



# **Windlesham Parish Council**

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

**Held on Wednesday 25<sup>th</sup> March 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	P	Marr	P
White	P	Stevens	P		
Du-Cann	P				

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

Cllr Stevens took the Chair

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

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		<b>Action</b>
<b>PLAN/24/98</b>	<b>Apologies for absence</b>  No Apologies were received	
<b>PLAN/24/99</b>	<b>Declarations of interest</b>  Cllr Turner declared a non-pecuniary interest in application number 25/0242/DTC due to having attended a recent information session at the site.  Cllr White declared a non-pecuniary interest in application number 25/0253/FFU, declaring that the applicant is known to her.	
<b>PLAN/24/100</b>	<b>Public question time</b>  A resident raised concerns about the Construction Transport Management Plan (CTMP) linked to Planning Application 24/0639/DTC. They highlighted inconsistencies between the "Sequence of Works" (Table 3.1) and "Working Hours" (section 3.3). The complaint stated that the enabling works, which are considered part of the pre-construction phase, have been occurring outside permitted hours. The resident urged that the CTMP should clearly	

	<p>apply working hours to the pre-construction phase to protect local residents from further disruption.</p> <p><b>Cllr Stevens' noted the question and Members agreed that <i>whilst they have every sympathy with the concerns raised by the resident, they are only a consultee in the planning process, NOT the Planning Authority. As such the resident would be better served making representation direct to the Planning Enforcement officer at SHBC. They will, however, be discussing this matter later in the meeting (ref. application 25/0242/DTC) and will continue to make the concerns of the resident, and others affected by the Heathpark Wood development, known to the SHBC planning team.</i></b></p>	
<b>PLAN/24/101</b>	<p><b>Exclusion of the press and public</b></p> <p>No Exclusions to the press and public.</p>	
<b>PLAN/24/102</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>	

	<b>Bagshot Applications</b>		
25/0227/FFU	<p><b>3 Broomsquires Road, Bagshot, Surrey, GU19 5NW</b> Erection of front/side single-storey extension with changes to fenestration.</p> <p><b>No Objection</b></p>	FPA	4 <sup>th</sup> April 2025
25/0245/FFU	<p><b>Dovecote, 10B Butler Road, Bagshot, Surrey, GU19 5QF</b> Formation of new vehicular access and off street parking area.</p> <p><b>Object</b> The Council has received multiple concerns from local residents regarding the safety and suitability of the proposed access arrangements, particularly in relation to exit and egress from the site. Of particular concern are the restricted lines of sight onto the highway, which raise serious questions around visibility Given the potential highway safety implications, the Parish Council considers that the application, in its current form, does not adequately address or mitigate these risks.</p> <p>In light of these unresolved concerns, Cllr White will be calling this application in to the SHBC Planning Committee, to ensure a thorough discussion and review.</p>	FPA	11 <sup>th</sup> April 2025
25/0253/FFU	<b>30 Waterers Way, Bagshot, Surrey, GU19 5BL</b>	FPA	11 <sup>th</sup> April 2025

