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|  | ***Windlesham Parish Council*** | |
| Sarah Walker  Clerk to the Council  Email:sarah.walker@windleshampc.gov.uk  Website: www.windleshampc.gov.uk | The Council Offices  The Avenue  Lightwater  Surrey  GU18 5RG |

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

**Held on Tuesday 28th May 2019 at 7.00pm in the Council Chamber**

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| **Bagshot Cllrs** |  | **Lightwater Cllrs** |  | **Windlesham Cllrs** |  |
| Bakar | P | Halovsky-Yu | P | Hansen- HjulHHansen-Hjul | P |
| Manley | A | Harris | P | Stacey | P |
| Trentham | P |  |  |  |  |
| Willgoss | P |  |  |  |  |
| White | P |  |  |  |  |

**In the Chair:** Councillor Barry Stacey

**In attendance:** Sarah Walker – Clerk to the Council

Cllr Gordon

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

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| **PLAN/19/01**  **PLAN/19/02** | **To elect the Chairman and Vice-Chairman of the Committee for the ensuing year**  Cllr White nominated, Cllr Halvosky-Yu seconded and **all agreed to elect Cllr Stacey as Chairman of the Committee.**  Cllr White nominated, Cllr Halvosky-Yu seconded and **all agreed to elect Cllr Harris as Vice-Chairman of the Committee.**  **Apologies for absence**  Apologies were received from Cllr Manley. |
| **PLAN/19/03**  **PLAN/19/04** | **To review and agree the terms of reference for the Committee**  The terms of reference circulated (as at Appendix A) were **noted and agreed** and **it was resolved that developing a community asset list be brought to Full Council.**  **Declarations of Interest**  None. |
| **PLAN/19/05** | **Public question time**  No public present. |
| **PLAN/19/06** | **Exclusion of the press and public.**  There were no matters to be dealt with after exclusion of the Press and Public. |
| **PLAN/19/07** | **To consider planning applications and planning appeals received prior to this meeting:** |

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| [**19/0320**](http://isharemaps.surreyheath.gov.uk/ishare54/custom/planning/?requesttype=parseTemplate&template=DevelopmentControlApplication.tmplt&Filter=%5eSYSTEMKEY%5e=%2738656%27&backurl=custom/planning?) | **1 NEW PLACE, LONDON ROAD, SUNNINGDALE, ASCOT, SL5 9SD**  Retrospective application for the erection of a detached outbuilding and enclosing a porch.  **The Planning Committee do not support retrospective applications and object to the application as it is inappropriate development in the green belt.** | *FPA* |
| [**19/0318**](http://isharemaps.surreyheath.gov.uk/ishare54/custom/planning/?requesttype=parseTemplate&template=DevelopmentControlApplication.tmplt&Filter=%5eSYSTEMKEY%5e=%2738654%27&backurl=custom/planning?) | **1 NEW PLACE, LONDON ROAD, SUNNINGDALE, ASCOT, SL5 9SD**  Retrospective application for the enclosing beneath a balcony to form a garden Room  **The Planning Committee do not support retrospective applications and object to the application as it is inappropriate development in the green belt.** | *FPA* |
| [**19/0324**](http://isharemaps.surreyheath.gov.uk/ishare54/custom/planning/?requesttype=parseTemplate&template=DevelopmentControlApplication.tmplt&Filter=%5eSYSTEMKEY%5e=%2738660%27&backurl=custom/planning?) | **LEE LANE FARM, BROADWAY ROAD, LIGHTWATER, GU18 5SH**  Listed building consent for replacement windows.  Listed Building Consent (Alter/Extend) Listed Building Consent  **No objections.** | Listed Building Consent (Alter/Extend) |
| [**19/0268**](http://isharemaps.surreyheath.gov.uk/ishare54/custom/planning/?requesttype=parseTemplate&template=DevelopmentControlApplication.tmplt&Filter=%5eSYSTEMKEY%5e=%2738598%27&backurl=custom/planning?) | **66 HEATHPARK DRIVE, WINDLESHAM, GU20 6AR**  Erection of a first floor side/rear extension and associated works.  **No objections** | *FPA* |
| [**17/0889/2**](http://isharemaps.surreyheath.gov.uk/ishare54/custom/planning/?requesttype=parseTemplate&template=DevelopmentControlApplication.tmplt&Filter=%5eSYSTEMKEY%5e=%2738667%27&backurl=custom/planning?) | **LAND ADJACENT TO 1 WHITMOOR ROAD, BAGSHOT, GU19 5QE**  A Non Material Amendment application pursuant to planning permission SU/17/0889 (relating to erection of 16 residential dwellings with associated car and cycle parking and landscaping with access from Whitmoor Road) to allow amendments to the fenestration and materials, amendment to, and increase in the size of, side dormer to provide additional roof level habitable accommodation, and deletion of flues and PV panels for plots 1, 2, 9 and 16.  **No objections.** | Non Material Amendment |
| [**19/0348**](http://isharemaps.surreyheath.gov.uk/ishare54/custom/planning/?requesttype=parseTemplate&template=DevelopmentControlApplication.tmplt&Filter=%5eSYSTEMKEY%5e=%2738688%27&backurl=custom/planning?) | **WYTON, 5 WAVERLEY ROAD, BAGSHOT, GU19 5JL**  Part retrospective application for the erection of a single storey rear/side extension.  **No objections.** | *FPA* |

**PLAN/19/08 Memorial Inscriptions**

Memorials for Alan William Steward, Marjorie and James Fairman and Ellen Margaret Smith **were approved.**

**PLAN/19/09 Correspondence**

The Clerk informed the Committee that she had received a request from CALA Homes to talk to the Committee about their submitted objection to the development at Chapel Lane, Bagshot. **The Committee resolved to respectfully decline the request and asked the Clerk to respond accordingly.**

**There being no further business, the meeting closed at 19.20.**

**Appendix A**

**Windlesham Parish Council**

**Planning Committee – Terms of Reference**

**The role of the Planning Committee is to ensure that Windlesham Parish Council makes full representations on all planning matters that affect the Parish of Windlesham.**

1. Membership of the committee will consist of a total of 9 members, with a minimum of 1 representative from each village. All other Councillors may act as nominated substitutes.
2. The Chairman and Vice-Chairman of the Council, if not nominated members of the committee, may attend as ex-officio members.
3. Membership of the committee will be determined at the Annual Meeting of the Council and casual vacancies shall be filled from the membership of Full Council.
4. Non-members of the Council may be members of the committee.

**FUNCTIONS:**

**The Committee shall:**

1. Operate in accordance with Local Government Law and in accordance with the Council’s Standing Orders and Financial Regulations.
2. Appoint sub-committees or working parties to undertake any specific project work as required.
3. The committee shall have spending powers to a maximum of £500. The committee shall make recommendations to full Council on all expenditure in excess of this sum.
4. Consider and make representations on planning applications.
5. Make representations on planning appeals notified to the Parish Council and attend public inquiries if considered necessary.
6. Represent the Council upon all matters relating to local authority development plans.
7. To recommend all matters in relation to street naming to Full Council.
8. Manage the Neighbourhood Planning and Village Design Statement processes.
9. Develop and maintain a list of Community Assets for nomination to SHBC.
10. Manage the Planning budget (if any) and vire, where necessary, between budget lines held and managed by the committee.
11. Undertake project work outside of the above remit as directed by Full Council.
12. Review the Terms of Reference annually and make recommendations to Full Council.

**The Chairman of the Committee shall:**

1. Agree the minutes of the Planning Committee at each Full Council meeting, subject to approval.

*SW, May 2019*