem
								395		-655.00	Tree felling & removal LW Cem
								6000	210	655.00	Tree felling & removal LW Cem
01/07/2026	INV 2265	972	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint June
30/06/2026	2026-06-002	973	POLARIS CONSULT	POLARIS	1,312.50	262.50	1,575.00	4403	225	1,312.50	Cem Maint RFQ - RFP Prep
28/06/2026	INV 92	974	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Hall Hire - Planning Meeting
26/06/2026	INV 6964	975	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Ashes Internment Wind Cem
30/06/2026	INV 109519	976	CAMBERLEY PRINTERS	CAMBPRINT	106.00	0.00	106.00	4640	225	106.00	Newsletters printed
TOTAL INVOICES					4,418.50	819.50	5,238.00			4,418.50	
VAT ANALYSIS CODE S @ 20.00%					4,097.50	819.50	4,917.00				
VAT ANALYSIS CODE Z @ 0.00%					321.00	0.00	321.00				
TOTALS					4,418.50	819.50	5,238.00				

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2026	INV11281	977	ONE CALL	ONECA	137.00	27.40	164.40	4060	500	137.00	Pipe & post at Wind Cem
30/06/2026	INV 11284	978	ONE CALL	ONECA	59.48	11.90	71.38	4060	500	59.48	Leak and repair pipe
30/06/2026	INV 11273	979	ONE CALL	ONECA	51.12	10.22	61.34	4060	500	51.12	Trace Pipework leak
TOTAL INVOICES					247.60	49.52	297.12			247.60	
VAT ANALYSIS CODE S @ 20.00%					247.60	49.52	297.12				
TOTALS					247.60	49.52	297.12				

Top Level for Month No 4

Order by Invoices Entered

Nominal Ledger Analysis

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/07/2026	INV 202623	980	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	FC Meeting - June
03/07/2026	INV 6992	981	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment - Windlesham 29Jun
10/07/2026	INV 7011	982	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment - Windlesham 6Jul
01/07/2026	INV 2854	983	ZENTECH IT	FRE01	370.78	74.15	444.93	4440	225	370.78	Monthly IT Support
20/07/2026	GRANT FETE	984	WINDLESHAM FETE	WINFETE	843.52	0.00	843.52	4650	540	843.52	Grant for Windlesham Fete
06/07/2026	2043067	985	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Jul26
								4905	455	1,419.63	Grounds Maint Jul26
								4905	455	72.90	Gym Inspection Jul26
								4220	210	72.90	Gym Inspection Bagshot Jul26
01/04/2026	INV SM33597	986	RIALTAS BUSINESS	REALTAS	3,480.00	696.00	4,176.00	4420	225	3,480.00	Finance Software annual fee
18/07/2026	INV 02016	987	NALC	NALC	35.00	7.00	42.00	4350	220	35.00	Next Gen Leadership course -JW
18/07/2026	BK226953-1	988	SLCC ENTERPRISES LTD	SLCC	115.50	23.10	138.60	4350	220	115.50	Manpower/Succession Plan JW
18/07/2026	BK226954-1	989	SLCC ENTERPRISES LTD	SLCC	77.00	15.40	92.40	4350	220	77.00	Action Plans Course - JW
16/07/2026	INV-0111	990	SURREY ALC	SALC	45.00	9.00	54.00	4350	220	45.00	Conference Attendance - JW
20/07/2026	INV 21774	991	ICCM	ICCM	105.00	21.00	126.00	4350	220	105.00	Manage Garden of Rem - LS
TOTAL INVOICES					14,463.01	2,630.69	17,093.70			14,463.01	
VAT ANALYSIS CODE S @ 20.00%					13,153.49	2,630.69	15,784.18				
VAT ANALYSIS CODE Z @ 0.00%					1,309.52	0.00	1,309.52				
TOTALS					14,463.01	2,630.69	17,093.70				



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MINUTES OF AN EXTRAORDINARY MEETING OF WINDLESHAM PARISH COUNCIL **Held on Tuesday 1st September 2026, at 7pm held at St Anne's Church Centre, 43 Church Road, Bagshot**

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

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

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

Cllr R Jennings Evans was in the Chair

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		Action
C/26/65	Apologies for absence Apologies for absence were received and accepted from Cllrs Wheeler, Richardson, Wilson and D Jennings-Evans.	
C/26/66	Declarations of interest Cllr Malcaus Cooper declared that she had been actively involved in discussions within the community regarding Agenda Item 5. Cllr Harris declared a non-pecuniary interest in Agenda Item 5, noting his involvement in supporting Scout events. Cllrs Turner, R Jennings-Evans, Lewis and Hardless declared non-pecuniary interests in Agenda Item 8 due to their involvement in the Surrey Heath Borough Council Community Governance Review Working Group.	

C/26/67	Public Questions Mr Andrew Winfer, Group Scout Leader, who leads the Scout Bonfire event, advised Members that the event has been running for approximately 30 years and requested sight of the Council's insurance event guidance. The Clerk confirmed that this will be sent to the Event Organisers.	
C/26/68	Exclusion of the press and public. Members 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. C/26/73 Community Governance Order - To consider proposed consequential matters	
C/26/69	Lightwater Recreation Ground - Update Following Surrey Fire and Rescue Service Site Visit and Consideration of Bonfire Location Members received an update following a site visit by Surrey Fire and Rescue Service to Lightwater Recreation Ground in relation to the proposed 1st Lightwater Scouts Bonfire and Fireworks Event. During the visit, Surrey Fire and Rescue Service advised that the proposed bonfire location was too close to neighbouring residential properties. This reflected insurance guidance recommending a minimum separation distance of 20 metres between a bonfire and neighbouring properties. Officers advised that the bonfire had historically been located at approximately 15 metres from the site boundary. Cllr Malcaus Cooper expressed the view that the bonfire and fireworks elements of the event should be considered together and could not be discussed separately. The Chair clarified that the matter before Council related solely to the proposed location of the bonfire, having regard to advice received from Surrey Fire and Rescue Service and the Council's insurers. Cllr Malcaus Cooper persisted with references to matters outside the scope of the agenda item, including previous correspondence between Members. The Chair reminded Cllr Malcaus Cooper to confine her comments to the matter under consideration. <i>19:17 The meeting was then adjourned briefly by the Chair.</i> <i>19:22 The meeting reconvened</i> Members noted the concerns raised by Surrey Fire and Rescue Service regarding the bonfire location, together with the advice that any event should be supported by a suitable and sufficient risk assessment taking account of the conditions prevailing at the time of the event. Members further noted that, as landowner, responsibility for determining whether the event should proceed rested with the Council.	

	Members noted that officers would provide the event organisers with details of the gaps, concerns and outstanding information requirements identified in the event documentation submitted to date. Members discussed the matters set out in the report, including advice received from Surrey Fire and Rescue Service, the requirements of the Council's insurers, and representations received from local residents regarding the impact of previous bonfire events, including concerns that heat generated by the bonfire had caused windows of nearby properties to become excessively hot. In considering the item, the Chair exercised her discretion to permit representatives of the Scouts to participate where necessary to clarify points of fact, answer Members' questions and assist in identifying a practical and proportionate solution. Members discussed the implications of relocating the bonfire further into the field, noting that this could encroach onto the football pitch. A number of potential solutions were considered, including temporarily removing the turf in the affected area before the event and reinstating it afterwards, or reducing the size of the football pitch to the minimum dimensions permitted under the relevant sporting guidelines. Members also considered the feasibility of completing any necessary reinstatement works within one week of the event. Consideration was further given to how and when ground conditions, particularly the dryness of the ground, would be assessed before the event to inform any final decision on the potential risks. <i>19:41 Cllr Hartshorn left the meeting</i> Members reviewed the documentation presented and resolved to: a) Note the advice received from Surrey Fire and Rescue Service following the site inspection of Lightwater Recreation Ground. b) Note the concerns identified in the papers provided, regarding the proposed bonfire location and decide on any future location of a bonfire. c) Acknowledge the Council's duties as landowner to manage health and safety risks. Noting that the Council could be considered negligent if appropriate measures are not in place. Additionally, Cllr R Jennings-Evans proposed, Cllr Hardless seconded, and a recorded vote was taken. <table><tr><td>Cllr Bakar</td><td>In Favour</td></tr><tr><td>Cllr Du Cann</td><td>In Favour</td></tr><tr><td>Cllr Gordon</td><td>In Favour</td></tr><tr><td>Cllr Willgoss</td><td>Against</td></tr><tr><td>Cllr White</td><td>In Favour</td></tr><tr><td>Cllr Harris</td><td>In Favour</td></tr><tr><td>Cllr R Jennings-Evans</td><td>In Favour</td></tr></table>	Cllr Bakar	In Favour	Cllr Du Cann	In Favour	Cllr Gordon	In Favour	Cllr Willgoss	Against	Cllr White	In Favour	Cllr Harris	In Favour	Cllr R Jennings-Evans	In Favour	
Cllr Bakar	In Favour															
Cllr Du Cann	In Favour															
Cllr Gordon	In Favour															
Cllr Willgoss	Against															
Cllr White	In Favour															
Cllr Harris	In Favour															
Cllr R Jennings-Evans	In Favour															

	Cllr Malcaus Cooper In Favour Cllr Turner In Favour Cllr Stevens In Favour Cllr Hardless In Favour Cllr Lewis In Favour Cllr Marr In Favour It was resolved by 12 votes in favour, 1 against and no abstentions that permission be granted, subject to the following conditions: • Suitable mitigation measures being agreed with the football club. The bonfire shall be relocated to ensure a minimum distance of 20 metres from any property not owned by the Council. Clarification shall be sought as to whether this distance is to be measured from the centre of the bonfire or from its nearest edge. • The Council shall meet the reasonable costs of any agreed mitigation measures affecting the football pitch, including either reinstatement of the affected area following the event or amendment and remarking of the pitch to revised dimensions, as appropriate. • The bonfire shall be limited to a maximum size of 4 x 4 metres. • The event organisers providing a comprehensive risk assessment demonstrating that appropriate consideration has been given to risk management, including health and safety requirements, and that suitable mitigation measures are in place. • The event organiser will carry out a ground condition assessment prior to the event. • The event organisers shall set out within the risk assessment the methodology by which ground conditions, including ground dryness, will be assessed and monitored before the event. • The event organisers shall include within their risk assessment details of how wind conditions will be monitored before and during the event, together with the control measures that will be implemented should wind speeds or wind direction create an increased risk to attendees, neighbouring properties or surrounding land.	Clerk / Operations Coordinator
C/26/70	To review and approve emergency tree works across the Parish area. Members considered a report regarding emergency tree works required across multiple Council sites following the prolonged period of exceptionally hot and dry weather experienced during summer 2026. Members noted that inspections had identified a significant increase in deadwood, branch	

	dieback and declining trees, creating potential risks to public safety, neighbouring properties and increased fire loading from dead vegetation Members noted that quotations had been obtained from two contractors and that the submissions were not directly comparable due to differences in the scope of works proposed. Officers advised that the proposal submitted by Contractor B represented a more comprehensive assessment of the affected sites and a broader programme of remedial works, which was considered a more resilient approach given the ongoing uncertainty regarding the condition of affected trees. Members further noted that additional quotations were still required for works at Windmill Field and High Curley and that the overall programme cost was anticipated to be in the region of £10,000 to £15,000. The report therefore sought approval to fund the work from the existing Tree Maintenance budgets and Earmarked Reserve and to delegate authority to the Clerk, in consultation with the Chairman and Vice-Chairman, to appoint contractors where outstanding quotations had not yet been received. Council resolved to: 1. Note the increase in deadwood and declining trees across Council sites following the prolonged hot weather conditions. 2. Agree that emergency tree works are required in the interests of public safety and fire prevention. 3. Approve the use of the Tree Maintenance Earmarked Reserve to fund the works. 4. Approve expenditure of up to £15,000 to enable all identified works, together with any additional works arising from sites yet to be assessed, to be completed. 5. Note the officer assessment that the schedule of works submitted by contractor B represents a more comprehensive and resilient solution, subject to the final overall project cost remaining within the approved budget. 6. Appoint contractor B to carry works across all sites. 7. Authorise the Clerk, in consultation with the Chairman and Vice-Chairman, to appoint contractor B for those sites for which quotes are yet to be received.	Clerk / Operations Coordinator / RFO
C/26/71	To approve emergency replacement of playground equipment at School Lane Field. Members considered a report regarding the replacement of unsafe play equipment at School Lane Field Members resolved to: 1. Note the reported safety concerns regarding the bowl-shaped rocking play item at School Lane Field.	

	2. Agree that the equipment should be removed and replaced. 3. Approve expenditure of up to £6,000 for removal, replacement, installation and any associated surfacing or making-good works. 4. Authorise the Clerk, in consultation with the Chairman and Vice-Chairman, to appoint the most suitable supplier and progress the works without further reference to Council. 5. Agree that the expenditure be funded from the existing playground budget, with any additional requirement met from available playground repairs and renewals earmarked reserve if necessary	Clerk / Operations Coordinator / RFO
C/26/72	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.	
C/26/73	Community Governance Order - To consider proposed consequential matters It was resolved to carry out actions as detailed in the confidential report.	
	There being no further business, the meeting closed at 20:34	



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

Held on 12th August 2026 at 11:00am All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/26/32	Apologies for absence Apologies were received from Cllr Wheeler. No apologies were received from Cllr Harris.
PLAN/26/33	Declarations of interest Cllr Marr declared a non-pecuniary interest in application no. 26/0641/FFU as she has acquaintances that live on the road.
PLAN/26/34	Public participation time No public were present
PLAN/26/35	Exclusion of the press and public 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: PLAN/26/41 To consider reasons for Councillor absences Members agreed that the above items would be discussed in the confidential part of the meeting.

PLAN/26/36	To consider a planning application to be determined by Surrey County Council: Surrey Heath Archaeology and Heritage Centre and Land at Bagshot Highway Depot, 2 London Road, Bagshot, GU195HW It was noted that this application will be discussed later in the agenda.
PLAN/26/37	To consider a Forestry Consultation being carried out by the Crown Estate Members resolved that, as a committee, they would not submit a response to the consultation. However, individual Members remain free to respond to the consultation in their personal capacity should they wish to do so.
PLAN/26/38	Development Plan and Planning Policy Consultations for the Royal Borough of Windsor and Maidenhead: To consider whether the Council wishes to submit a response to the consultations. Members resolved that, as a committee, they would not submit a response to the consultation. However, individual Members remain free to respond to the consultation in their personal capacity should they wish to do so. It was noted that the council would re-register to receive updates as per the letter. <i>Cllr Lewis joined the meeting at 11:05</i>
PLAN/26/39	To consider planning applications and planning appeal received prior to this meeting:

	Bagshot Applications		
26/0610/FFU	14 Manor Way, Bagshot, Surrey, GU19 5JZ Erection of a single storey rear extension following demolition of conservatory and outbuilding, front porch following removal of existing, raised rear patio and changes to fenestration. Members resolved NO OBJECTION with the following comment: The Committee recommends that this application be considered in conjunction with application 26/0609/CES.	FPA	11 th August 2026
26/0633/FFU	27 Manor Way, Bagshot, Surrey, GU19 5JZ Erection of two storey side extension.	FPA	18 th August 2026

	Members resolved NO OBJECTION.		
26/0609/CES	14 Manor Way, Bagshot, Surrey, GU19 5JZ Certificate of lawfulness for the proposed erection of outbuilding to replace existing timber outbuilding. Members resolved No Objection with the following comments: The Committee recommends that this application be considered in conjunction with application 26/0610/FFU. Additionally, Members requested a condition to ensure that the accommodation is not used as a separate residential dwelling and is not sold, leased, rented, or sublet independently of the main property.	Certificate Proposed Development	
26/0663/PCM	Highway Depot, Surrey Heath District, Transportation Office, 2 London Road, Bagshot, Surrey, GU19 5HN Consultation application from Surrey County Council for the change of use of land from scrub vegetation associated with the Archaeology Centre to be used as ancillary vehicle parking including the formation of gravel hardstanding for Bagshot Highway Depot (retrospective). (this application is determined by Surrey County Council under their ref SCCRef-2026-0121 - this record is for consultation only). Members NOTED the application.	Consultation (County Matters)	
26/0664/DTC	109 College Ride, Bagshot, Surrey, GU19 5ET Confirmation that conditions attached to planning permission 12/0172 and 20/0272/FFU have been complied with. Members rely on SHBC to determine whether the planning conditions attached to the permission have been complied with.	Details to comply	
26/0606/CES	1 Woodside Close, Bagshot, Surrey, GU19 5FR Certificate of lawfulness for the proposed erection of an outbuilding. Members noted that Surrey Heath Borough Council had already determined the application.	Certificate Proposed Development	

26/0679/CES	21 Waverley Road, Bagshot, Surrey, GU19 5JL Certificate of lawfulness for the proposed extension of existing dropped kerb. Members resolved NO OBJECTION.	Certificate Proposed Development	
	Lightwater Applications		
25/1097/DTC	Lightwater Leisure Centre, Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG Amendment: Please see additional plan rec'd 16.06.2026 Submission of details to comply with Condition 3 (Materials), Condition 5 (Noise and Lighting Management Plan) and Condition 11 (Pedestrian Management Plan) attached to planning permission 24/0156/FFU for the erection of canopy for the development of padel tennis courts, pickle ball courts with associated customer kiosk, toilet, means of enclosure, lighting and associated infrastructure. Members noted that the road markings on the revised drawings are in place and appear to comply with condition 11 of the original decision.	Details to comply	
26/0669/FFU	9 Junction Road, Lightwater, Surrey, GU18 5TQ Erection of a single storey rear extension and conversion of garage into annexe with increased roof height, installation of decking and changes to fenestration. Members resolved NO OBJECTION, subject to a condition requiring that the annexe remains ancillary to the main dwelling and is not used, sold, rented, leased or sublet as separate residential accommodation.	FPA	1 st September 2026
26/0644/NMA	99 - 101 Guildford Road, Lightwater, Surrey, GU18 5SB Submission of details to comply with condition 3 (materials) and 21 Energy statement) of application ref: 25/0297/PMR. Members noted that Surrey Heath Borough Council had already determined the application.	Non Material Amendment	
	Windlesham Applications		

26/0641/FFU	22 Heathpark Drive, Windlesham, Surrey, GU20 6JB Erection of a first floor side extension, conversion of garage into habitable space and changes to fenestrations to create ancillary one-bed annexe. Members resolved OBJECTION for the following reasons: At ground floor level, the proposal is to convert the current garage, utility and storeroom into a snug and WC, with stairs to the first floor. A downstairs bedroom would become a kitchen. These rooms, together with a new first-floor bedroom and bathroom, would become the annexe. It is also proposed that the garage door would be replaced with a window and a separate front door, giving independent access to the annexe. There are various housing types along Heathpark Drive, a significant number, including this one, being attached at ground floor level but not first floor. Several houses in the road have been extended above the garage in the manner proposed, but they all appear to be detached. The design and appearance of this first-floor extension would be out of keeping with the character of the road, being material considerations for planning purposes. It would not comply with the Windlesham Neighbourhood Plan which provides that extensions of existing dwellings should “maintain the style and pattern of separation between buildings and widths of building frontages” (Policy WNP2.1). All the houses on Heathpark Drive appear to have retained their garage doors. The replacement of this garage door with a window and second front door would be out keeping with the design, appearance and character of the road, giving the impression of a separate dwelling. The proposed annexe could readily operate as a separate dwelling. If this application is approved, we request a condition that the annexe 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 out independently.	FPA	19 th August 2026
26/0649/PMR	Land East Of New Place, London Road, Sunningdale, Ascot, Windsor And Maidenhead Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved	Relaxation/Modification	21 st August 2026

	plans) of planning permission 25/1026/FFU (Erection of self build detached two storey dwelling with associated landscaping and parking.) to change finished floor level with alterations to roofs and fenestrations. Members resolved OBJECTION for the following reasons: We query whether this can be treated as a variation due to the significance of the changes. In particular, it is proposed that the house level will be raised. In the agreed design, the lower floor was to be built partially below the existing ground level. We understand that it is now proposed that the house will be constructed from ground level up, with no below ground elements. This is a Green Belt location. In the Officer's Report for the agreed application (25/1026/FFU), the officer considered whether the development would result in substantial harm to the openness of the Green Belt (NPPF para 154(g)), and the fact that the house was to be partially constructed below ground level was a factor. It is stated "the design further limits the visual impact by partially recessing the building into the ground..." (cl 6.4.5). The officer also referred to the green sedum roof in a positive manner, contributing to the reduction in visual intrusion on the openness of the Green Belt (cl 6.4.5). The sedum roof has been removed from this proposal and replaced with pitched roofs.		
26/0659/FFU	Chelsea Cottage, 73 Updown Hill, Windlesham, Surrey, GU20 6DS Erection of a single storey side/rear extension following demolition of existing garage and outbuilding. Members resolved NO OBJECTION.	FPA	26 th August 2026
26/0680/FFU	5 Owen Road, Windlesham, Surrey, GU20 6JG Erection of first floor side extension and changes to fenestration. Members resolved NO OBJECTION with the following COMMENT: This extension will create additional bulk and mass at first floor level. However, we feel that it is modest in size (5.745m deep x 2.405m wide). We request that SHBC confirm that there will be no unacceptable loss of light for neighbours. It is noted that it is proposed that the two new first	FPA	28 th August 2026

	floor windows at the front will be in obscure glazing to address any privacy issues. All materials should match the existing ones, and the style of the windows should be in keeping with current ones, as appearance and design and impact on the character of the area are material planning considerations.		
26/0685/PMR	Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans) of planning permission 24/1118/FFU (Erection of canopy over the existing rooftop terrace and outdoor kitchen.) to alter redesign of glazed rooftop. Members resolved to COMMENT as follows: This application proposes a major redesign of the previously approved glazed canopy. The Officer's Report for the already approved design (24/1118/FFU) confirms that the canopy would cover an area of approximately 208m2 (Cl 3.2), with the glazing standing between 2.5m and 9m in height from the rooftop. It is, therefore, a substantial structure. It is also within the Green Belt. In view of these factors, we query whether this should be treated as a new application and not as a variation. We request that SHBC ascertain whether this application would be larger in volume and/or height than the approved version due to the Green Belt location. In the Officer's report for application 24/1118/FFU, it is stated "the unique design of the structure is of an attractive appearance and creates interest to this part of the dwelling" (cl 6.5.3). The design was also referred to specifically in the Officer's conclusion in a positive manner and appears to have been a material factor in the decision. The previous design had a visually appealing, and very unusual, undulating appearance which has been lost in the new design, which is more uniform and rigid.	Relaxation/Modification	1 st September 2026
26/0672/FFU	Hatton House, Hatton Hill, Windlesham, Surrey, GU20 6AB Erection of single storey garage. Members resolved to COMMENT as follows: This is a Green Belt location. Inappropriate development is, by definition, harmful to the	FPA	3 rd September 2026

	Green Belt and should not be approved except in very special circumstances. The applicant maintains that potential fallback locations for the garage under permitted development rights constitute very special circumstances. We request that SHBC confirm the fallback position in relation to permitted development rights, particularly in relation to the dimensions of the garage. It may also be appropriate to consider the proposed increase in footprint and volume over and above the size of the original house (taking into account extensions both built and proposed) if this garage is deemed to be an extension of that house. If permission is granted, we request a condition that the garage should only be used for purposes ancillary to the main dwelling, should not be used as separate residential accommodation, sold, sub-let or rented out independently and should remain within the curtilage of the main dwelling.		
26/0673/CEU	Hatton House, Hatton Hill, Windlesham, Surrey, GU20 6AB Certificate for part implementation of two storey side extension to enclose swimming pool of planning permission ref.88/1273. Members resolved to COMMENT as follows: This application is for a certificate of lawfulness for existing development to establish that planning permission 88/1273 had commenced before 15 December 1993, through the construction of a two-storey side extension. The stated reason for the application is to allow the applicant to legally complete the planning permission by constructing the part which was never built, namely the link conservatory and pool enclosure. Various pieces of evidence have been submitted. It seems that the only evidence for the period prior to 15 December 1993 are the results for the building control application search, which are in summary format and difficult to interpret. Other evidence submitted dates to 1995, together with an aerial photograph of 1999. We rely on the expertise of SHBC to determine whether this evidence is sufficient.	Certificate of Existing Use	
26/0656/DTC	2 Cricketers Lane, Windlesham, Surrey, GU20 6HA Submission of details to comply with Condition 4 (Construction Transport Management Plan) of decision 24/0976/FFU for Erection of first floor side	Details to comply	

	extension with hipped roof, addition of two ground floor windows to rear elevations. Members resolved NO OBJECTION with the following COMMENT: This application was approved on 6 August 2026, the County Highways Authority having considered the application but raising no formal comment or objection.		
26/0677/NMA	Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP Non-material amendment to planning permission 26/0203/PMR to alter the BNG calculations and update the approved Construction Traffic Management Plan. Members resolved NO OBJECTION with the following COMMENT: We would have liked to have sight of the planning covering letter referred to in the Planning Application form as we believe this would summarise the reasons for the application. We understand that this application has resulted from the need to ensure compatibility of the main landscaping scheme with the separate Manor House (Building E) application (26/0354/FFU), and also to ensure that biodiversity net gain calculations are not double counted. We rely on SHBC to review the detailed calculations. The Application Form states that the approved Construction Transport Management Plan has been updated to reflect minor changes in temporary car parking for construction workers as the works come into their final stages. We assume this refers to the area referred to as a “proposed van parking area” on page 5, which is intended for heavy construction vehicles. The amendment does not seem to relate to the parking of personal vehicles by contractors.	Non Material Amendment	
26/0694/DTC	1 Newark Road, Windlesham, Surrey, GU20 6NE Submission of details to comply with condition 3 (TPP) of planning permission 26/0064/FFU (Appeal Ref: 6009636) for the 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. Members resolved to COMMENT as follows:	Details to comply	

	The Arboricultural Method Statement and Tree Protection Plan seem reasonable. However, we rely on the expertise of SHBC's arboricultural officer to confirm that they fully meet the requirements of Condition 3.		
PLAN/26/40	Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960. PLAN/26/41 To consider reasons for Councillor absences.		
PLAN/26/41	To consider reasons for Councillor absences The Assistant Clerk reported reasons for absences and Members resolved to accept the apologies and reasons from Cllr Wheeler.		

There being no further business, the meeting closed at 11:42



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

Held on 2nd September 2026 at 11:00am All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/26/42	Apologies for absence No apologies were received from Cllr Harris and Cllr Wheeler.
PLAN/26/43	Declarations of interest Cllr White declared a non-pecuniary interest in planning application no. 26/0762/FFU as she has spoken to the resident in the past.
PLAN/26/44	Public participation time No public were present.
PLAN/26/45	Exclusion of the press and public 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: PLAN/26/48 To consider reasons for Councillor absences Members agreed that the above item would be discussed in the confidential part of the meeting.

PLAN/26/46	To consider the notification of a planning appeal relating to Farnborough Airport and determine whether the Council wishes to make representations. Members noted that the Planning Committee had previously considered this application on 17 December 2025 and unanimously resolved that the comments submitted at that time remained applicable. Accordingly, the Committee reaffirmed its position of NO OBJECTION for the following reasons: While members expressed concerns regarding environmental impacts and anticipated noise associated with the proposed development, it was also highlighted that the airport represents a major hub for aviation, contributes significantly to regional growth and underscores the need for investment in national infrastructure, recognising the benefits of economic expansion.
PLAN/26/47	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications		
26/0717/FFU	Deep Acre, Dukes Covert, Bagshot, Surrey, GU19 5HU Erection of single storey rear extension and first floor rear extension with dormer with changes to fenestration and associated works. Members resolved NO OBJECTION with the following COMMENT: The Committee notes that the calculations have been based on the existing footprint and floor space of the property, rather than the original footprint.	FPA	9th September 2026
26/0721/DTC	Otium House, 2 Freemantle Road, Bagshot, Surrey, GU19 5LL Submission of details to comply with condition 10 (ecological enhancement plan) attached to planning permission 25/0790/FFU for Change of use from Class E (Office) to residential Class C3 (dwelling) to facilitate the creation of 7x1-bedroom flats together with alterations to the fenestration and openings, installation of canopies and vents, landscaping, and parking. Members NOTED the submission and rely on SHBC to ensure compliance with all relevant planning conditions.	Details to comply	10th September 2026

26/0705/CES	3 Heath Road, Bagshot, Surrey, GU19 5LA Certificate of lawfulness for the proposed conversion of loft to habitable accommodation, installation of a rear dormer and 2 rooflights. Members resolved NO OBJECTION.	Certificate Proposed Development	
26/0720/CES	11 Waggoners Hollow, Bagshot, Surrey, GU19 5RE Certificate of lawfulness for the proposed erection of rear dormer along with conversion of roof space to habitable accommodation. Members resolved NO OBJECTION with the following comment: Whilst raising no objection to the application, Members expressed concerns regarding the proposed use as a HMO within a residential cul-de-sac, particularly in relation to the limited availability of parking and the potential impact on the surrounding area.	Certificate Proposed Development	
26/0703/FFU	The Beeches, 9 South Farm Lane, Bagshot, Surrey, GU19 5NT Erection of a single storey rear extension and fenestration changes. Members resolved NO OBJECTION.	FPA	16 th September 2026
26/0747/FFU	15 Lory Ridge, Bagshot, Surrey, GU19 5BS Erection of a single storey rear extension following partial demolition of existing conservatory. Members resolved NO OBJECTION.	FPA	22 nd September 2026
26/0762/FFU	32A High Street, Bagshot, Surrey, GU19 5AZ Change of use of the first floor from (Class E) Office to a (Class C3) 1-bedroomed flat with one rear parking space, secure cycle storage and a 7-kW electric-vehicle charging point. Members resolved NO OBJECTION with the following COMMENT: Members noted that the required flood risk assessment has been submitted by the applicant.	FPA	23 rd September 2026
	Lightwater Applications		

26/0714/FFU	18 Northfield, Lightwater, Surrey, GU18 5YR Erection of first floor side extension with garage conversion and changes to fenestration. Members resolved NO OBJECTION.	FPA	8 th September 2026
26/0743/GPE	3 Outfall Cottages, Blackstroud Lane East, Lightwater, Surrey, GU18 5XR Prior approval for a larger home extension (Schedule 2, Part 1, Class A) with a maximum depth of 6 metres, a maximum height of 3.52 metres and an eaves height of 2.52 metres. Members resolved NO OBJECTION.	Class A Part 1	16 th September 2026
26/0758/CES	3 Outfall Cottages, Blackstroud Lane East, Lightwater, Surrey, GU18 5XR Certificate of lawfulness for the proposed erection of a single storey side extension. Members resolved NO OBJECTION.	Certificate Proposed Development	
26/0729/DTC	99-101 Guildford Road, Lightwater, Surrey, GU18 5SB Submission of details to comply with Condition 9 (Pedestrian Facilities) attached to planning permission ref. 25/0297/PMR Development of site to provide 21no. Dwellings with associated access, hardstanding, landscaping and parking. Members NOTED the submission and rely on SHBC to ensure compliance with Condition 9.	Details to comply	
	Windlesham Applications		
26/0551/FFU	Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Erection of a single storey rear extension, including upper and lower terrace and associated works. Members resolved NO OBJECTION with the following COMMENT: The application is for a lower ground floor extension for golf and skiing simulators with a spectator area, together with an extended terrace area. It is stated in the Planning Statement that the proposed new floor area is 183m2 and the volume 550m3, so reasonably substantial, and that these facilities are for use by the occupants of the dwelling. A claim has been submitted for residential extension exemption from CIL.	FPA	8 th September 2026

	If approved, we suggest a condition that the development shall only be used for the personal enjoyment of the residents of Oakwood and shall not be used for any commercial purposes.		
26/0745/FFU	Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Erection of padel court following infill of existing pond. Members resolved OBJECTION for the following reasons: Green Belt: In our view, this would constitute inappropriate development within the Green Belt with no “very special circumstances”. We feel that this does not fall within the exemption for a proportionate extension to the main house itself, due to the physical distance from the house. This argument was specifically rejected in the Officer’s report for a previous application for the construction of padel courts on the swimming pool site (25/0951/FFU), which appears from the plans to be a similar distance from the house to the site in this application. The Officer stated (cl 6.4.4): “... notwithstanding the use of the existing pool house and pool, it is set approximately 45m from the main dwelling, with substantial landscaping in between. For the purposes of this assessment on the Green Belt, it would not be considered adjunct to the main dwelling.” We feel that it is unlikely that this falls within the exemption for facilities for outdoor sport and outdoor recreation, due to the enclosed nature of the court, with 4m high walls and 6m high lighting. The plans do not appear to show a roof, but this should be clarified. The fall-back position described (26/0187/CES) can be distinguished from the current proposal in that it was for a 2m high chain link fence (ie half the height and different materials) on a different part of the site (the swimming pool area). Noise: Padel courts can be extremely noisy. Whilst the grounds of this dwelling are large, noise carries and this site borders the new Heathpark Wood development, which is currently under construction. We suggest that a Noise Assessment should be carried out, especially if the court has no roof. It should also be established whether there could be any adverse effect on wildlife.	FPA	22 nd September 2026

	Lighting: The plans show lighting on 6m high poles. As with the noise, it should be clarified whether there could be any adverse effect on wildlife, especially nocturnal species such as bats, which are known (from the other development in the area under construction) to nest and forage in the area. If this application is approved, there should perhaps be a condition ensuring that lighting is switched off at a designated time. The Pond: It is proposed to fill in the main pond although it appears (from the Tree Report) that two new ponds are to be created. It should be clarified whether this could have any impact on drainage or create flooding issues. Private purposes: If approved, we suggest a condition that the development shall only be used for the personal enjoyment of the residents of Oakwood and shall not be used for any commercial purposes.		
26/0686/FFU	Windlesham Park, Woodlands Lane, Windlesham, Surrey, GU20 6AT Conversion of Flats 5 and 6 into a single residential dwelling with associated alterations. Members resolved NO OBJECTION.	FPA	8 th September 2026
26/0725/FFU	Elvetham, Pine Grove, Windlesham, Surrey, GU20 6AW Erection of a two storey side extension, first floor extension to create habitable accommodation, single storey front extensions including front porch following demolition of existing garage. With changes to roof form, fenestration, hardstanding and associated works. Members resolved NO OBJECTION with the following COMMENT: A previous similar application was recently refused as a Bat Emergence and Re-Entry Survey was deemed to be required (26/0081/FFU). The relevant survey has now been undertaken, and the report confirms that no emergences or roosts were observed and that no further surveys are required. Due consideration should be given to the recommendations of the Surrey Wildlife Trust in relation to sensitive lighting, the timing of demolition and site clearance to avoid the	FPA	10 th September 2026

	breeding bird season, and the incorporation of features to benefit protected species. This application is different to the previous one in that it proposes a single storey front extension (approximately 4m deep) rather than a rear one. However, it appears to be stylistically in keeping with the dwelling, with no windows overlooking the immediate neighbour at St Brannocks. The road is very narrow and there is a need to ensure safe and unobstructed access during the construction works. We understand from the Officer's delegated report for the previous application that this cannot be conditioned but that a relevant informative can be added.		
26/0731/FFU	Crofters, Snows Ride, Windlesham, Surrey, GU20 6LA Erection of detached outbuilding for habitable use, following demolition of existing. Members resolved NO OBJECTION with the following COMMENT: We suggest a condition that the building (proposed to be used as a gym and for a golf simulator) should only be used for purposes ancillary to the main dwelling, should not be used as separate residential accommodation, sold, sub-let or rented out independently and should remain within the curtilage of the main dwelling.	FPA	11 th September 2026
26/0728/PMR	Woodcote Lodge, Snows Ride, Windlesham, Surrey, GU20 6PE Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans and documents) of planning permission 26/0177/PMR (Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans and documents) of planning permission 25/0665/FFU (Erection of single storey side and rear extensions, a two storey rear/side extension, raising the ridge height of part of the existing roof, insertion of a dormer window in the rear roof slope, a basement extension and an entrance porch together with associated external alternations following demolition of existing side extension and front porch) to change sized of proposed basement) to enlarge side extension. Members resolved NO OBJECTION with the following COMMENT: We understand that this application is for a modest (60cm) increase to the width of the	Relaxation/ Modification	15 th September 2026

	ground floor snug room to create space for a wheelchair to circulate. This is a Green Belt location. However, we understand that the increases in both floorspace and volume of this and previously approved additions are in the region of 17%, and therefore well within the 30% increase generally regarded as acceptable.		
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PLAN/26/48	To consider reasons for Councillor absences There were no apologies for members to consider.
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There being no further business, the meeting closed at 11:40



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

Held on Monday 27th July 2026 at 7:00pm at Lightwater Library, 83A Guildford Road, Lightwater

Councillors	
Gordon	-
Hardless	A*
Harris	A*
Hartshorn	P
R Jennings-Evans	P
Lewis	-
Marr	P
White	P
Willgoss	P
Richardson	S
Turner	S

In attendance: Sarah Wakefield – Assistant Clerk
 Richard Storer – Lightwater Resident

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

Cllr White took the Chair

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		Action
CAR/26/20	To appoint a Chairman & Vice-Chair for the ensuing year Cllr white proposed and Cllr Hartshorn seconded the nomination of Cllr Willgoss as Chairman. Cllr Willgoss declined the nomination. Cllr R. Jennings Evans proposed, Cllr Hartshorn seconded and it was unanimously resolved to elect Cllr White as Chairman of the Committee. <i>Cllr White took the chair.</i> Cllr R. Jennings Evans proposed, Cllr Hartshorn seconded and it was unanimously resolved to appoint Cllr Marr as Vice-Chair of the Committee.	

