



Windlesham Parish Council

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

Held on Wednesday 10th November 2021 at 7.00pm at the Community Hub, Windlesham Field of Remembrance

Councillors	
Goodman	A
Hansen-Hjul	P
Hardless	P
Stacey	P
Sturt	P

In the Chair: Councillor Sturt
In attendance: Joanna Whitfield – Interim Clerk
Cllr Tedder – SHBC Councillor
Cllr Malcaus Cooper
Cllr Willgoss
1 x Resident

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

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		Action
WVC/21/51	Apologies for absence Acceptable apologies for absence were received from Cllr Goodman.	
WVC/21/52	Declarations of Interest No Declarations of Interest were made.	
WVC/21/53	Public question time There were no public questions	
WVC/21/54	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: There were no items to be discussed	
WVC/21/55	Committee and Sub-Committee Minutes:	

	The minutes of the Windlesham Village Committee meeting held on the 13 th October 2021, were approved and signed by Cllr Sturt.	Cllr Sturt
WVC/21/56	To consider planning applications and planning appeals received prior to this meeting:	

Cllr Stacey raised concerns about the length of time that lapses between the time a planning application is registered with SHBC and the date that applications are sent out for consultation.

The Interim Clerk explained that regardless of the date SHBC go out to consultation all Consultees are given a 21 day period to comment on applications with the statutory consultation expiry date published on the SHBC planning portal.

	Windlesham Applications	Type of application	Due date
21/0994/FFU	Merrystream, Thorndown Lane, Windlesham, Surrey, GU20 6DJ Loft conversion with rear dormers with lead cladding to cheeks. Full planning application Members noted that the decision on this application was made on the 8th November 2021.	<i>FPA</i>	<i>4th November 2021</i>
21/1011/FFU	Wychwood, Church Road, Windlesham, Surrey, GU20 6BT Erection of a part two storey and part single storey side and rear extension, following demolition of existing detached garage and existing single storey rear projection and alterations to external materials (re-submission of 20/0882/FFU). Full planning application Members noted that the decision on this application was made on the 5th November 2021.	<i>FPA</i>	<i>4th November 2021</i>
21/1102/CES	50 Bosman Drive Windlesham Surrey GU20 6JW Certificate of lawfulness for the proposed erection of single storey rear extension Certificate proposed development Noted	<i>CPD</i>	
21/1058/FFU	Rowena, School Lane, Windlesham, Surrey, GU20 6EY Erection of a two storey side extension (amendment to Full Planning Application permission 21/0671/FFU) No Objection. Members fully supported this application	<i>FPA</i>	<i>19th November 2021</i>
21/1116/FFU	51 Chertsey Road, Windlesham, Surrey, GU20 6EW Erection of an outbuilding. Full Planning Application Members expressed concerns over the overall height of the structure and its proximity to the boundary line.	<i>FPA</i>	<i>22nd November 2021</i>

21/0661/FFU	<p>2 Chertsey Road, Windlesham, Surrey, GU20 6ET Two storey rear extension and roof extension. New updated shop front. Please note amended application form received 18.10.2021. Full Planning Application</p> <p>Members objected to this application and will ask their Borough Ward Councillor to call the application in at Borough. As per the Committee's previous comments in July 2021, the property is located in a conservation area and is believed to already have been the subject of an enforcement action. The Committee also objected on the grounds that it is in breach of the Windlesham Neighbourhood Plan policy 2.2 in relation to spacing and privacy, as the proposed balcony will overlook properties to the rear of the application site.</p> <p>It is to be noted that Cllr Stacey presented Members with a visual of the Shop front from Google street maps Oct 2010 that clearly shows the original frontage prior to the complete change that is shown in the planning papers. Cllr Stacey requested that the image be added to the Committee's response to be considered by SHBC Officers and Members.</p>	FPA	8 th November 2021
	Cllr Sturt invited comment from Mrs Tedder with regard to application 21/0661/FFU. At this point Cllr Willgoss (from the public gallery) asked the Interim Clerk if members of the public could be invited to influence the Committees planning decisions. Cllr Willgoss was informed that it was at the discretion of the Chairman to allow members of the public to comment.		
21/0550/FFU Appeal ref: APP/D3640/D/ 21/3283147	<p>7 Kings Lane Windlesham Surrey GU20 6HR Single storey extension to existing detached garage. There is no opportunity for you to submit comments. However, we have forwarded all the representations made to us on the application to the Planning Inspectorate and the appellant. These will be considered by the Inspector when determining the appeal. Members were informed that if they wished to withdraw any representations made on the application, the request must be made to the Planning Inspectorate by 22nd November 2021</p> <p>Noted</p>		22 nd November 2021
21/1154/DTC	<p>Twelve Oaks Woodlands Lane Windlesham Surrey GU20 6AT Details pursuant to condition 12 (land contamination) of planning permission 18/0315. Details to Comply</p> <p>Noted</p>	Details to Comply	
21/1122/FFU	<p>Erlwood Manor, London Road, Windlesham, Surrey, GU20 6PH Alterations to existing buildings and landscape; demolition of Biology East; construction of a three storey collaboration hub and link building; landscaping; creation of footpaths; associated infrastructure and other works. Full Planning Application</p> <p>The Committee fully supported this application.</p>	FPA	29 th November 2021