	<p>Erection of a single storey rear link extension to existing garage, conversion of garage to habitable accommodation, and extended dropped kerb.</p> <p><b>No Objection</b></p>		
25/0236/FFU	<p><b>Refuse Disposal Compound , Swift Lane, Bagshot, Surrey, GU19 5NJ</b></p> <p>Change of Use from Sui generis to use classes B2 (general industrial) and B8 (open storage).</p> <p><b>No Objection</b></p>	FPA	15 <sup>th</sup> April 2025
25/0151/FFU	<p><b>Flat 4, Stonehill House, 81 Guildford Road, Bagshot, Surrey, GU19 5NS</b></p> <p>Erection of an additional floor at first floor level with Juliet balcony and external staircase, internal alterations and changes to fenestration.</p> <p><b>Objection</b>  <b>Members resolved to object to the proposal on the grounds of overdevelopment of the site.</b>  <b>The scale and intensity of the proposed development are considered excessive for the plot, resulting in a layout that is out of keeping with the character of the surrounding area.</b></p>	FPA	15 <sup>th</sup> April 2025
25/0246/DTC	<p><b>Dukes Wood, Bracknell Road, Bagshot, Surrey, GU19 5HX</b></p> <p>Submission of details to comply with condition 4 (Tree Protection) attached to planning permission 24/0964/FFU for the formation of new vehicular access and driveway with entrance gates following the removal of both existing entrances, driveways and access with associated work and boundary treatment.</p> <p><b>Members noted the submitted details and deferred to Surrey Heath Borough Council officers for review and assessment of compliance with the relevant conditions.</b></p>	Details to Comply	11 <sup>th</sup> April 2025
25/0267/FFU	<p><b>14 Cedar Close, Bagshot, Surrey, GU19 5AD</b></p> <p>Erection of a first floor side extension with repositioning of ground floor external side wall and new decking to the rear.</p> <p><b>No Objection</b></p>	FPA	14 <sup>th</sup> April 2025
	<b>Lightwater Applications</b>		
25/0240/CES	<p><b>35 Heronscourt, Lightwater GU18 5SW</b> Certificate of lawfulness for the proposed erection of a rear garden room to court</p>	Certificate Proposed Development	9 <sup>th</sup> April 2025

	<b>Members noted that this application has been withdrawn.</b>		
25/0265/FFU	<p><b>14 Curley Hill Road, Lightwater, Surrey, GU18 5YG</b> Erection of a two storey front extension, single storey rear extension with roof terrace over, roof alterations including increase in ridge height and insertion of dormers, changes to fenestration, internal alterations and associated landscaping and levelling.</p> <p><b>Objection</b></p> <p><b>Members resolved to object to this application raising concerns that the height, bulk, and overall mass of the proposed development are excessive, particularly given its proximity to a Special Protection Area (SPA).</b></p>	FPA	14 <sup>th</sup> April 2025
	<b>Windlesham Applications</b>		
24/0639/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b> Submission of details to comply with conditions 17 (construction transport management plan) and 24 (construction environmental management plan) pursuant to outline planning permission 15/0590 allowed on appeal dated 26 July 2017.</p> <p><b>Members resolved to COMMENT as follows:</b> <b>We are concerned that the developer has not yet undertaken the neighbour and community liaison functions set out in the CTMP/CEMP and would urge them to do so. This includes:</b></p> <ul style="list-style-type: none"> <li>- <b>Assigning a designated member of the works team to liaise with neighbours and deal with issues arising from the works (cl 3.20, 4.2)</b></li> <li>- <b>Circulating details of the site manager to neighbours (cl 3.21, 4.3)</b></li> <li>- <b>Consulting with local people and providing them with the opportunity to raise issues with the contractor (cl 3.22, 4.4)</b></li> <li>- <b>Making a display board available to the public detailing the works being undertaken and providing details of a site manager/employee in a position to support residents and deal with queries, concerns and complaints (cl 4.5, 4.6)</b></li> </ul> <p><b>Whilst construction of the dwellings has not yet commenced, the preparatory works are substantial. As noted at cl 3.34, they involve the importation of 30,000 m3 of subsoil to form the acoustic bunds on the SANG (presumably in addition to the material imported to form the haul road) and the exportation of felled timber, namely 3000 trees. In the absence of</b></p>	Details to Comply	24 <sup>th</sup> March 2025