CAR/26/21	Apologies for absence Apologies were received from Cllrs Hardless and Harris. Members noted that reasons for absence would be considered in the confidential part of the meeting. No apologies were received from Cllrs Gordon and Lewis.	
CAR/26/22	Declarations of Interest No declarations of interest.	
CAR/26/23	Public participation time No public questions.	
CAR/26/24	Exclusion of the press and public. 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: CAR/26/41 To consider reasons for Councillor absences CAR/26/42 To approve previous Confidential Resolutions Members agreed that the above items would be discussed in the confidential part of the meeting.	
CAR/26/25	Windlesham Cemetery Drainage project- To consider quotes for Archaeological services Members were reminded that, at the previous Civic and Recreation (CAR) Committee meeting, it was resolved to remove the existing pathway within the 'Old Section' of the cemetery and replace it with a grassed surface. Members also noted that an application for a precautionary exhumation license was submitted to the Ministry of Justice (MoJ) for the proposed works had been refused. It was reported that, due to the nature of the project and the potential for ground disturbance within a burial area, the MoJ had stipulated that the services of a suitably qualified archaeologist would be required to oversee the works. Members were further informed that the involvement of a grave digger is no longer necessary and, as a result, the £2,000 expenditure approved at the previous meeting for this element of the project is no longer required.	

	Three quotations for an archaeological watching brief, required as part of the MoJ approval process, were presented to Members for consideration. Members were requested to: 1. Consider the quotations received for archaeological services- Members reviewed and considered the three presented quotations. 2. Consider the requirement for a Watching Brief Report – Members noted the requirement of a watching brief as stipulated by the MoJ to oversee the excavation phase of the project. 3. Approve the appointment of a contractor to undertake the required archaeological watching brief – Members unanimously resolved to proceed with Quote C, subject to clarification of the requirement within the quotation that any excavation be undertaken using a wide toothless bucket. Members agreed that this condition should be investigated further to ensure it would not adversely affect the proposed works. Members further resolved that, should it be determined that the toothless bucket requirement would prevent or materially hinder the project from proceeding, delegated authority be granted to the Clerk in conjunction with the Chair and Vice-Chair, to approve the appointment of the contractor submitting Quote A. 4. Agree the additional expenditure, to be funded from the Windlesham Cemetery Maintenance EMR – Members unanimously resolved to fund the expenditure of £4,770 (EX VAT) from the Windlesham Cemetery Maintenance EMR. 5. Agree an upper spend limit to take into consideration contingencies. Indications are that excavation works will take 3 days – Members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to approve expenditure up to the Clerk's delegated financial limit to address any unforeseen contingencies arising during the works.	Clerk, Chair & Vice-Chair
CAR/26/26	Bagshot Cemetery Drainage and Pathway project- To consider quotes for Archaeological services	

Members were reminded that, at the previous Civic and Recreation (CAR) Committee meeting, it was resolved to appoint a contractor to proceed with the drainage and pathway works at Bagshot Cemetery. Members also noted that an application for a precautionary exhumation license was submitted to the Ministry of Justice (MoJ) for the proposed works had been refused.

It was reported that, due to the nature of the project and the potential for ground disturbance within a burial area, the MoJ had stipulated that the services of a suitably qualified archaeologist would be required to oversee the works.

Members were further informed that the involvement of a grave digger is no longer necessary and, as a result, the £2,000 expenditure approved at the previous meeting for this element of the project is no longer required.

Three quotations for an archaeological watching brief, required as part of the MoJ approval process, were presented to Members for consideration. Members were requested to:

1. Consider the quotations received for archaeological services-

Members reviewed and considered the three presented quotations.

2. Consider the requirement for a Watching Brief Report –

Members noted the requirement of a watching brief as stipulated by the MoJ to oversee the excavation phase of the project.

3. Approve the appointment of a contractor to undertake the required archaeological watching brief –

Members unanimously resolved to proceed with Quote C, subject to clarification of the requirement within the quotation that any excavation be undertaken using a wide toothless bucket. Members agreed that this condition should be investigated further to ensure it would not adversely affect the proposed works. Members further resolved that, should it be determined that the toothless bucket requirement would prevent or materially hinder the project from proceeding, delegated authority be granted to the Clerk in conjunction with the Chair and Vice-Chair, to approve the appointment of the contractor submitting Quote A.

4. Agree the additional expenditure, to be funded from the Bagshot Village EMR –

	Members unanimously resolved to fund the expenditure of £5,410 (EX VAT) from the Bagshot Village Reserve. 5 Agree an upper spend limit to take into consideration contingencies. Indications are that excavation works will take 7 days – Members unanimously resolved to delegate authority to the Clerk, in conjunction with the Chair and Vice-Chair, to approve expenditure up to the Clerk's delegated financial limit to address any unforeseen contingencies arising during the works.	Clerk, Chair & Vice-Chair
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CAR/26/27	Windlesham Cemetery- To consider quotes for the restoration of Historical Memorials Members were informed that the contractor selected to undertake the restoration of the four historic memorials in Windlesham Cemetery does not hold NAMM or BRAMM accreditation. As the current cemetery regulations require all masons working within the cemetery to hold either NAMM or BRAMM accreditation, officers advised that the Council could not proceed with the appointment under the existing regulations. Members were therefore asked to consider whether they wished to suspend the relevant cemetery regulations to enable the project to proceed with the preferred contractor. Following discussion, members reviewed the quotations received and considered the specialist nature of the project. Given the historical significance of the memorials, members expressed a preference for appointing a contractor with demonstrable experience in the conservation and restoration of historic memorials. Members unanimously resolved to approach the stonemason currently undertaking restoration works to local war memorials and invite them to submit a quotation for the restoration of the historic memorials. Members further resolved to seek additional quotations from contractors holding either NAMM or BRAMM accreditation, in accordance with the Council's cemetery regulations. However, quotations from suitably experienced contractors who do not hold these accreditations may also be obtained and presented	Assistant Clerk
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	to a future meeting for consideration, should members wish to review all available options.																					
CAR/26/28	Consideration of Priority 2 Memorial Testing across all three cemeteries Members were asked to consider quotations received for the re-testing of Priority 2 memorials within the Parish Members are asked to: 1. Note that four quotations were requested, however only one complete quotation has been received to date – Members noted that four quotations were requested and that just one contractor had responded with a complete quote. 2. Consider whether they wish to Undertake Priority 2 memorial testing across all three Parish cemeteries under a single contract to achieve the reduced pricing offered test all 3 cemeteries separately – Members resolved with 6 in favour and 1 abstention to proceed with Contractor A Quote 1, testing all three parish cemeteries under a single contract to offer best value for money. Additionally, it was agreed not to wait for further information in relation to the quote presented by Contractor 2. 3. Decide if they wish to lay down or stake and band unsafe memorials – Members unanimously resolved to instruct the contractor to lay down unsafe memorials. 4. Consider funding arrangements – Members unanimously resolved to split the funding as follows: <u>Contractor A- Quote 1</u> Memorial stability assessment, making safe memorials, memorial stability testing report to include photos, videos and details of failed memorials: <table><tr><th>Village</th><th>Activity</th><th>Number of memorials</th><th>Total</th></tr><tr><td>Windlesham</td><td>As per quotation</td><td>276 memorials</td><td>£1,549.40</td></tr><tr><td>Lightwater</td><td>As per quotation</td><td>117 memorials</td><td>£660.40</td></tr><tr><td>Bagshot</td><td>As per quotation</td><td>59 memorials</td><td>£330.20</td></tr><tr><td>Total</td><td></td><td></td><td>£2,540</td></tr></table>	Village	Activity	Number of memorials	Total	Windlesham	As per quotation	276 memorials	£1,549.40	Lightwater	As per quotation	117 memorials	£660.40	Bagshot	As per quotation	59 memorials	£330.20	Total			£2,540	
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Total			£2,540																			

	In addition, high, moderate and low risk memorials will be labelled or recorded with the following costs: Warning labels and ties per failed memorial – High & Moderate risk = £4.50 per memorial Low Risk – Record only = £2 per memorial Working on a worst-case basis, to include testing and labelling/recording of failed memorials, members agreed spending to be spilt as follows: Windlesham - £1,549.40 + £280.50 (276 x £4.50) = £1,829.90 Lightwater - £660.40 + £526.50 (117 x £4.50) = £1,186.90 Bagshot - £330.20 + £265.50 (59 x £4.50) = £595.70 Additionally, it was resolved to fund the Windlesham Cemetery Priority 2 testing from the Windlesham Cemetery Maintenance EMR, the Lightwater Cemetery testing from the Lightwater Cemetery maintenance EMR and the Bagshot testing from the Bagshot Village Reserve. Cllr Richardson requested that an officer be present during the memorial testing programme at Windlesham Cemetery. The Assistant Clerk advised that she was not aware of any formal Council resolution requiring officer attendance during testing. It was further noted that officer attendance for the duration of the programme would have staffing implications, as it would require an officer to be away from the office for an extended period.	
CAR/26/29	Windlesham Cemetery- Memorial Tree Application Members were asked to consider the request from a resident for the planting of a memorial tree in Windlesham Cemetery. Members unanimously resolved to decline the application due to concerns regarding the proposed location and species of tree. Members considered that the requested species would ultimately be too large for the preferred location and could impact future burial space within the cemetery. It was agreed that a Windlesham Councillor would undertake a site visit with an officer to identify a more suitable location, away from areas currently available for burials. Once an alternative location has been identified, the applicant will be	Assistant Clerk & Windlesham Cllr

	advised accordingly and invited to submit a revised application should they wish to proceed.	
CAR/26/30	To consider the replacement of trees at Bosman Drive Members were informed that two trees planted at Bosman Drive, Windlesham, in 2023 had failed and that, as the trees at this location are protected by a Tree Preservation Order (TPO), the Council has a duty to replace any lost trees. Members were further advised that the Tree Officer had confirmed that only one replacement tree is required. Although two of the original trees had failed, an additional sapling planted at the same time is thriving and is considered sufficient to compensate for the loss of one of the trees. The tree officer had recommended the planting of a walnut tree and members were asked to decide the following: 1. Approve the recommend option of the Walnut tree. Members unanimously resolved to plant a Walnut Tree in the location. 2. Members are asked to approve officers identifying a suitable location for the proposed tree within Bosman Drive Greenspace and submitting the preferred location to the Tree Officer for approval. Members unanimously resolved to approve officers identifying a suitable location for the Walnut Tree and submitting this to the Tree Officer for approval. 3. Agree a budget for the works. 4. Delegate authority to the Clerk, in conjunction with the Chair/Vice-Chair, to appoint a suitable contractor to commence planting in Autumn/Winter 2026. 5. Note that any expenditure for the watering and maintenance of the trees would need to be considered by the new authority. Members unanimously resolved to proceed with Option 1, subject to approval from the Tree Officer. Under this option, the planting, watering and ongoing maintenance of the replacement tree would be deferred until Autumn 2027, allowing the matter to be considered by the new authority. Should the Tree Officer not support this approach, Members unanimously resolved to proceed with Option 2. This would involve planting the proposed Walnut tree in an approved location during Autumn/Winter 2026. Members delegated	

	authority to the Clerk, in conjunction with the Chair and Vice-Chair, to obtain quotations and appoint a suitable contractor to supply and plant the tree. Members further noted that the ongoing watering and maintenance requirements, commencing in May 2027, would need to be considered and funded by the new authority once elected. It was resolved to fund the supply and planting of the tree from the Trees EMR.	Clerk, Chair & Vice-Chair												
CAR/26/31	To consider Event Organisation Requirements at the Lightwater Recreation Ground Members were reminded that all events held on Council owned or managed land were only granted permission if the event was organised in accordance with the guidance and recommendations set out by the Surrey Safety Advisory Group (SAG) and the Purple Guide. Officers have therefore sought to apply these requirements when reviewing event applications. However, organisers of recent events have highlighted the level of documentation required can be challenging for volunteer-led groups to produce and maintain. The Committee was asked to consider the information provided in the papers and noted that the measures outlined in the paper and table below are legally grounded and consistent with national guidance. The documents listed below mirror the approach previously taken by the Safety Advisory Group and reflect what insurers expect for safe and well-managed community events. <table border="1"> <thead> <tr> <th>Document Requested</th><th>Legal / Guidance Basis</th><th>Reason for Council Requirement</th></tr> </thead> <tbody> <tr> <td>Event Management Plan</td><td>HSE guidance on event safety management</td><td>Demonstrates planning of staffing, responsibilities, communication, and safety arrangements. As the landowner, the Council has a legal duty of care to ensure any event held on its land is planned and managed safely.</td></tr> <tr> <td>Site Plan</td><td>HSE event guidance; Occupiers' Liability Act 1957 duty to ensure safe layout.</td><td>Shows structures, access routes, emergency exits, and crowd flow to ensure safe site design.</td></tr> <tr> <td>Emergency Evacuation Procedure</td><td>Management of Health & Safety at Work Regulations</td><td>Confirms organisers have planned how to</td></tr> </tbody> </table>	Document Requested	Legal / Guidance Basis	Reason for Council Requirement	Event Management Plan	HSE guidance on event safety management	Demonstrates planning of staffing, responsibilities, communication, and safety arrangements. As the landowner, the Council has a legal duty of care to ensure any event held on its land is planned and managed safely.	Site Plan	HSE event guidance; Occupiers' Liability Act 1957 duty to ensure safe layout.	Shows structures, access routes, emergency exits, and crowd flow to ensure safe site design.	Emergency Evacuation Procedure	Management of Health & Safety at Work Regulations	Confirms organisers have planned how to	
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Emergency Evacuation Procedure	Management of Health & Safety at Work Regulations	Confirms organisers have planned how to												

		(emergency arrangements); HSE guidance.	evacuate safely in case of fire, weather, or other incidents. As the landowner, the Council must satisfy itself that all events can be evacuated safely if required.
	Insurance Certificates (Public Liability & Employers' Liability)	Public Liability: insurer requirement (not statute). Employers' Liability: Employers' Liability (Compulsory Insurance) Act 1969.	Confirms financial protection in case of injury or damage. The Council's insurance does not cover hirers' liability; therefore, the Council must verify the organiser's insurance.
	Risk Assessment	Management of Health & Safety at Work Regulations 1999, reg.3. Occupiers' Liability Act 1957 duty of care	A core legal requirement demonstrating hazards have been identified and controlled.
	Lost Children Policy	Safeguarding best practice.	Ensures safe procedures for vulnerable attendees.
	Event Capacity Details	Occupiers' Liability Act (safe crowd management); HSE guidance.	Confirms the organiser has assessed crowd numbers and staffing to ensure safe crowd control.

Additionally, for activities such as inflatables, fairground rides, climbing walls, or mechanical attractions, the Council requests additional documentation. These are not statutory, but they are industry standards and required by insurers to demonstrate safe operation under PUWER (Provision and Use of Work Equipment Regulations 1998).

Document Requested	Legal / Guidance Basis	Reason for Council Requirement
ADIPS Certificate	Industry standard; HSE guidance for	Shows the ride has passed an annual independent safety inspection by a

	(Fairground Rides)	amusement devices.	competent engineer, demonstrating safe mechanical operation.
	PIPA Certificate (Inflatables)	Industry standard; HSE guidance.	Confirms the inflatable meets recognised safety standards and has been tested, ensuring safe installation and operation.
	Operator Insurance	Insurer requirement (not statute).	Ensures the operator has adequate insurance cover for their activity, protecting the Council from liability exposure.
	Operator Risk Assessment	PUWER (operator duty); HSE guidance.	Demonstrates the operator has assessed risks specific to their equipment and identified appropriate control measures.
	Members were asked to decide if they wished to either: • Continue with the current approach for all future events, recognising that this process demonstrates the Council has taken reasonable steps to discharge its duty of care under the Occupiers' Liability Act 1957; or • Relax the requirements, acknowledging that doing so may limit the Council's ability to demonstrate compliance with its duty of care and may increase the risk of the Council being uninsured should an incident occur. Members acknowledged that in accordance with the Occupiers' Liability Act, the Council have legal safety duties in relation to events held on Council owned land. Members unanimously resolved to continue with the current approach for future events to ensure it has demonstrated its duty of care under the Occupiers Liability Act 1957. Members also agreed that a meeting should be arranged between the Clerk and representatives of the three volunteer organisations that organise events in Lightwater Village. The purpose of the meeting will be to discuss the current process, identify opportunities for improvement and agree practical measures to make event administration and compliance requirements easier and more effective for all parties involved, where possible.		
CAR/26/32	To consider an event application from 1st Lightwater Scouts to host their Bonfire and Fireworks event on Lightwater Recreation Ground Members were asked to consider an application from 1st Lightwater Scouts for the use of the Lightwater Recreation Ground, for their annual Bonfire and Fireworks event on Saturday 7th November 2026 and to consider the document action submitted to date.		

	Members were asked to: 1. Note the Event Application Form, Risk Assessment and Public Liability Insurance documentation received to date. Members noted the documentation which had been received to date. 2. Note that documentation relating to the appointed fireworks contractor remains outstanding. Members noted that the documentation relating to the appointed fireworks and contractor remains outstanding. 3. Note the proposed event date of 7th November 2026. Members noted the proposed date of the event. 4. Note that an EGM will be convened to allow a full and proper review of all event documentation and any conditions that may be required before a final decision is made on the application. Members unanimously resolved that officers should provide the event organiser a schedule of outstanding requirements that must be satisfactorily addressed prior to the event proceeding. They also agreed that should any matters remain unresolved or require a formal Council decision before the event, an EGM will be convened. Members agreed that approval of the event remains conditional upon all requirements being met.	Assistant Clerk
CAR/26/33	To consider a proposal for additional Planting at the Lightwater Memorial Gardens Members were asked to consider the introduction of additional planting at the Lightwater War Memorial Gardens and review a proposal and quote for Members unanimously resolved to proceed with the proposal to introduce additional planting within the Lightwater War Memorial Gardens at a cost of up to £200 excluding VAT, to be funded from the Lightwater Village Reserve EMR. Members agreed to reallocate the £200 previously set aside for volunteer planting at Lightwater Cemetery from the same EMR to fund the project. Members noted that the original planting proposal was costed at £271 excluding VAT and, in order to remain within the available budget, resolved to omit the ornamental grasses from the scheme, reducing the total cost to £200 excluding VAT.	

CAR/26/34	To consider the condition of the boardwalk at School Lane Field Pond Members were informed that the boardwalk adjacent to the pond at School Lane Field has deteriorated over time, with approximately ten timber planks now identified as rotten and in need of replacement. Members were advised that a contractor had recently inspected both the boardwalk decking and its supporting structure. The inspection confirmed that, while a number of the timber planks require replacement, the underlying support structure remains in a sound condition. Members were asked the following: • Members are asked to note the current condition of the boardwalk and that officers are in the process of obtaining quotations for repair works, together with advice from specialist contractors. A further report will be brought back to Members once this information has been received and assessed. Members noted the condition of the boardwalk and unanimously resolved that officers should obtain quotations for both the repair of the planks and its full replacement (to include boards, handrails). Members requested that the options, together with associated costs and recommendations, be presented to a future Committee meeting to enable an informed decision on the most appropriate course of action. • Members are also asked to be mindful of any additional commitments against Bagshot CIL funding, as a proportion of these funds may be required to support the future repair or replacement of the boardwalk, subject to the findings and recommendations received from contractors. Members noted the estimated costs set out in the meeting papers and acknowledged that Bagshot CIL funding may need to be allocated to support the future repair or replacement of the boardwalk.	Assistant Clerk
CAR/26/35	Grants- To consider grants from the Friends of Valley End CoE Infant School, Windlesham Darby & Joan and the Windlesham Field of Remembrance Members were invited to consider the details of a grant application from Friends of Valley End CoE Infant School, requesting funding of £2,750 to help fund a firework event and determine whether they wish to approve the request in full, in part, or not at all. Members unanimously resolved to defer consideration of the grant application until it had been established whether an	

	application for funding had been submitted to Chobham Parish Council, noting that the school is located within the Chobham Parish area. Members agreed that Chobham Parish Council should be approached in the first instance and that the application would be reconsidered once the outcome of any funding request to Chobham Parish Council was known. Members were invited to consider the details of a grant application from the Windlesham Darby & Joan Club, requesting funding of £1,000 to help assist towards the running costs of the club and determine whether they wish to approve the request in full, in part, or not at all. Members unanimously resolved to grant the Windlesham Darby & Joan Club £500 towards the running costs of the club. It was agreed to fund from the Windlesham Grants EMR. Members were invited to consider the details of a grant application from the Windlesham Field of Remembrance, requesting funding of £1,000 to help cover the general and dog waste collections at the field and determine whether they wish to approve the request in full, in part, or not at all. Cllr Richardson proposed, Cllr Marr seconded and it was resolved with 5 in favour, 1 against and 1 abstention to grant the Windlesham Field of Remembrance £1,000 for the above purposes. It was agreed to fund from the Windlesham Grants EMR. <i>Cllr Richardson left the meeting. 20:59</i>	
CAR/26/36	Remembrance Day arrangements Members were asked to consider the Council's arrangements for Remembrance Day across Bagshot, Lightwater and Windlesham. Members unanimously resolved the following arrangements for Remembrance Sunday wreath laying and associated expenditure: Bagshot • One wreath will be laid at the Bagshot War Memorial by Cllr Du Cann. Should Cllr Du Cann be unavailable, Cllr White will lay the wreath on behalf of the Council. • Members approved expenditure of £50 for the wreath. Lightwater • One wreath will be laid at the Lightwater War Memorial by Cllr R. Jennings-Evans.	

	• Members approved expenditure of £50 for the wreath. Windlesham • One wreath will be laid at the Windlesham War Memorial by Cllr Marr. • One wreath will be laid at the Windlesham Field of Remembrance by Cllr Lewis, or another councillor should she be unavailable. • Members approved expenditure of £25 per wreath. Members further resolved that the cost of all wreaths would be met from the War Memorials budget/EMR.	
CAR/26/37	To consider options for the provision of Mini Christmas trees along Bagshot High Street during the Christmas period Members were reminded that, historically, the Bagshot Society had organised the installation and removal of the small Christmas trees mounted on brackets along Bagshot High Street, with Windlesham Parish Council providing a grant contribution towards the costs. Members were advised that the installation did not take place in 2025 due to increased insurance requirements and associated health and safety obligations placed upon the volunteer group. As a result, Members requested that officers obtain quotations from suitably qualified contractors for the supply, installation, maintenance and removal of the Christmas trees and associated lighting displays for Christmas 2026. Members were presented with quotations for both a three-year and one-year contract for the supply, installation and removal of the mini-Christmas trees. However, Cllr Willgoss and Cllr White advised that a local volunteer group in Bagshot may be willing and able to undertake the project, subject to further discussions and confirmation of the group's capacity and insurance arrangements. Members unanimously resolved that further information, and clarification should be sought from the group regarding their capacity to deliver the installation and removal of the mini-Christmas trees for Christmas 2026. Members further resolved that, should the volunteer group be unable to undertake the project, the contractor quotations	Cllr White

	would be brought back to a future Committee meeting for consideration.	
CAR/26/38	Clerks Update Members were updated on the following projects: Christmas Tree Switch-On Events Members will be informed once installation schedules for the Christmas trees and lamp column lights have been confirmed. Previous years have seen the Christmas lighting installed towards the end of November, with local switch-on events arranged shortly afterwards. Lightwater Cemetery – Stone Markers Members previously approved the purchase of stone markers to identify reserved plots within Lightwater Cemetery. Following delivery to the stonemason, it was identified that the markers supplied did not match the agreed dimensions. Members agreed to seek a discount to reflect the discrepancy. The stonemason has confirmed a 20% discount would be satisfactory and it is hoped the delivery of the markers is imminent. Windlesham Cemetery – New Ashes Section Vehicle Access Issues Officers continue to receive occasional reports of vehicles entering areas of the new half plot section and causing damage to the grassed areas. Notices have been put up in the noticeboards and close to the affected areas. Officers are monitoring the situation, and members may want to consider whether any additional measures may be required to discourage inappropriate vehicle access. Lightwater Cemetery – Boundary Mark-Out and Fencing Members previously resolved that the cemetery boundary should be overlaid onto the topographical survey and physically marked on site prior to the commencement of any fencing works. Whilst this exercise has now been completed, officers are seeking further clarification from the surveyor as the boundary markings currently provided are not sufficiently clear to accurately identify the boundary line on site. As a result, the information cannot presently be relied upon for the purposes of obtaining further fencing quotations or progressing the project. Officers are working with the surveyor to resolve these discrepancies and provide a definitive boundary position before the project can proceed further. Replacement of AED (defibrillator) Cabinet in Lightwater Village Work on the required Wayleave agreement is still ongoing between the Council and the Landlord of the building where the AED will be housed. Working Parties:	

	Lightwater Traffic and Infrastructure Working Party A meeting of the working party was held on 14th July, chaired by Cllr Turner. Any actions arising from the meeting will be discussed with the Clerk and added to a future agenda for consideration. Windlesham Traffic and Infrastructure Working Party As the Working Party has not met, there are no updates to report at this time. Windlesham Neighbourhood Plan Working Party As the Working Party has not met, there are no updates to report at this time.	
CAR/26/39	Correspondence No Correspondence.	
CAR/26/40	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. CAR/26/41 To consider reasons for Councillor absences CAR/26/42 To approve previous Confidential Resolutions	
CAR/26/41	To consider reasons for Councillor absences The Assistant Clerk reported reasons for absences and Members resolved to accept the apologies and reasons for Cllr Hardless and Cllr Harris.	
CAR/26/42	To approve previous Confidential Resolutions Members approved the previous Confidential Resolutions.	

There being no further business, the meeting closed at 21:17

Item 7 - External Audit Conclusion for the accounting year 2025-2026
Full Council – 22nd September 2026

The external audit opinion has now been received from PKF Littlejohn. The annual return has been passed with no issues, and a copy is attached.

Action

Councillors are asked to note the contents of this report and to accept the audit opinion and approve the annual return and certificate.

Joanna Whitfield
Clerk to the Council
July 2026

Windlesham Parish Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2026

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Section 16 of the Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for Windlesham Parish Council for the year ended 31 March 2026 has been completed and the accounts have been published. 2. The Annual Governance & Accountability Return including the auditor's certificate and opinion is available for inspection and copying by any local government elector of the area of Windlesham Parish Council on application to: (a) <u>JANE CHALLISS - RESPONSIBLE FINANCIAL OFFICER</u> <u>THE COUNCIL OFFICES</u> <u>THE AVENUE</u> <u>LIGHTWATER</u> <u>GU18 5RG</u> (b) <u>11am - 1pm MONDAY, TUESDAY and</u> <u>THURSDAY</u> 3. Copies will be provided to any local government elector of the area on payment of £ <u>2</u> (c) for each copy of the Annual Governance & Accountability Return. Announcement made by: (d) <u>J CHALLISS - RESPONSIBLE</u> <u>FINANCIAL OFFICER</u> Date of announcement: (e) <u>03/08/2026</u>	Notes This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 September. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years. (a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR (b) Insert the hours during which inspection rights may be exercised (c) Insert a reasonable sum for copying costs (d) Insert the name and position of person placing the notice (e) Insert the date of placing of the notice
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Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

Windlesham Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		Yes	No*	Yes means that this authority
	Yes	No			
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓				prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓				made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓				has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓				during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓				considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓				arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓				responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓				disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A		has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓				
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓				has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

28/04/2026

and recorded as minute reference:

G/25/242

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



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Section 2 – Accounting Statements 2025/26 for

Windlesham Parish Council

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	997,889	1,170,922	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	505,201	551,061	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	192,379	150,751	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	164,916	187,825	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	359,631	512,960	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,170,922	1,171,949	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,182,927	1,133,861	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	407,098	559,354	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

21/04/2026

I confirm that these Accounting Statements were approved by this authority on this date:

28/04/2026

as recorded in minute reference:

C/25/243

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of **Windlesham Parish Council – SU0083**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF LITTLEJOHN LLP

Date

31/07/2026

Item 8 - Council Insurance - Renewal September 2026
Full Council 22nd September 2026

The Council's insurance policy is due for renewal on 1st October 2026. At the Full Council meeting held on 24th September 2024, it was unanimously resolved to enter into a three-year agreement, covering the period from 1st October 2024 to 30th September 2027.

This upcoming renewal represents the third and last year of the long-term arrangement. Insurance cover continues to reflect the Council's current operational requirements.

Following a recommendation arising from the Council's recent data protection audit, the renewal will also include cyber insurance cover to further strengthen the Council's protection against cyber-related risks and incidents.

Members should be aware that the premium is unlikely to remain at last year's level of £5,455.96, as the policy includes index-linked elements and the addition of cyber insurance cover, both of which may affect the overall cost.

The insurer has been contacted, and we are currently awaiting confirmation of the renewal premium.

What is Cyber Insurance

Cyber insurance provides financial and professional support in the event of a cyber incident, such as a phishing attack, ransomware attack or personal data breach. It may assist with incident response, data recovery, legal and regulatory costs, and liabilities arising from breaches of data protection legislation. The inclusion of cyber insurance is being considered following recommendations arising from the Council's recent data protection audit.

Action

Councillors are asked to:

- 1. Note the above information and consider whether they wish to add cyber insurance to the policy, noting that should the budget be exceeded, the excess will be funded from the General Reserve.**
 - 2. Delegate authority to the Clerk to review the renewal and authorise acceptance of the renewal and payment of the annual premium for the 2026/27 insurance period.**
-

JW

Clerk to the Council
September 2026

Item 9 – To consider the proposed transfer of assets to the continuing authority being renamed Bagshot and Lightwater Parish Council

Full Council 22nd September 2026

Purpose of the report

To present the assets Surrey Heath Borough Council (SHBC) currently proposes for transfer to Windlesham Parish Council (WPC), as set out in the accompanying spreadsheet, and to provide Members with an updated assessment of the likely financial and operational implications. The paper also summarises the outcome of the Council's asset transfer consultation and records SHBC's proposal regarding High Curley SSSI.