21/1131/FFU	<p>Water Dell, Westwood Road, Windlesham, Surrey, GU20 6LT Erection of 6-bed detached two storey dwelling with roof accommodation and attached garage following demolition of the existing dwelling. Erection of 2.5m high wooden entrance gates, 2.4m high brick piers and 2m high wall following demolition of existing (part retrospective). Full Planning Application</p> <p>Members raised concerns over the height of the brick piers, wall and entrance gates, and requested that SHBC ensure the whole development remains in keeping with the existing street scene.</p>	FPA	30 th November
	1 x member of the public left the meeting		

WVC/21/57	<p>To receive reports from:</p> <p>a) Surrey County Council Nothing to report</p> <p>b) Surrey Heath Borough Council Nothing to report</p>	
WVC/21/58	<p>Committee finances – Income & Expenditure Members were presented with an income and expenditure report for the month of October. Members noted the report.</p>	
WVC/21/59	<p>Project Updates Members were presented with a spreadsheet detailing the progression of all projects to ensure that are fully appraised of current project status. Noted</p>	
WVC/21/60	<p>To Review Windlesham Cemetery Maintenance Members were reminded that at the September Committee meeting Members discussed the maintenance of the Cemetery and the disposal of grave spoil. Areas of particular concern were the old section of the cemetery, which had been designated a wildlife area during the summer months and more recently Cllr Hardless had raised concerns about the maintenance around the war graves. Members are asked to consider each point independently.</p> <p>1. <u>Designated Wildlife Area</u> Members were reminded that over the course of the last two years Council has received a number of comments about the</p>	

long grass in the wildlife area of the cemetery, which have been predominantly positive. Council has received praise from residents who are delighted to see Council actively supporting/protecting the wildlife. However, Council has also received a handful of complaints about the long grass and how unkempt it can appear.

For information the initial decision to create a meadow was taken with the intention of protecting the fawns (minute ref: C/19/19)

Considerations:

- Council announced a climate emergency and released a [Climate Change Statement](#) which states they will:

“Support and encourage the planting of trees and wildflowers.”

- The Interim Clerk has reviewed the current contract and believes that maintaining the old section year-round should be included with no additional charges.
- Members were asked to review the situation and then decide:

1) If they wished to continue to dedicate the old section of the cemetery to a wildlife meadow area and if so

a) Did Members wish to continue to allow the natural grasses to grow during the summer months as per previous years (note, paths are mown to allow access to graves)

or

b) Did Members wish to actively sow wildflowers to create a more colourful and aesthetically pleasing display.

2) Alternatively, Members were asked to consider if they would like to

a) Maintain a cutting schedule throughout the year.

2. Removal of Spoil

In September Members considered the land to the side of the memorial wall in the new section of the cemetery and resolved that following clearance of this area any grave spoil would be deposited in the skip, until a firm resolution had been made regarding alternative solutions.

Quotes had been obtained from the Grave digger and the cost to remove the spoil off site will be £190 per grave.

Members were asked to decide:

- a) If they would like the grave diggers to remove the spoil from site at a cost of £190 per grave

Or

- b) If they would like the grave diggers to continue disposing of the spoil in the skip provided.

Members resolved that due to current staff shortages this item would be deferred until the February meeting.

