



## **Windlesham Parish Council**

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

**Held on Tuesday 29<sup>th</sup> April 2025 at 6.30pm at St Annes Church Centre, 45 Church Road, Bagshot**

<b>Bagshot Cllrs</b>		<b>Lightwater Cllrs</b>		<b>Windlesham Cllrs</b>	
Willgoss	P	Turner	A	Marr	P
White	P	Stevens	P		
Du-Cann	P				

**In attendance:** Joanna Whitfield- Clerk to the Council  
1 x Member of the Public

Cllr Stevens took the Chair

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

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<b>PLAN/24/108</b>	<b>Apologies for absence</b>  Apologies were received and accepted from Cllr Turner
<b>PLAN/24/109</b>	<b>Declarations of interest</b>  All Councillors present declared a non-pecuniary interest in planning application 25/0287/FFU noting that the developer provided a factual update on the construction at the UCB Windlesham site at the planning meeting held on the 12 <sup>th</sup> March 2025. Prior to the meeting the developer had been informed that Members would not discuss any future planning applications.  All Councillors present declared a non-pecuniary interest in planning application 25/0387/FFU noting that these premises were previously managed by a serving Councillor.  All Councillors present declared a non-pecuniary interest in planning application 25/0345/FFU noting that it is a property owned by a member of staff.
<b>PLAN/24/110</b>	<b>Public question time</b> The applicant of planning application 25/0365/FFU explained to Members that this was the fourth submission of this application which has been revised in consultation with their neighbours.

<b>PLAN/24/111</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/24/112</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	<b>Windlesham Application moved up the agenda due to applicant being in attendance.</b>		
25/0365/FFU	<b>Cherry Tree Cottage, School Lane, Windlesham, Surrey, GU20 6EY</b> Erection of a part single part two storey rear/side extension.  <b>NO OBJECTION</b>  Members resolved no objection in view of the fact that the neighbours are now happy with the revised plans.	FPA	2 <sup>nd</sup> May 2025
	<b>Bagshot Applications</b>		
25/0387/FFU	<b>42 High Street, Bagshot, Surrey, GU19 5AZ</b> Erection of new freestanding pergola and creation of new doorway within existing opening.  <b>NO OBJECTION</b>	FPA	7 <sup>th</sup> May 2025
25/0373/FFU	<b>12 Drayhorse Drive, Bagshot, Surrey, GU19 5RF</b> Erection of a single storey rear extension following demolition of existing conservatory, new front porch and fenestration changes.  <b>NO OBJECTION</b>	FPA	2 <sup>nd</sup> May 2025
25/0380/GPT	<b>Telecommunication Base Station, At Bagshot ATE, Guildford Road, Bagshot, Surrey</b> Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the installation of 3 no. antenna and ancillary radio equipment onto new support poles at existing rooftop site, 1 no. GPS module onto new gantry pole, 1 no. replacement equipment cabinet at rooftop level, and ancillary development thereto.  <b>NO OBJECTION</b>	GPT	No Available
	<b>Lightwater Applications</b>		
25/0336/FFU	<b>7 Barnett Lane, Lightwater, Surrey, GU18 5LE</b> Erection of a single storey link extension following demolition of existing side extension and erection of new front porch.	FPA	1st May 2025

	<b>NO OBJECTION</b>		
25/0357/FFU	<b>3 Junction Road, Lightwater, Surrey, GU18 5TQ</b> Increase to height of existing detached garage and attachment to host dwelling, changes to fenestration and change of use of garage to ancillary residential.  <b>NO OBJECTION</b>	FPA	6 <sup>th</sup> May 2025
25/0297/PMR	<b>99 - 101 Guildford Road, Lightwater, Surrey, GU18 5SB</b> Application to amended condition 2 (plan numbers) and condition 22 (Building Regulations) of application 24/0136/FFU to alter the wording of the condition. Changes to housing tenure mix to deliver 100% affordable housing  <b>COMMENT</b>  <b>It was resolved that this is a very technical amendment to the conditions associated with the application and Members rely on the expertise of the SHBC officers to ensure that the contents are acceptable.</b>	Relaxation /Modification	15 <sup>th</sup> May 2025
25/0420/NMA	<b>17 Turnville Close, Lightwater, Surrey, GU18 5UA</b> Non-material amendment to planning permission 22/0610/FFU to allow for the external redning, cladding to be altered.  <b>OBJECTION</b>  <b>Members resolved to object based on the proposals not being in keeping with the street scene.</b>	Non Material Amendment	20 <sup>th</sup> May 2025
	<b>Windlesham Applications</b>		
25/0345/FFU	<b>52 Poplar Avenue, Windlesham, Surrey, GU20 6PW</b> Erection of a front porch, part single part two storey rear and two storey front/side extensions following demolition of existing. Erection of detached outbuilding. Alterations to external materials and fenestration.  <b>NO OBJECTION</b>  Members resolved no objection to the alterations to the house itself. However, agreed to make the following <b>COMMENT</b> in relation to the new outbuilding:  This is a large outbuilding (6m x 7m), comprising a games area, gym and bathroom. The height of the building does not seem to be stated. We request that SHBC is satisfied that it will not impact the right to light of neighbouring properties, particularly to the rear. If approved, a condition should be applied to ensure that the outbuilding is not used as residential accommodation. It should be retained within the curtilage of the host dwelling	FPA	1 <sup>st</sup> May 2025