Actions

- **Consider the assets identified by SHBC in the accompanying spreadsheet, noting that the asset schedule remains subject to satisfactory legal, financial, condition and operational due diligence, and determine which assets the Council wishes officers to continue progressing through the transfer process.**
- **Note that, using SHBC's indicative costing information and applying a prudent 10% uplift to allow for the loss of SHBC economies of scale, the proposed asset package is estimated to increase annual greenspace maintenance expenditure by approximately £140,000.**
- **Note that the estimated annual cost of £140,000 includes a provision of £30,000 for planned and reactive tree management works, £10,000 for unplanned bench or bin replacement and £30,000 legal costs.**
- **Note that Surrey Heath Borough Council has not yet confirmed the 2027/28 tax base for the successor authorities and, therefore, any impact on the parish precept can only be estimated at this stage. Based on an estimated tax base of 6,273.46 Band D equivalent properties, the estimated impact of the proposed asset package would be approximately £22.32 per annum for a Band D property in Bagshot & Lightwater, equivalent to an estimated 32.5% increase on the 2026-2027 precept.**
- **Consider whether a further public consultation should be undertaken before any final decision is made on the transfer of assets, particularly in light of the updated financial information now available, including the estimated additional annual maintenance cost of £140,000 and the associated estimated increase in the parish precept of approximately £22.32 per annum for a Band D property (32.5%).**
- **Members should determine whether the consultation undertaken to date provides sufficient evidence of public support or whether further engagement is required before the Council reaches a final decision on accepting any asset transfer package.**

- **Consider Surrey Heath Borough Council's proposal that ownership of the High Curley Site of Special Scientific Interest (SSSI) transfers to SHBC to enable management alongside Lightwater Country Park, noting that no funding would accompany the proposal.**
-

Background

SHBC has provided an updated workbook identifying land, open spaces, playgrounds, leased buildings, street furniture and associated infrastructure that may be transferred to WPC. The accompanying spreadsheet should be read as the current proposed schedule rather than confirmation that every entry is suitable or legally available for transfer.

The workbook contains a mixture of ownership and occupation descriptions, including freehold land occupied by SHBC, leased assets, and land described as owned by SHBC. This reinforces the need to establish precisely what legal interest, boundary and responsibility would transfer in each case. The working assumption is that the following will transfer:

- Land Registry titles and plans, conveyances, covenants, easements, access rights and restrictions.
 - Current leases, licenses and third-party rights, including landlord repairing obligations and income arrangements.
 - Tree surveys, ecological designations, invasive species information and management plans.
 - Service contracts, statutory compliance obligations.
-

Financial Implications

Estimated additional greenspace maintenance, based on SHBC indicative information plus a 10% uplift for loss of economies of scale

The 10% uplift is a prudent planning allowance, not a tendered price. SHBC may obtain efficiencies through the scale, routing, staffing, plant and contract arrangements of a borough-wide service that may not be available to WPC. The estimate should therefore be treated as an initial budget assumption pending a fully specified procurement exercise and verification of quantities, standards, frequencies and asset condition.

Trees represent a separate and potentially volatile liability. Routine grounds maintenance figures should not be assumed to cover surveys, emergency call-outs, storm damage, specialist arboricultural works, works to protected trees, ecological constraints or the clearance of failures.

Members should note that Surrey Heath Borough Council has not yet confirmed the 2027/28 tax base for the continuing authority. Consequently, any impact on the parish precept can only be estimated at this stage.

Based on an estimated tax base of 6,273.46, the costs associated with this proposal would equate to an estimated increase of approximately £22.32 per annum for a Band D property. This

figure is indicative only and will be subject to revision once the final tax base is confirmed by Surrey Heath Borough Council.

Members should therefore consider the financial implications on the basis that the actual impact on council taxpayers may vary from the estimate presented in this report.

Transfer of leased buildings

Whilst it is understood that the leases are likely to be on a full repairing and insuring basis, the Council should note that both The Briars Centre Community Association and the Bagshot Playing Fields Association are registered charities and any future landlord responsibilities should be considered in the context of their charitable status.

The Briars Centre Community Association (Charity No. 1074517)

- The charity's stated purpose is to provide a community centre, sports field and open space for the benefit of local residents.
- The latest published accounts (year ending 31 March 2024) report income of £14,130 and expenditure of £10,066. This relatively modest level of income may limit the charity's ability to fund significant unforeseen building repairs or major capital works.
- The Charity Commission register records that the charity's annual return was shown as overdue as at 2 September 2026. Members should note that reporting status may subsequently change

Bagshot Playing Fields Association (Charity No. 274653)

- The charity's objective is to provide, maintain and improve facilities offered to local clubs and groups.
- The latest published accounts (year ending 30 September 2025) report income of £28,937 and expenditure of £46,593, resulting in a deficit of £17,656 for the year. This indicates that expenditure exceeded income during the reporting period and may limit the charity's ability to absorb significant unforeseen repair, maintenance or capital replacement costs without securing additional funding or increasing income streams.
- The charity's filings are currently up to date.

Due Diligence Considerations

- Review the lease to confirm responsibility for structural repairs, insurance, utilities and statutory compliance.
- Establish whether there are any known maintenance backlogs, asbestos liabilities, accessibility works or major lifecycle replacement requirements.
- Establish whether there are any outstanding Health and Safety concerns

- Establish whether appropriate documentation is available, including recent condition surveys, asbestos records, fire risk assessments and evidence of statutory inspections where applicable.

Members should also note that the Clerk has requested further information from Surrey Heath Borough Council to assist Members in assessing the condition of the buildings, existing liabilities, statutory compliance requirements and potential future costs associated with the proposed transfer. At the time of writing, this information has not yet been provided.

Overall Assessment

From an asset transfer perspective, the principal risk is the possibility that the Council could inherit responsibility for significant future building maintenance, lifecycle replacement costs, or latent defects if the terms of the leases are unclear or incomplete. The Council should therefore obtain copies of all leases, recent condition surveys, asbestos information, insurance arrangements and details of any planned major works before accepting transfer of the freehold interest.

Outcome of the asset transfer consultation

The consultation showed strong support among respondents for local stewardship. Across the whole-parish results, 86.46% supported parish control of open spaces and infrastructure. When the results were considered for Bagshot and Lightwater only, 88.89% supported local control of open spaces and infrastructure, 88.73% supported local control of community buildings and leased facilities, and 81.94% supported a modest precept increase to fund maintenance.

However, the consultation received fewer than 100 responses to the principal questions, representing under 1% of the electorate, and responses were weighted towards residents aged 55 and over. The findings should therefore be treated as clear directional evidence from engaged respondents, rather than a statistically representative mandate.

Free-text responses showed that support was conditional. Recurring concerns included the credibility and transparency of costs, whether funding would transfer with the assets, WPC's capacity and expertise, long-term liabilities, fairness between villages and the need for clearer communication. The revised estimate of approximately £140,000 for greenspace maintenance, together with separate tree work and other asset costs, is materially different from the earlier consultation planning figures and must be expressly considered before any final decision.

Governance and timing

The Community Governance Review has resulted in an agreed recommendation that the existing parish be divided, with Bagshot and Lightwater remaining together and a separate Windlesham Village Council being created from April 2027. Surrey Heath Borough Council has advised that the transfer of assets to Windlesham Village Council will be incorporated within the Community Governance Order and that the transfer of any assets to the continuing authority will be by agreement with that authority.

Council previously resolved to continue discussions regarding potential asset transfers. However, Members should note that continued negotiation, information gathering and due diligence do not constitute acceptance of any transfer proposal. No commitment has been made to accept ownership of any asset. Any proposed transfer package, whether in whole or in part, should be brought back to Council for formal consideration and decision

High Curley SSSI

SHBC has indicated that it would like to take ownership of the High Curley Site of Special Scientific Interest (SSSI) so that the site can be managed alongside Lightwater Country Park. SHBC's stated rationale is that it is better equipped to provide the specialist habitat management required and that High Curley sits naturally within the same operational portfolio as the Country Park.

The proposal would not attract any funding and Members should therefore consider the principle of transfer separately from the detailed transfer terms.

The Land Registry title plan for High Curley is attached for reference.

Members should note that Windlesham Parish Council has owned and managed the site for a considerable period. However, the Council does not hold in-house ecological expertise and has historically relied on support and specialist advice from organisations including Natural England and Surrey Heath Borough Council to inform the management of this designated site. Management activities have included environmental stewardship initiatives, habitat restoration and scrub clearance works, and commissioning tree safety inspections where necessary.

Members should additionally note that the Council is no longer eligible for certain Natural England funding arrangements that previously supported the site's management. As a result, future specialist habitat management and ecological enhancement works may need to be funded from the Council's own resources unless alternative funding sources are identified.

In considering this proposal, Members may wish to balance the historic importance of retaining ownership of this local asset against the practical benefits of transferring the site to an organisation with direct access to specialist ecological expertise, established countryside management resources and responsibility for the adjoining Lightwater Country Park. Any transfer should ensure that responsibility for all future management, maintenance, ecological obligations and associated costs passes to SHBC.

Risk	Control / next step
Costs exceed indicative figures	Obtain measured specifications and competitive prices; include contingency and inflation assumptions.
Unknown condition or backlog	Require surveys, inspection records and a schedule of defects before commitment.
Legal/title constraints	Complete title, lease, covenant, access and boundary due diligence for every asset.
Operational capacity	Assess contract management, inspections, administration and specialist support requirements.
Consultation mismatch	Explain the updated costs and governance position transparently before any final resolution.

UPRN	Ref	Building	Lease	Car park	Multi-Site	Playground	Pitches	Jap Knot	Income	Property	No.	Street	Locality	Ward	Post Code		Easting	Northing	Tenure	Description
UPRN	Ref									Property	No.	Street	Locality	Postal Town	OutCode	InCode	Easting	Northing	Tenure	Description
100062602610	SH005	Y	Y	Y			Y		Yes	The Briars Centre		Briar Avenue		Lightwater	GU18	5PF	492220	161596	Freehold - Leased out	Lease terminates April 2042, rent review every 5 years next due 2027. CCommunity centre receives a rent subsidy so do not pay full market rent.
										Briar Avenue Verge		Briar Avenue		Lightwater	GU18	5PF	492574	161661	Owned by SHBC	Amenity Grass Cut Area 437 + 228 bin x1
			Y			Y				Briar Avenue Play Ground		Briar Avenue		Lightwater	GU18	5PF	492222	161	Owned by SHBC	sign x1 Bow top fence, Bin and bench. Playground replaced in 2025
10002681546	SH117									Open Space, Lightwater Meadow		Lightwater Meadow		Lightwater	GU18	5XJ	492790	161807	Freehold - Occupied by SHBC	Open space within residential area Amenity Grass cut Area 1079 Wood land Scrub
10002679309	SH165									War Memorial, Lightwater		All Saints Road		Lightwater	GU18	5SQ	493062	162244	Ownership currently unconfirmed	Stone memorial at junction of All Saints Road and Guildford Road.
	SH240									Land at Ivy Drive		Ivy Drive		Lightwater	GU18	5YY	492114	161348	Freehold - Occupied by SHBC	Five parcels of open space within housing estate. Largest incorporates brick retaining wall
10002681585	SH261									Open space, Shrublands		Shrublands Drive		Lightwater	GU18	5YR	492573	161663	Freehold - Occupied by SHBC	Open space within residential area
10002681697	SH289									Open space, Burdock Close		Burdock Close		Lightwater	GU18	5YP	492732	161548	Freehold - Occupied by SHBC	Open space within residential area, not the balanncing pond which is Thames Water.
	SH290									Open space, Corbett Drive		Corbett Drive		Lightwater	GU18	5LA/5LF/5	491690	161317	Freehold - Occupied by SHBC	Open space within residential area Amenity Grass cut area 1087+296 Vegetation Maintenance area 118 Hedges 204 linear metres
										Open space Macdonald Road		Macdonald Road		Lightwater	GU18	5LF	491848	161334	Freehold - Occupied by SHBC	3 parcels of land Amenity grass cut are 221 +116 Vegetation maintenance area 57+425+70
										Open Space Barnett Lane		Barnett lane		Lightwater	GU18	5LE	491689	161278	Freehold - Occupied by SHBC	Amenity Grass cut Area 1048+1093 Vegetation Maintenance area 94 Tarmac footpath area 105
10002677320	SH008	Y	Y	Y			Y		Yes	Bagshot Playing Fields Association		College Ride		Bagshot	GU19	5ET	490209	162905	Freehold - Ground leased out	Recreation ground, playground, tennis courts and pavilion. Lease terminates Dec 2039, rent currently being reviewed. Club receive a rent subsidy on the rent payable for this facility.
10002681727	SH103									Open Space, Nursery		Freemantle Road		Bagshot	GU19	5NE	491481	163803	Freehold - Occupied by SHBC	Open space within residential area
										Land running parallel to		Freemantle Road		Bagshot	GU19	5LY	491486	163802	Owned by SHBC	Grass Cutting Amenity Grass Area - 3380 Bench x1 owned by WPC
										Land running parallel to		Freemantle Road		Bagshot	GU19	5NA	491606	163458	Owned by SHBC	Grass Cutting Amenity Grass Area - 6297 Bins x 3
										Land running parallel to		Freemantle Road		Bagshot	GU19	5NF	491603	163495	Owned by SHBC	Vegetation Maintenance Area 530

10002681543	SH105								Land at Yaverland Drive		Yaverland Drive		Bagshot	GUI9	5DZ	490698	162908	Freehold - Occupied by SHBC	Open space within residential area - Amenity grass cut Area 1808 plus tarmac footpath plus 1
10002681582	SH256								Land at Elizabeth Avenue		Elizabeth Avenue		Bagshot	GUI9	5NX	491703	162912	Freehold - Occupied by SHBC	Open space within residential area Grass Cutting Amenity Grass Area 286 Hedge 39.94 linear
10002681584	SH260								Open space, Lory Ridge		Lory Ridge		Bagshot	GUI9	5BS	491384	163853	Freehold - Occupied by SHBC	Open space within residential area Amenity Grass Area 546 + 5 parcels of land for vegetation
10002681586	SH262								Open space, Green Lane		Green Lane		Bagshot	GUI9	5NL	491578	162975	Freehold - Occupied by SHBC	Open space within residential area 2 parcels of land Grass Cutting Amenity Grass 312 & Veg
10002681588	SH264								Open space, College Ride		College Ride		Bagshot	GUI9	5DL	490467	163052	Freehold - Occupied by SHBC	Open space within residential area, verge near Bagshot playing fields
10002677797	SH265								Open space, Hawksworth Drive		Albert Road		Bagshot	GUI9	5QY	491025	162318	Freehold - Occupied by SHBC	Open space within residential area including playground (known as Albert Road)
	SH20362								Bagshot Cemetery - Hedge		Hedge		Bagshot	GUI9	5DE			Owned by SHBC	Area 61.04 + 30.52 linear meters Hedge
10002681703	SH301	WITHDRAWN							Open space, Connaught Drive		Whitmoor Road		Bagshot	GUI9	5QL	491426	162388	Freehold - Occupied by SHBC	Open space within residential area
	SH340								Open space, Southwick		Southwick		Bagshot	GUI9	5QR	491022	162270	Freehold - Occupied by SHBC	Open space within residential area
									Open Space		Albert Road		Bagshot	GUI9	5QY	491022	162270	Owned by SHBC	Area 176 Amenity Grass
									Open Space		Albert Road		Bagshot	GUI9	5QY	491027	162321	Owned by SHBC	Area 1776 - Grass cutting - Woodland grass Signs x 2 Picnic table x1 Bin x1
						Y			Trim Trail		Albert Road		Bagshot	GUI9	5QY	491031	162325	Owned by SHBC	Area 127
									Fire Break		Albert Road		Bagshot	GUI9	5QT	491140	162128	Owned by SHBC	Area 4613
						Y			Play Ground		Albert Road		Bagshot	GUI9	5QR	491038	162322	Owned by SHBC	Area 239
10002681725	SH131								Open Space, south of Updown Hill		Updown Hill		Windlesham	GU20	6QL	493689	163669	Freehold - Occupied by SHBC	Open space within residential area
	SH276								Wall (Neon Cottage)		Broadway Road		Windlesham	GU20	6BY	493609	163103	Other - see description	Retaining wall across front of private residential property.
									Windmill Field - Hedge		Windmill Field		Windlesham	GU20	6QD	493711	163640	Owned by SHBC	Hedges Approx 224 linear metres
13	513								Bus Shelter		Guildford Road	Lightwater Junction / Blackstrou	Lightwater			493555.13	161791.51		Metal frame & polycarbonate panels
14	514								Bus Shelter		Guildford Road	opposite Blackstrou	Lightwater			493551.97	161774.18		Metal frame & polycarbonate panels
15	515								Bus Shelter		Guildford Road	outside BP	Lightwater			493115.85	162157.32	On SHBC bus stop	Metal frame & polycarbonate panels

16	516								Bus Shelter		Guildford Road	opposite Al	Lightwater			493073.07	162208.09	On SHBC bus stop	Metal frame & polycarbonate panels
79	SB31								Street Bench		Guildford Road	junction of	Lightwater			493083.95	162226.35		
80	SB32								Street Bench		Guildford Road	junction of	Lightwater			493083.95	162226.35		
81	SB33								Street Bench		Guildford Road	bus stop on	Lightwater			493113.02	162160.14		
82	SB34								Street Bench		Guildford Road	Ambleside f	Lightwater			493149.25	162082.93		
83	SB35								Street Bench		Guildford Road	Broadway f	Lightwater			493191.44	162061.45		
84	SB36								Street Bench		Guildford Road	junction Bl	Lightwater			493558.64	161790.05		
31	BBS3								Borough Bound		Bracknell Road		Bagshot			490817.12	164744.09		Metal
59	SB09								Street Bench		Bagshot Hig	outside Kin	Bagshot			491121.49	163292.27		
60	SB10								Street Bench		Bagshot Lor	outside All	Bagshot			490982.25	163289.79		
61	SB11								Street Bench		Bagshot Lor	outside All	Bagshot			490995.98	163301.16		
62	SB12								Street Bench		Bagshot Lor	junction of	Bagshot			490794.42	162885.99		
63	SB13								Street Bench		Bagshot Gu	junction of	Bagshot			491519.72	163221.52		
64	SB14								Street Bench		Bagshot Gu	junction of	Bagshot			491421.85	163242.01		
65	SB15								Street Bench		Bagshot Hig	Junction of	Bagshot			490588.37	163115.93		
66	SB16								Street Bench		Bagshot Vic	opposite Ca	Bagshot			490538.06	163204.03		
67	SB17								Street Bench		Bagshot Ch	opposite M	Bagshot			490788.89	163197.36		
68	SB18								Street Bench		Bagshot Lar	junction of	Bagshot			490849.92	162898.1		
69	SB19								Street Bench		Bagshot Jen	Entrance to	Bagshot			490102.95	162206.32		
32	BBS4								Borough Boundary Sign		Sunninghill Road		Windlesham			492526.1	165720.3		Metal
33	BBS5								Borough Boundary Sign		A30 London Road Wind		Windlesham			494281.95	166008.28		Metal
34	BBS6								Borough Boundary Sign		B383 Chobham Road W		Windlesham			496371.86	165867.86		Metal

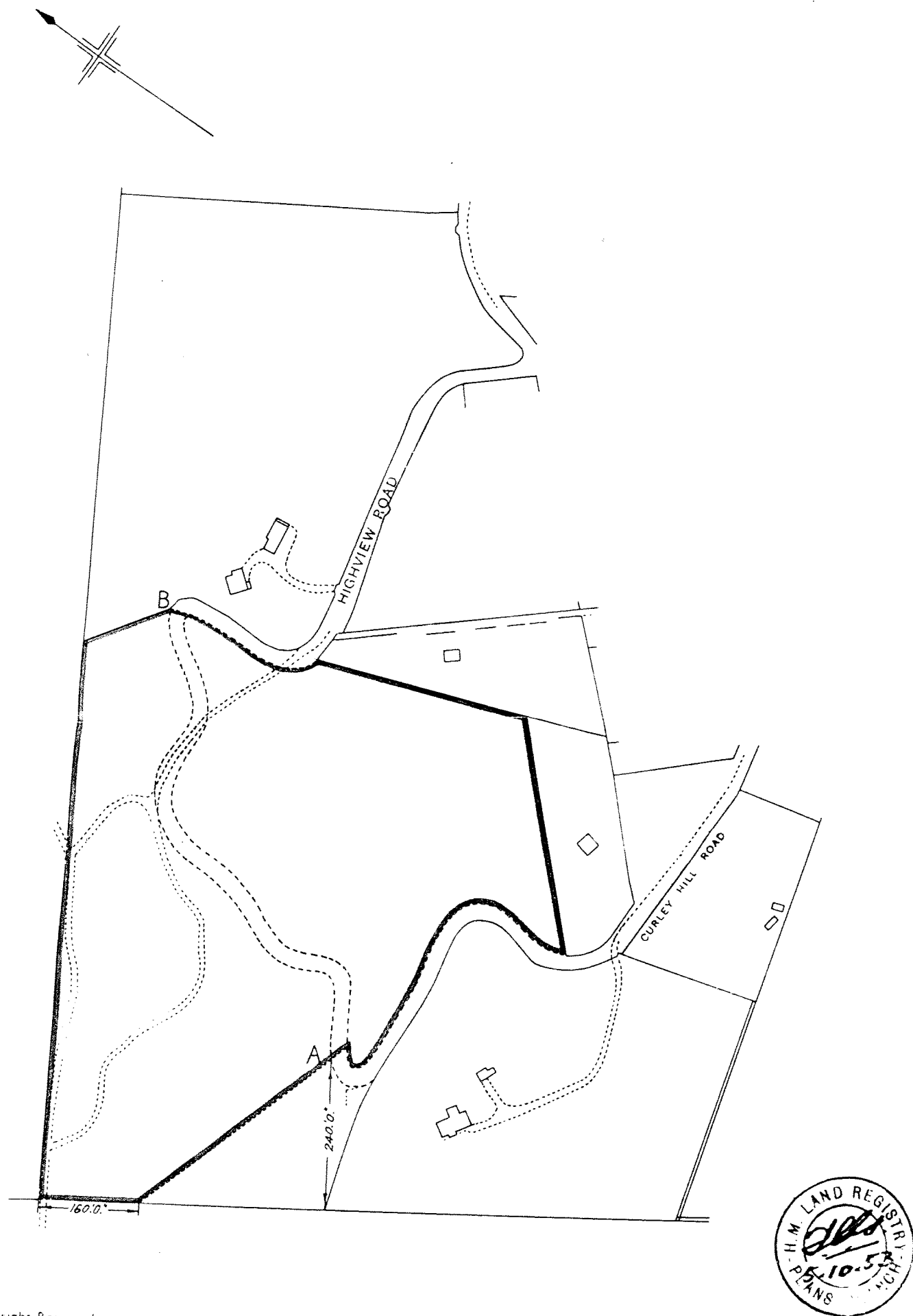
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H. M. LAND REGISTRY GENERAL MAP

SURREY SHEET XVI. 1. SECTION A

Scale $\frac{1}{2500}$

WINDLESHAM PARISH



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Filed Plan of Title No. **SY 93491**

This title plan shows the general position of the boundaries: it does not show the exact line of the boundaries. Measurements scaled from this plan may not match measurements between the same points on the ground. For more information see Land Registry Explanatory Leaflet 24.

This office copy shows the state of the title plan on **14 July 2003 at 11:29:19**. It may be subject to distortions in scale.

Under s.113 of the Land Registration Act 1925, this copy is admissible in evidence to the same extent as the original.

Issued on 14 July 2003.

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This title is dealt with by the **Durham (Baldon House) District Land Registry**.

Agenda Item 11 – Policies and Risk Assessment for Review

Full Council September 2026

Members will recall that at the May Full Council meeting it was agreed to form a working group to review all of the Council's policies. The following Councillors were nominated Members of the group:

Cllr Turner
Cllr Malcaus Cooper
Cllr Jennings-Evans

Shared files of all policies were circulated for review and amendment/comment on the 12th August 2026.

1. Members are asked to review and either adopt or amend the following policies :

Biodiversity Policy –NO CHANGES – Members are to note that as yet the bio-diversity assessment on the allotments has not been carried out due to lack of resources.

Code of Conduct LGA – NO CHANGES

Communications Strategy – REVIEW HIGHLIGHT

Complaints Procedure – NO CHANGES

Councillor Employee Relations – NO CHANGES

Fire Safety Policy – REVIEW HIGHLIGHT

Health & Safety Policy -NO CHANGES

IT Policy – MINOR CHANGES

Media & Communications – CHANGES

Officers Code of Conduct – NO CHANGES

Publication Scheme -NO CHANGES

Reserves Policy – REVIEW CHANGES

Risk Appetite Statement – NO CHANGES

Tree Management Policy – NO CHANGES

Vexatious Complaints Policy – NO CHANGES

JW

Clerk to the Council

Septembr 2026



Open Spaces
Biodiversity Policy
2023-2027
Adopted October 2023
Reviewed 25/11/25

Introduction

Windlesham Parish Council (WPC) manage memorial gardens, playgrounds, open spaces, allotments, cemeteries and one Site of Special Scientific Interest (SSSI). This policy considers how to sustain and enhance biodiversity across WPC's open spaces in order to maximise gains for wildlife across the area.

General principles

1. Maintain and enhance existing wildlife-rich habitats.

It is important to protect and enhance areas within WPC that are already benefiting wildlife. These include the SSSI site at High Curley as well as other undesignated areas which have the potential of being relatively wildlife-rich or buffer wildlife-rich sites. For example, the woodland copse at College Ride, Bagshot, School Lane Field, Bagshot, Windmill Field, Windlesham, Mill Pond, Windlesham, as well as the cemeteries across the parish.

There are lengths of native hedgerows at a number of sites. These are high value for biodiversity and are a national Biodiversity Action Plan habitat. WPC's high value hedgerows will be sensitively managed with wildlife in mind. There will be no significant hedge works on hedges during the bird breeding season, and their cutting regimes will be managed to reduce impact where this does not impact on public access or amenity.

Trees are also an extremely valuable habitat for wildlife both as standards and copses. Trees across the WPC land are retained where possible. If trees are lost through natural causes or are felled for safety reasons, these will be replaced with appropriate species.

2. Create new habitats.

Increasing the amount and types of available habitat benefits wildlife. WPC will seek opportunities to create new habitats such as wildflower meadows, native hedges and log piles. Where appropriate, vegetation within existing habitats can be diversified by adding wildflowers, long grass areas, shrubs and trees. Even something as simple as incorporating areas of long grass creates new habitats such as long hollow stems and seed heads. Allowing natural processes to occur also creates new habitats. For example, winter die back of herbaceous plants provides overwintering habitat for invertebrates, whilst leaving standing or fallen deadwood (where it doesn't impact public safety) provides valuable habitat for fungi and invertebrates.

3. Reduce pesticide and herbicide use.

Insects and weeds are biodiversity - they make up the vast majority of the species found across our sites, and they are food for other groups of animals such as birds. Pesticides are indiscriminate and will kill organisms other than their targets and can also accumulate in animals that eat sprayed insects. Similarly, herbicides can affect non-target species through direct accidental spraying or by drifting in

the air. Biodiversity in our open spaces will benefit from minimising pesticide and herbicide use. However, in some instances (for example controlling non-native invasive species and keeping paths safe) there is currently no viable alternative. In these situations, the minimal possible amount of herbicide will be safely and carefully applied. WPC are currently trialling the use of horticultural vinegar, have invested in a 'weed wiper' machine and will continue to investigate new technologies as they emerge.

4. Schedule vegetation clearance to avoid nesting birds.

Breeding birds and their nests are protected by law. WPC will continue to avoid vegetation clearance and tree works during the bird breeding season from March to September. During the 'shoulders' of the season, vegetation will be checked prior to starting work because climate change is altering nesting times.

5. Remove invasive non-native plants.

Fortunately, there are limited occurrences of non-native plant species on WPC land. WPC will continue to remove non-native species, such as Japanese Knotweed and Giant Hogweed where they are found and ensure they do not spread onto neighbouring land, as required by Defra.

6. Engage the public.

It is important to keep the public well informed when making changes for biodiversity in public areas, both to retain their support and as an opportunity to increase their awareness. For example, when leaving grass uncut to allow wildflowers to thrive, educational signs can help mitigate any impression of neglect. WPC will consult the public when undertaking biodiversity enhancement projects and will offer opportunities for public involvement where appropriate and resources allow.

WPC will endeavour to encourage more people into green spaces through communications (press and social media) and by working with the Community Groups to organise events and activities in the recreational spaces.

Habitat Specific Principles

1. GRASSLAND

The majority of the land managed by WPC is grassland. This includes amenity grassland, play areas and wildflower areas.

1.1 Amenity grassland

WPC maintain a number of amenity grassland sites. These are regularly cut and of very low value to biodiversity. These habitats support grassland invertebrates in low numbers (in comparison to long grass) and provide limited foraging resource for birds, mammals and other predators that feed on grassland invertebrates. Where these sites are heavily used for recreation, such as football pitches there are few options to enhance biodiversity.

However, WPC will seek opportunities for enhancement in those areas which are less heavily used. These include:

- Changing the mowing regime on site or part of the site to allow longer grass and any flowers to grow – this more diverse structure will increase habitat and food sources for invertebrates and their predators. Leaving a buffer strip of long grass along hedges, boundaries and around trees (at least 50 cm) where it does not impact the amenity value of sites.
- Leaving a proportion of long grass over the winter to allow cover for overwintering invertebrates.
- Enhancing areas of grassland by introducing wildflowers or spreading with species rich green hay and managing as a meadow.
- Allowing scrub areas to develop in areas of amenity grassland, providing food and habitat for invertebrates, birds and mammals.

Leaving areas of amenity grassland uncut provides food and habitat for insects. It is important to keep the public informed of changes both to gain support and to increase their awareness.

1.2 Wildlife-rich grassland

Wildlife-rich grasslands are extremely valuable for wildlife but have undergone a catastrophic decline over the past century. These grasslands provide food and habitat to a high diversity of invertebrates, in turn supporting greater numbers of predators, such as birds and mammals. Wildflower meadows are particularly wildlife rich, supporting an array of pollinators, such as bees and butterflies.

WPC currently have two created wildflower meadow areas: part of Bagshot Cemetery and part of Windmill Field.

- These areas will be managed as meadows, with an early cut and then left until the flowers have set seed later in the summer. The meadow then needs to be cut and the arisings removed. The sites may need some reseeded/over-sowing depending on species composition. Meadow areas will be expanded where funding and capacity allows using seed or green hay.
- The mowing regimes of these sites will be altered to allow wildflowers to thrive and set seed. They will then be cut in the autumn and the arisings removed. These areas can also be enhanced with supplementary sowing/planting and expanded where practical.
- Scrub and bramble will be controlled where it is encroaching onto valuable grassland.

1.3 Naturalised bulbs in grass

Naturalised bulbs, such as snowdrop and crocus, provide a flush of colour and interest for grasslands in spring. These habitats are of medium value to biodiversity as they provide a range of vegetation structures, and pollen and nectar early in the season.

WPC will increase plant species diversity by planting native spring-flowering wildflower bulbs.

2. SHRUB BEDS

The value of shrub beds to biodiversity depends on the species used. Most shrubs are high valuable to biodiversity due to the range of structures and habitat niches they provide (e.g. woody stems, foliage at varying height from the ground, flowers, seed heads/hips/berries). Shrubs with lots of flowers and a long flowering period are good for pollinators, especially if they flower early or late in the season when pollen and nectar sources are in short supply. WPC will adhere to the following guidelines for shrub beds:

- Consider wildlife value when planting new shrubs using flowering and fruiting shrubs that provide food sources for wildlife.
- Reduce intensive trimming of shrubs where appropriate, allowing a variety of shrub heights to develop.
- Consider replacing mulch and cultivated soil with herbaceous groundcover or woodland wildflowers.
- Add structure to shrub beds by planting single standard trees in appropriate places.
- Leave woody cuttings in piles within the shrub bed to create deadwood habitat.

3. FLOWER BEDS

Flower beds create a visual spectacle and can be of high biodiversity value if they contain a variety of nectar rich flowers. WPC will:

- Increase species and structural diversity within the bed.
- Select plants which encourage pollinators or have other wildlife benefits.
- Select species for future plantings that do not need protection from slugs to survive, thereby avoiding the need to use slug pellets. Also consider plants resistance to pests and diseases, which may require spraying.
- Retain dead seed heads and skeletons of dead plants where practical and where it does not impact visual amenity, leaving to stand over winter for seed-eating birds and winter invertebrate shelter and strimming in late winter or spring. Signage can be used to explain to the public why this is being carried out.

4. PONDS

Water features are of great value to biodiversity, however there are very few under WPC management. The pond at School Lane Field, Bagshot has value to wildlife and will be maintained to promote the existing ecosystem.

5. HEDGES

Hedgerows are a priority habitat in the UK Biodiversity Action Plan (UKBAP) and creating and enhancing hedges will be of high value to biodiversity if they are well-managed and species-rich. They act like long linear woodland edges to provide shade, shelter and a range of habitat niches within a small

area. Hedges within the WPC area include native hedge boundaries in various management conditions. WPC will:

- Reduce frequency of cutting in native hedgerows where it does not impact the visual amenity or safety of the site. WPC will promote a more varied structure by aiming to cut once every two or three years or by cutting only one side of a hedge each year.
- Identify hedges needing restoration work (gapping up, coppicing) and those that will be left to grow out – both of which are valuable for wildlife.
- Increase the diversity of single-species hedges by incorporating a range of native hedging species or including flowering and fruiting species.
- Create a buffer strip of biodiversity grass or meadow extending 2 metres from the base of the hedge where possible.
- Allow trees to grow up within the hedge.

6. TREES

6.1 Wooded areas

Copses and wooded areas are of high value to biodiversity mainly due to having a huge range of habitat niches. An area of trees can support many more species than the same area of any other park habitat. WPC has wooded copses at College Ride, Bagshot; Lightwater Cemetery and High Curley, Lightwater.

WPC will consider the following options for trees:

- Where there is dense tree cover, allow glades and pathways to increase sunlight reaching the ground which will stimulate undergrowth.
- Leave logs, prunings and other dead wood in place to decompose or create nearby log piles, including standing dead wood where it does not pose a risk to the public or compromise the visual amenity of a site.
- Introduce woodland wildflowers and ground flora.
- Create a buffer strip of long grass around the edge of copses and under trees where possible.
- Maintain a shrub understorey and encourage trees to regenerate naturally.
- Develop a wide range of tree ages and sizes from young regeneration to standing damaged or dead trees.

