



Windlesham Parish Council

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

Held on Wednesday 13th August 2025 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater.

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

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

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

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PLAN/25/24	Apologies for absence Apologies were received and accepted from Cllr Turner.
PLAN/25/25	Declarations of interest Cllr Marr declared a non-pecuniary interest in application number 25/0784/DTC as she has worked with the applicant on a working party.
PLAN/25/26	Public question time No public questions.
PLAN/25/27	Exclusion of the press and public No Exclusions to the press and public.
PLAN/25/28	To consider making a response to a Runnymede Borough Council consultation: Thorpe Neighbourhood Forum: Redesignation application Members unanimously resolved not to submit a response to the consultation.
PLAN/25/29	To consider planning applications and planning appeals received prior to this meeting:

	Bagshot Applications	
25/0772/FFU	<p>24 Waverley Road, Bagshot, Surrey, GU19 5JL Conversion of an existing garage to a habitable accommodation with changes to fenestrations.</p> <p>NO OBJECTION</p>	FPA
25/0771/FFU	<p>Unit 2A, 150 London Road, Bagshot, Surrey, GU19 5DF Planning permission for the use of Unit 2A (Class E) as a 24-hour gym or for retail uses.</p> <p>NO OBJECTION with the following Comment:</p> <p>It is noted that the main car park is officially closed overnight when Waitrose is not trading. It is recommended that a planning condition be imposed requiring all overnight parking (between 23:00 and 07:00) to take place in the overflow car park only. In addition, a comprehensive Noise Management Plan should be required to demonstrate how potential disturbance to nearby residents will be prevented and monitored.</p>	FPA
25/0768/FFU	<p>37 Yaverland Drive, Bagshot, Surrey, GU19 5DX Erection of a single storey side extension.</p> <p>NO OBJECTION with the following Comment: The applicant may wish to apply for a dropped kerb in order to formalise the existing parking arrangements.</p>	FPA
25/0790/FFU	<p>Otium House, 2 Freemantle Road, Bagshot, Surrey, GU19 5LL 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.</p> <p>NO OBJECTION with the following Comment: It is noted that parking provision may be inadequate for the proposed development.</p>	FPA
	Lightwater Applications	
25/0777/PMR	<p>17 Turnville Close, Lightwater, Surrey, GU18 5UA Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans) and condition 3 (facia materials) relating to application 22/0610/FFU (Construction of additional storey to bungalow together with two storey front porch.).</p> <p>Members resolved to COMMENT as follows:</p> <p>Concerns are raised regarding the proposed use of rendering in place of matching bricks, as full rendering would not be in keeping with the character of the surrounding properties. Windlesham Parish Council has already objected on this basis. It is recommended that the applicant adopt a part-rendered finish, consistent with other properties on the road, in</p>	Relaxation/M odification

	accordance with Policy DM9 of the Surrey Heath Core Strategy and Development Management Policies 2012.	
25/0767/DTC	<p>Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG</p> <p>Submission of details to comply with Conditions 7 (Construction Environmental Management Plan) and 9 (hard surface construction within root protection areas) attached to planning permission 24/0156/FFU for 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.</p> <p>Members resolved to COMMENT as follows:</p> <p>Windlesham Parish Council noted the application and resolved to defer to the professional judgement of Surrey Heath Borough Council's planning officers in assessing the application.</p>	Details to comply
	Windlesham Applications	
25/0676/DTC	<p>St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS</p> <p>Submission of details to comply with condition 12 (trees) attached to planning permission 23/0581/FFU for Erection of nine dwellings following demolition of existing dwelling.</p> <p>Windlesham Parish Council has already considered this application at the planning meeting of 16 July 2025, and the comments were published on SHBC's website on 18 July 2025.</p>	Details to comply
25/0776/FFU	<p>6 Kent Road, Windlesham, Surrey, GU20 6JF</p> <p>Erection of a two-storey side extension, side dormer window, conversion of loft into living space and new front porch.</p> <p>Members resolved to COMMENT as follows: These proposals would create significant increased bulk, particularly at first floor level. There is a concern about the scale and dominance of the proposal and impact on the street scene in the immediate area.</p> <p>However, Members resolved OBJECTION in relation to the proposal to replace the hung tiles on the exterior of the dwelling with vertical oak timber cladding. This would completely change the appearance of the house and would be particularly impactful if the house were to be extended as proposed. Timber cladding is not a feature of the area. This would be out of keeping with the appearance and design and the character of neighbouring houses and the area in general.</p>	FPA
25/0793/FFU	<p>2 Hillside Cottages, Broadway Road, Windlesham, Surrey, GU20 6BY</p> <p>Erection of a single storey rear extension, first floor side extension following demolition of existing.</p> <p>NO OBJECTION with the following comment:</p>	FPA