Maintenance of War Graves

Cllr Hardless had raised concerns about the level of maintenance surrounding the war graves in the cemetery and requested that Members discuss an appropriate maintenance schedule.

Members were asked to note that the Commonwealth War Grave Commission had been contacted and had provided guidance on the minimum standard of maintenance expected. Members were also asked to note that the maintenance of the headstones is the responsibility of the CWGC.

Members resolved that due to current staff shortages this item would be deferred until the February meeting.

Windlesham Cemetery Maintenance Plan

Cllr Sturt provided the Interim Clerk with a cemetery maintenance plan which had been distributed to Members prior to the meeting.

In the papers provided Members were also reminded that if Members wished to consider a voluntary work party to carry out some of this maintenance work a formal resolution would need to be made, health and safety assessments carried out (including obtaining evidence of the required training to operate machinery), and the necessary risk assessments and insurance cover be in place.

The Interim Clerk also informed Members that it had come to her attention that an unauthorised removal of a cherry tree from the cemetery had taken place that week and further investigations were underway to ascertain who had carried out the work.

Members were asked to read and consider an action plan provided, giving particular consideration to how this project will be funded.

Members resolved that due to current staff shortages that this item would be deferred until the February meeting.

Cllr Sturt reported also that the stile and kissing gate either end of the footpath between Pound Lane and the Cemetery have been in disrepair for some time now and it was resolved that the Clerk would report the issue to SCC.

Interim Clerk

<p>WVC/21/61</p>	<p>Windlesham Neighbourhood Plan Working Group – To finalise terms of reference.</p> <p>At the Committee meeting held on the 13th October 2021 Cllr Hardless proposed, Cllr Hansen-Hjul seconded, and it was resolved that the Windlesham Neighbourhood Plan working party will be made up of the following members:</p> <ul style="list-style-type: none"> • 2 members of business community • All Windlesham Committee Councillors although it is anticipated that no more than 2 Councillors will attend at any one time. • Up to 2 community groups • 1 representative from the Traffic Management Working Party • 2 members of community <p>Members were informed in the meeting papers that it has come to light, that as a Full Council adopted document the WNP is not currently within the Windlesham Committee terms of reference, therefore only Full Council can resolve to establish a Neighbourhood Plan Review working party. However, Members were provided with the process as set out by Locality and asked to draw up a recommendation to Full Council for consideration</p> <p>Following some discussion Cllr Hardless proposed, Cllr Sturt seconded, and it was agreed that Members would contact Locality to obtain further advice on the review process and approach neighbouring Councils who have completed a Neighbourhood Plan review, to seek advice and benefit from their experience. All information gathered will be documented for presentation at a future meeting.</p> <p>Members also resolved that due to current staff shortages completion of the terms of reference would be deferred until the February meeting.</p>	<p>Committee Members</p>
<p>WVC/21/62</p>	<p>Windlesham Traffic Management Working Group – To finalise terms of reference.</p> <p>At the Committee meeting held on the 13th October 2021 Cllr Hardless proposed, Cllr Hansen-Hjul seconded, and it was resolved that the Traffic Management working party will be made up of the following members:</p> <ul style="list-style-type: none"> • 2 members of business community • All Windlesham Committee Councillors although it is anticipated that no more than 2 Councillors will attend at any one time. • Up to 2 community groups • 1 representative from the WNP Working Party • 2 members of community <p>Members were asked to finalise the terms of reference for this working party.</p>	

	Members resolved that due to current staff shortages this item would be deferred until the February meeting.	
WVC/21/63	<p>Christmas Lights Switch On – To confirm arrangements</p> <p>Members were informed that all Christmas lighting will be installed by Friday 26th November 2021.</p> <p>The Interim Clerk reported that informal/low key switch on events were being organised by each village which would take place on the following dates: Lightwater: Friday 26th November Bagshot & Windlesham: Saturday 27th November.</p> <p>Members were also asked to note that the lamp column lighting would be operated on a timer and the lights would be lit between 4:30pm and midnight (including the switch on day).</p> <p>Members were asked to note the above information.</p> <p>Noted</p>	
WVC/21/64	<p>Clerks Update</p> <p>Nothing to report</p>	
WVC/21/65	<p>Correspondence</p> <p>There was no correspondence.</p>	

There being no further business, the meeting closed at 19:45.