6.2 Single standard trees

Single trees can be of great value to biodiversity if allowed to mature and reach a good size. Tree species which flower and produce fruit are valuable to pollinators in summer and birds in winter. WPC will:

- Leave grass uncut underneath single trees, to a radius of 50 cm or more where viable. Trees with dedication plaques will continue to be strimmed, as will some trees in formal gardens.
- Plant bulbs underneath single trees to provide spring colour where resources allow.

- Encourage or introduce wildflowers underneath single trees to maintain display after bulb flowering.
- Leave dead wood in place on trees unless it poses a safety risk.
- Install bat or bird boxes where appropriate to increase nesting habitat, bearing in mind the need for bird box maintenance.

7. PLAY AREAS

These are of low value to biodiversity but there are opportunities to enhance them for wildlife, which can make them more engaging for young people and provide some natural play opportunities.

- Install bat and insect boxes where appropriate.
- If resources allow, to incorporate planting trees/shrubs into play areas, whilst having regard for safety and vandalism considerations.
- Consider creating natural play features with logs, sticks for den making or water.

8. DEADWOOD AREAS

Standing and fallen deadwood are important habitats for a huge range of invertebrates and fungi. Deadwood includes fallen branches, felled trees, log piles, dead branches on living trees and standing dead trees. The recreational use of WPC Parks and aesthetic sensibilities of the public (as well as health and safety) will limit our opportunities to create deadwood habitats, however, in less used or visible areas we will consider the following options:

- Leave some dead trees and shrubs standing (whilst having regard to both health & safety and aesthetics)
- Leave some old tree and shrub stumps to decay naturally.
- Create log piles from cuttings of various thicknesses, leave in contact with the ground, in light shade, and in a compact pile.

9. ALLOTMENTS

WPC manage 52 allotments at Hook Mill Lane. Allotments are ideal places for biodiversity. The sheer number and density of different plants and habitats brings a huge diversity of invertebrates, birds and other wildlife.

Allotment holders can be encouraged to garden in a wildlife friendly way. For example, delaying the winter tidy up until March will retain dry plant stems and seed heads, which provide winter food for birds and places to rest and hibernate for invertebrates. Allotment holders can also be encouraged to avoid peat and pesticides, provide water for birds and leave some plants to bolt to provide extra flowers for pollinators.

The common areas of WPC allotments provide opportunities to create new habitats to benefit wildlife. WPC allotments need to be assessed for potential biodiversity enhancements which could include the following.

- Affix bat and bird boxes to mature trees. Consider an owl box where they are present (e.g. Green Lane).
- Create habitat piles using stones and dead wood. This will be used by many different invertebrates and maybe frogs or hedgehogs. Compost heaps are also good habitats for wildlife.

Conclusion

Whilst the priority for the WPC is to provide safe, aesthetically pleasing recreational spaces for the community, a wealth of research indicates that spending time with nature benefits people's health and wellbeing. Enhancing WPC's sites for wildlife will therefore help both mitigate the biodiversity crisis and will also benefit the users of the sites. Keeping the public informed and engaging them, where possible, ensures increased public support and wider benefits. WPC will strive to continue to enhance its open spaces to benefit both people and wildlife into the future.

Windlesham Parish Council

Members Code of Conduct Adopted November 2025

WINDLESHAM PARISH COUNCIL MEMBERS CODE OF CONDUCT

Contents

Definitions.....	5
Purpose of the Code of Conduct	5
General principles of councillor conduct	5
Application of the Code of Conduct.....	6
Standards of councillor conduct	6
Respect	7
I treat other councillors, staff and members of the public with respect.	7
I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.....	7
Bullying, harassment and discrimination as a councillor:.....	7
I do not bully any person.	7
I do not harass any person.....	7
I promote equalities and do not discriminate unlawfully against any person.	7
Impartiality of officers of the council As a councillor:.....	8
I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.....	8
Confidentiality and access to information As a councillor:.....	8
I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests. .	8
I do not prevent anyone from getting information that they are entitled to by law.	8
Disrepute.....	9
As a councillor:.....	9
I do not bring my role or local authority into disrepute.....	9

Use of position As a councillor:	9
I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.	9
Use of local authority resources and facilities as a councillor:	9
I do not misuse council resources.	9
I will, when using the resources of the local authority or authorising their use by.....	9
Complying with the Code of Conduct as a Councillor:	10
I undertake Code of Conduct training provided by my local authority.	10
I cooperate with any Code of Conduct investigation and/or determination.	10
I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.....	10
I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.....	10
Protecting your reputation and the reputation of the local authority	10
Interests As a councillor:	10
I register and disclose my interests.	10
Gifts and hospitality As a councillor:.....	11
1.1.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.	11
1.1.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.	11
1.1.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.....	11
Appendices.....	12
Appendix A – The Seven Principles of Public Life	12
Appendix B Registering interests.....	12

Table 1: Disclosable Pecuniary Interests.....	15
Appendix C – the Committee on Standards in Public Life	17

Version & Date	Amendments made
V1.0-221129	Adopted at Full Council meeting 29 th November 2022
V1.0-231128	Adopted at Full Council meeting 28 th November 2023
V1.0-251125	Adopted at Full Council meeting 25 th November 2025

Definitions

For the purposes of this Code of Conduct, a “councillor” means a member or co-opted member of a local authority or a directly elected mayor. A “co-opted member” is defined in the Localism Act 2011 Section 27(4) as “a person who is not a member of the authority but who

- a) is a member of any committee or sub-committee of the authority, or;
- b) is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all councillors and your specific obligations in relation to standards of conduct. The LGA encourages the use of support, training and mediation prior to action being taken using the Code. The fundamental aim of the Code is to create and maintain public confidence in the role of Councillor and local government.

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest

- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication
- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a Councillor.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a Councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

Guidance is included to help explain the reasons for the obligations and how they should be followed.

General Conduct

Respect

As a councillor:

I treat other councillors, staff and members of the public with respect.

I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in councillors.

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's Councillor-officer protocol.

Bullying, harassment and discrimination as a councillor:

I do not bully any person.

I do not harass any person.

I promote equalities and do not discriminate unlawfully against any person.

The Advisory, Conciliation and Arbitration Service (ACAS) characterises bullying as offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and

contact upon a person in a manner that could be expected to cause distress or fear in any reasonable person.

Unlawful discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

Impartiality of officers of the council As a councillor:

I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

Officers work for the local authority as a whole and must be politically neutral (unless they are political assistants). They should not be coerced or persuaded to act in a way that would undermine their neutrality. You can question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, you must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

Confidentiality and access to information As a councillor:

I do not disclose information:

- a) given to me in confidence by anyone
- b) acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i I have received the consent of a person authorised to give it;
 - ii I am required by law to do so;
 - a. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iii the disclosure is:
 - 1. reasonable and in the public interest; and
 - 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 - 3. I have consulted the Monitoring Officer prior to its
 - 4. release.

I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

Disrepute

As a councillor:

I do not bring my role or local authority into disrepute.

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions. For example, behaviour that is considered dishonest and/or deceitful can bring your local authority into disrepute.

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

Use of position As a councillor:

I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

Use of local authority resources and facilities as a councillor:

I do not misuse council resources.

I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and
- b. ensure that such resources are not used for political purposes unless that use

could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a Councillor.

Examples include:

- office support
- stationery
- equipment such as phones, and computers
- transport
- access and use of local authority buildings and rooms.

These are given to you to help you carry out your role as a Councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

Complying with the Code of Conduct as a Councillor:

I undertake Code of Conduct training provided by my local authority.

I cooperate with any Code of Conduct investigation and/or determination.

I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.

I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.

It is extremely important for you as a Councillor to demonstrate high standards, for you to have your actions open to scrutiny and for you not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint you should raise this with your Monitoring Officer.

Protecting your reputation and the reputation of the local authority

Interests As a councillor:

I register and disclose my interests.

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held

Version: 1.0-231128

Adopted: 29th November 2022

Last Reviewed: 29th November 2025

Next Review Date: October 2026

accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

Gifts and hospitality As a councillor:

- 1.1.1 I do not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence on my part to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.
- 1.1.2 I register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.
- 1.1.3 I register with the Monitoring Officer any significant gift or hospitality that I have been offered but have refused to accept.

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a Councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a Councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

Holders of public office should act solely in terms of the public interest.

Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty

Holders of public office should be truthful.

Leadership

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

Appendix B Registering interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

Version: 1.0-231128

Adopted: 29th November 2022

Last Reviewed: 29th November 2025

Next Review Date: October 2026

"Disclosable Pecuniary Interest" means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

"Partner" means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A 'sensitive interest' is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a 'sensitive interest' you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.
5. [Where you have a disclosable pecuniary interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Disclosure of Other Registerable Interests

6. Where a matter arises at a meeting which ***directly relates*** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in **Table 2**), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

7. Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
8. Where a matter arises at a meeting which **affects** –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied
9. Where a matter (referred to in paragraph 8 above) **affects** the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interestYou may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.
- 10.[Where you have an Other Registerable Interest or Non-Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it]

Table 1: Disclosable Pecuniary Interests

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the
	Councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. ‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the Councillor or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.

Licenses	Any license (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the Councillors knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the Councillor, or his/her spouse or civil partner or the person with whom the Councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the Councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the Councillor, or his/ her spouse or civil partner or the person with whom the Councillor is living as if they were
	spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* 'director' includes a member of the committee of management of an industrial and provident society.

* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

of which you are a member or in a position of general control or management

You must register as an Other Registerable Interest :

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
 - (i) exercising functions of a public nature
 - (ii) directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and

harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The WPC is committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Communications Strategy

2023-2027

Table of Contents

1 Our Communications Strategy	3
2 Communications Strategy in Context.....	4
2.1 Vision.....	4
2.2 Commitments	4
4 Key Objectives and Measurement of Progress	6
5 Who We Communicate With.....	6
5.1 Internal Stakeholders.....	7
5.2 External Stakeholders	7
6 How We Communicate.....	8
6.1 Digital and Telecommunications	8
6.2 Social Media.....	9
6.3 Printed Publications	9
6.4 Surveys and Consultations	10
7 What We Communicate.....	11
7.1 The Public and Local Groups.....	11
7.2 Partner Councils and Organisations	11
7.3 The Decision to Communicate	11
7.4 Accessibility.....	12
8 Who Communicates?.....	12
The Communications and Engagement Officer	12
9 Evaluation.....	13
9.1 Channel Assessment	13
Appendix 1: Communications Action Plan	13
Appendix 3: Communications Framework.....	16
Who are we talking to?.....	16
Appendix 4:	17

1 Our Communications Strategy

Communication is a vital part of running an organisation. Research shows that bodies who regularly communicate have a better reputation and satisfaction with service users than ones that don't. Communication allows the Council to both give out and receive information from a range of stakeholders that it regularly interacts with. Especially within the context of a local council, speaking to the public and hearing back their views is fundamental to its function and purpose as a democratic body. Such communication should operate to professional standards and be consistent in its production, quality, relevance and frequency.

This Communications Strategy contains information on how to achieve the above standards and outlines answers to the key questions of how we should communicate, when we should communicate and to whom we should communicate. It gives direction on the production of online, print, traditional news media, internal and any other communication activity.

This strategy also forms the function of a communications audit. Such audits establish a baseline and understanding of the current way communication is done, what resources are available, who does what, what branding is used, and the current reputation of the Council. Audits can include survey results, media content analysis and a SWOT analysis that looks at strengths, weaknesses, opportunities and threats.

2 Communications Strategy in Context

This strategy outlines the Council's approach to communication and engagement with internal and external stakeholders, which is a crucial part of achieving the Council's objectives of transparency and accountability. Communication should be frequent, clear and disseminate relevant information to the right people, with the aim of informing residents and improving the reputation and image of the Council. It is designed to work within the relevant statutory requirements relating to local government publicity.

2.1 Vision

Our vision is that the people of Bagshot, Lightwater and Windlesham have a clear understanding of Windlesham Parish Council's priorities, operations and challenges and that they recognise the Council as a reputable and forward-looking council. It should be seen as an employer of choice and help to promote the villages of Bagshot, Lightwater and Windlesham as excellent places to live and visit.

2.2 Commitments

We will achieve this vision by communicating with the public we serve, the people we employ and the local authorities, groups and businesses we work with. This will be done by regular two-way communication with relevant stakeholders so that we both send and receive information through the appropriate channels of communication we use.

Stakeholders include:

- Residents and service users
- Local community groups
- Employees
- Partner bodies/organisations/authorities locally, regionally and nationally
- Business community
- Opinion formers and key influencers
- External funders

Channels of Communication include:

- Website
- Facebook Page
- Instagram Page
- NextDoor page
- YouTube
- External Communications – local magazines
- Quarterly newsletter
- Exhibitions
- Consultations and Surveys

- Parish Notice Boards
- Public speaking at meetings

3 Communication Principles

All Council communication should be consistent and uphold high standards of writing, production and dissemination. This reflects the culture at the Council and the aims and ambitions it has. Communication should encourage and enable a two-way flow of information, which involves listening to stakeholder's views and informing them of ours.

All communication will comply with the Code of Recommended Practice on Local Authority Publicity (2011) published by the Department for Communities and Local Government. Paragraph 4 states that communication should be:

- Lawful
- Cost-effective
- Objective
- Even-handed
- Appropriate
- Have regard to equality and diversity
- Issues be dealt with care during periods of heightened sensitivity

Further to this, the Chartered Institute of Public Relations issues guidance in *PR and Communication in Local Government and Public Service* that recommends the following additional communication standards:

- **Accurate information.** All efforts should be made to ensure accuracy at the time of production. Updates and corrections should be made where errors have occurred.
- **Delivers key messages.** Information should relate to key policy and principles of the Council. It should primarily relate to council matters.
- **Accessible to all.** Channels should be mixed to cover diverse groups and their needs.
- **Plain language used.** Information should be clear and straight forward. Key points should be emphasised.
- **Appropriate timing.** Communication should happen in good time to allow others to react. It should be regular and be an ongoing process.
- **Appropriate quality of design and production.** Ideally to a professional standard
- **Appropriate branding used.** Make it clear who the information is coming from.
- **Review and evaluate.** Monitor all channels to see what is or is not successful. Seek to improve output, engagement and learn from poor practices to communicate better.
- **Feedback.** Include survey questions in questionnaires to gauge opinion on communication and reputation. Inform respondents what will be done with the feedback.

4 Key Objectives and Measurement of Progress

Key Objectives:

1. **Enhance Awareness and Accessibility of Council Information**
Ensure that residents can access timely, accurate, and clearly presented information across multiple platforms.
2. **Increase Community Engagement and Participation**
Foster stronger involvement from residents in council activities, decision-making processes, and local initiatives.
3. **Promote Transparency and Build Public Trust**
Maintain open and transparent communication to reinforce accountability and public confidence in the Council's operations.

Monitoring and Reporting:

Progress towards these objectives will be tracked using a combination of quantitative and qualitative methods. These will include, but are not limited to:

- **Website and Social Media Analytics:**
Insights such as page visits, post reach, engagement rates, and follower growth from platforms including the Council website and official social media channels.
- **Public Feedback and Surveys:**
Data gathered from resident surveys, comment forms, emails, and informal feedback to gauge community sentiment and satisfaction.
- **Attendance and Participation Metrics:**
Tracking attendance at council meetings, consultations, and events to assess levels of community involvement.
- **Communication Outputs and Responsiveness:**
Reviewing the volume, frequency, and timeliness of newsletters, notices, and responses to resident enquiries.

Progress Reporting:

Progress will be reviewed and presented at Communications Committee meetings, using appropriate formats such as statistical reports, engagement summaries, and feedback analysis. This will support continuous evaluation of the Communications Strategy and ensure it remains aligned with the Council's wider objectives.

5 Who We Communicate With

A stakeholder is a person, group or organisation that has an interest in the success of the Council or can be affected by the organisation's actions, objectives and policies. Windlesham Parish Council works with many employees, individuals, partner organisations and groups to achieve its vision for the local area. Stakeholders include:

5.1 Internal Stakeholders

- Windlesham Parish Council Staff
 - Office staff
 - Greenspace Management & Contractors
- Windlesham Parish Council Councillors

5.2 External Stakeholders

- Residents who live in the parish of Windlesham
- People or organisations that use the Council's services
 - Non-resident users of the cemetery, playgrounds, rubbish bins etc
- Visitors to Bagshot, Lightwater and Windlesham
- Emergency services
 - Surrey Police
 - Surrey Fire and Rescue
 - Frimley Health Trust
- Schools in Bagshot, Lightwater and Windlesham
 - Bagshot Infant School
 - Hall Grove School, Bagshot
 - Connaught Junior School, Bagshot
 - Lightwater Village Infant and Junior School
 - Windlesham Village Infant School
 - Woodcote House School, Windlesham
- User groups in the local community halls
- Local and voluntary groups in the Villages
 - The Scouts
 - Windlesham Society
 - Bagshot Society
 - Lightwater Society
 - Lightwater Connected
 - St John the Baptist's Church,
 - All Saints Church
 - St Annes Church, and many others
- The Council's partner organisations
- County, Borough and other local parish councils
 - Surrey County Council and councillors
 - Surrey Heath Borough Council and councillors
 - Chobham Parish Council
 - West End Parish Council
 - Bisley Parish Council

- Constituency Member of Parliament
- Business suppliers and the business community in Windlesham parish area
- Regional and national media
- External funders that have given funds
- Opinion formers and important influencers
- External scrutineers

6 How We Communicate

A diverse range of channels will be used to communicate. Channels are defined as being the medium by which information is sent and received. Stakeholders have varying needs, and different stakeholders may require different channels.

Channels can be in the form of digital, social media, print and face to face.

6.1 Digital and Telecommunications

- Website
 - Windlesham Parish Council's website: www.Windleshampc.gov.uk
 - This is an easily accessible platform that covers most of the Council's documents, operations, important dates/times and contact information
 - It is for the giving of information and one-way communication
 - It is updated as required
- E-mail
 - Members of staff and the Parish Councillors are accessible via e-mail to discuss an issue or find information about a policy or service
 - This is a two-way channel allowing for direct interaction with the public
 - E-mails are viewed daily
- Telephone
 - Parish Councillors are accessible via either landline or mobile phones to raise an issue or request information
 - Members of staff are accessible via landline
 - This is a two-way channel allowing for direct conversation with the public
 - Out-of-hours: The landline is available Monday, Wednesday & Thursday between 9am and 2pm. Out of hours enquiries should be left on the voicemail. Parish Councillor numbers can be contacted at appropriate hours during the week

6.2 Social Media

- Facebook

Windlesham Parish Council's Facebook page: [Windlesham Parish Council - Bagshot, Lightwater & Windlesham | Facebook](#)

- This is an easily accessible platform that communicates council information, office closures and opening times, council and local group events, meeting dates and times etc.
- This is a two-way channel allowing for members of the public to post their opinions, like or share the posts. They can also direct message.
- Facebook is viewed daily, and posts are made as frequently as possible
- Meeting information is also shared via the Event feature.

- Instagram

- Windlesham Parish Council's Instagram page: <https://www.instagram.com/windleshamparishcouncil/>
- Instagram provides a visually engaging and easily accessible platform to share council updates, community projects, office opening hours, and information about local events across Bagshot, Lightwater, and Windlesham.
- It is an ideal space for promoting local pride and engagement, using images and short videos to highlight the parish's people, places, and initiatives.
- Instagram also serves as a two-way communication channel, allowing residents to like, comment on, and share posts, as well as send direct messages to the Council.
- The account is monitored regularly, with posts published as needed to reflect current news, meetings, and community activities.

- Nextdoor page: Windlesham Parish Council – Bagshot, Lightwater & Windlesham

- A local, community-focused platform for sharing council news, office hours, events, and meeting details.
- Reaches residents directly within the parish, encouraging engagement and awareness.
- Allows two-way communication, with residents able to comment and message the Council.
- Monitored regularly, with updates posted as needed.
- Used to highlight positive local stories and promote community connection.

- YouTube Channel: The Parish Council will explore setting up a YouTube channel to share recordings of council meetings. This platform would provide an accessible and transparent way for residents to view discussions and decisions at their convenience. YouTube is a widely used, free, and easy to access tool that would allow the Council to reach a broader audience and share them through other communication channels.

6.3 Printed Publications

- Quarterly Newsletter –

Windlesham Parish Council Communications Strategy 2023-2027

- Printed and distributed around Spring, Summer, Autumn, Winter and Christmas, where appropriate.
 - Distributed to key locations across the three villages – including cafes and libraries.
 - Contains event information, parish updates and community news.
 - This is a one-way channel that provides information to all residents, whether they are online or not. It has the broadest scope of all channels
 - Newsletters are published quarterly, but the collection of information is happening continuously.
- Partner Authority Newsletters
 - Where requests are made for information from Windlesham Parish Council
- Parish Notice Boards
 - These are located at various locations in Bagshot, Lightwater and Windlesham and contain relevant information, such as public notice of meetings, local events and office hours
 - This is a one-way communication channel
 - It can be updated as necessary.

6.4 Surveys and Consultations

- Surveys
 - Surveys are taken to get a snapshot of public or user group opinion on a range of issues, such as their experiences, concerns, likes and dislikes, Council reputation etc. This data then forms the basis of policy creation and action plans to ensure the proper running and functioning of the Council. It is also an important, large-scale listening exercise.
 - This is a one-way channel that allows those surveyed to give information to the Council.
 - They are held infrequently and help formulate documents such as the Parish Council Action Plan and Communications Strategy
- Consultations
 - Often held in conjunction with an exhibition, consultations allow for the public and partners to give their opinions, views and ideas to the Council on a specific issue under consideration. They can also help to support a grant funding proposal.
 - This is a one-way channel that allows those consulted to give information to the Council.
 - They are held infrequently to help formulate policy or provide evidence of community support for a grant funding application.

7 What We Communicate

One of the communication principles on pages 5 & 6 of this document is the requirement of relevant information. Relevancy is determined by the needs of specific stakeholders. Information they may need to receive from us could include:

7.1 The Public and Local Groups

- Parish Council office opening hours and closures
- Staff changes and job opportunities
- How the Parish Council works
- Parish Council documents, such as completion of an audit
- Meeting times and dates
- Local events, and groups
- Who to contact about which service
- How to give feedback, such as raising an issue or complaint
- Contact information of the Parish Council, elected members and partner organisations
- What their roles and powers are
- Newly enacted Parish Council decisions
- Policy proposals
- Information on accessing and using Parish Council services and any changes to them
- Costs of using services where applicable
- How to access and apply for grants from the Parish Council

7.2 Partner Councils and Organisations

- Newly enacted Parish Council decisions
- Changes to services
- Contact information for the Parish Council office and councillors
- Planning application views and opinions
- Legally required notifications, such as Building Control Plan following a project
- Police reports and crime statistics
- School information

7.3 The Decision to Communicate

Day to day Information arising from within Windlesham Parish Council, such as office hours changes/closures, staff changes, meetings advertisements/cancellations, policy announcements, newsletter previews etc can be approved and uploaded at the discretion of the Clerk.

However, where an outside body asks to use our communications channels to distribute their own information or advertise an event to residents, this will need prior approval by

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email, from the relevant committee or Full Council. Outside bodies include user groups, local groups, other councils or businesses. There is no immediate right for such information to be published and so prior permission is required. Any outside information should adhere to standards on clarity, usefulness and legality etc and should not disparage Windlesham Parish Council.

In principle, approval for one channel will mean approval for all channels. However, a newsletter article must meet formatting requirements and so something approved for social media and the website may not necessarily be approved for the newsletter if those requirements aren't met.

7.4 Accessibility

Website Accessibility and WCAG 2.2 Compliance

Parish councils must ensure their websites meet the Web Content Accessibility Guidelines (WCAG) 2.2 Level AA, as required by the Public Sector Bodies Accessibility Regulations 2018.

To comply, the Parish Council should regularly check the website for accessibility issues, publish an up to date accessibility statement, and ensure all content text, images, and documents is created in an accessible format.

Meeting WCAG 2.2 AA standards demonstrates the council's commitment to inclusion and ensures all residents can access information and services.

8 Who Communicates?

Everyone communicates at the Parish Council in some form and so an understanding and application of the communication principles is necessary to improve the flow of information and the overall reputation of the Council. The key people communicating are:

The Communications and Engagement Officer

The Comms Officer identifies opportunities to communicate relevant information to the public and will support other council staff and councillors in their planned communication activities to ensure consistent quality of information, publication and branding.

They have responsibility for the website, social media pages and newsletter, and will help others on the parish notice boards, regional and national media, exhibitions, surveys and consultations.

Office Staff

The Clerk and Responsible Financial Officer, along with the Assistant Clerk, Cemeteries Coordinator and Operations Coordinator will have regular interactions with the public, such as through e-mail, face to face, parish notice boards, the public speaking section at meetings, consultations and surveys. They will also communicate with partner councils,

organisations and local groups and businesses. They have a responsibility to uphold the communication principles and standards and work with the Communications Officer on delivery where required.

Other Staff and Councillors

Other representatives of the Council, when communicating with members of the public and other local groups through e-mail, phone calls or face to face, should uphold the communications principles and communicate in a clear, informative manner. They should help in so far as possible to resolve an issue or forward them on to the appropriate member of staff.

9 Evaluation

Evaluation of the communications strategy is a vital component in receiving feedback and driving improvement. This involves the monitoring and assessment of the overall strategy and individual channels of communication. They should comply with the Council's key priorities and communication principles, as well as achieving key strategic outcomes such as giving clear information or changing reader behaviour.

9.1 Channel Assessment

Digital and social media channels provide regular visitor and engagement analytics. These can be useful to see if a specific channel is being viewed and performing its intended function. Channels showing areas of concern should be reassessed or removed from the communications strategy. This data should be monitored by the Communications and Engagement Officer and brought to the attention of the Clerk and Parish Council if problems emerge.

Appendix 1: Communications Action Plan

This action plan outlines changes going forward that will improve communication further at Windlesham Parish Council. It identifies an area of focus and gives appropriate actions to achieve that outcome.

Action	Comment
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Update the website	Continue to update the website as necessary Establish frequent communication between the Clerk and Communications and Engagement Officer to upload the latest documents as they are created
Ensure website is WCAG 2.2 compliant	All key council documents, including policies, meeting papers, and reports, will be published in an accessible format wherever possible. This ensures that information is available to all members of the community. Requests for documents in alternative formats will be accommodated upon request, in line with the Council's accessibility commitments.
Social Media Content Review	Continue to review content and use analytics to assess successful campaigns.
Blog	Consider creating a blog to provide clear, accessible explanations of policies, projects, and decisions, offering greater transparency and insight than other channels allow, with regular posts shared via the website, social media, and newsletters
Publicise Local Groups	Continue to work with local groups to help advertise their events to a broader audience using our channels
Monitor Costs of Communication	Always monitor and evaluate the costs of communicating and ensure efficient use of resources
Produce a quarterly newsletter – digital and print	Continue to produce a quarterly newsletter where appropriate and distribute print copies locally.
Youtube Channel	Consider the creation of a YouTube channel to upload council meetings to

Appendix 2: Media Contact Form

Please fill in the clear boxes. Grey boxes are for the Parish Council Office

Name	
------	--

Windlesham Parish Council Communications Strategy 2023-2027

Company or Organisation	
Telephone Number	
E-mail Address	
Nature of Enquiry	
Deadline for Response	
Enquiry Received On: Date Time	
Message Taken By	
Response as follows	
Approved by	
Responded on: Date Time	

Appendix 3: Communications Framework

The communications framework outlines how new information and content should be created at Windlesham Parish Council and what should be considered when making it.

Who are we talking to?

Consider who the relevant stakeholders are and what their specific requirements might be. Which channel will capture most of that audience and what information do they already know?

Why are we saying it?

Part of planning is to consider why this information is being communicated. Is it designed just to inform the reader, to change their behaviour or to get feedback from them? Each option can require different considerations and be written differently.

What are the objectives of the message? It could be to 'help advertise and increase visitor numbers to event X' or 'get public opinion and feedback on policy Y'. Messages should be targeted to these aims and not contain unnecessary or irrelevant information.

Consider how it fits in with other activities at the Council as it could form part of a wider campaign.

What resources are available?

Consider what resources are available to deliver the message. Will it require money be spent and how much? How long will it take to create and then for how long should it be promoted? Which members of staff could help? What skills are needed?

Make sure to evaluate communications and read the feedback at all points. What risks are involved? How will we know if it's been successful? What did we learn and how do we improve this next time?

Appendix 4:

WINDLESHAM PARISH COUNCIL

COMPLAINTS PROCEDURE

Table of Contents

1	Introduction and duties	2
2	Guidelines.....	2
3	The code of practice	3
4	Before the meeting.....	3
5	At the meeting.....	4
6	After the meeting	4

Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-220125	Reviewed at Full Council meeting January 2022
V1.0-220125	Reviewed at Full Council meeting October 2022
V1.0-231128	Reviewed at Full Council meeting November 2023
V1.0-241029	Reviewed at Full Council meeting October 2024

V2.0-251125

Reviewed at Full Council meeting November 2025

1 Introduction and duties

- 1.1 It remains the position that the Local Government Ombudsman has no jurisdiction over Parish, Town and Community Councils in England and Wales. The National Association of Local Councils (NALC) in Legal Topic Note 9 has issued guidance (February 2013) for local councils.

2 Guidelines

- 2.1 It will not be appropriate to deal with all complaints from members of the public under a complaint's procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to council's audit of accounts pursuant to s.16 Audit Commission Act 1998. On other matters, councils may need to consult with their auditor / audit commission.
Criminal activity	The police
Councillor conduct	A complaint relating to a councillor's failure to comply with the Code of Conduct must be submitted to the Monitoring Officer, Surrey Heath Borough Council. Details can be obtained from the Clerk.
Employee conduct	Dealt with by internal disciplinary procedure

- 2.2 The code of practice that follows is therefore aimed at those situations where a complaint is made about the administration of the council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.
- 2.3 The code of practice is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk.

3 The code of practice

- 3.1 The aims of the code of practice are:
- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the council from other bodies.
 - To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
 - To make the process reasonable, accessible and transparent.
 - At all times, the rules of natural justice will apply, and all parties shall be treated fairly.
- 3.2 All complaints shall be heard by the Council's complaints panel, which shall consist of 3 councillors, and shall report its findings to the full council.

4 Before the meeting

- 4.1 The complainant shall be asked to put the complaint about the council's procedures in writing to the Clerk.
- 4.2 If the complainant does not wish to put the complaint to the Clerk (as it may relate directly to the Clerk), they may be advised to put it to the Council Chairman in writing, marked private and confidential.
- 4.3 The Clerk/Council Chairman shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the complaints panel.
- 4.4 The complainant shall be invited to attend the relevant meeting (hearing) and bring with them such representatives as they wish.
- 4.5 Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the council with copies of any documentation or other evidence, which

they intend to refer to at the meeting. The council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

5 At the meeting

- 5.1 The complaints panel shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next Council meeting in open session.

The panel Chairman to introduce everyone.

The panel Chairman to explain the procedure.

- 5.2 Complainant (or representative) to outline grounds for complaint.
- 5.3 Panel members to ask questions of the complainant.
- 5.4 If relevant, the Clerk or other nominated officer, to explain the council's position.
- 5.5 Panel members to ask questions of the Clerk or other nominated officer.
- 5.6 The Clerk or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Town Clerk/officer followed by complainant).
- 5.7 The Clerk or other nominated officer and complainant to be asked to leave the room while the panel members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.

The Clerk or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

6 After the meeting

- 6.1 Decision confirmed in writing within seven (7) working days together with details of any action to be taken.

WINDLESHAM PARISH COUNCIL COUNCILLOR EMPLOYEE RELATIONS POLICY

Table of Contents

1	Introduction.....	1
2	Roles and responsibilities.....	2
3	Reasonable expectations of employees.....	3
4	Reasonable expectations of Parish Councillors	3
5	Political Neutrality and Impartiality of Employees	3
6	Familiarity, Friendships and Relationships	4
7	Giving instructions to employees	4
8	Chairs and Vice-Chairs.....	4
9	Complaints about employees or services.....	5
10	Information Sharing	5
11	Correspondence.....	6
	Appendix A- LGA Civility & Respect.....	7
	Council Roles & Responsibilities.....	7
12	Outside of the meeting.....	10
13	Committee chairs.....	10

Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V2.0-210223	Reviewed at Full Council meeting 23 rd February 2021 (Updated to include the roles of Chair, Councillors and Clerk and their working relationship as written by Nick Randle OBE, Managing Director of the Local Government Resource Centre Associates (LGRC) published by 'Clerks and Councils Direct', May 2020.
V3.0-220125	Reviewed at Full Council meeting 25 th January 2022 (minor updates to reflect committee structure)
V4.0-221025	Reviewed at Full Council meeting 25 th January 2022 – this policy has had significant rewording
V4.0-231128	Reviewed at Full Council meeting 28 th November 2023
V4.0-241030	Reviewed at Full Council meeting 30 th October 2024
V4.1-251125	Reviewed at Full Council meeting 25 th November 2025

1 Introduction

- 1.1 1.1 The aim of this protocol is to describe the relationships, roles and behaviours which should exist between elected Councillors and employees in a modern, well run local Council. The protocol provides guidance on how the complementary but very different roles of Councillors and employees should work. Equalities, natural justice and reasonableness are strong underlying intentions throughout.
- 1.2 1.2 This protocol is not intended to be definitive and should be read alongside other relevant documents such as the Code of Conduct for Councillors, the conditions of service, the whistle blowing procedures and the Staff Handbook.

- 1.3 1.3 This Protocol is adopted Council policy and applies to all Councillors and, where relevant, statutory co-opted members, and to all employees of the Council. The protocol has a serious objective which may have significant consequences for those who choose not to follow these principles.
- 1.4 1.4 It is also intended that the Protocol should apply to any consultants, contractors or agency personnel working on behalf of the Council and it is the responsibility of the employing manager to ensure that this protocol is brought to the attention of such individuals at the beginning of their employment.