	and no separate curtilage should be created. At no time should the outbuilding be sold, sub-let or rented out independently from the main dwelling.		
24/0867/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b>  Submission of details to comply with conditions 10 (land contamination), 11 (land contamination remediation scheme) and 14 (land contamination remediation monitoring and maintenance scheme) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017. Amendment: Please see contamination assessment rec'd 08.04.2025</p> <p>Members resolved to <b>COMMENT</b> as follows:  A Contamination Assessment Report dated April 2025 prepared by GW Ground &amp; Water has been submitted since WPC's previous comments of 26 March 2025.  The Report states that site works were undertaken on 12 March 2025 comprising the machine excavation of 10 trial pits. Their locations are shown on Figure 3 (page 23). It appears that two further trial pits were planned (TP08 and TP11) but it is noted in the Report that it was not possible to excavate them due to the construction of the acoustic bunds (point 3.1).  WPC has previously commented a concern that contaminants (notably plastics) have been imported onto the site to construct the haul road, which runs alongside the acoustic bunds, and that soil and groundwater in that area could become contaminated.  We have been unable to determine from Figure 3 whether, and to what extent, the trial pits marry up with the locations of the haul road and acoustic bunds and are concerned that no sampling was undertaken at locations TP08 and TP11.  We rely on SHBC's expertise in the interpretation of the technical analysis within the Report.</p>	Details to Comply	22 <sup>nd</sup> April 2025 (extension requested)
24/1199/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b>  Submission of details pursuant to Condition 12 of outline planning permission 15/0590 relating to details of ground contamination remediation. Amendment: Please see Contamination Assessment rec'd 08.04.2025.</p> <p>Members resolved to <b>COMMENT</b> as follows:  A Contamination Assessment Report dated April 2025 prepared by GW Ground &amp; Water has been submitted since WPC's previous comments of 26 March 2025.  The Report states that site works were undertaken on 12 March 2025 comprising the machine excavation of 10 trial pits. Their locations are shown on Figure 3 (page 23). It appears that two further trial pits were planned (TP08 and TP11) but it is noted in the Report that it was not possible to</p>	Details to Comply	22 <sup>nd</sup> April 2025 (extension requested)