	<p>Planning permission has already been granted for a similar application on this site (25/0099/FFU). The original application involved the conversion of an outbuilding at the rear of the property. However, the submitted report on the structural condition of the outbuilding advises that the outbuilding is in very poor condition and recommends demolition. We assume that this is the reason for the new application, as the rear element of the proposal requires a new build rather than a conversion.</p> <p>Members request that SHBC determine whether the dimensions (especially height) of the proposed new build element are the same, or not materially different from those previously approved, as this is difficult to ascertain from the material provided. This is to ensure that this new proposal would not have a greater impact on the neighbouring property in terms of loss of light and privacy than the approved version.</p> <p>All materials in the newly built section should match the existing ones.</p>	
25/0784/DTC	<p>The Ferns, Woodlands Lane, Windlesham, Surrey, GU20 6AS</p> <p>Submission of details to comply with condition 3 (drainage), condition 4 (Ecology and habitat mitigation strategy), condition 5 (CTMP), condition 6 (CEMP) and condition 7 (AMS _ TPP) relating to 23/0486/FFU for the Demolition of existing dwelling and erection of seven dwellings with associated landscaping and parking.</p> <p>Members resolved to COMMENT as follows:</p> <p><u>Drainage (Condition 3)</u></p> <p>The Sustainable Drainage Assessment dated 28 July 2025 notes that there are no public surface water sewer or combined sewers located within the vicinity of the site. The proposed SuDS strategy is therefore comprised of soakaways, permeable paving and rainwater harvesting butts. Members rely on SHBC to ensure that the technical aspects of the report are sound and that the proposals follow best practice, particularly those relating to flood protection both on and off site.</p> <p><u>Ecology and Habitat Mitigation Strategy (Condition 4)</u></p> <p>The Ecology & Habitat Mitigation Strategy report prepared by Gradwell Ecology and dated 28 July 2025 must be approved in writing by SHBC before any development, including demolition works, can take place. The report sets out several aims and objectives, including the protection of bats, nesting birds, reptiles and small mammals. SHBC's expertise will be required in particular in relation to the measures relating to bats, which are protected species and which are roosting within the main building to be demolished.</p> <p><u>Construction Transport Management Plan (Condition 5)</u></p> <p>Commencement: There is a lack of clarity on when the provisions in the CTMP take effect. Condition 5 provides that "the approved Construction Transport Management Plan shall be adhered to throughout the construction period for the development". However, it is not clear when the construction period is deemed to start. In our view, the CTMP should cover the period when the existing house is demolished and trees removed, prior to the construction of the 7 new dwellings. This</p>	Details to comply

	<p>would include the provisions relating to neighbour and community liaison and the supply of site manager details as a point of contact for neighbours.</p> <p>Parking: There is a concern that staff and contractors' cars could be parked on surrounding roads, although it is noted that the CTMP specifies (clause 3.2) that no contractor/staff parking will be permitted on Woodlands Lane. It is stated that the site compound will provide parking for approximately 4 vehicles for staff and contractors (clause 3.1). However, it is stated that there could be up to 15 staff on site on any given working day (clause 3.29). This is an issue due to other significant developments taking place in the immediate vicinity.</p> <p>Vehicle routing: It should be ensured that all construction traffic follows the designated routes as it can create a safety hazard if routes are used which have not been assessed and approved or ignore the local 7.5T weight restrictions.</p> <p><u>Construction Environmental Management Plan (Condition 6)</u> Commencement: The same point arises as in relation to the CTMP. It should be clarified that the CEMP is also effective during the demolition phase, including the provisions relating to community liaison, communication and complaints.</p> <p>Noise, vibration and dust: It is noted that measures have been included to minimise and monitor noise, vibration and dust. This is essential as this is a residential area. Piling, in particular, should be undertaken using methodologies which minimise noise and vibration.</p> <p><u>Arboricultural Method Statement and Tree Protection Plan (Condition 7)</u> These documents must be approved in writing by SHBC before any site clearance, preparatory work or development can take place. We rely on the expertise of SHBC's arboricultural officer in this regard.</p>	
25/0867/DTC	<p>Ming, London Road, Windlesham, Surrey, GU20 6PG Submission of details to comply with Condition 10 (CTMP), Condition 13 (Noise assessment), Condition 16 (Scheme of Ecological Enhancement) and Condition 17 (Environmental Management Plan) relating to 24/0343/FFU for the erection of detached two storey with roof accommodation block of flats comprising 4no 2-bed and 2no 1-bed flats and 2no 5-bed detached two storey dwellings with roof accommodation with car parking and landscaping following demolition of existing restaurant building.</p> <p>Members resolved to COMMENT as follows: Only an application form has been submitted, with no additional information provided to demonstrate compliance with the relevant conditions. The Parish Council is therefore unable to comment at this stage. Further documents are requested, and the Council reserves the right to submit comments once the necessary information becomes available.</p>	Details to comply
25/0870/GPT	<p>Land South East, Side Broadway Road, Windlesham, Surrey, GU20 6BY</p>	General Permitted

	<p>Notification under Regulation 5 of the Electronic Communications Code Regulations 2017 for the alteration to Vodaphone installation on existing EE/H3G tower.</p> <p>Members resolved to COMMENT as follows: Members noted this formal notification of permitted development works on the existing communication tower. This does not constitute an application for planning permission.</p>	<p>Development Telecoms</p>
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There being no further business, the meeting closed at 11:31