2 Roles and responsibilities

- 2.1 Understanding the different roles and responsibilities of Councillors and employees is key to maintaining good relations.
- 2.2 Parish Councillors decide on the priorities for the Parish Council, set the budget, represent their constituents (including those who have not voted for them) and collectively make decisions on behalf of the Parish Council.
- 2.3 Parish Councillors are responsible to the electorate and serve only so long as their term of office lasts. A Parish Councillor can only serve for a maximum of 4 years before submitting themselves to the electoral process.
- 2.4 Employees of the Council implement the decisions made by Members. They can only make decisions themselves on behalf of the Council if the Council has decided to delegate a decision-making responsibility to the employee. Employees give information and advice to the Council and support Parish Councillors.

Parish Council employees are employed and are responsible to the whole Council and not to any individual Councillor. Employees of the Council are managed by the Parish Clerk in accordance with Council procedures. The Parish Clerk is responsible to the whole Council.

- 2.5 Certain senior officers eg. Proper Officer and RFO, have responsibilities in law over and above their obligations to Council and/or individual Councillors and Councillors must respect these responsibilities and must not obstruct officers in the discharge of their duties.

3 Reasonable expectations of employees

- 3.1 It is reasonable for a Parish Councillor to expect the Parish Council employees: -
- 3.1.1 To do their job effectively and efficiently;
 - 3.1.2 To behave in a manner which does not bring the Council into disrepute;
 - 3.1.3 To be helpful, respectful and courteous;
 - 3.1.4 To provide assistance to Members in carrying out their role;
 - 3.1.5 To deal with Members' enquiries fairly and efficiently;
 - 3.1.6 To be open and honest with Members;
 - 3.1.7 To work with all Members equally and fairly
 - 3.1.8 To keep confidentiality where it is proper to do so;
 - 3.1.9 To be sensible about contacting Members at potentially inconvenient times unless in an emergency or otherwise agreed;
 - 3.1.10 To remember that they are employed by the whole Council and not by any individual Member.

4 Reasonable expectations of Parish Councillors

- 4.1 Employees can reasonably expect the Parish Councillors:-
- 4.1.1 To accept that the Council's employees are managed by the Parish Clerk;
 - 4.1.2 To be helpful, respectful and courteous at all times ;
 - 4.1.3 Not to ask employees to breach Council policy or procedure or to act unlawfully;
 - 4.1.4 Not exert, influence or pressure or to request special treatment;
 - 4.1.5 Not to raise concerns about an employee in a public setting but to raise any such concerns in an appropriate manner in accordance with Council policy;
 - 4.1.6 To respect that employees have a right to a private life and work life balance, and be sensible about making contact at potentially inconvenient times unless in an emergency or otherwise agreed;
 - 4.1.7 To understand and support the roles and responsibilities of the Parish Clerk/RFO and their associated workloads, pressures, and deadlines.
 - 4.1.8 Not to act on behalf of Council without the authority and permission of Council.

5 Political Neutrality and Impartiality of Employees

- 5.1 The National Code of Conduct for local government employees states: "Employees serve the Authority as a whole. They must serve all Councillors and must ensure that the individual rights of all Councillors are respected".
- 5.2 Councillors should understand that employees will generally operate in a politically neutral capacity. By law, some posts are specifically designated as "politically restricted", meaning

that they cannot be filled by employees who are linked to a political party or group, either through direct involvement or by, for example, canvassing on their behalf.

- 5.3 Councillors should not discuss party politics with employees nor must they assume that there is an allegiance to a particular party. Councillors should not place employees in an embarrassing situation where, for example, they feel they have to agree with a particular political line, whether this be nationally or locally based, although employees must follow the overall objectives of the Council and must not work against them.
- 5.4 Employees have a duty to give professional advice and to make Councillors aware of all the options available, when writing reports or giving advice.

6 Familiarity, Friendships and Relationships

- 6.1.1 It is recognised that personal, family or business relationships or friendships will exist between some Councillors and employees.
- 6.1.2 Persons engaged in such friendships or relationships should take special care not to seek, or be seen, to influence their positions through their respective friend or partner. Name dropping to seek advantage is totally unacceptable. People should also go out of their way to ensure that colleagues are not placed in an awkward or embarrassing situation as a result of a friendship or relationship.
- 6.1.3 Certain informal gestures in a formal work setting may be innocently made but could be perceived by the recipient to be unwelcome or embarrassing. Such gestures should always be avoided. Similarly, jokes or pranks should be avoided.
- 6.1.4 A Councillor involved in a relationship or otherwise associated with an employee should declare an interest if, on any occasion, they are involved in decision-making directly related to the employee concerned, or the service in which they work. Where appropriate, they should seek to avoid being a member of a related meeting.
- 6.1.5 Councillors must be careful never to become engaged in any matter related to an individual's employment (except through formal meetings when these are relevant). Any employee attempting to raise such issues with Councillors should be advised to take the matter up with the parish clerk or Staffing Committee, the Councillor should take no part in any discussion.

7 Giving instructions to employees

Only the Parish Clerk can give instructions to employees of the Council and only the Full Council, a properly constituted Committee can give instructions to the Parish Clerk. Individual Parish Councillors should not therefore attempt to direct the work of employees.

8 Chairs and Vice-Chairs

Chairs and Vice-Chairs of the Parish Council including any Committee have additional responsibilities. Due to these responsibilities, their relationships with employees may differ from, and be more complex than those of Councillors without those responsibilities, and this is recognised in the expectations they are entitled to have. However, such Councillors must still respect the

impartiality of officers, must not ask them to undertake work of a political nature, or to do anything which would put them in difficulty in the event of a change in the composition of the authority.

9 Complaints about employees or services

- 9.1.1 Parish Councillors have a right to critically evaluate the report, advice or action of employees. However, this should be done in a constructively critical manner which is well founded and evidenced, as it is recognised that employees will not be in a position to respond to overt criticism, particularly that deemed to be a personal attack.
- 9.1.2 Parish Councillors must avoid undermining public respect for employees and should therefore avoid making any criticism of an employee at a public meeting, in the press or by way of any other public statement. Making such criticisms would be damaging to the public image of the Parish Council. It would also undermine the mutual trust and courtesy which underpins effective working relationships. If a Parish Councillor wishes to raise an issue about an employee they should use the adopted Disciplinary Procedure.

10 Information Sharing

- 10.1.1 All Parish Councillors have a right to expect to be kept informed about matters on which they may be required to make decisions or which affect the Parish. The Clerk should aim to ensure that all Members are kept fully informed in relation to important issues.
- 10.1.2 If the Parish Council organises a meeting to consider a local issue pertinent to one village, then Parish Councillors representing that village must be invited to attend that meeting. If the issue is deemed serious enough, all Parish Councillors must be invited.
- 10.1.3 So far as documents and other information held by the Parish Council is concerned, much of it will be in the public domain and Parish Councillors have the same right as any member of the public to see that information. Therefore, Parish Councillors have the same rights as the public to have access to agendas, reports and minutes of meetings which are held in public and have the right to access information given by the Freedom of Information Act. Parish Councillors also have additional rights to access information. Clearly, they are entitled to have access to reports of matters which are to be considered at Council meetings in private session. In addition, Parish Councillors have the right to access any other Parish Council information where they can show they have a 'need to know'. Any request to access Parish information should be made to the Parish Clerk. If the Parish Clerk is uncertain as to whether the Councillor is entitled to access that information, then they should refer the question to the Council for a decision.

- 10.1.4 The process of gathering information to respond to Members requests can be time consuming and expensive for the Parish Council so Members should consider before they make an information request whether they really need the information and should be prepared to discuss with the Parish Clerk whether less, more easily obtained information would be sufficient.

11 Correspondence

- 11.1 Correspondence between Members and employees should not normally be copied to any other party. There are exceptions to this general rule. If the original correspondence was copied to other parties then it is legitimate to send a response to those parties. There may also be occasions where the correspondent gives rise to concern for the employee for example in relation to possible breaches of the Code of Conduct or that the Council may be brought into disrepute by the actions of the Councillor. In such cases it is legitimate for the employee to share correspondence with the Chair of the Parish Council.

This policy will be reviewed annually or earlier if so required by legislation or additional material.

Appendix A- LGA Civility & Respect Council Roles & Responsibilities

CONTENTS

INTRODUCTION	1
THE ROLE OF COUNCILLORS	1
THE CHAIR	3
Outside of the meeting	3
Committee chairs.....	4
THE ROLE OF THE CLERK AND OTHER OFFICERS	4
MEETINGS	6
INFORMATION	6

11.2 INTRODUCTION

Local (parish and town) councillors and local council officers have different but complementary roles. Councillors, as the democratically-elected representatives of their areas, are there to set the budget and strategic direction of the council and ensure that the community's priorities are identified and delivered. The role of officers is to advise councillors, ensure that the council's strategy is delivered on a day-to-day basis and manage the operational and organisational side of the council.

This document briefly summarises those different roles and responsibilities, it should be read alongside 'The Good Councillors Guide' and the Good Councillors series of publications published by NALC (<https://www.nalc.gov.uk/publications#the-good-councillor-s-guide>) and Model Councillor Officer Protocol

11.3 THE ROLE OF COUNCILLORS

A councillor's primary role is to represent their local area (or ward where the council is warded) and the people who live in it. Councillors provide a bridge between the community and the council. As well as being an advocate for local residents and signposting them to the right people either at the local council or the principal authority, they should ensure that the community is informed about the issues that affect them.

In order to understand and represent local views and priorities, you need to build strong relationships and encourage local people to make their views known and engage with you and the council. Good communication and engagement are central to being an effective councillor.

Local councillors are expected to:

- respond to residents' queries and investigate their concerns (casework);
- communicate council decisions that affect the community;

- know their area and be aware of any problems;
- know and work with representatives of local organisations, interest groups and businesses;
- represent their community's views at council meetings.

Local councillors also collectively set the strategic direction for their council. All local councils need clear strategies and policies to enable them to achieve their vision for the area, make the best use of resources and deliver services that meet the needs of local communities. Individual councillors will contribute to the development of these policies and strategies, bringing their experience and the views and priorities of their area to the debate.

Individual councillors work together to serve the community and to help the council to make decisions on behalf of the local community. Councillors contribute to the work of the council by suggesting ideas, engaging in constructive debate and by responding to the needs and views of the community representing their constituents. Councillors comment on proposals to ensure the best outcome and vote to enable the council to make decisions. Councillors must accept the decisions of the council as a whole even if they do not agree with it.

The formal part of these roles is carried out by attending meetings and working with and listening to advice from the council officers. The local council might have committees and even sub-committees. This is more likely to be the case in larger councils and in those cases how far individual councillors contribute to particular policy areas will depend on which committees they have been appointed to.

However, 'full council' remains the sovereign body for setting the council's overarching strategy and budget so even where the council has committees which work in greater detail on particular areas, all councillors should contribute to the council's strategic framework.

Individual councillors do not have, and cannot be given, powers to make decisions on behalf of the local council. This applies to the chair as much as to the other councillors, although the chair does have personal responsibilities in connection with the running of formal meetings – see below. That said, local councillors can act as 'champions' on particular issues and it is perfectly acceptable, if a councillor happens to have experience in a particular field, that they take a lead on it, provided that has been agreed by the Full Council.

The less formal part of these roles of listening and talking to people, including the local elected members of the district, county or unitary council, will almost certainly take up more of the councillor's time. However, it is important to remember that "rules of behaviour" apply whenever activities of being a local councillor are being undertaken.

11.4 THE CHAIR

In some authorities the chair is called ‘the mayor’ but references are made to the chair in this document.

The main rules of law governing the role of the chair of a local council are set out in the Local Government Act 1972 which requires, for example:

- that the chair must preside at a meeting of the local council if they are present and;
- that it is the chair of a meeting who has the responsibility to sign the minutes (presented for approval at that meeting) as a true record.

It is the chair’s responsibility:

- a) To determine that the meeting is properly constituted and that a quorum is present;
- b) To inform themselves as to the business and objects of the meeting;
- c) To preserve order in the conduct of those present;
- d) To confine discussion within the scope of the meeting and reasonable limits to time;
- e) To decide whether proposed motions and amendments are in order;
- f) To formulate for discussion and decision questions which have been moved for the consideration of the meeting;
- g) To decide points of order and other incidental questions which require decision at the time;
- h) To ascertain the sense of the meeting by:
 - a. Putting relevant questions to the meeting and taking the vote thereon (and if so minded giving a casting vote);
 - b. Declaring the result; and
 - c. Causing a ballot to be taken if duly demanded;
- i) To approve the draft of the minutes or other record of proceedings presented to a meeting (with the consent of the meeting);
- j) To adjourn the meeting when circumstances justify or require that course; and
- k) To declare the meeting closed when its business has been completed or in the event of the meeting being very seriously disrupted.

The Chair’s term of office continues until the appointment of a successor, other than where the chair resigns or is disqualified from office. A Chair does not, however, legally have to resign following a vote of no confidence. This continuity also applies when the Chair has not been re-elected following local elections. In this case, the chair does not have a vote on the appointment of a successor but does have a casting vote in the event of equal votes.

12 Outside of the meeting

The Chair:

- is the person to whom notice of resignation is given by other councillors or the clerk;
- may convene extraordinary meetings of the council (on proper notice to the clerk);
- when attending ceremonial events, is the proper person to represent the local council;
- may receive an allowance to meet the expenses of his or her office.

Beyond that, the workings and decisions not taken by the council or, through the delegation scheme, by one of its committees or sub-committees are to be taken by the clerk to the local council. The chair may have an enhanced role, as functions may be delegated to the clerk in consultation with the chair (or the Chair of a committee). This means, however, that the decision and the responsibility for it remains with the clerk (not the chair) but that the clerk must first bring the matter to the attention of the chair and take into account the views of the chair in coming to their decision.

It is also likely to be the case that the Chair will be the person whom the clerk will approach:

- for information about the council and the parish;
- to seek to informally discuss matters with and;
- to informally consult on decisions that are in the clerk's remit to make or pass back to a formal meeting.

Correspondence to and from the council should normally be dealt with by the clerk, not by the chair, although, where there are no other administrative staff, the chair will be the most appropriate person to deal with correspondence in the absence of the clerk e.g. to sign letters giving effect to a council decision, or to send a 'holding' reply pending consideration of a matter by the council.

13 Committee chairs

In Councils which have committees the chair of the committee has similar duties and responsibilities as the chair of the council with regard to their committee and may be consulted by the clerk on relevant matters.

13.1 THE ROLE OF THE CLERK AND OTHER OFFICERS

The primary responsibility of officers is to advise the council on whether its decisions are lawful and to recommend ways in which decisions can be implemented. To help with this, officers can be asked to research topics of concern to the council and provide unbiased information to help the council to make appropriate choices.

Officers have a wide range of other responsibilities which should be set out in their job

descriptions. Officers must recognise that the council is responsible for all decisions and that they take instructions from the council as a body. Officers are not answerable to any individual councillor – not even the chair.

The council must be confident that officers are, at all times, independent, objective and professional.

‘Proper officer’ is a title used in statute. It refers to the appropriate officer for the relevant function. In local councils, the proper officer is normally the clerk. In financial matters, the proper officer is known as the ‘responsible finance officer’.

The local council clerk is the ‘engine’ of an effective local council. They are its principal executive and adviser and, for the majority of smaller local councils, the officer responsible for the administration of its financial affairs. The clerk is sometimes a council’s only employee. Where a council has more than one employee, the clerk is the ultimate line manager for all other staff.

The clerk is required to give clear guidance to councillors, including the chair, before decisions are reached, even when that guidance may be unpalatable. The clerk has a key role in advising the council, and councillors, on governance, standards of conduct and procedural matters. They would also normally liaise with the monitoring officer at the principal authority on code of conduct issues and the councillors’ register of interests.

It is the duty of the clerk as the proper officer to assist councillors on matters of fact and law. Councillors (even where it is contrary to their personal wishes or expectations) should take fully into account the advice and guidance given by the clerk on the existence and applicability of the relevant facts or the law. Councillors should then seek means to make their policy decisions taking into account such guidance. Councillors should also accept as a fact that it is the duty of the clerk to minute any situation in which the advice given has not been heeded. The clerk is, however, an independent and objective officer of the council who takes instructions from the corporate body on policy and must in turn recognise that the council is responsible for all decisions.

Some larger councils employ a range of administration and support staff and the clerk is normally responsible for advising the council on staffing provision and managing the recruitment process. In smaller councils, the clerk may also carry out the role of the finance officer. However, it is common, especially in larger councils, for a separate responsible finance officer to be appointed and given specific duties relating to the budget, annual accounts and audit to ensure proper financial management and transparency.

Many local councils encourage their clerks to seek professional recognition for the work that they do. A CiLCA qualified clerk is one of several pre-requisites for a local council achieving recognition through the Local Council Award Scheme (<https://www.nalc.gov.uk/library/our-work/lcas/1855-lcas-guide/file>) and also in becoming a council eligible to exercise the General Power of Competence.

In an emergency (e.g. to cover a temporary vacancy) a councillor may fulfil the role of clerk to the local council (this must be unpaid (see below)). However, it is not good practice for councillors to do this on anything other than a very temporary basis as it confuses officer/councillor roles.

It should be noted that councillors may not be paid employees of their council (as there is an unacceptable conflict of interest) and may not become employees of their former council until at least 12 months after ceasing to be a councillor.

13.2 MEETINGS

It is the clerk's responsibility to set the agenda for the meeting. This is often done in consultation with the chair and individual members can request the addition of relevant items but the agenda remains the clerk's responsibility. The clerk must sign the agenda and decide how it will be set out.

The summons to the meeting, agenda and relevant papers must be sent out at least three clear days before the meeting. The 'three clear' days is established in law to allow time for proper consideration of issues to be discussed. Items for decision cannot be added to the agenda after this time but must be taken at a future meeting.

At a meeting all councillors must comply with Standing Orders and the chair must ensure that Standing Orders are enforced.

Any 2 Members of a parish council may submit a written request signed by them to the Chair of the parish council to call an extraordinary meeting. In the event of the Chair not calling an extraordinary meeting within 7 days of receiving the request, the 2 members may call an extraordinary meeting. The chair of the Council or of a Committee may convene an extraordinary meeting at any time.

13.3 INFORMATION

Councillors are free to approach officers to provide them with such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as members of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the Clerk.

As regards the legal rights of councillors to inspect Council documents, these are covered partly by statute and partly by the common law.

The common law right of councillors is based on the principle that any member has a prima facie right to inspect council documents so far as their access to the documents is reasonably necessary to enable the member properly to perform their duties as a member of the council. This principle is commonly referred to as the "need to know" principle.

The exercise of this common law right depends therefore upon the councillor's ability to demonstrate that they have the necessary "need to know". In this respect a member has no right to "a roving commission" to go and examine documents of the council. Mere curiosity is not sufficient. The crucial question is the determination of the "need to know". This question must be determined by the officer.

In some circumstances (e.g. a committee member wishing to inspect documents relating to the functions of that committee) a councillor's "need to know" will normally be presumed. In other circumstances (e.g. a councillor wishing to inspect documents which contain personal information about third parties) a councillor will normally be expected to justify the request in specific terms. Any council information provided to a councillor must only be used by the councillor for the purpose for which it was provided i.e. in connection with the proper performance of the councillor's duties as a member of the council.

For completeness, councillors do, of course, have the same right as any other member of the public to make requests for information under the Freedom of Information Act 2000.

WINDLESHAM PARISH COUNCIL FIRE SAFETY POLICY & PROCEDURES

Table of Contents

1	General Statement	2
2	Employee Duties.....	2
3	Communication	2
4	Procedures	2
5	Emergency Evacuation Plan	3

Version & Date	Amendments made
V1.0-210223	Adopted at Full Council meeting 23 rd February 2021
V1.0-210223	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-241029	Reviewed at Full Council meeting 29 th October 2024
V1.0-251125	Reviewed at Full Council meeting 25 th November 2025

1 General Statement

The Council is a responsible employer and takes our fire and safety duties seriously. Accordingly, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Fire Safety Order (2005). These include the provision of a safe place of work where fire safety risks are minimized. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority at all times is the safety of individuals.

Employee & Councillor Duties

All employees and councillors have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm.

All employees and councillors are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff and visitors.

2 Communication

All employees and councillors will be kept informed either directly or via their line manager of any relevant changes to fire safety procedures or fire risk assessments. Stored on the shared drive C:\Users\Windlesham Parish Council\WPC Office - Documents\Building Maintenance Schedules\Fire Risk Assessments

3 Procedures

The following procedures are in place to ensure high standards of fire safety.

- 3.1 Fire risk assessments have been undertaken at all Parish Council owned buildings and are reviewed regularly.

All new members of staff, temporary employees and councillors will be given induction training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.

- 3.2 All escape routes shall be clearly signed and kept free from obstructions at all times. Escape routes shall be checked weekly in buildings occupied by staff and in the case of public buildings, escape routes will be checked prior to use or the start of the rental period. In the

event of any organisation entering an agreement with the Parish Council for regular use of a building, it will be their responsibility to check the building and fire escapes prior to use.

- 3.3 Evacuation procedures are posted prominently by the main door of entry within each building.
- 3.4 All fire extinguishers will be serviced and maintained annually by a suitable contractor. If any employee notices defective or missing equipment they must report it to the Health and Safety Officer or a responsible person.
- 3.5 Where alarms are present they will be checked every 6 months by a suitable contractor and tested **monthly** by the Health and Safety Officer or a responsible person.

Where emergency lighting is present it will be checked every 6 months by a suitable contractor and monthly by the Health and Safety Officer or a responsible person.

Public Meetings

5.1 At the commencement of public meetings the Chair should advise the public of the status of fire alarms and how to evacuate the premises, including muster points.

4 Emergency Evacuation Plan

4.1 If you discover a fire:

- Raise the alarm immediately. This can be done by alerting others by shouting 'FIRE' or in buildings that are equipped with a Fire Alarm by activating the nearest Fire Alarm Call Point.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is shut.
- Inform the Clerk as to the location of the fire. Report to the assembly points for a roll call – Each building will have signage by the main door stating the designated meeting point.
- If you are with a visitor, ensure they accompany you.

4.2 If the Alarm is Raised:

- Leave the building immediately using the nearest available fire exit.
- Report to the assembly point for a roll call.
- If you are with a visitor, ensure they accompany you.

Version 1.0-251125

Adopted: November 2025

Last Reviewed: November 2025

Next Review Date: November 2026

4.3 Persons responsible for taking roll calls are:

- The Health and Safety Officer or a responsible person.
- In community buildings the responsible person will be the person designated in the rental agreement.

Staff & councillors on hearing or setting off the alarm:

- Encourage everyone around you to evacuate as soon as possible.
- Check rooms are all empty, and that staff and visitors are accounted for at the roll call.

4.4 Fire Alarm Status:

- In the event that the fire alarm is for a genuine fire, then the designated person must call the fire brigade as soon as possible.
- In the event that the fire alarm is a false alarm, then the cause of the alarm should establish before letting anyone re-enter the building.

4.5 Before the Fire Brigade arrives:

- If there is a fire, and if the situation does not place them at risk, staff can make use of the fire extinguishers located on site to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the Fire Brigade to arrive.

This policy will be reviewed annually or earlier if so required by legislation or additional material

WINDLESHAM PARISH COUNCIL HEALTH & SAFETY STATEMENT

Table of Contents

1	Statement.....	2
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Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council 23 rd February 2021
V2.0-220125	Reviewed at Full Council 25 th January 2022 (addition - All Contractors working on behalf of the Council must be insured and be working to Health and Safety standards and complete Health and Safety checks.)
V2.0-220125	Reviewed at Full Council 25 th October 2022
V2.0-231128	Reviewed at Full Council 28 th November 2023
V2.0-240709	Reviewed at the Personnel Committee being held on the 9 th July 2024 and Full Council 23 rd July 2024
V2.0-260120	Reviewed at the Full Council meeting held on the 20 th January 2026

1 Statement

Windlesham Parish Council (Council) is committed to ensuring the health, safety and welfare of its employees, customers, Councillors, and others throughout their interaction with the Council.

It is the policy of this Council to encourage all employees and Councillors to be not only aware of their legal responsibilities, but to be actively involved in developing a positive and progressive safety culture so that no one is exposed to risks to their health or safety as a result of the way the Council conducts its business.

- 1.1 In order to achieve the objectives of this policy this Council will comply with all of its legal duties by ensuring that:-
- 1.2 Each employee and Councillor is given such comprehensible, relevant and appropriate information, instruction, and training as is necessary to enable the safe and healthy performance of work activities.
 - Managers assess risks and introduce preventative and protective measures, so far as is reasonably practicable or devise systems of work where significant risks to health and safety are identified. These preventative and protective measures or safe systems of work will be implemented and supervised to ensure any risks are reduced to an acceptable minimum.
 - The working environment is maintained in a condition that is safe, free from risks to health and that adequate facilities for employees' welfare at work are made.
- 1.3 Adequate facilities and arrangements are maintained to enable staff, Councillors, and their representatives to raise issues of health and safety.
- 1.4 Procedures are devised that will ensure that all machinery and equipment purchased is suitable for its intended purpose and that any hazardous substances used or produced as a result of Council work are assessed and adequately controlled.
 - Procedures are devised that ensure the effective planning, organisation, control, monitoring and review of health and safety in relation to Council buildings and activities is undertaken to include associated preventative and protective measures.

Every member of staff and Councillor has a legal duty to co-operate with the Council to assist in complying with all of its statutory duties. The successful implementation of this policy requires total commitment from everyone in the Council from Members to staff at all levels and Contractors. Each

individual has a legal obligation to take reasonable care for their health and safety and for the health and safety of people who may be affected by their acts or omissions.

- 1.5 The Parish Council will regularly monitor this policy to ensure that the objectives are achieved. It will be reviewed annually or earlier if so required by legislation or additional material or in light of organisational changes.
- 1.6 All Contractors working on behalf of the Council must be insured and be working to Health and Safety standards and complete Health and Safety checks.

Signed:

Chairman of the Parish Council

Parish Clerk

Date:

Date:

This policy will be reviewed annually or earlier if so required by legislation or additional material.



WINDLESHAM PARISH COUNCIL IT POLICY

Table of Contents

Table of Contents

1	Introduction	2
2	Scope	2
3	Related Policies	2
4	Responsibility & Monitoring	2
5	Council Owned Domain & Email	2
6	Website Accessibility	3
7	Acceptable Use & Personal Use	3
8	Password & Account Security	3
9	Computer Usage & Security	3
10	Bring Your Own Device (BYOD).....	4
11	Data Protection & GDPR	4
12	Mobile Phones & Texting	4
13	Email Communication.....	4
14	Internet Use	4
15	Software	5
16	Training & Awareness	5
17	Misuse & Disciplinary Action.....	5
18	Incident Reporting.....	5
19	Policy Review	5
20	Compliance Statement	6

Version 1.0-251125
Adopted: November 2025
Reviewed:
Review Date: November 2026



Version & Date	Amendments made
V1.0-251108	Adopted at the Full Council Meeting held on the 25 th November 2025

1 Introduction

Windlesham Parish Council recognises the importance of secure and compliant IT practices in line with the SAAA Practitioners' Guide Assertion 10 and the NALC Information Technology Policy Guidelines. This policy sets out mandatory requirements for IT, email, and data governance.

2 Scope

This policy applies to all councillors, employees, volunteers, and contractors using Windlesham Parish Council IT resources, including computers, networks, mobile devices, telephones, and the council website.

3 Related Policies

This policy should be read in conjunction with the Council's Data Protection Policy, Disciplinary Policy, Equality and Diversity Policy, and any other relevant policies.

4 Responsibility & Monitoring

The Clerk (or designated IT lead) is responsible for monitoring and reviewing this policy, supporting staff understanding, and enforcing compliance. The Council reserves the right to monitor IT and email usage for legitimate reasons, and staff will be informed of this.

5 Council Owned Domain & Email

Version 1.0-251125
Adopted: November 2025
Reviewed:
Review Date: November 2026



-All official email addresses must use a Windlesham Parish Council-owned domain (e.g., @windleshampc.gov.uk or .org.uk).

-Free email services (Gmail, Hotmail, etc.) are prohibited for council business.

-Domain and email accounts must be managed securely with continuity plans.

6 Website Accessibility

The Windlesham Parish Council website must comply with WCAG 2.2 AA standards.

An accessibility statement must be published and maintained.

7 Acceptable Use & Personal Use

IT resources and email accounts are for official council business.

Limited personal use is permitted if it does not breach this policy. All use (including personal) may be monitored.

8 Password & Account Security

Strong passwords are required and must not be shared.

Multi-factor authentication should be enabled where possible.

If a password is compromised, it must be reported and changed immediately.

If access to another employee's system is required (e.g., due to absence), this must be authorised by the Clerk.

9 Computer Usage & Security

Computers must be [logged out](#) at the end of each day.

Users should log out when leaving their desks.

Documents should be saved in secure, backed-up locations.

Extra precautions must be taken in areas with public access.

Version 1.0-251125

Adopted: November 2025

Reviewed:

Review Date: November 2026

Deleted: shut down



10 Bring Your Own Device (BYOD)

Personal devices may only be used for council work with prior written approval and must comply with all council security requirements.

11 Data Protection & GDPR

All data handling must comply with UK GDPR and the Data Protection Act 2018.

The six data protection principles must be followed for collecting, storing, retaining, using, disclosing, and disposing of personal information.

Sensitive data must be encrypted in transit and at rest.

12 Mobile Phones & Texting

Work-related texting is permitted only for official purposes and must not contain illegal or discriminatory content.

Abbreviations should be avoided in official communications.

13 Email Communication

Emails must be professional and respectful.

Sensitive information must be encrypted.

Attachments and links must be verified before opening.

Staff must not enter into agreements with suppliers via email without proper authority.

14 Internet Use

The internet is to be used for council business.

Version 1.0-251125

Adopted: November 2025

Reviewed:

Review Date: November 2026



Accessing inappropriate content, chat rooms, or unauthorised messaging services is prohibited.

A firewall is in place to protect council systems.

15 Software

Only authorised software may be installed on council devices.

Downloading or installing unauthorised software is prohibited.

16 Training & Awareness

All staff and councillors will receive regular training on IT security, GDPR, accessibility, and best practices, including induction training for new starters.

17 Misuse & Disciplinary Action

Misuse of IT facilities (including policy breaches, attempting to discover another user's password, circumventing security, or deliberate damage) may result in disciplinary proceedings.

18 Incident Reporting

All suspected security breaches or incidents must be reported immediately to the Clerk or designated IT contact.

19 Policy Review

This policy will be reviewed annually and updated as necessary.

Version 1.0-251125
Adopted: November 2025
Reviewed:
Review Date: November 2026



20 Compliance Statement

This policy ensures compliance with Assertion 10 of the SAAA Practitioners' Guide and the NALC Information Technology Policy Guidelines. Breaches may result in disciplinary action and audit reporting.

WINDLESHAM PARISH COUNCIL MEDIA AND COMMUNICATIONS POLICY

Table of Contents

1	Introduction.....	2
2	Approach to publicity	2
3	Principles of communication.....	2
4	Official Council press releases	3
5	Requests for interview.....	3
6	Publicity during elections	4
7	Social media.....	4
8	General guidance for Councillors and officers.....	6

Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-241029	Reviewed at Full Council meeting 29 th October 2024
V1.0-260120	Reviewed at Full Council meeting 20 th January 2026

Introduction

This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.

Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all Councillor and officers understand the implications of this code which this policy explains within a local context.

This policy should be read in conjunction with the Members' Code of Conduct. It should also be noted that any Freedom of Information requests will be dealt with under the Council's FOI policy.

Approach to publicity

The Council welcomes enquiries from the press and media and recognises that a good relationship with the press helps communicate effectively with residents.

Equally, the Council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner and is accessible via as many media sources as possible including emerging social media platforms.

Principles of communication

The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the Council will ensure any publicity:

- Is lawful
- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

Official Council press releases

- The Council recognises that the use of press releases is a key technique for publicising Council activities, decisions and achievements.

An official Council press release is made on behalf of the Council as a whole. In certain circumstances, it may be appropriate for a Councillor (normally the Chairman, Deputy Chairman or committee Chairman) to draft the press release, but the Clerk (or other nominated officer) will be responsible for checking and subsequently issuing any official Council press release.

All press releases will accurately reflect the corporate view of the Council, contain relevant facts and may include an approved quotation from an appropriate Councillor. Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, identify a Councillor's political party or persuade the general public to hold a particular view.

- Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

Requests for interview

Any request for an interview with a Councillor or officer should be referred to the Clerk (or other nominated officer) in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate Councillor or officer to be put forward for interview.

Where a Councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.

- Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific Council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.

If a Councillor has not been specifically authorised by the Council to speak to the media on a particular issue, a Councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

Publicity during elections

- There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (pre-election period), all proactive publicity about candidates is halted.

During the purdah period, all Council publicity shall be managed by the Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

Social media

- The Council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the Council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.
- Social media sites will be used to support other communications issued by the Council and will help provide a consistent message across all media formats. To

help achieve this, all social media releases will be approved by the Clerk (or other nominated officer).

- Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.
- Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language or engage in any conduct that would not be acceptable in the workplace or elsewhere.

Social Media Communications Policy and House Rules for Social Media Engagement

All social media accounts will be administered by the Communications Officer.

The following wording will be published on the website and official social media platforms. This is to ensure that all use of social media remains fair, respectful, and safe.

- Social Media Communications Policy

The Council welcomes public engagement across a range of platforms; however, posts or messages from members of the public via social media platforms (such as Facebook and Instagram) shall not be regarded as official correspondence.