	<p>excavate them due to the construction of the acoustic bunds (point 3.1).</p> <p>WPC has previously commented a concern that contaminants (notably plastics) have been imported onto the site to construct the haul road, which runs alongside the acoustic bunds.</p> <p>We have been unable to determine from Figure 3 whether, and to what extent, the trial pits marry up with the locations of the haul road and acoustic bunds and are concerned that no sampling was undertaken at locations TP08 and TP11.</p> <p>We rely on SHBC's expertise in the interpretation of the technical analysis within the Report.</p>		
25/0360/FFU	<p><b>4 Mill Pond Road, Windlesham, Surrey, GU20 6JT</b></p> <p>First floor extension over garage.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection with the following <b>COMMENT</b>: This first-floor extension involves the creation of an additional bedroom and ensuite bathroom above the garage. It will affect the appearance of the front of the property and be visible from the road, therefore all materials (tiles and bricks) and the style of the windows should match the existing ones, as appearance and design and impact on the character of the area are material planning considerations.</p>	FPA	6 <sup>th</sup> May 2025
25/0358/FFU	<p><b>5 Kings Lane, Windlesham, Surrey, GU20 6HR</b></p> <p>Erection of part one part two storey front, flank and rear extensions to dwellinghouse</p> <p><b>NO OBJECTION</b></p> <p><b>Members resolved no objection</b> with the following <b>COMMENT</b>:</p> <p>The proposed works will alter the appearance of the front of the property and be visible from the road. All materials (tiles and bricks) and the style of the windows should match the existing ones, as appearance and design and impact on the character of the area are material planning considerations.</p>	FPA	12 <sup>th</sup> May 2025
25/0393/FFU	<p><b>Matthews Corner Garage, Matthews Corner, Church Road, Windlesham, Surrey, GU20 6BH</b></p> <p>Erection of 6 no. dwellings in the form of 2 no. two storey terraced buildings (comprising 3 no. 2 bed and 3 no. 3 beds), associated parking and landscaping, following demolition of the existing buildings on site (Existing dwelling of Shanklin to be retained).</p> <p><b>OBJECTION</b></p> <p>Members resolved to object for the following reasons:</p>	FPA	12 <sup>th</sup> May 2025

	<p><u>Density:</u> The proposal is for two blocks of three houses (each a terrace) with associated parking. This exceeds the established density and ratio of building footprint to open space development in the surrounding area, contrary to Policy WNP2.1 of the Windlesham Neighbourhood Plan, and constitutes overdevelopment of the site.</p> <p>There is an associated concern, probably arising from density, of the frontage of one of the housing groups being very close to Kennel Lane itself, with the front doors opening onto a hedge. They should ideally be set back further from the road.</p> <p><u>Style and separation:</u> The cramped nature of the proposal would not maintain the style and separation between buildings of the surrounding area, contravening Policy WNP2.1 of the Windlesham Neighbourhood Plan.</p> <p><u>Conservation area:</u> The site is in the Green Belt and the Church Road Conservation Area of Windlesham. It is situated close to Walnut Tree Farm, a Grade 2 listed property, and also to several listed “Buildings of Importance” along Church Road and Kennel Lane.</p> <p>The purpose of the Conservation Area designation is to help to retain the existing character and prevent unsympathetic alterations to the area, which would harm its setting. When the Windlesham Neighbourhood Plan was created, it is recorded in the Plan itself that 98% of respondents to the consultation felt that the conservation areas in Windlesham make a very important contribution to the nature and character of the village. If not developed sympathetically, this could detract from and diminish the entire character of the Church Road Conservation Area.</p> <p><u>Parking:</u> There is a concern that the development could lead to increased parking near the junction between Church Road and Kennel Lane, forcing traffic onto the wrong side of the road close to a blind bend on Church Road. Visibility is already poor at this junction due to bends in Kennel Lane.</p> <p><u>Contamination:</u> If this site is to be developed, great care will need to be taken to ensure that any potential risks posed by contaminants are eliminated. The Site Investigation Report dated July 2017 mentions hydrocarbon, lead and asbestos contamination and buried tanks/structures associated with the former fuel filling station.</p> <p><u>Trees and hedgerows:</u> If permission is granted, there should be a condition that all existing trees and hedgerows are retained, with provision for further planting as is proposed. In our view, a less dense and more sympathetic development could be acceptable, provided it accorded with planning legislation relating to the Green Belt, the Conservation Area and the policies of the Windlesham Neighbourhood Plan.</p>		
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25/0395/FFU	<p><b>63 Chertsey Road, Windlesham, Surrey, GU20 6HE</b> Erection of part single two storey rear/side extensions, erection of new front porch and conversion of loft with rear dormer.</p> <p><b>OBJECTION</b></p> <p><b>Members resolved to object</b> for the following reasons:</p> <p>This application is for a sizeable two-storey rear extension for the full width of the house (5m x 14.284m) and a two-storey side extension. In addition, the loft will be converted into habitable accommodation with the addition of a rear dormer. This application is more acceptable than the previous one, which was withdrawn (24/0296/FFU), due to the differing treatment of the loft space. However, there are still concerns of scale and dominance, and also the privacy of the rear neighbours, which are material considerations for planning purposes.</p> <p>In addition, the proposal does not comply with Policy WNP2.1 of the Windlesham Neighbourhood Plan, which stipulates that extensions of existing dwellings should “maintain the general scale of development in the surrounding area without creating any overbearing presence.”</p>	FPA	13 <sup>th</sup> May 2025
25/0287/FFU	<p><b>Building D, Windlesham Campus, London Road, Windlesham Surrey</b> Partial demolition and alterations to existing building and construction of two storey building with rooftop plant, together construction of with ancillary structures and installation of landscaping to service yard.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection, with the following <b>COMMENT</b>:</p> <p>We understand the following to be the case: The applicant has sought pre-application advice from SHBC, who have stated that they view the demolition and redevelopment of Building D as acceptable (Application Form and Planning Statement)). Due to the poor condition and thermal performance, and also irregular structure of the building (which restricts the building for laboratory use), the applicant has determined that it is economically unviable to retain the existing building (Planning Statement point 2.2.4). The proposal will, in the main, replicate the footprint of the existing building, with small increases constituting proportionate additions (Planning Statement point 7.2.8).</p>	FPA	1 <sup>st</sup> May 2025