	<p>community liaison, a significant number of residents have raised issues with councillors and WPC directly. We support the changes made in this March 2025 version of the CTMP/CEMP, providing that the construction period working hours should start at 8am and not 7.30am, as was provided in the June 2024 version (cl 3.30). We believe this change was in response to recommendations by SHBC's Environmental Health officer, Ann Zhang in an email of 16 July 2024. However, there is still a concern that by referring to "the construction period working hours" (cl 3.30), it is not made clear that the stated working hours also apply to the current period when preparatory/enabling works are being carried out. We believe they should apply to this period to provide protection to local residents.</p>		
24/0867/DTC	<p><b>Heathpark Wood, Heathpark Drive, Windlesham, Surrey</b></p> <p>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.</p> <p><b>Members resolved to COMMENT as follows:</b></p> <p><b>WPC has commented twice on this application previously, most recently on 28 February 2025. Since that date, comments have been submitted by Ann Zhang, SHBC's Scientific Officer dealing with environmental health, on 28 February and 13 March 2025.</b></p> <p><b>We note the Scientific Officer's recommendation that for the residential part of the site, Conditions 10 and 11 can be discharged, with a partial discharge of Condition 14 (further submissions being required prior to occupation).</b></p> <p><b>However, for the SANG area, the Scientific Officer states that they cannot recommend the discharge of any of these conditions. SHBC requires a site investigation and risk assessment to confirm the whole area is suitable for use as a public open space (Condition 10), a remediation scheme (Condition 11) and an appropriate validation, monitoring and maintenance scheme (Condition 14) as appropriate. Various other declarations and reports are also required in relation to imported material.</b></p> <p><b>We support the approach of SHBC's Scientific Officer, especially in view of the potential contaminants (notably plastics) in the haul road described in our submission of 28 February 2025.</b></p>	Details to Comply	24 <sup>th</sup> March 2025

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</p> <p><b>Members resolved to COMMENT as follows:</b> <b>WPC commented on this application on 10 January 2025. Since that date, comments have been submitted by Ann Zhang, SHBC's Scientific Officer dealing with environmental health, on 28 February and 13 March 2025.</b> <b>We note the Scientific Officer's recommendation that for the residential part of the site, Condition 12 can be discharged.</b> <b>However, for the SANG area, the Scientific Officer states that they <u>cannot</u> recommend the discharge of Condition 12. The applicant is required to submit a site investigation and risk assessment to confirm the whole area is suitable for use as a public open space and a remediation/verification proposal as appropriate.</b> <b>We support the approach of SHBC's Scientific Officer, especially in view of the potential contaminants (notably plastics) in the haul road on the SANG.</b></p>	Details to Comply	24 <sup>th</sup> March 2025
25/0242/DTC	<p><b>Highams Park Chertsey Road Windlesham Surrey GU20 6HZ</b> Details to comply with condition 32 (Business Plan) of application ref.20/0747/FFU (Hybrid planning application comprising: Full application for a new building for Sales, Manufacturing &amp; Heritage (Building 2) together with test road, two new vehicular accesses onto Highams Lane, associated parking, landscaping and ancillary outbuilding. Change of use of existing buildings (comprising former BOC Headquarters) for education, storage, business and ancillary uses. Outline application with all matters reserved for 2 new buildings for Headquarters and Engineering (Building 1) and Vehicle Research and Development (Building 3)) granted 09 February 2021.</p> <p><b>Members resolved to COMMENT as follows:</b> <b>Condition 32 requires the submission of a detailed business, education and community plan for the Molecule building for approval by SHBC. We understand from the Application Form that there are ongoing discussions between SHBC and the applicant in relation to the whole site and that SHBC has requested a more detailed Business Plan.</b> <b>The submitted Business Plan dated February 2025 provides a significant amount of detail, including financial proposals, for the use of the Molecule</b></p>	Details to comply	Not Available

	<p>building for educational and community needs. We rely on the expertise of SHBC to determine whether the detail provided meets Condition 32(1) (the financial viability of delivering and maintaining a community and educational facility over the longer term) and Condition 32(2) (a longer-term pipeline of demand for educational and community uses within the building).</p> <p>Condition 32(3) states that the plan should explain robustly how all the primary office functions of the applicant's business on site cannot be incorporated into the Molecule building and why a new building is required. The submitted Business Plan does not seem to deal with this point in any detail and we ask SHBC to consider this.</p>		
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**There being no further business, the meeting closed at 19:02**