The Council is not obliged to respond to any such messages. Residents wishing to contact the Parish Council formally must do so by:

- Emailing the Parish Clerk at clerk@windleshampc.gov.uk
- Submitting a written letter to:
The Council Office, The Avenue, Lightwater, GU18 5RG
- Using the online contact form on the Council's official website: www.windleshampc.gov.uk

House Rules for Social Media Engagement

All users (including Councillors) engaging with the Council via social media must comply with both the respective platform's Terms of Use and the following conditions:

- You are wholly responsible for any content you post, including shared material.
- Posts considered inappropriate by the Council may be removed in part or in full.
- The Council will report and remove any social media accounts misusing Windlesham Parish Council branding or imagery without permission.

The Council reserves the right to hide or remove posts, comments, or private messages that contain:

- Graphic, sensitive, or offensive imagery

- Abusive or obscene content
- Discriminatory language or conduct
- Misinformation, disinformation, or malinformation
- Off-topic or irrelevant comments
- Public mentions of Council staff by name
- Derogatory or accusatory remarks about individual Officers or Councillors
- Private or personal information about staff or Councillors irrelevant to their role
- Intellectual property infringement
- Content in breach of legal or regulatory obligations, [including Data Protection legislation](#).
- Spam, trolling, or persistent disruptive behaviour

Before any content is removed, the Council may take screenshots of the material and retain it in line with the Council's privacy policy to justify the moderation action.

Repeat violations may lead to the user being blocked or reported to the platform provider. A private warning message will typically be issued before such action is taken, explaining the breach and potential next steps.

The Council also reserves the right to challenge or correct inaccurate or misleading public information, including escalating complaints to the Independent Press Standards Organisation (IPSO) where necessary.

Users who witness a post they believe violates these rules are encouraged to report it directly through the platform's moderation tools.

General guidance for Councillors and officers

- Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on Council or committee agendas or at any other private briefing.
- Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- When communicating with the press or on social media, councillors should take care to make clear when they are expressing a personal view and not speaking on behalf of the Council. If using the title "Councillor", this distinction should be explicit to avoid any implication that council policy is being stated.

- Any Councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- Any officer failing to follow the guidance set out in this policy could face disciplinary action.

WINDLESHAM PARISH COUNCIL OFFICERS CODE OF CONDUCT

Table of Contents

1	Introduction	3
2	Status of The Code	3
3	Seven Principles of Public Life	3
4	Service Standards.....	5
5	Political Neutrality.....	5
6	Personal Interests	5
7	Speak Up.....	7
8	Appointment and Other Employment Matters	7
9	Equality Issues.....	8
10	Fairness in Tendering	8
11	Corruption	8
12	Use of Financial Resources	9
13	Gifts and Hospitality.....	9
14	Sponsorship - Giving and Receiving	10
15	Confidentiality	10
16	Private Work Other Activities	11
17	Approval Procedure for Private Work/Other Activities	11
18	Close Relatives, Friends or Partners of Employees	12
19	Tenders and Contracts	12
20	Register of Interests/Updating	12
21	Conclusion	12

Version & Date	Amendments made
V1.0-200728	Adopted at Full Council meeting 28 th July 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V2.1-220125	Reviewed at the Full Council meeting 25 th January 2022 point 20 updated to 'The Register of Officer's Interests will be reviewed annually by the Parish Clerk, employees are responsible for keeping their interests updated.'
V2.2-221025	Reviewed at the Full Council meeting 25 th October 2022 point 13.3 updated to 'gifts or hospitality exceeds £50'
V2.2-231128	Reviewed at the Full Council meeting 28 th November 2023
V2.2-241030	Reviewed at the Full Council meeting 30 th October 2024
V2.2-260120	Reviewed at the Full Council meeting 20 th January 2026

1 Introduction

- 1.1 The public is entitled to expect the highest standards of conduct from all employees of the Council.
- 1.2 This code is based on models produced by the Local Authority Associations and the Local Government Management Board.

2 Status of The Code

The code sets out the minimum standards that employees should observe. Its aim is to lay down guidelines for employees which will help maintain and improve standards and also protect them from misunderstanding or from criticism. Any breaches of this code may lead to disciplinary action being taken.

- 2.1 In addition to this code all employees must abide by the terms of the Council's Standing Orders and Financial Regulations.

3 Seven Principles of Public Life

- 3.1 The Nolan Report on Standards in Public Life defined good conduct for employees of public bodies as that of acting:-
 - Fairly.
 - In good faith.
 - So as to meet the specified objectives of the body to which he/she has been appointed.

3.2 There are a number of principles, of which seven stand out, and which have been taken from the Nolan Report. These principles underpin this Code of Conduct.

3.2.1 Selflessness

Holders of public office should take decisions solely in terms of the public's interest. They should not do so in order to gain any benefits financial or otherwise for themselves, their family or their friends.

3.2.2 Integrity

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations which might influence them in the performance of their official duties.

3.2.3 Objectivity

In carrying out public businesses including making public appointments, awarding contracts or recommending individuals for rewards and benefits, holders of public office should make choices purely on merit.

3.2.4 Accountability

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

3.2.5 Openness

Holders of public office should be as open as possible about all decisions and actions that they take. They should give the reasons for their decisions and restrict information only when the wider public interest clearly demands.

3.2.6 Honesty

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public's interest.

3.2.7 Leadership

Holders of public office should promote and support these principles by leadership and example.

4 Service Standards

- 4.1 Employees must give the highest possible standard of service to the public and, where it is part of their duties, provide appropriate advice to elected Members and fellow employees with impartiality.
- 4.2 Employees must always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial delivery of services to all groups and people within that community according to the Council's policies.

5 Political Neutrality

- 5.1 Employees must serve all elected Members. In addition, they must ensure that the individual rights of all elected Members are respected.
- 5.2 Subject to rules laid down from time to time, employees may be required to advise political groups. They must do so in ways consistent with the employee's political neutrality.
- 5.3 Whether or not employees are politically restricted by the law they must follow the lawfully expressed policies of the Council and must not allow their own personal or political opinions to interfere improperly with their work.

6 Personal Interests

Memberships of Pressure Groups

- 6.1 Employees shall disclose in writing to the Parish Clerk any personal interest that may conflict with the Council's interests, for example, involvement with an organisation or pressure group which may seek to influence Council policy.
- 6.2 Any declaration in relation to 6.1 shall be kept in the Register of Officer's Interests in the Parish Clerk's Office and on the employee's personal file.
- 6.3 In the event of the Parish Clerk having such an interest as described herein, the Parish Clerk shall declare that interest in writing to the Chairman of the Council and such an interest will be recorded in the Register of Officer Interests and on the Parish Clerk's personal file.
- 6.4 Employees must as soon as possible, make known in writing to the Parish Clerk, all relationships of a business or private nature which they have with contractors or potential contractors. Orders and contracts must be awarded on merit by fair competition against other tenders and no special favours must be shown to potential contractors (particularly those run,

for example, by friends, personal or business associates, spouses or relatives). In the tendering process, no part of the community can be improperly or illegally discriminated for or against.

6.5 Employees who, in the course of their job, engage, supervise contractors, or have any other official relationship with contractors must declare as soon as possible that relationship in writing to the Parish Clerk. Any employees who have, or in the past have had, a relationship in a private or domestic capacity with contractors (or their senior staff), must also declare their relationship in writing, as soon as practicable to the Parish Clerk

6.6 Any declaration in relation to 6.4 or 6.5 shall be kept in the Register of Interests in the Parish Clerk's Office and on the employee's personal file.

6.6.1 In the event of the Parish Clerk having such an interest as described herein, the Parish Clerk shall declare that interest in writing to the Chairman of the Council and such an interest will be recorded in the Register of Officer Interests and on the Parish Clerk's personal file

Council Services and Regulatory Functions

6.7 The same principles apply to employees who may have conflicts of interest in relation to services the Council provides or where the Council has a regulatory function. Employees must, as soon as possible, make known in writing to the Parish Clerk, all relationships of a business or private nature which they have with businesses, organisations or individual for whom the Council provides services or acts in a regulatory capacity, whenever a conflict of interest might be thought to occur. In considering whether a conflict of interest might be thought to occur, it must be remembered that the public see the Council as one organisation. The aim of declaring a potential conflict of interest is so that the Council and the employee can be seen to be above any possibility of suspicion of undue influence.

6.8 Employees shall not recommend that particular businesses are used by individuals or other businesses, where this could be misconstrued as a recommendation of the Council or a recommendation by the employee in their official capacity.

6.9 In any of the above cases, the Parish Clerk will decide whether the employee who has a conflict of interest, should cease to be involved with the particular piece of work giving rise to the conflict, or whether the conflict should be avoided in some other way.

6.10 Any declaration in relation to 6.7 shall be kept in the Register of Interests in the Parish Clerk's Office and on the employee's personal file.

6.11 In the event of the Parish Clerk having such an interest as described herein, the Parish Clerk shall declare that interest in writing to the Chairman of the Council who will seek independent

advice as they deem appropriate as to whether the Parish Clerk should cease to be involved with the particular piece of work giving rise to the conflict.

7 Speak Up

- 7.1 The Council's commitment to the highest standards of openness and accountability means that Officers have a duty to:-
 - 7.1.1 Raise with the Parish Clerk issues they have reason to think might involve fraud, corruption or any irregularities which they feel have been dealt with improperly.
 - 7.1.2 Provide them with any evidence or relevant information that they have in this respect.
- 7.2 The Council will take reasonable steps to protect the anonymity of the individual, unless the Council has no alternative but to rely upon any statements made by an individual.
- 7.3 The Parish Clerk, however, may take appropriate action if frivolous, reckless, malicious or vexatious allegations have been made.

8 Appointment and Other Employment Matters

- 8.1 Employees shall not canvass any Member or Officer of the Council in respect of candidates seeking employment with the Council.
- 8.2 Employees who are involved in appointments must ensure that these are made on merit. There is a high risk of litigation if an employee makes an appointment based on anything other than the ability of applicant to undertake the duties of the post. To avoid accusations of

bias, employees must not be involved with appointments where they are related to any applicant or otherwise have a close personal relationship with them.

- 8.3 By the same token, employees must not be involved in supervisory decisions relating to the discipline, promotion or remuneration (re-grading) of any employee to whom they are related or otherwise have a close personal relationship.

9 Equality Issues

- 9.1 Employees must ensure that all members of the community, customers and fellow employees have a right to be treated with fairness and equality. The council will act in accordance with the Equalities Act 2010 at all times and its own Equality and Diversity policy

10 Fairness in Tendering

- 10.1 Employees involved in the tendering process must exercise and display fairness and impartiality when dealing with customers, suppliers, tenderers, contractors and subcontractors.
- 10.2 In the event that employees contemplate management buy-outs or otherwise consider tendering for Windlesham Parish Council work, and are not otherwise restricted from tendering, they must advise the Parish Clerk as soon as they have formed a definite intent and then withdraw immediately from any contract awarding process.
- 10.3 Employees must avoid any suggestion of impropriety when dealing with current or former employees, friends, personal or business partners, spouses or relatives in awarding contracts to a business run by them or employing them in a senior or otherwise relevant managerial capacity. Where possible, employees must remove themselves from the awarding role in such situations.
- 10.4 At all times employees dealing with Tenders and Contracts must ensure that they comply with the Council's Standing Orders and Financial Regulations.

11 Corruption

- 11.1 Employees in their official capacity must be aware that it is a serious criminal offence under the Prevention of Corruption Acts for them corruptly to receive or give any gifts, loans, fees,

rewards or any other advantage for doing or not doing anything or showing favour or disfavour to any person.

- 11.2 Where any substantiated allegation is made the onus is on the employees to demonstrate that any such rewards given or received have not been corruptly obtained.
- 11.3 If anyone makes an approach to an employee which seems (or might seem to a third party) to be aimed at obtaining some form of preferential treatment or in any suspicious circumstances in connection with a service provided by the Council, a regulatory function of the Council or a contract, then for their own protection the employees must report the matter directly to the Parish Clerk.

12 Use of Financial Resources

- 12.1 Employees must ensure that they use public funds entrusted to them in a responsible and lawful manner. In all situations employees shall strive to ensure "value for money" to the local community and to avoid any action which by its nature, could lead to a legal challenge of Windlesham Parish Council.

13 Gifts and Hospitality

- 13.1 Employees are expected to use the Council's money and resources with absolute honesty and be able to demonstrate that at all times. It is a criminal offence for employees to give, get, or ask for any gift, reward or advantage for work done in his/her official capacity and it is up to the employee to show that any such reward was not improperly obtained.
- 13.2 Any offer of gift, favour or hospitality directed at individual employees should be treated with caution. This applies particularly when the organisation or individual making the offer maybe doing or hoping to do business with Windlesham Parish Council (whether by receiving business from the Council, receiving Council services or being subject to a regulatory function of the Council).
- 13.3 All personal gifts from contractors, outside suppliers and similar persons or organisations who may in some way do business with the Council (as defined in Paragraph 13.2 above), shall be discouraged, refused or donated to a recognised local Charity. The only exceptions to this are insignificant items of token value which may include such things as pens, diaries or token hospitality. There may be occasions when in the line of undertaking Council duties, it is appropriate to attend business lunches, dinners or events etc. however, in all cases the Parish Clerks prior approval must be obtained. In all cases where the value of the gifts or hospitality

exceeds £50 the Parish Clerk's approval must be obtained and interest recorded in the Register of Interests held in the Parish Clerk's Office by the clerk.

- 13.4 No member of staff shall accept hospitality from suppliers, contractors or other parties with whom the Council has dealings other than business lunches, dinners or events in appropriate circumstances and these shall be officially registered and approved. Under no circumstances should staff accept any offer of hotel or overnight accommodation.

14 Sponsorship - Giving and Receiving

- 14.1 Where an outside organisation seeks to sponsor a Windlesham Parish Council activity whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning hospitality and gifts must apply. In this respect, particular care must be taken in dealings with contractors or potential contractors.
- 14.2 Where Windlesham Parish Council seek to sponsor an event or service, special care must be taken to ensure that if any benefit accrues to employees, friends, personal or business associates, spouses or relatives, full disclosure is made to the Parish Clerk. Similarly, if Windlesham Parish Council, through sponsorship, grant aid, financial or other means gives support in the community, employees must ensure that impartial advice is given and conflicts of interest avoided.

15 Confidentiality

- 15.1 Employees shall not divulge to any person (other than another member of staff or member of the Council that requires information for the performance of his/her duties), any information which the member of staff has obtained by reason of his/her employment to the Council, except where that information is anyway in the public domain.
- 15.2 In particular, no member of staff shall divulge personal information regarding any employee, person or contractor, having dealings with the Council e.g. information relating to tenders or other such issues.
- 15.3 Whilst staff are encouraged to be open to the press, the press should only be given information which would normally be available publicly. All comments to the press in relation

to Council business shall be channelled through the Parish Clerk and/or the Chairman of the Council.

16 Private Work Other Activities

- 16.1 No employee should undertake private work if it overlaps or conflicts in any way with the duties and responsibilities of their post, if it causes a conflict of interest, or it makes use of material to which the employee has access by virtue of his or her position. In considering whether a conflict of interest might be seen to occur, it must be remembered that the public see the Council as one organisation, not as a set of separate sections and departments. The aim of declaring a potential conflict of interest is so that the Council and the employee can be seen to be above any possibility of suspicion of undue influence
- 16.2 Normally, employees shall not work privately for a client for whom the Council has a service provision role or towards whom the Council is acting in a regulatory capacity

17 Approval Procedure for Private Work/Other Activities

- 17.1 Employees considering or about to start an activity (trade, profession or vocation) in an area allied to Local Authority services must note the requirements of their conditions of employment.
- 17.2 Employees can be given consent to engage in any other activity, connected to the Council or otherwise (for example, private work or a position of responsibility outside official duties) only by applying to the Parish Clerk.
- 17.3 In the first instance, employees must write formally to the Parish Clerk outlining the proposed activity, clearly stating what involvement he/she anticipate having.
- 17.4 The Parish Clerk then needs to be satisfied that in giving his/her consent to the activity that this will neither interfere with the employee's performance of his/her duties nor lead to any

suspicion of improper influence on the Council's services. In this respect the comments of Members will be sought.

- 17.5 The Parish Clerk will then notify the employee in writing of the decision.
- 17.6 The employee must also understand that private work or outside activity must not be undertaken during Parish Council time, nor using the Council's equipment or materials.

18 Close Relatives, Friends or Partners of Employees

- 18.1 Any employee whose partner, close relative or friend is considering becoming engaged in any business which might provide services to the Council, use services of the Council or for whom the Council might act in a regulatory capacity must follow the instructions set out in paragraphs 17.1 to 17.7 above. This is to minimise the risk of suspicion that some influence may be exerted.

19 Tenders and Contracts

- 19.1 No employee shall use his/her position and knowledge in the Council to gain access to information which puts himself/herself or anyone else in a better position than any other contractor to undertake external work. Any evidence that such a situation exists will be investigated as a disciplinary matter under the Disciplinary Procedures Policy and could lead to the invitation to tender being withdrawn.
- 19.2 Responsibility on the issue of employees "advising" external tenderers, who may be partners, relatives or friends, rests with the individual employee. If he/she considers there may be a conflict of interest, he/she must immediately withdraw from any such discussion and seek guidance on the situation from the Parish Clerk.

20 Register of Interests/Updating

- 20.1 The Register of Officer's Interests will be reviewed annually by the Parish Clerk, employees are responsible for keeping their interests updated.

21 Conclusion

- 21.1 As emphasised earlier in this code although the guidelines are set down and apply to all employees of Windlesham Parish Council and relevance may be greater for those employees involved, for example, in the management and policy making process of the Council

nonetheless, a copy of this code will be made available to every employee, whatever their position and they will be expected to comply with it.

This policy will be reviewed annually or earlier if so required by legislation or additional material.



Windlesham Parish Council

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Publication Scheme

Readopted 20/01/26

The Parish Council will:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- Specify the information which is held by the council or parish meeting and falls within the classes below.
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the council or parish meeting makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is proactively available.
- Make the publication scheme available to the public.

Classes of information

The classes which are very broad in nature are set out below together with a brief summary of the kind of information which is likely to fall within the scope of the class.

The classes are:

1) Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

2) What we spend and how we spend it

Financial information relating to projected and actual income expenditure, tendering, procurement and contracts.

3) What our priorities are and how we are doing

Strategy and performance information, plans, assessments, inspections and reviews.

4) How we make decisions

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5) Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

6) List and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

7) The Services we offer

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under the scheme will be made available

The model scheme contains standard paragraphs setting out how the information can be accessed. The Parish Council has the following obligations:-

- To ensure the public know what information is covered by the scheme and how it can be obtained.
- Information will be provided on that website.
- The Parish Council will provide details of the person to be contacted by those applicants who wish to view the information in person or to take account of the possibility that certain information only lends itself to be viewed in person. In such circumstances, an appointment to view the information must also be arranged within a reasonable timescale.
- To provide information in the language in which it is held or in such other language that is legally required. To also translate any information where the council or parish meeting is legally required to do so. This may be something which could impact on community councils in accordance with the provisions of the Welsh Language Act.
- To adhere to requirements under disability and discrimination legislation and any other legislation to provide information in other forms and formats.

Charges may be made for Information published under the scheme. A list of currently available information is given on the attached schedule.

Changes to this policy

The Parish Council will review this policy annually or as is necessary and appropriate.

Information available from Windlesham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Excluding postage
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet
Who's who on the Council and its Committees Contact details for Councillors (names, wards, telephone number and email address (if used)) Contact details for Parish Council Clerk (name, telephone number, address, email address, office opening hours) Location of main Council office and accessibility details Staffing structure Most recent full council election results (including any subsequent casual vacancy elections and co-options) Qualifications for becoming a Councillors (also disqualifications) What local councils can do Map of civil parish and wards (hard copy only)		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet

Annual return form and report by auditor (hard copy and inspection only) Consolidated balance sheet, income & expenditure account and supporting statement Finalised budget (including Section 137 provision - total only) Monthly financial statement Monthly financial comparison with budget Borrowing Approval letter - if applicable (hard copy only) VAT records Financial Standing Orders and Regulations List of current contracts awarded and the value of the contract Grants given and received Open Spaces Maintenance Grants Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing Current and previous council year Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet
The role of a Parish Councillor What Windlesham Parish Council does itself and what it encourages others to do Chairman's annual report/notes Annual Parish Meeting Parish Plan (if applicable) Quality status (if applicable) Local charters drawn up in accordance with DCLG guidelines (if applicable)		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk	Free 20p/sheet
Timetable of meetings (full Council meetings, committee/sub-committee meetings) Agendas of meetings (as above)		

Minutes of meetings (as above) (excluding Confidential Minutes - information that is properly regarded as private to the meeting) Reports presented to council meetings (excluding exempt information that is properly regarded as private to the meeting) Responses to consultation papers Responses to planning applications Bye-laws (if applicable) Annual inspection reports - cemeteries, playground equipment Minutes of Annual Parish Meetings		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
Procedural standing orders (if applicable) Committee and sub-committee terms of reference Delegated authority in respect of officers Respective roles and responsibilities of parish councillors and staff Adopted Code of Conduct Standard tenancy agreement for allotment plot Policy statements (if applicable) Equality and diversity policy Health and safety policy Risk Management Policy & risk assessments Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Data protection policies		

Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers (Including printed forms) Currently maintained lists and registers only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
Precept register Burials registers Graves registers Cemetery fees Cemetery Regulations Application form for burial Deed of Grant form (inspection or specimen hard copy only) Application form to erect a memorial Exhumation form - specimen Assets register Register of Declarations of Acceptance of Office Attendance Register Register of Councillors' interests Register of gifts and hospitality		
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only Advance request for hard copy is ten days	Website (when available) Hard copy - contact Clerk Some information may only be available by inspection	Free 20p/sheet Viewing by appointment
Allotments Burial grounds (cemeteries)		

Bagshot Chapel Community centres and village halls (if applicable) Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets (if applicable) Public conveniences (if applicable) Agency agreements (formal agreements with other authorities) A summary of services for which the council is entitled to recover a fee		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Schedule of Charges:

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
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Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost (the actual cost incurred by the public authority)
	Photocopying (colour)	Not provided
	Postage (if mailing required)	Royal Mail standard second class - charged at cost
	Provision of additional heating and lighting during viewing	No charge
Statutory Fee In accordance with the relevant legislation		(If applicable) As determined by statute
Other		



WINDLESHAM PARISH COUNCIL

FINANCIAL RESERVES POLICY

Table of Contents

1	Introduction	2
2	Types of Reserves	2
3	Earmarked/Specific Reserves (EMR).....	3
4	Village Reserves	4
5	Management and Control of Reserves	4
6	Financial Risk Management	4
7	Reserves	5
8	Monitoring and review	5

Version & Date	Amendments made
V1.0-220222	Reviewed at Full Council meeting 22 nd February 2022
V1.0-220222	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-241029	Reviewed at Full Council meeting 29 th October 2024
V1.0-260120	Reviewed at Full Council meeting 20 th January 2026

Version: 1.0-260120
Adopted: February 2022
Last Reviewed: January 2026
Review Date: January 2027

1 Introduction

- 1.1 Under statute Windlesham Parish Council is required to maintain adequate Financial Reserves in order to meet the needs of the organisation, and to ensure financial security. The purpose of this policy is to set out how the Council will determine and review the level of reserves.
- 1.2 The SAPPP Practitioners Guide (SAPPP) 5 advises: "As with any financial entity, it is essential that authorities have sufficient reserves (General and Earmarked) to finance both its day-to-day operations and future plans. It is important, however, given that its funds are generated from taxation/public levies, that such reserves are not excessive."
- 1.3 Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of reserves needed for meeting estimated future expenditure when calculating the budget requirement. However, there is no specific minimum level of reserves which an authority should hold, and it is the responsibility of the Responsible Financial Officer to advise the Council about the level of reserves and to ensure that there are procedures for their establishment and use.
- 1.4 The SAPPP Practitioners Guide (SAPPP) states: 'As authorities have no legal powers to hold revenue reserves other than those for reasonable working capital needs, or for specifically earmarked purposes, whenever an authority's year-end general reserve is significantly higher than the annual precept or rates and special levies, an explanation should be provided to the auditor.'

Therefore, the following policy will be considered by Full Council annually and no later than April each year.

2 Types of Reserves

2.1 General Reserves

- 2.2 General Reserves are funds which do not have any restrictions on their use. They cushion the impact of uneven cash flows, offset budget requirements, if necessary, or can be held in case of unexpected events or emergencies. Setting the level of General Reserves is agreed with the Annual Budget.
- 2.3 SAPPP advises: "The generally accepted recommendation with regard to the appropriate minimum level of a Smaller Authority's General Reserve is that this should be maintained at between three (3) and twelve (12) months Net Revenue Expenditure (NRE)." "The smaller the authority, the closer the figure should be to 12 months NRE, the larger the authority the nearer to 3 months.
- 2.4 The primary means of building General Reserves will be through a reallocation of funds (underspend on a completed project) and allocation from the annual budget. This will be in



addition to any amounts needed to replenish reserves which have been spent in the previous year. If in extreme circumstances General Reserves were exhausted due to major unforeseen spending pressures within a particular financial year, the Council would be able to draw down from its EMRs to provide short term resources.

- 2.5 The use of the General Reserve is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.

Windlesham Parish Council has been advised by the internal auditor that the general reserve should not exceed 50% of precept. This policy therefore recommends that a general reserve of 40-50% of precept should be held at each financial year end.

3 Earmarked/Specific Reserves (EMR)

- 3.1 EMRs must be held for genuine and intended purposes and their level should be subject to annual review and justification. They should be separately recorded on the Council's accounting system. EMRs are held for several reasons and shall only be used for the purpose for which they were created:

Renewals: _to enable the planning and financing of an effective program of equipment replacement and property maintenance/refurbishment. The funds required are built up incrementally over several years when considering asset conditions and asset life. They are a mechanism to smooth expenditure without the need to vary budgets.

Carry forward of underspend on an uncompleted project: – expenditure committed to a project but not spent in the budget year. Reserves can be used as a mechanism to carry forward those resources.

Developers Contributions: – proceeds from developers which can only be used for specified purposes – CIL and Section 106.

Trading Accounts: - in some instances surpluses may be retained for future investment.

Insurance Reserve: - to meet the estimate of future claims to enable the Council to meet the excesses not covered by insurance.

- 3.2 Other Earmarked Reserves:– may be set up from time to time to meet known or predicted liabilities.
- 3.3 Where the purpose of an Earmarked Reserve becomes obsolete, or where there is an overprovision of funds, the excess may, on the approval of the Full Council, be transferred to



other budget headings within the revenue budget, to General Reserves or to one or more other Earmarked Reserves.

- 3.4 EMRs will be established on a “needs” basis in line with anticipated requirements and these are to be reviewed annually. Any decision to set up an EMR must be approved by Full Council.**

4 Management and Control of Reserves

- 4.1** Movements in Earmarked Reserves and General Reserves shall be reported to the Council as part of budget monitoring documentation. The use of reserves shall be approved by the Council.
- 4.2** **The minimum level of General Reserves shall be recommended to the Council by the Responsible Financial Officer. This will form part of the recommendations for the Annual Budget and Precept request.**
- 4.3** **A statement of earmarked reserves will be formally reviewed as part of the budget setting process. This will review the balance and purpose of all earmarked reserves.**

5 Financial Risk Management

- 5.1** To assess the adequacy of the general reserve fund when setting the annual budget, the RFO will take account of the strategic, operational, and financial risks facing the Council. The level of general reserve for the ensuing year will be based on a risk assessment of the Council’s

Deleted: Village Reserves ¶

The Village Committee structure allows each committee to manage their budgets in maintaining services and delivering projects. The Terms of Reference for each committee confirm how each committee will be funded and no individual committee can expect any shortfall in a specific year to be covered by the Council’s general reserves. ¶ Village Committees need to consider their responsibilities and projects in setting reserves. It is recommended that a general reserve is set to cover day to day operations. ¶ Any unspent budget not used or allocated at the end of the financial year will be returned to Council’s general reserves and will not be added to the village reserve unless this has been approved at Full Council. ¶



main areas of income and expenditure and consider any provisions and contingencies that may be required.

6 Reserves

- 6.1 When establishing a reserve as part of the annual setting process, the Council will set out:
 - 6.1.1 The reason / purpose of the reserve;
 - 6.1.2 How and when the reserve can be used;
 - 6.1.3 Procedures for the management and control of the reserve;
 - 6.1.4 A process and timescale for review of the reserve to ensure continuing relevance and adequacy.
- 6.2 Review of adequacy of balances and reserves
 - 6.2.1** In assessing the adequacy of reserves the strategic, operational and financial risks facing the Council will be taken into account and the level of all reserves will be reviewed as part of the annual budget preparation.

7 Monitoring and review

- 7.1 This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Windlesham Parish Council Risk Appetite Statement

January 2026

1. Introduction

Windlesham Parish Council is committed to effective risk management as part of its overall governance and operational framework. This Risk Appetite Statement defines the level and type of risk the Council is willing to accept to achieve its strategic objectives while ensuring public resources are safeguarded.

2. Risk Appetite Overview

The Council acknowledges that some level of risk is inherent in-service delivery and decision-making. Therefore, the Council adopts a balanced approach to risk-taking, ensuring that risks are identified, assessed, and managed appropriately.

Risk Category	Risk Appetite Level	Approach
Financial Risk (budget management, fraud prevention, financial investments)	Low	The Council prioritises financial prudence, ensuring strict financial controls and zero tolerance for fraud. Risk exposure is managed through audits, financial regulations, and insurance.
Operational Risk (service delivery, community projects, health & safety). Operational risk appetite is not uniform. The Council will accept more disruption where impact is low and mitigations exist, but has a low appetite for disruption to critical/statutory or high-sensitivity services (e.g., burial services)	Low Medium High	The Council seeks to provide high-quality services while managing risks through thorough risk assessments and contingency planning.
Legal & Regulatory Risk (statutory compliance, governance)	Low	The Council maintains strict adherence to legal and regulatory requirements, ensuring compliance through governance procedures and legal advice where necessary.
Reputational Risk (public confidence, media exposure)	Low-Medium	The Council aims to maintain a positive reputation and low tolerance for risks that could damage public trust. However, it will engage in projects that involve managed reputational risks if they benefit the community.

Risk Category	Risk Appetite Level	Approach
Strategic/Innovation Risk (new initiatives, community-led projects)	Medium-High	The Council supports innovative community initiatives and is willing to accept higher risks in controlled circumstances. Pilot projects and trials will be used to test new ideas before full implementation.

3. Risk Management Approach

- **Risk Identification & Assessment:** The Council maintains a Risk Register, reviewed annually, with mitigation actions for key risks.
- **Internal Controls & Assurance:** Policies, financial regulations, and independent audits provide governance oversight.
- **Risk Response Strategies:** Risks are mitigated through avoidance, reduction, transfer (insurance), or acceptance where justifiable.
- **Monitoring & Reporting:** The Clerk and Responsible Financial Officer (RFO) report risk-related matters to Full Council and relevant committees.

4. Review & Governance

This Risk Appetite Statement will be reviewed annually by the Full Council and updated as necessary to reflect changes in the Council's strategic objectives and external environment.

WINDLESHAM PARISH COUNCIL TREE MANAGEMENT POLICY

Table of Contents

1	Introduction	2
2	HAZARD AND RISK	2
3	INSPECTIONS	3
4	TREE MAINTENANCE.....	5
5	TREE CARE	6
6	INSURANCE.....	8
7	REVIEW.....	8

Version & Date	Amendments made
V1.0-221025	Adopted at Full Council meeting
V1.0-231128	Adopted at Full Council meeting 28 th November 2023
V1.0-241029	Adopted at Full Council meeting 29 th October 2024
V1.0-260120	Adopted at Full Council meeting 20 th January 2026

1 Introduction

- 1.1 Windlesham Parish Council owns public open space over several separate locations.
- 1.2 A prominent feature are the trees that grow within the area. Trees provide a wide variety of benefits to society and a balance needs to be reached between the benefits provided and the risks posed. Tree management does not seek to eliminate all risk, this would not be practicable and would remove all the benefits trees offer:
- Trees produce oxygen to help us breath, and sequester (lock away) carbon dioxide, providing a critical role in tackling climate change.
 - They help to remove particles and pollutants from the air, improving air quality.
 - They provide shade in urban areas, reducing the harmful effects of ultraviolet radiation, making streets and buildings cooler in summer.
 - They help to reduce traffic noise, absorbing and deflecting sound.
 - They help to promote increased biodiversity and provide habitat and food for wildlife.
 - They have been proven in studies to promote wellbeing, having a positive impact on both physical and mental health.
- 1.3 The aim of this policy is to set out how Windlesham Parish Council will manage risk and maintain its tree stock and provide guidance to those whose activities bring them in to contact with them and ensure that the Council is fulfilling its statutory duty of care under the Health and Safety at Work Act 1974 and the Occupiers Liability Act 1999 to ensure that members of the public, and staff, are not put at risk because of any failure by the Council to take reasonable steps to ensure their safety.

2 HAZARD AND RISK

- 2.1 Like all living organisms, trees are subject to decline in old age, and to physical damage, or invasion by pathogens. As trees age, their value and the visual amenity they provide tends to increase. A hazard is something that could cause harm i.e. in trees, the failure of parts of or the whole tree. For a tree to become a hazard, there must be a target that can be affected by the hazard. The target could be an object, structure, person or anything else in the area. Risk is the level of likelihood that a hazardous tree will cause actual harm. Risk is relative to the

location of the tree, the intensity of use/occupancy of the location and the proximity of possible targets.

- 2.2 The risk of being struck and killed by a tree or branch falling is extremely low (in the order of one in ten million for those trees in or adjacent to areas of high public use)¹. It would therefore be disproportionate to record every tree as part of a tree risk management regime.

3 INSPECTIONS

The Council will take proportionate and reasonable steps to prevent or minimise the risk arising from the presence of trees on its land. It will ensure a process of inspection is conducted to assess trees for their potential to cause harm, and act on the results (see section 4). Inspections may be programmed or ad hoc (as a result of a report from a resident, for example). Ad-hoc inspections can be undertaken in the first instance by a member of staff or contractor who has a good general tree knowledge or has undertaken a basic tree survey and inspection course. The person must be aware of their own limitations and if in any doubt request a detailed inspection from a suitably qualified person.