	This proposal will not result in an intensification of use of the site or any additional employees comparative to the original 2022 planning consent (Planning Statement point 7.11.2).		
25/0273/FFU	<p><b>Highview, Broadway Road, Windlesham, Surrey, GU20 6BZ</b> Erection of single storey rear orangery, following demolition of existing conservatory and extension of existing patio.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection, with the following <b>COMMENT:</b> We understand this to be a resubmission of a previous application (21/0869/FFU), which has lapsed as more than 3 years have passed since the date of the decision.</p>	FPA	20 <sup>th</sup> May 2025
25/0421/NMA	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Application for non-material amendment to conditions 1, 2, 3, 4, 5, 8 and 14 of reserved matters approval 20/0318/RRM (as amended by 24/0688/NMA) for site layout amendments and corresponding changes to hard and soft landscaping drawings and thematic layout drawings to reflect revisions to elevations and internal layout and adjustments to boundaries of some of the houses within house types Sherwood [Plots 12, 22, 23, 36, 49, 52, 62, 63, 69, 70 and 111], Whiteleaf [Plots 47 and 65] and FOGs (Flats over garages) [Plots 83 and 84] and readjustment of building footprint for FOGs [Plots 83 and 84].</p> <p>Members agreed to <b>COMMENT</b> as follows: We understand that these amendments relate to the provision of external doors to the utility rooms of the Sherwood houses (with some associated realignment of boundary walls/fences), the omission of garage doors from the FOG units and the use of cottage style doors for the Whiteleaf houses. Numerous detailed plans have been submitted, and we rely on the expertise of SHBC to ensure that the proposed amendments are as stated in the Application Form.</p>	Non Material Amendment	20 <sup>th</sup> May 2025
25/0411/FFU	<p><b>7 Caldwell Road, Windlesham, Surrey, GU20 6JJ</b> Erection of detached outbuilding to the rear.</p> <p><b>NO OBJECTION</b></p> <p>Members resolved no objection, with the following <b>COMMENT:</b> If approved, a condition should be applied to ensure that the outbuilding is not used as residential accommodation. It should be retained within the curtilage of the host dwelling and no separate curtilage should be created. At no time should the outbuilding be sold, sub-let or rented out independently from the main dwelling.</p>	FPA	20 <sup>th</sup> May 2025



25/0329/PMR	<p><b>Shadow Moss Woodhall Lane Sunningdale Ascot Surrey SL5 9QW</b></p> <p>Application to vary condition 2 (plan numbers) of 22/0598/FFU to increase the size of the replacement dwelling with two storey side projections</p> <p>Members agreed to <b>COMMENT</b> as follows:  Planning permission was granted for the replacement of the original house with an enlarged 5-bedroom dwelling in 2022 (22/0598/FFU). There was a subsequent application in 2024 (24/0971/FFU) for side extensions to create a dwelling considerably larger than the one previously approved. WPC objected to this application, which has not yet been decided. We have found this application difficult to interpret. We understand from the response by the Tree Officer dated 22 April 2025 that it relates to the variation of planning drawings arising from the proposal to increase the size of the dwelling with side extensions.  WPC's objection to application 24/0971/FFU remains in place. However, we support the Tree Officer in their role to protect the trees on site and rely on their expertise in this respect.</p>	Relaxation /Modification	8 <sup>th</sup> May 2025

**There being no further business, the meeting closed at 19:03**