Programmed inspections will form part of the routine formal inspection process commissioned by the council. The council will be satisfied that the inspector is suitably qualified (minimum Level 4 Arboriculture with modules covering tree inspection and the recognition and treatment of defects, LANTRA Professional Tree Inspection) experienced and holds professional indemnity insurance of £2,000,000 and public liability insurance of £10,000,000.

3.1 Regular Inspections

- 3.1.1 Windlesham Parish Council will undertake professional inspections of all its tree stock every 5 years, unless previous surveys stipulate a reduced inspection period.
- 3.1.2 The Clerk will be responsible for ensuring this is carried out and reviewed by a member of staff with good working knowledge of the council's land and its usage.
- 3.1.3 All identified works, including those arising between inspections, will be prioritised by assessing the likelihood of tree failure in conjunction with the likelihood and consequences of impact.
- 3.1.4 Timeframes to undertake identified works according to risk can be found in section 4 of this document.

¹ HSE Management of the risk from falling trees or branches, 2013
Version V1.0-260120
Adopted: October 22
Last Reviewed: January 2026
Next Review Date: January 2027

3.2 Scope of Inspections

3.2.1 All formal inspections will be carried out from ground level and will look at the following:

3.2.2 Roots

- Lifting of rootplate indicated by changes in soil level, or cracking of the soil around the roots
- Included bark between buttress roots
- Fungal fruiting bodies growing on, or from the roots
- Physical damage of roots
- Cavities, or decayed areas on the buttress roots
- Lack of root flare
- Loose dead bark on the buttress roots
- Ooze, or exudate from roots

3.2.3 Trunk

- The presence of fungal fruiting bodies on the trunk
- Wounds on the trunk
- Splits within the trunk
- Cankers on trunk
- Areas of dead bark on the trunk
- Epicormic growths on the trunk
- Abnormal swellings on the trunk
- Swelling of the trunk indicating possible internal decay
- Cavities within the trunk
- Ivy on trunk
- Ooze, or exudate from trunk
- Evidence of lightning strikes on the trunk
- Sheer cracks along the plane of the stem from co-dominant stems
- Signs of physical damage to the trunk from vehicular collisions or vandalism

3.2.4 Main branches

- Signs of included bark between tight branch unions and signs of incipient cracks
- Presence of fungal fruiting bodies on branches
- Presence of longitudinal cracks on large branches
- Cracks on large branches
- Hanging branches
- Presence of dead, or broken branches
- Cavities within large branches
- Ooze, or exudate from branches
- Signs of physical damage to branches from vehicular collisions or vandalism

- Sudden changes in direction of branches.
- Presence of extensive growth of ivy on branches
- Unbalanced asymmetrical crown shape

3.2.5 Canopy

- Density of leaf cover
- Check leaf size, colour and condition
- Dieback of the outer canopy
- Dead smaller branches within the canopy
- Gaps within the canopy indicating weakened or broken branches
- Broken branches within the canopy.
- Potential fire risk posed by the canopy.

3.3 Inspection Reports

3.3.1 The outcome of inspections will be recorded as a written report and will detail:

- Those trees which pose risk
- The level of risk
- The required action
- Priority level for completion
- They must be dated and signed by the inspector

3.3.2 Response times for completion of the work is detailed in the table in Section 4.

3.3.3 All inspection records must be retained to evidence that trees have been subject to systematic inspection, records are to be kept as per the council's retention schedule.

4 TREE MAINTENANCE

4.1 Tree maintenance and remedial work will be conducted as a result of information gathered during programmed inspections (detailed above), however reactionary maintenance will always form a key element of overall tree maintenance operations following ad-hoc inspections due to reports from residents, partner organisations and utility companies or storm damage etc.

The following categories will be used when prioritising tree work:

Priority	Response
High	From 24 hours to one month depending upon identified risk
Moderate	Between 1 to 6 months depending upon identified risk

Low	6-12 months where possible depending upon identified risk
Non-Priority	No action proposed

4.2 Trees will be made safe via pruning or felling, or other options advised by a suitably qualified person. If a delay is anticipated in securing a permanent solution, measures will be put in place to temporarily reduce the risk i.e. closing footpaths, fencing or cordoning off trees etc.

4.3 Work to trees will only be undertaken by contractors competent to carry out the work i.e. they are fully trained and experienced in the work that they are undertaking and hold appropriate qualifications. They must hold Public Liability insurance of at least £10,000,000.

4.4 Windlesham Parish Council will seek to ensure that tree works are carried out to the highest standards. All tree works should conform to British Standard 3998:2010 (Tree Work-Recommendations). We will carry out stump grinding where necessary to enable new trees to be planted or remove a significant hazard. Where stump removal is not necessary tree stumps will be left at an appropriate height for the location.

5 TREE CARE

Whilst works are sometimes necessary to ensure that trees are in a safe and healthy condition, we often receive requests and complaints regarding trees. It is important that such issues are dealt with consistently and that decisions are balanced and proportionate taking into account the positive contribution trees make to the environment and street scene and the use of public funds.

5.1 Overhanging/Obstructing Branches

5.1.1 Tree branches can cause obstructions to public footpaths, roads, signs and open spaces. Appropriate pruning to eliminate hazards will be undertaken in line with statutory requirements.

5.1.2 We will not prune trees that overhang neighbouring properties unless they have been assessed as dangerous by a suitably qualified person.

NB. Adjacent landowners have a Common Law right to prune overhanging branches back to the boundary only, but not beyond and may not enter adjacent land to carry out the work with seeking the landowner's permission. Any such works should be carried out carefully ensuring the tree remains in a safe, healthy condition. It is essential that the relevant local authority is contacted prior to any works being carried out, to ascertain if the tree is subject to a Tree Preservation Order or situated

within a Conservation Area (in these circumstances permission to undertake any work to the tree must be obtained from the local planning authority)

5.2 Loss of Light

- 5.2.1 We will not prune or fell trees if they are being perceived to be blocking light. Consideration will only be given to the matter in exceptional circumstances, where the loss of light is severe, such as where branches obstruct windows.
- 5.2.2 Pruning of evergreen trees which would fall under the high hedge legislation will be considered on a case-by-case basis.

5.3 General/Minor Nuisances

- 5.3.1 We will not prune or fell trees solely to alleviate problems caused by natural and/or seasonal phenomena, most of which are minor and considered to be normal and acceptable consequences of living near trees. Examples are:
- Falling leaves, sap, blossom, fruits, nuts, bird and insect droppings
 - Insects associated with trees
 - Reduction or increase of moisture to gardens
 - Suckers or germinating seedlings in gardens
 - Leaves falling into gutters, drains or roofs
 - The build-up of algae on fences, paths or other structures
- Clearing of leaves from gutters and pathways, weeding of set seeds and cleaning affected surfaces is, considered to be, normal routine seasonal maintenance of owning a property.

5.4 Trees Considered too Big or too Tall

- 5.4.1 We will not prune or fell a tree because it is considered to be ‘too big or ‘too tall’ for its surroundings. Trees grow adaptively to support themselves in relation to their surroundings and the typical loads they can be expected to experience. All trees have the potential to fall and whilst we understand that living near a tall tree can worry some people we will not remove or drastically reduce the height of trees simply because they would hit a structure ‘if’ it were to fall.

5.5 Ivy

- 5.5.1 Ivy (*Hedera helix*) is a native species which provides important habitat to a wide range of wildlife. Ivy does not kill, or damage trees and its presence doesn’t indicate that a tree is unhealthy or create a tree safety issue in its own right². We will only consider the severing of Ivy if we believe it may be concealing a defect on a tree or

² [Ivy \(Hedera helix\) - British Wildflowers - Woodland Trust](#)

producing a sail effect which could affect the stability of an old or otherwise compromised tree.

6 INSURANCE

- 6.1 The council accepts that even with this policy in place there will always be residual risk which could lead to harm or damage. Therefore, the council will hold adequate public liability insurance (currently £10,000,000) to cover such eventualities.

7 REVIEW

This policy will be reviewed by the council on an annual basis or as legislation dictates.

Adopted:

Review Date:

WINDLESHAM PARISH COUNCIL

VEXATIOUS OR UNREASONABLE COMPLAINT POLICY

Table of Contents

1	Introduction	2
2	Definition of unreasonable complainant behaviour.....	2
3	Dealing with unreasonable complaints.....	5
4	Withdrawing vexatious status	6
5	Review and Appeal Process.....	7

Version & Date	Amendments made
V1.0-201027	Adopted at Full Council meeting 27 th October 2020
V1.0-210223	Reviewed at Full Council meeting 23 rd February 2021
V1.0-210223	Reviewed at Full Council meeting 25 th October 2022
V1.0-231128	Reviewed at Full Council meeting 28 th November 2023
V1.0-241029	Reviewed at Full Council meeting 29 th October 2024
V1.0-26120	Reviewed at Full Council meeting 20 th January 2026

1 Introduction

Windlesham Parish Council aims to provide high quality services to all our residents. However, when things fall short of this standard, we will deal with those who have a complaint fairly, honestly and properly through the Council's Complaints Procedure. Most complainants pursue their complaints in a reasonable and acceptable manner. A very small minority, however:

- persist unreasonably with their complaints (persistent complainants), or
- make complaints in order to make life difficult for the Council rather than to genuinely resolve a grievance (vexatious complainants), or
- are abusive, offensive or threatening (unreasonable complainants) and these are the definitions used within this policy.

This policy reflects the Guidance note on 'unreasonably persistent and unreasonable complainant behaviour' issued by the Local Government & Social Care Ombudsman ('the Ombudsman').

2 Definition of unreasonable complainant behaviour

- 2.1 People use the terms 'unreasonable complainant behaviour' and 'unreasonably persistent complainants'. For Windlesham Parish Council, vexatious, unreasonable and unreasonably persistent complainants are those contacts who, because of the frequency or nature of their contacts with the council, hinder the council's consideration of their, or other people's complaints. It is important to differentiate between 'persistent' complainants and 'unreasonably persistent' complainants. Arguably, many of the people who submit complaints are 'persistent' on an entirely reasonable basis because they feel the Council has not dealt with their complaint properly and are not prepared to leave the matter there. Almost all complainants see themselves as pursuing justified complaints.
- 2.2 Unreasonable complainants may have justified complaints or grievances but are pursuing them in inappropriate ways, or they may be intent on pursuing complaints which appear to have no substance, or which have already been investigated and determined. Their contacts with the Council may be amicable but are often not, and in either case place very heavy demands on staff time, or they may be very emotionally charged and distressing for all involved. Sometimes the situation between the Council and a complainant can escalate and the behaviour moves from being vexatious unreasonable and unreasonably persistent to behaviour, which is unacceptable, for example, abusive, offensive or threatening. Such complainants are in a very small minority, but sometimes the Council finds itself in the position of having to restrict

access to Council premises or even having to resort to legal action to address such behaviour, for example, in the form of anti-social behaviour orders or injunctions, or applying other sanctions to manage unacceptable behaviour. This may include for example limiting future contact to questions posed in the public participation section of a full Council meeting.

2.3 This policy does not address the issues of health and safety but sits alongside the existing Council policies.

2.4 This guidance covers behaviour that is unreasonable, which may include one or two isolated incidents, as well as unreasonably persistent behaviour, which is usually an accumulation of incidents or behaviour over a longer period. This may be across one or several service areas and will need to take due consideration of the respective time period over which contacts have been received. Complainants may be deemed to be vexatious as a result of their unreasonable behaviour where current or previous contact with them shows that they have met one or more of the following criteria:

- Persisting in pursuing a contact or enquiry or complaint where the Council's Complaints Procedure has been fully and properly implemented and exhausted.
- The substance of a complaint is changed, or new issues are raised persistently, or complainants seek to prolong contact by unreasonably raising further concerns, although care must be taken not to disregard new issues, which differ significantly from the original complaint.
- Complainants are unwilling to accept documented evidence of facts or deny receipt of an adequate response despite correspondence specifically answering their questions / concerns. This could also extend to complainants who do not accept that facts can sometimes be difficult to verify after a long period of time has elapsed.
- Complainants refuse to specify or do not clearly identify the precise issues or grounds they wish to be investigated despite reasonable efforts to help them to do so by staff.
- Complainants focus on a trivial matter to an extent, which is out of proportion with its significance, and continue to focus on this point. It should be recognised that determining what is trivial can be subjective and careful judgment must be used in applying the criterion.
- Complainants have, in the course of pursuing a registered complaint, had an excessive number of contacts (or unreasonably made multiple complaints) with the Council placing unreasonable demands on Council resources. Such contacts can include in person, by telephone, letter, fax or electronically (emails and social media). Discretion must be

exercised in deciding how many contacts are required to qualify as excessive, using judgment based on the specific circumstances of each individual case.

- Complainants have harassed or been abusive or verbally aggressive or threatening or bullying on one or more occasions towards staff dealing with their complaint – directly or indirectly – or their families and/or associates. All incidents of harassment or aggression must be documented, dated and reported to the Clerk.
- Complainants are known to have electronically recorded meetings or conversations without the prior knowledge and consent of the other parties involved. It may be necessary to explain to a complainant at the outset of any investigation into their complaint(s) that such behaviour is unacceptable and can, in some circumstances, be illegal, and do not have the Council's permission to use it should they make any such record.
- Complainants making unnecessarily excessive demands on the time and resources of the Council or its staff whilst a complaint is being investigated, by for example excessive telephoning or sending emails to numerous Council staff, writing lengthy complex letters every few days and expecting immediate responses.
- Complainants refusing to co-operate with the complaints investigation process while still wishing their complaint to be resolved.
- Complainant refusing to accept that issues are not within the remit of a complaints procedure despite having been provided with information about the procedure's scope.
- Complainant insisting on the complaint being dealt with in ways which are incompatible with the adopted complaints procedure or with good practice.
- Complainant making what appears to be groundless complaints about the staff dealing with the complaints and seeking to have them replaced.
- Complainant introducing trivial or irrelevant new information which the complainant expects to be considered and commented on or raising large numbers of detailed but unimportant questions and insisting they are all fully answered.
- Complainant adopting a 'scattergun' approach: pursuing a complaint or complaints with the Council and, at the same time, with a Councillor.
- Combinations of some or all of these, which may include contact at both Council buildings, or offsite and including home visits.

2.5 Complaints may be deemed to be vexatious in any situation where physical violence has been used or threatened towards staff or their families/associates at any time. This will cause

personal contact with the complainant to be discontinued and the complaint will, thereafter, only be pursued through written communication. All such incidents should be documented and reported, also reporting where appropriate, to the police.

- 2.6 Raising legitimate queries or criticisms of a complaints procedure as it progresses, for example if agreed timescales are not met, should not in itself lead to someone being regarded as an unreasonably persistent complainant. Similarly, the fact that a complainant is unhappy with the outcome of a complaint and seeks to challenge it once, or more than once, should not necessarily cause him or her to be labelled unreasonably persistent. If complaints procedures are operating properly, then responding to expressions of dissatisfaction and requests for information should not cause the Council problems.

3 Dealing with unreasonable complaints

- 3.1 Where a complainant's contact with Windlesham Parish Council is considered to be unreasonable, the Clerk together with the Chair will decide if the behaviour is vexatious or unreasonable behaviour or not. A warning letter may be issued which will provide an opportunity for the individual to modify their behaviour. If the complainant is known personally to the either the Clerk or the Chair they must consider carefully their ability to be objective in the matter and if a conflict of interest could be perceived they should recuse themselves, in the event of which the matter will be referred to the Monitoring Officer.
- 3.2 The complainant should be informed that any further contact should be through a nominated officer or channel. The complainant(s) should be informed that any course of action taken as a result of the decision reached, only relates to contact with the Council over their specific complaint(s). It does not, and is not intended to, have any impact on any other reasonable dealings between the Council and the complainant(s) on other unrelated issues.
- 3.3 The Clerk and the Chair have the responsibility for identifying complainants as potentially acting in a vexatious or unreasonable manner. A referral will be made to Full Council who will recommend a course of action. The Clerk will implement such action and arrange to notify the complainant(s) promptly in writing with the reasons why they have been classified as

vexatious as a result of their unreasonable behaviour or unreasonably persistent behaviour and the action to be taken.

- 3.4 A record will be kept, for future reference, of the reasons why a complainant has been classified as vexatious and the action taken, the decision will be recorded on the Council's Vexatious and Unreasonable Behaviour Register.
- 3.5 Council may decide to deal with vexatious complainants in a number of ways:
- Once it is clear that a complainant meets any one of the criteria in section 2, it may be appropriate to inform them in writing that they are at risk of being classified as vexatious. A copy of this policy should be sent to them and they should be advised to take account of the criteria in any future dealings with Council staff.
 - Decline further contact with the complainant either in person, by telephone, fax, letter or electronically – or any combination of these – provided that one form of contact is maintained. Alternatively, in extreme cases further contact could be restricted to liaison through a third party, if costs are incurred by the complainant the Council is not responsible.
 - Notify complainant(s) in writing that Windlesham Parish Council considers it has responded fully to the points raised and has tried to resolve the complaint but there is nothing more to add and continuing contact on the matter will serve no useful purpose. Complainant(s) should be notified that correspondence is at an end and that further communications will not be acknowledged or answered.
 - Inform complainants that if appropriate, the Council reserves the right to refer the behaviour of unreasonable or vexatious complaints to the police. In exceptional circumstances, consideration can be given to the possibility of obtaining a High Court injunction to prevent the complainant harassing, threatening or causing distress to named or individual Council employees.
 - If a group of individuals are identified to be acting in a co-ordinated manner, so as to avoid any one individual being identified as acting in a vexatious or unreasonable manner, the Clerk will consider if a collective number of individuals on the group should be deemed as vexatious and be entered on to the register.

4 Withdrawing vexatious status

- 4.1 Once complainants have been classified as vexatious such status will continue to apply for a minimum period of six months, at the end of which period, it will be reviewed by the Full Council. The review will decide, either the status be continued for a further period of six months, and all relevant parties informed, or it will be withdrawn. This status can also be

withdrawn at any time if, for example, complainants subsequently demonstrate a more reasonable approach.

- 4.2 If a person on the Vexatious and Unreasonable Behaviour Register submits a further complaint, relating to a new matter(s), the normal complaints procedures would apply, within the terms of the status applied, i.e. contact only through a single point of contact, or is a specific format email only.
- 4.3 Where vexatious status is withdrawn, normal contact with complainants and application of the complaint's procedures will be resumed.

5 Review and Appeal Process

- 5.1 If the vexatious complainant is unhappy about the decision to place their name on the vexatious complainants register, they have a right to appeal. This must be done in writing, by making a single request for their appeal to be reviewed by Council. The request for a review of the decision, should set out in writing any reasons why they consider the decision unfair or wrong. Such requests should be made within 15 working days of them having been notified of the council's decision in writing. The appeal review will be held at the next Council meeting.

**Item 12 – Matters Arising from the Civic Amenities Meeting held on the 27th July 2026 -
Event Documentation Requirements**

Full Council 22nd September 2026

Purpose of Report

To draw Council's attention to the resolution made by the Civic Amenities & Recreation Committee on 27 July 2026 regarding event documentation requirements for events taking place on Council-owned land.

Action

Council is asked to note the resolution of the Civic Amenities & Recreation Committee made on 27 July 2026 regarding event documentation requirements; and

Background

At its meeting on 27 July 2026, the Civic Amenities & Recreation Committee considered a list of documentation required from organisers wishing to hold events on Council-owned or managed land.

Members were advised that the documentation currently requested by the Council reflects previous guidance provided by the Surrey Safety Advisory Group (SAG), the Purple Guide and relevant health and safety legislation. Officers further advised that by requiring and reviewing these documents, the Council can demonstrate that it has taken reasonable and proportionate steps to discharge its duty of care, should an accident occur and its actions be examined.

The documentation considered by the Committee included but was not limited to:

- Event Management Plans
- Site Plans
- Emergency Evacuation Procedures
- Public Liability and Employers' Liability Insurance
- Risk Assessments
- Lost Children Procedures
- Event Capacity Information
- Plus additional requirements for high-risk activities

Members were advised that these requirements are legally grounded, consistent with national guidance and reflect what insurers would ordinarily expect for safe and properly managed events.

Committee Resolution

Following consideration of the report, the Civic Amenities & Recreation Committee acknowledged that the Council has legal safety duties in relation to events held on Council-owned land. It unanimously resolved to continue with the current approach for future events to ensure it has demonstrated its duty of care under the Occupiers Liability Act 1957. Members also agreed that a meeting should be arranged between the Clerk and representatives of the three volunteer organisations that organise events in Lightwater Village. The purpose of the meeting will be to discuss the current process, identify opportunities for improvement and agree practical measures to make event administration and compliance requirements easier and more effective for all parties involved, where possible.

Why the Matter Was Considered by the Civic Amenities & Recreation Committee

Although the discussion arose from events currently held at Lightwater Recreation Ground, the issue relates to the Council's overarching responsibilities as a landowner and Managing Trustee rather than to a specific event or location. Consequently, the matter was considered by the Civic Amenities & Recreation Committee in its capacity as the committee responsible for the management of Council amenities, recreation facilities and public open spaces.

Council should note that, in addition to its responsibilities as a landowner, it acts as Managing Trustee of the Lightwater Recreation Ground charity. Under the governing arrangements for the charity, the Council is responsible for the proper management and safe operation of the Recreation Ground and must ensure that activities taking place on the site are appropriately managed and do not expose the charity to unnecessary risk. The documentation requirements considered by the Committee therefore apply equally in the Council's capacity as Managing Trustee and will continue to be required for events taking place on Lightwater Recreation Ground to assist the Council in demonstrating that it has met its duties in relation to the management and safety of the site.

Legal and Risk Implications

The Committee's resolution was based upon the Council's duty of care as a landowner, including its responsibilities under the Occupiers' Liability Act 1957 and associated health and safety legislation. The continuation of the current documentation requirements assists the Council in demonstrating that reasonable steps have been taken to ensure events are properly planned and managed.

Bagshot item	Status update (officer)	Officer Comments	Member priority	UPDATE
Bagshot Cemetery Drainage and Path	Officers have been progressing drainage solutions and a replacement of the path in Bagshot Cemetery. Quotes for the work have been requested (2 x received). Quote for grave digger also required. Additionally, a blanket exhumation license from the MoJ will be needed. It is anticipated that this project could take 25 hours, noting that MoJ licensing requirements could add 20–50 hours, depending on unforeseen circumstances on site.	Progress and timescales will depend on the quotes received and the processing time for the MoJ exhumation licence.		Scheduled for September
Bagshot Cemetery Improvements	Members have identified several areas for improvement within the cemetery, including the installation of new carpet in Bagshot Chapel, repairs to selected historic memorials and the removal of dead shrubs. It is anticipated that this project could take 20 hours			On hold
Bagshot Traffic and Infrastructure	Officers have been working with the BVC and SCC Highways to progress the ITS in Bagshot Village.	SCC are about to begin the consultation phase; this project should be prioritised	1	SCC have carried out the public engagement, and statutory

	It is anticipated that this project could take 10-15 hours			consultation began on the 27 th August.
School Lane Field countryside path	Officers have been progressing the replacement of the path at School Lane Field. It is anticipated that this project could take 5 hours	Once planning is obtained, this project should be delivered before the summer.	1	Completed
School Lane Field environmental work at the pond	Officers have been liaising with Surrey Wildlife Trust to seek recommendations for the maintenance of the pond at School Lane Field. It is anticipated that this project could take 15-25 hours	Maintenance work to be scheduled for Autumn 2026 (after bird nesting), following recommendations from Surrey Wildlife Trust.		Tree works have been carried out, and environmental recommendations will be reviewed when resources allow.
School Lane Field Tree Work	Necessary work has been identified, and quotes are being sought. It is anticipated that this project could take 5-10 hours	Tree works to commence around the pond in September plus deadwooding	1	Completed
Mini shop front Christmas Trees	Officers are working with specialist Christmas tree/light contractors to seek solutions and quotes for the installation of 67 x mini shop front Christmas trees. It is anticipated that this project could take 15-50 hours, depending on the level of contractor involvement.	Christmas 2026, subject to a suitable quote being secured.		In July, the Civic Amenities Committee unanimously resolved to seek clarification on the group's capacity to install and remove the mini Christmas trees in 2026. If the group cannot deliver the project, contractor quotations

				will return to a future Committee meeting.
School Lane Field Boardwalk	To obtain quotes for the repair of the boardwalk for the Civic Amenities Committee to consider	Members resolved to contact specialist contractors		In progress

Lightwater item	Status update (officer)	Officer Comments	Member priority (1/2/3)	UPDATE
Lightwater Cemetery Fencing, cemetery improvements and exploration of additional burial space	Officers are progressing with the replacement of the perimeter fencing at Lightwater Cemetery. Additionally, an additional survey has been requested by members before the fencing work progresses. It is anticipated that this project could take 5-10 hours	Updated quotes for the fencing have been requested. Additional survey also to be progressed. Following which installation should commence. Timescale- Spring/summer 2026. Quotes for improvement works to be sought. Timescale- Spring 2026. The cemetery extension will be a long-term project.	1	The topographical survey is complete. Land Registry overlay and boundary marking is incomplete, which officers are disputing.

	Officers are exploring solutions to improve the aesthetics of the cemetery. It is anticipated that this project could take 5-10 hours Officers are also exploring options to extend burial capacity, including feasibility work on additional or alternative burial space, to ensure the cemetery can continue to meet future community needs. It is anticipated that this project could take 20-40 hours			
Lightwater Fete – compliance for operating on Council land	Officers are working with the local organising group, Lightwater Connected, to support delivery of the Lightwater Fete on Council-owned land at Lightwater Recreation Ground, while ensuring full compliance with the Council's Terms of Use, insurance requirements and event safety obligations. This includes coordinating submission and review of event documentation such as risk assessments, site plans, emergency procedures, supplier certifications and public liability insurance, and liaising with the Surrey Heath Safety Advisory	The Fete is scheduled for May, and if the Council puts this on hold, the event will not go ahead.	1	The 2025 event is complete. The process and documentation are now being fully revised, with a digital system to be introduced. An incomplete application has been received and event organisers have been notified of the deadline to provide all documentation along with a completing application

	Group where required. Officer support has focused on guiding the organisers through the compliance process and ensuring responsibilities for safety, stewarding and event management are clearly understood and appropriately discharged by the organisers It is anticipated that this project could take 17-32 hours			
Lightwater Music Festival – compliance for operating on Council land	As above, Officers are working with the local organising group to ensure the proposed Lightwater music festival can take place on Council-owned land in full compliance with the Council’s terms of use, insurance and safety requirements, including event documentation, risk management and liaison with relevant regulatory bodies. It is anticipated that this project could take 17-32 hours	The Music Festival is scheduled for July, and if the Council puts this on hold, the event will not go ahead.	1	The 2025 event is complete. The process and documentation are now being fully revised, with a digital system to be introduced.
Lightwater Bonfire & Fireworks	As above, Officers are working with the local organising group to ensure the proposed Lightwater music festival can take place on Council-owned land in full compliance with the Council’s terms of use, insurance and safety requirements, including event documentation, risk		1	The process and documentation are now being fully revised, with a digital system to be introduced. Officers have reviewed documentation and are liaising with event organisers. Members resolved to move the

	management and liaison with relevant regulatory bodies. Based on the time required for other events, it is anticipated that this project could take 30-60 hours			location of the bonfire due to fire risk concerns and officers are continuing to liaise with the event organiser regarding required documentation.
Lightwater Traffic and Infrastructure	The Working Party meets monthly.	To date, no officer input has been required		Cllr Turner is leading on this
Lightwater Flags – design and procurement	Members have approved the purchase and installation of new flags for Lightwater Village for summer 2026, funded from the £5,000 allocated in the 2026/27 budget. A mixed flag approach has been agreed in principle, with the detailed design to be finalised in consultation with the Chair and Vice-Chair of the Committee. Officers are required to obtain formal quotations and appoint a supplier, provided costs remain within the approved budget, with installation and subsequent removal to be arranged in line with agreed dates. It is anticipated that this project could take 5-10 hours	These have been well received and Members may wish to consider including them in the 2027-28 budget.	1	Complete
Installation of a heated AED cabinet	Officers have sought quotes for a heated AED cabinet to be installed on the side of the Debra charity shop. The landowner has been contacted, and officers are	The timescale will depend on how quickly an electrician can be scheduled and the necessary liaison with the		In progress. Delayed by wayleave agreement that is

	working to obtain installation quotes and liaise with the landowner regarding electricity usage and associated costs. It is anticipated that this project could take 5-10 hours	landowner regarding electricity usage.		being drawn up. Discrepancy on leasehold
Additional Planting at the Memorial Gardens	Members resolved to introduce additional planting at the Lightwater Memorial Gardens.	PO has been raised and works planned for October		In Progress

Windlesham item	Status update (officer)	Officer Comments	Member priority (1/2/3)	UPDATE
Windlesham Cemetery Drainage	A Groundwater Risk Assessment has been received, and members decided to seek quotes to grass the path area where the flooding occurs. Early indications are that this may require significant funds to remove the current path and hardcore. Additionally, the committee has resolved to have a topographical survey carried out. Additional drainage solutions may need to be sought.	This is ongoing	1	This work will be scheduled for October after the Bagshot Cemetery drainage is completed.

	It is anticipated that this project could take 30-60 hours			
Windlesham Cemetery maintenance procurement	The current Windlesham Cemetery maintenance contract extension is coming to an end, and in light of CGR and LGR, the Clerk is exploring whether the contract can be lawfully extended via a Transparency Notice to ensure continuity of service until the new parish council arrangements are established. It is anticipated that this project could take 30 hours	The aim would be to extend the current contract and leave procurement to the new Parish Council	1	In progress. Evaluation is scheduled for late September, with the contract due to begin in December 2026.
Windlesham Cemetery Buy-back scheme	Members resolved to progress a buy-back scheme of reserved unused plots, to include advertising the scheme on social media and noticeboards and writing to all grave owners of unused reserved plots. Following this, work could include the transfer of graves. It is anticipated that this project could take 60 – 80 hours	In the Spring, members will use maps to determine the data is correct. The rest of the work would need to be scheduled into the work stream.		On hold
Windlesham Cemetery-hedge investigations	The large hedge bordering the cemetery and church requires significant reduction. We will need to investigate ownership of the hedge and contact the	The Church has already been progressing this matter for over a year.		On hold

	landowner to discuss the required works It is anticipated that this project could take 5-10 hours			
Windlesham Traffic and Infrastructure	Officers have worked with WVC and SCC Highways to progress speed surveys and a 20mph countywide scheme in Windlesham Village. Anticipated time requirement will be dependent on SCC requirements.	The progression of this project depends on SCC Highways. It is recommended that discussions around additional traffic-calming measures be explored and progressed by any new authority established for Windlesham Village, should this proceed.		Cllr Lewis is progressing this and has applied to SHBC for a Community Grant.
Windlesham Neighbourhood Plan review	Work on the Windlesham Neighbourhood Plan review is progressing following detailed advice from the Council's planning consultant. The agreed next steps are for the working party to review existing policies using the consultant's evidence reports as a starting point, before undertaking early, informal public engagement to test proposed changes. In light of the ongoing CGR and the potential creation of a new parish council, consideration	Progress on this project is dependent on the Working Party's review of the relevant policies, as well as discussions on whether the project should proceed if a new authority is established for Windlesham Village.		Cllr Marr is leading on this project.

	will need to be given to whether it is more appropriate for the emerging authority to take this work forward, to ensure long-term ownership, continuity and effective use of resources.			
Windlesham Cemetery Historic Memorial Repairs	To carry out repairs to historic memorials within the cemetery.	Members resolved to seek further quotes from suitably qualified contractors		Quotes will be sought as time and resources permit
Bosman Drive Replacement Tree planting	Two trees planted at Bosman Drive in 2023 have failed. As the site is protected by a Tree Preservation Order, the Council must replace lost trees. The Tree Officer has confirmed that only one replacement is required because another sapling planted at the same time is thriving and compensates for one of the losses.	Members resolved to plant a walnut tree, and consult with the tree officer as to whether planting could be delayed until the new council is in place. Officers are waiting on a response from the Tree Officer.		In progress

Council-wide item	Status update (officer)	Officer Comment	Member priority (1/2/3)	UPDATE
Council Chamber Refurbishment	Design quotations for the Council Chamber refurbishment have largely been received, with one final quote awaited; once received, officers will	It is recommended that this be put on hold.		On hold

	present to Council to agree the preferred scope and budget, and progress in accordance with the Council's Financial Regulations. Anticipated medium - large project due to structural change Assuming a consultant is appointed to manage the tender process, and a project manager is engaged to deliver the work, the anticipated input is approximately 140–380 hours, depending on any planning issues that arise and any changes required during the project.			
Hook Mill Lane – Sale	Officers are progressing the disposal of the Hook Mill Lane Depot on behalf of the Council and are currently engaging a land agent and managing expressions of interest to ensure the asset is marketed and sold transparently and in accordance with statutory and financial requirements. Anticipated medium - large project If a complex sale (with title defects/rights, overage, contamination, neighbour issues, political sensitivity): 200-300+ hours	Bids have been received, and due diligence is in progress.		In progress. Council deferred its decision until the September Full Council meeting.

	(note this estimation takes into account that an agent is about to be appointed.			
Hook Mill Lane – Fencing	Members have approved a quotation for replacement fencing at Hook Mill Lane Depot, and officers are now progressing the appointment of the contractor to carry out the works in line with the agreed specification and budget. Anticipated small project needing approx. 4-6 hours.	This should be progressed to secure the site.		Complete
War Memorial Repairs	Repairs to the war memorial are progressing, with officers currently navigating the planning and heritage consent process required for works to a listed structure. This includes liaising with specialist contractors, Historic England and the local planning authority, preparing the necessary supporting documentation and securing permissions from relevant landowners. While funding and contractor arrangements are in place, physical works cannot commence until all statutory consents have been obtained, and this preparatory stage requires ongoing officer input to ensure	This needs to be progressed urgently	1	In progress. Waiting for permissions from the Diocese for Bagshot and Windlesham Memorials and a planning application has been submitted for the Lightwater Memorial.

	the repairs are carried out lawfully, sensitively and in accordance with heritage requirements. If no further complications, it is anticipated that this project will require approximately 25 further hours.			
Asset Transfers	The public consultation on proposed asset transfers has now closed, and the outcomes will be reviewed by Council at the February meeting, alongside officer analysis of the associated governance, fiduciary and public law considerations. Progressing this item now enables Council to respond transparently to consultation feedback, establish a clear and evidenced position on asset matters ahead of further local government reorganisation, reduce uncertainty for communities and partner organisations, and ensure that any decisions taken—or explicitly deferred—are properly recorded and justified, thereby supporting orderly transition planning and providing clarity for any successor arrangements.	The Clerk and Chair of Council have met with SHBC and Members will consider this at the September Full Council	1	In progress

	This is a large piece of work, which, to negotiate the transfer of the portfolio, could reasonably be expected to take between 350-480 hours, with external support.			
Asset Mapping	Work is underway to map all Council owned land and assets using the Parish Online system, drawing on the updated Fixed Asset Register and data shared by Surrey Heath Borough Council. This is an ongoing process, with assets being verified, located and recorded to improve accuracy, support insurance and audit requirements, and provide greater clarity around ownership, maintenance responsibilities and future decision-making, particularly in the context of the CGR outcome. To visit and map all assets, including detailed specs and condition, it is anticipated that a realistic estimate would be between 80-150 hours.	This will dovetail into the reorganisation of the parish council governance arrangements.	1	Almost complete – need to update parish online with possible asset transfers
Building Maintenance	Building maintenance is an ongoing operational activity and is addressed on a rolling basis as issues arise. Works are prioritised according to health and safety, statutory compliance and service continuity, with reactive repairs	Business as usual	1	In progress

	and planned maintenance progressed as necessary to ensure Council buildings remain safe, compliant and operational. On average, this could amount to 20-25 hours per month			
Strategic Plan Review	The Council's current Strategic Plan remains in place; however, in light of the anticipated outcome of the Community Governance Review, it is considered prudent to pause any substantive review at this stage. Should new parish councils be established, it would be more appropriate for those successor councils to determine and adopt their own strategic priorities and long-term direction, reflecting their individual governance arrangements, assets and community needs.	It is recommended that this be put on hold until after the Council is disaggregated.		On hold
Purchase of AV equipment to stream meetings	Officers have been investigating suitable audiovisual equipment to enable the streaming of Council meetings; however, concerns have been identified regarding whether equipment available within the approved Council budget would provide reliable audio and visual performance in the Council's larger	It is recommended that this be progressed if time allows, in anticipation of future legislative provision for hybrid/remote meetings.		On hold

	meeting venues. Further consideration is therefore required to balance functionality, value for money and the practical limitations of large or acoustically challenging spaces before any recommendation to proceed is brought back to Members. Anticipated 3-10 hours			
Staffing Review – under CGR	To review all staffing arrangements that may be affected by the new governance arrangements, including council requirements, contractual requirements, risk analysis and financial modelling. Anticipated 45-50 hours		1	Personnel will monitor
Annual Parish Meeting 2026	The Annual Parish Meeting is a statutory requirement, and preparations are underway for the 2026 meeting; however, its delivery involves a significant commitment of officer time. This includes not only the formal meeting arrangements and statutory notices, but also the planning and facilitation of associated focus groups, preparation of presentations, collation of feedback, publicity, venue coordination and post-meeting follow-up, all of which need to be factored into	Statutory Requirement	1	2025 meeting complete and plans for 2026 meeting will begin shortly

	overall capacity planning alongside other priority workstreams. It should be noted that the agreed Speaker is yet to confirm their attendance, and in the event they are unable to attend, we have requested that they provide us with an information board or video. This slot can be filled with individual village focus time. Anticipated hours including organisation, focus boards, annual report, data and staff attendance 50-60 hours			
Banking arrangements and signatories	A review of the Council's banking arrangements and authorised signatories is underway. This work involves liaising with the Council's banks to update mandates, resolve issues arising from insufficient or outdated signatories, and ensure that appropriate officers and Members are correctly authorised in line with Council resolutions, recognising that delays or inaccuracies in banking arrangements can impact the Council's ability to make timely payments and manage funds effectively. This is particularly pertinent in view of the	This is a statutory requirement.	1	All bank signatories are now complete, and the RFO has carried out all bank closures and transfers as per Council resolution.

	possible change in governance arrangements.			
Day-to-day requirements (invoices, finance reporting, payroll and HR)	These activities represent some of the Council's core operational functions and are ongoing tasks that must be undertaken continuously to ensure legal compliance, financial control and staff support. This includes processing and authorising invoices, preparing financial reports for committees and Full Council, managing payroll and pension submissions, and dealing with routine HR matters in line with the Council's Scheme of Delegation and Financial Regulations. As these functions are a requirement of Council, they place a constant demand on officer capacity and must be prioritised alongside all other workstreams	This is a statutory requirement.	1	In progress
Greenspace contract procurement	The current greenspace maintenance contract runs until October 2027, following agreed extensions, and provides continuity of service in the short to medium term. However, Members should note that SHBC is expected to cease to exist in April 2027, with responsibility for the contract transferring to the successor unitary authority part-way through its term, and	Council will need to consider the SLA and their requirements	1	In progress.

	that future governance arrangements may also change following the outcome of the CGR. There is a significant risk that, if procurement activity is deferred until new governance arrangements are fully in place in May 2027, there may be insufficient time to scope, tender and award a compliant replacement contract before expiry, potentially leading to service disruption or the need for short-term or non-optimal arrangements. Early consideration is therefore required to manage procurement lead-in times, contractual risk and service continuity. Members should also note that it would not be appropriate for the existing Council to make long-term or binding service decisions on behalf of any newly created parish council for areas that may be removed from the current parish as a result of the CGR. Where responsibility for greenspaces may transfer to a successor parish, care must be taken to avoid pre-empting decisions that properly sit with that new authority, while still ensuring that necessary preparatory work is undertaken to protect service			
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	continuity and manage procurement risk. If for Bagshot and Lightwater only and based on the appointment of a procurement consultant and the inclusion of asset transfers, it is anticipated that this could take between 80 and 200 hours, depending on requirements.			
Priority 2: Memorials review and fix across all 3 cemeteries	A programme to review and address Priority 2 memorials across Bagshot, Lightwater and Windlesham cemeteries is underway. Retesting of Priority 2 memorials is now due, and officers have sought quotes from specialist contractors to carry out testing and any necessary remedial works, with costs to be met from individual cemetery budgets. This work is required to demonstrate ongoing compliance with health and safety obligations and to ensure that any memorials which have deteriorated since the last inspection are identified and made safe in a timely manner. Depending on the inspection findings, it is anticipated that this	This should continue as planned, as it is a health and safety requirement	1	Completed mid September

	work could take between 45 and 150 hours			
Follow-up actions from monthly playground reports	Monthly playground inspection reports are received as part of the operational inspection regime, and any identified issues are reviewed and actioned as required to maintain safety and compliance. Follow-up actions typically include arranging minor repairs, maintenance or remedial works with the grounds maintenance contractor or specialist suppliers, monitoring items that do not require immediate intervention, and updating records to demonstrate appropriate risk management. This process is ongoing and requires officer time to review reports, liaise with contractors, track completion of actions and ensure that any higher-risk findings are addressed promptly. Approximately 5-10 hours per month	This should continue as planned, as it is a health and safety requirement	1	In progress
Monitor the current greenspace contract	The existing greenspace maintenance contract continues to be actively monitored to ensure that service standards are met, costs remain controlled, and any performance issues are identified and addressed in a timely	To continue as planned	1	In progress

	manner. Ongoing oversight is particularly important given the change in governance arrangements, to ensure continuity of service and provide Members with assurance while future procurement is clarified. This requires approximately 12-20 hours per month			
Year End and Audit	The year-end and audit process is a statutory and time-critical activity involving the closure of accounts, preparation of accounting statements and the Annual Governance and Accountability Return (AGAR), completion of the internal audit, and submission for external audit approval. This work requires significant officer time to reconcile accounts, respond to auditor queries, prepare supporting evidence and ensure all governance and transparency requirements are met, including publication deadlines. The process spans several months around the financial year-end and must be prioritised to ensure compliance and avoid audit delays or qualifications.	Statutory requirement	1	Complete – Internal audit due at the end of 2026
Keeping abreast of LGR and devolution progress	Officers continue to actively monitor developments relating to local	Recommended	1	In progress

	government reorganisation and devolution, including reviewing national policy updates, engaging with sector briefings and guidance, participating in relevant meetings and consultations, and reporting implications to Members as required. This work is ongoing and necessary to ensure the Council remains informed of emerging proposals, timescales and risks, and is able to respond appropriately to consultations, assess potential impacts on governance, services, assets and staffing, and take timely decisions to protect the Council's interests during a period of significant structural change. Anticipated 2-3 hours per month			
CGR – split of the Council and Burial Authority	While responsibility for conducting the Community Governance Review sits with SHBC as the principal authority, any resulting split of the Parish Council and its role as a burial authority would require a substantial and complex programme of work at parish level to ensure lawful and fair implementation. This would include the detailed division and transfer of operational files, burial records, land and asset information,	Essential implementation work	1	In progress

	financial data, contracts, policies and procedures, alongside careful consideration of liabilities and ongoing statutory duties. Although SHBC would retain oversight of the formal process, significant officer input from the Parish Council would be required, together with close engagement and information sharing by SHBC officers, to ensure that the split is carried out in line with legislation, public law requirements and principles of fairness, and that continuity of cemetery services is maintained for all affected communities. The overall programme of work associated with the Community Governance Review and any subsequent parish split is estimated at approximately 800–1,100 hours over 9–12 months. As the principal authority, Surrey Heath Borough Council will resource the majority of this work, including governance, legal, and implementation oversight; the Parish Council’s contribution is expected to be significantly lower and is estimated at approximately 150-200 hours.			
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	The Parish Council's focus will be on information provision, officer engagement, local expertise and constructive participation in the process. Members are asked to note that, while SHBC will lead delivery, the Parish Council will need to remain fully engaged.			
Business-as-Usual Operations and Statutory Compliance	Throughout the Community Governance Review process, the Council must continue to deliver all day-to-day services and meet its full range of statutory, regulatory and governance obligations without interruption. This includes maintaining lawful decision-making, financial management, employment and HR compliance, cemetery and burial authority duties, health and safety requirements, audit and transparency deadlines, and service delivery to residents. While the CGR process progresses in parallel, these responsibilities remain unchanged and non-discretionary, requiring sustained officer input to ensure compliance, service continuity and organisational stability alongside the additional	Business as usual	1	In progress

	demands created by potential governance change.			
Summer planting and hanging baskets	Officers are progressing the annual programme of summer planting and hanging baskets across all three villages, including procurement of a contractor to supply, install, water and maintain hanging baskets and planters, and to remove displays at the end of the season. This work includes coordination with suppliers, budget management and oversight of installation and ongoing maintenance to ensure timely delivery and village-centre presentation. Anticipated 5 hours	Need to consider provision for 27-28 as part of budget setting.		Complete
Remembrance Day Arrangements - Installation of poppies and silent soldiers.	Officers coordinate the annual Remembrance Day arrangements, including the installation and subsequent removal of lamp-post poppies and Silent Soldiers across the villages, liaising with contractors and relevant organisations to ensure timely, respectful and safe deployment in advance of Remembrance events. Anticipated 5 hours			In progress

Festive Lights and Christmas Tree Arrangements	Officers oversee the annual festive lights and Christmas tree contract, including contractor management, securing all necessary permissions, arranging unmetered electricity supplies, and coordinating installation, testing, operation and removal to ensure safe, compliant and timely delivery across all three village Anticipated 8-10 hours	The Council has entered into a contract to deliver this service, so all necessary permissions and preparatory works must be completed to enable safe, timely installation and operation	1	In progress
Lightwater Recreation Ground Trust Reporting	In accordance with the Memorandum of Agreement, officers need to prepare the required governance and financial reporting for the Lightwater Recreation Ground Trust, with the next formal report due by the end of June.	Requirement of MOA	1	Complete
Lightwater Recreation Trust - Pavilion Rebuild	The Parish Council is progressing work on the proposed rebuild of the Lightwater Pavilion in its capacity as managing trustee of the Lightwater Recreation Trust. Officers have recently met with Fields in Trust to discuss a potential way forward, including confirmation that replacement of the existing pavilion and associated structures with a new sports pavilion may be achievable without removing the Fields in Trust dedication, subject	Councillors have been asked to contribute to the design brief, which has been shared with the consultant.		In Progress.

	to final clarification. Alongside this, officers are exploring potential funding streams and considering the wider financial and governance implications of the project. This work is labour-intensive and must progress alongside the Council's other statutory and operational responsibilities. Anticipated hours (to a finished build) are 580-800 hours. This estimate is based on the Council engaging a procurement consultant and a tender being awarded for a turnkey building. If funding applications are to be submitted, this could add approximately 150-300 hours, depending on the level of funding required.			
Service and attend all Council and Committee meetings.	Indicative Meeting Schedule(excl. agenda and papers preparation and any followup) Per Month • 1 x Full Council - 3hrs • 1-2 x Committee 3-6 hrs • 2 x Planning = 1.45 hr Per Qtr			Continuous

	• 1 x Personnel – 1 hr • 1 x Communications – 1 hr Per Annum • 1 x APM – 4 hrs x 3-4 staff =9-12 hrs • 1 x Community Reception – 6 hrs x 3 staff = 18 hrs • 3 x Budget setting = 6 hrs			
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PAYMENTS

28/07/2026

Windlesham Parish Council

Page 318

11:16

PURCHASE DAYBOOK

User: J.CHALLISS

Top Level for Month No 4

Order by Invoices Entered

Invoices entered by J.CHALLISS
Posted by J.CHALLISS

							Nominal Ledger Analysis				
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
22/07/2026	INV 0233	992	GOV ASSIST	GOVASST	200.00	40.00	240.00	4430	225	200.00	Annual subscription
17/07/2026	INV 7042	993	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	400	200.00	Ashes Internment
14/07/2026	INV 3337	994	TAW GARDEN LANDSCAPE	TAWLAND	1,008.00	201.60	1,209.60	4165	210	1,008.00	LW Mem Gardens Ground Maint
30/06/2026	INV S125779	995	GOODWATER LTD	GOODWATER	35.00	7.00	42.00	4435	225	35.00	Legionella Sample Test
28/07/2026	DEPOSIT JUN26	996	LIGHTWATER SOCIETY	LIGHTSOC	1,000.00	0.00	1,000.00	566	0	1,000.00	Deposit Return LW Soc
30/06/2026	INV PO052248	997	KEDEL	KEDEL	493.95	98.79	592.74	4160	210	493.95	Bench - Windmill Field
								355		-493.95	Bench - Windmill Field
								6000	210	493.95	Bench - Windmill Field
TOTAL INVOICES					2,936.95	347.39	3,284.34			2,936.95	
VAT ANALYSIS CODE S @ 20.00%					1,736.95	347.39	2,084.34				
VAT ANALYSIS CODE Z @ 0.00%					1,200.00	0.00	1,200.00				
TOTALS					2,936.95	347.39	3,284.34				

Top Level for Month No 5			Order by Invoices Entered								
					Nominal Ledger Analysis						
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/08/2026	INV 2043177	998	SURREY HEATH	SHBC01	8,925.21	1,785.04	10,710.25	4165	210	7,359.78	Ground Maint Aug 26
								4905	455	1,419.63	Ground Aug 26
								4905	455	72.90	Gym Inspection LW Rec Aug26
								4220	210	72.90	Gym Inspection Bagshot Aug26
28/07/2026	INV 103	999	ALL SAINTS CHURCH	ALLS	15.00	0.00	15.00	4950	225	15.00	Meeting - 15 July 2026
24/07/2026	INV 7073	1000	NEIL CURTIS	NEIL	200.00	0.00	200.00	4005	500	200.00	Internment 23Jul26
31/07/2026	INV SB20260311	1001	PKF LITTLEJOHN	PKFL	1,365.00	273.00	1,638.00	4445	225	1,365.00	Annual External Audit 2025/26
29/07/2026	INV 3137	1002	GREENLANDS	GREE	620.00	124.00	744.00	4160	210	620.00	Bench base & Instal Wind Field
								355		-620.00	Bench base & Instal Wind Field
								6000	210	620.00	Bench base & Instal Wind Field
01/08/2026	INV 2288	1003	PURE GARDENS	PUREG	2,130.00	426.00	2,556.00	4061	500	2,130.00	Wind Cem Ground Maint July
01/08/2026	GRANT AUG1	1004	WINDLESHAM DARBY J	WINDL	500.00	0.00	500.00	4650	540	500.00	Wind Darby & Joan Grant
								356		-500.00	Wind Darby & Joan Grant
								6000	540	500.00	Wind Darby & Joan Grant
01/08/2026	GRANT AUG2	1005	WINDLESHAM FIELD	WINDLESH	1,000.00	0.00	1,000.00	4650	540	1,000.00	Wind FofR Grant - Waste Bins
								356		-1,000.00	Wind FofR Grant - Waste Bins
								6000	540	1,000.00	Wind FofR Grant - Waste Bins
27/07/2026	INV 1393	1006	CLARKE GAMMON WELLER CLARKE		650.00	130.00	780.00	4556	435	650.00	HML Sale Legal advice
31/07/2026	INV 2899	1007	ZENTECH IT	FRE01	813.48	162.69	976.17	4440	225	441.89	Monthly IT Support
								4435	225	371.59	Printer Ink Cartridges
05/08/2026	INV 202626	1008	ST ANNES PCC	ANNE	66.00	0.00	66.00	4950	225	66.00	Hall hire FC meeting July
TOTAL INVOICES					16,284.69	2,900.73	19,185.42			16,284.69	
VAT ANALYSIS CODE S @ 20.00%					14,503.69	2,900.73	17,404.42				
VAT ANALYSIS CODE Z @ 0.00%					1,781.00	0.00	1,781.00				
TOTALS					16,284.69	2,900.73	19,185.42				

25/08/2026

Windlesham Parish Council

Page 320

10:23

PURCHASE DAYBOOK

User: J.CHALLISS

Top Level for Month No 5

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
17/08/2026	GDPR-60304	1009	GDPR INFO LTD	GDPR	500.00	0.00	500.00	4445	225	500.00	Data Audit ref C/25/241
12/08/2026	INV 1607	1010	LIGHT ANGELS	LIGHTA	3,540.00	708.00	4,248.00	4940	250	3,540.00	Flags - Installation & remove
31/07/2026	GC092-279	1011	GLENDALE	GLEND	86.00	17.20	103.20	4060	400	43.00	Plaque - 228B
								4060	500	43.00	Plaque - 77BL
TOTAL INVOICES					4,126.00	725.20	4,851.20				
VAT ANALYSIS CODE OTS @ 0.00%					500.00	0.00	500.00				
VAT ANALYSIS CODE S @ 20.00%					3,626.00	725.20	4,351.20				
TOTALS					4,126.00	725.20	4,851.20				

Item 15 - Windlesham Village Traffic & Infrastructure CIL Grant Application

Full Council 22nd September 2026

Purpose of Report

To consider a Community Infrastructure Levy (CIL) grant application submitted to Surrey Heath Borough Council by Cllr Lewis for funding towards traffic calming and infrastructure improvements within Windlesham Village and to determine the Council's position regarding the application.

Actions

Council is asked to:

- 1. Note the submission of a CIL grant application to Surrey Heath Borough Council for traffic and infrastructure improvements within Windlesham Village.**
 - 2. Note that the application was submitted prior to obtaining a formal resolution of Windlesham Parish Council.**
 - 3. Note that the application was submitted in the name of "Windlesham Village Parish Council", a body which is not currently constituted. The existing authority remains Windlesham Parish Council until 1 April 2027.**
 - 4. Note that any grant funding received will be transferred to the new Windlesham Village Council.**
 - 5. Consider whether it wishes:**
 - **to endorse the application in principle;**
 - **to endorse the application subject to receipt of a detailed project proposal, funding plan and supporting evidence from Surrey County Council; or**
 - **not to support the application at this time.**
 - 6. Authorise the Clerk to communicate the Council's decision to Surrey Heath Borough Council.**
-

Background

On 30 July 2026, Cllr Lewis advised the Clerk that she had submitted an application to Surrey Heath Borough Council's Local Community Grant Fund for traffic and infrastructure improvements within Windlesham Village. The application was submitted prior to consideration by Windlesham Parish Council due to concerns regarding application deadlines and the potential impact of local government reorganisation and parish disaggregation. Cllr Lewis subsequently confirmed that the intention had been to seek formal Council approval at a later meeting.

. Cllr Lewis advised that the application sought £100,000 towards a wider traffic and infrastructure project estimated to cost in excess of £200,000 and was linked to ongoing work relating to traffic speeds and safety within Windlesham Village.

On 13 August 2026, Steven Appleby, Community Infrastructure Levy and S106 Delivery Officer at Surrey Heath Borough Council, contacted the Council seeking clarification before the application could be presented for consideration. Specifically, SHBC requested evidence regarding:

- Highway Authority support for the proposed measures.
- Formal support from Windlesham Parish Council.
- Existing funding commitments towards the project. [\[FW: Surrey...jects 2026 | Outlook\]](#)

Information Provided to SHBC

In response, the Clerk confirmed that:

- Surrey County Council Highways had undertaken village-wide speed surveys.
- SCC had indicated that much of Windlesham Village could potentially be included within a 20mph scheme, with some locations potentially requiring additional traffic calming measures.
- SCC had previously estimated that the scheme could cost approximately £100,000.
- Windlesham had been prioritised within SCC's Tranche 2 20mph programme, although no timescales or funding arrangements had yet been confirmed.
- The application had been submitted by Cllr Lewis without prior Council approval and therefore did not have formal support from Windlesham Parish Council at the time of submission.
- Approximately £13,000 had previously been identified by the former Windlesham Village Committee towards potential traffic and infrastructure improvements, with further CIL receipts potentially becoming available in the future.

Original Information Provided by Cllr Lewis

In correspondence with SHBC, Cllr Lewis advised that:

- The proposal had arisen following discussions with Surrey County Council Highways officers and local councillors.
- Speed surveys had identified locations where interventions may be required.
- SCC was intending to progress a scheme during 2027.
- Windlesham Village currently has limited CIL funds available and may receive future CIL payments associated with the Heathpark Wood development.
- Formal approval from Windlesham Parish Council had not yet been obtained but was intended to be sought at a subsequent meeting.

Financial Implications

The application requests £100,000 of external funding that will be transferred to the new Windlesham Village Council. At present, no confirmed funding commitment has been approved by Full Council beyond existing discussions regarding potential use of Windlesham-area CIL funds.

Item 16 - Frimley Park Hospital Consultation Extension and Consideration of a Council Response

Full Council 22nd September 2026

Purpose of the Report

To advise Members that Frimley Health NHS Foundation Trust has extended its public engagement exercise regarding the proposed replacement Frimley Park Hospital until **12 October 2026**, and to seek Council direction on whether the Council wishes to submit a formal response to the consultation.

Action

Council is asked to review the attached consultation document and:

1. Note that Frimley Health NHS Foundation Trust has extended the engagement period regarding the proposed new Frimley Park Hospital until **12 October 2026**.
 2. Consider whether it wishes to submit a formal response to the consultation.
 3. If a response is to be made, identify the key issues the Council wishes to raise and delegate authority to the Clerk to prepare a draft response for Member approval prior to submission.
-

Background

Frimley Health NHS Foundation Trust is undertaking engagement on proposals for the development of a new Frimley Park Hospital. The project represents a significant investment in healthcare infrastructure and is intended to provide hospital services for communities across Surrey, Hampshire and Berkshire for future generations.

The Trust has advised that the engagement period has been extended to **12 October 2026** following requests from stakeholders and local communities for additional time to review newly published information and to participate in the consultation process.

Recent Developments

The Trust has recently published a detailed Site Selection Report, setting out:

- The assessment criteria used to evaluate potential sites.
- The scores awarded to each site.
- The rationale behind site selection decisions.
- Details of independent reviews and reassessments undertaken as part of the selection process.

The report explains that 18 potential sites were assessed and that subsequent reviews undertaken in 2024 and 2025 reached the same overall conclusion regarding the preferred site.

The Trust has also published correspondence with local school leaders addressing concerns relating to:

- Traffic congestion.
- Road safety.
- Impacts on local schools and pupils.
- Future transport assessments and mitigation measures.

Relevance to the Council

The proposed hospital development is located within the wider area served by residents of Bagshot, Lightwater and Windlesham and may have implications for:

- Local transport and traffic conditions.
- Road safety.
- Accessibility of healthcare services.
- Community infrastructure.
- Construction and operational impacts on neighbouring communities.

The extended consultation period provides the Council with additional time to consider the published information and determine whether it wishes to make formal representations on behalf of residents.

Your connection to Frimley Health NHS Foundation Trust

Which of the following apply to you?

i Please check any that apply

- ☐ A member of the public
- ☐ Work for the NHS
- ☐ Another type of stakeholder
- ☐ Prefer not to say

Back

Next

A new Frimley Park Hospital

Frimley Park Hospital in Frimley is an acute hospital providing emergency, planned and specialist care.

The Frimley Park Hospital building is coming to the end of its life. Two-thirds of the building is affected by reinforced autoclaved aerated concrete (RAAC), which deteriorates over time and presents a safety risk. Monitoring and safety measures are in place, and the hospital continues to operate safely, but this is not sustainable long-term. The Department of Health and Social Care says that RAAC must be removed from all NHS buildings by 2035 at the latest, meaning construction on a new hospital would need to start in 2028/2029.

Furthermore, the existing hospital does not meet modern design standards: its layout and infrastructure limit the ability to deliver modern models of care, improve patient flow, support digital technology, and meet current infection prevention standards. In addition, scope to expand provision to meet the demands of the growing and ageing population is also limited. Finally, waiting times and planned operations are often impacted by the pressures of emergency demand.

The NHS agrees that a new acute hospital is needed to address these challenges, and deliver emergency treatment, complex surgery and specialist inpatient care that meets modern standards.

To what extent do you agree or disagree that a new acute hospital is needed for the area currently served by Frimley Park Hospital?

i Please choose one of the following options

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Back

Next

Changes to how care is delivered in future

The Government's new 10-year NHS plan focusses on three major strategic shifts that will require generational change in how care is delivered.

- Hospital to Community: Moving care closer to home, focusing on neighbourhood health services, community diagnostic centres, and reducing reliance on acute hospital settings.
- Analogue to Digital: Implementing new technology to free up staff and enhance patient experience, including offering virtual consultations, remote monitoring and hospital at home services.
- Sickness to Prevention: Shifting focus to early intervention, proactive care, and addressing the root causes of illness to reduce long-term demand.

Alongside this, national guidance recognises that healthcare is no longer most effective when everything is delivered from a single large hospital. Instead, care should be delivered across a range of settings that better meet patients' needs.

In planning future services, the NHS would like to understand what matters to different people.

If, or when, you have to access hospital services, which three of the following things are most important to you?

i Please check up to 3 options

- ☐ Short waiting times
- ☐ Fast access to emergency and urgent care
- ☐ Ease of travel, parking and access
- ☐ Care closer to home (community or virtual)
- ☐ Joined-up care between services
- ☐ Quality and safety of facilities
- ☐ Digital access (appointments, records, remote care)
- ☒ None of the above

How comfortable would you be using each of the following types of care?

Please choose one option in each row

	Very comfortable	Fairly comfortable	Not very comfortable	Not at all comfortable	Don't know
Community beds (step-up/step-down care)	☐	☐	☐	☐	☐
Community diagnostic centres	☐	☐	☐	☐	☐
Remote monitoring at home	☐	☐	☐	☐	☐
Virtual/remote consultations	☐	☐	☐	☐	☐

Back

Next

A new way of providing care

To deliver on its ambitions, the NHS must transform the entire local health and care system. As part of this, it is proposing a new model of care with joined up services to address current and future challenges.

Rather than retaining ALL of the current Frimley Park hospital services in the proposed new hospital, the NHS believes that the new hospital should increasingly focus on care that can *only* be delivered in an acute setting, such as emergency treatment, complex surgery, and critical care. It believes that other routine services can be delivered more effectively, and more conveniently for patients, in other settings.

The **proposed new model of care** (how the NHS would deliver care) combines three separate elements:

- a new, purpose-built Frimley Park acute hospital focused on emergency and specialist care
- increasing planned surgery and outpatient services provided at sites such as Heatherwood Hospital
- continued use of the safe and more modern buildings at the current Frimley Park Hospital site for local outpatient, diagnostic and community-based services

This proposal would enable the NHS to make full use of emerging clinical and digital technologies, and to embed more modern, flexible models of care, especially when providing services closer to and within people's homes and in local communities.

It would also ensure services meet current and future needs, allow planned care to be better protected from the pressures of emergency demands, and provide greater opportunities to improve how care is delivered in future.

To what extent do you agree or disagree with the proposed new model of care?

Please choose one of the following options

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Increasing capacity for planned surgery at Heatherwood Hospital would build on its established role, strong performance and excellent reputation nationally as a planned care centre. It would support the proposed focus on more specialist complex care at the new Frimley Park Hospital, and help reduce the number of cancelled operations and shorten waiting times.

To what extent do you agree or disagree with the proposal to increase capacity for planned surgery at Heatherwood Hospital in Ascot (and help the new Frimley Hospital focus on more specialist care)?

Please choose one of the following options

- ☐ Strongly agree
- ☐ Tend to agree
- ☐ Neither agree nor disagree
- ☐ Tend to disagree
- ☐ Strongly disagree
- ☐ Don't know

Back

Next

A new site for Frimley Park Hospital

The Government has allocated funding to build a new, purpose-built Frimley Park acute hospital and the NHS now needs to decide where to locate it. While the NHS has carefully considered whether Frimley Park Hospital could be rebuilt on its existing site, it has determined that this would not provide a safe, effective or sustainable solution. This is due to factors such as size constraints affecting the existing site, higher costs, longer build times and disruption to services during the rebuilding process.

A different site would therefore be needed for the new hospital building, which the NHS believes should be located within five miles of the current Frimley Park Hospital, to minimise the impact on patients, visitors, and staff.

To what extent do you agree or disagree with the proposal to locate the new hospital building no more than five miles away from the current Frimley Park Hospital?

 Please choose one of the following options

☐ Strongly agree

☐ Tend to agree

☐ Neither agree nor disagree

☐ Tend to disagree

☐ Strongly disagree

☐ Don't know

A shortlist of possible sites for the new hospital building has been assessed which considered key criteria, including size, access, and whether the land could be purchased in the required timeframe. More information about the options appraisal process is available in the Frimley Park engagement document, published on the Trust's website.

Only one of the shortlisted sites was assessed as technically viable. The other sites were not considered suitable because they were either too small, not available to purchase within the necessary timescale and budget, or could not provide the necessary access.

The technically viable site forms part of the land occupied by Pine Ridge Golf Club in Frimley. It is large enough to accommodate the proposed hospital and allow for future expansion, with no known barriers to purchase and the potential for straightforward construction within a reasonable timeframe. Technical due diligence work has been undertaken, the findings of which indicate that infrastructure and access requirements can be managed, and there are opportunities to mitigate impacts.

On this basis, the site has been assessed as technically viable. However, any future development would still be subject to further detailed design and technical assessment, and need to be assessed by the determining authority through the statutory planning application process, and no final decision has yet been made.

Taking everything into account, to what extent do you agree or disagree that the site on part of the land currently occupied by Pine Ridge Golf Club would be suitable for the new Frimley Park Hospital?

 Please choose one of the following options

☐ Strongly agree

☐ Tend to agree

☐ Neither agree nor disagree

☐ Tend to disagree

☐ Strongly disagree

☐ Don't know

Back

Next

Repurposing buildings on the current Frimley Park Hospital site

If a new Frimley Park Hospital is built on a different site, the NHS believes that the more modern, safe buildings on the existing Frimley Park Hospital site should be repurposed to deliver outpatient clinics and diagnostic and community services. This would support NHS plans to provide more tests and appointments closer to home and to treat more patients without needing them to stay overnight in hospital.

If this happened, many patients would continue to use the current Frimley Park Hospital site for their appointments, freeing up more space for the proposed new acute hospital site to provide mainly emergency and specialist care.

If a new Frimley Park Hospital is built on a new site, to what extent do you agree or disagree with the proposal to repurpose some of the remaining modern, safe buildings on the existing Frimley Park Hospital site to provide outpatient, diagnostic and community services?

i Please choose one of the following options

☐ Strongly agree

☐ Tend to agree

☐ Neither agree nor disagree

☐ Tend to disagree

☐ Strongly disagree

☐ Don't know

Back

Next

Other comments

If there is anything that would make the proposed new Frimley Park Hospital better for you, or if you have any other comments you would like to make, for example about the proposed new model of care or the wider health system, or if you have any alternative suggestions you feel should be considered, please explain below.

i Please enter your response below

Back

Next

Considering equalities and human rights

The NHS has a duty to take into account the impact of decisions on human rights and people with protected characteristics under the Equality Act 2010 (age, disability, sex, gender reassignment, marriage and civil partnership, pregnancy, maternity, race, religion or belief, and sexual orientation).

Are there any positive or negative impacts that you believe should be taken into account in relation to equalities or human rights? If so, are you able to provide any supporting evidence and suggest any ways in which the organisations could reduce or remove any potential negative impacts and increase any positive impacts?

i Please enter your response below

Back

Next

Information about you (1)

Is this a personal response, or are you responding on behalf of an organisation/in some official capacity? *

i People responding in their official capacity might include (for example): elected officials (e.g. MPs, councillors) and/or individuals responding on behalf of a wider team.

☐ Submitting your own personal response

☐ Responding on behalf of an organisation/in an official capacity

Back

Next

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