



**Windlesham Parish Council**

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

Held on Wednesday 14<sup>th</sup> January 2026 11:00am at All Saints’ Church Hall, Broadway Road, Lightwater.

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

**In attendance:** Sarah Wakefield – Assistant Clerk  
 Cllr Malcaus Cooper- WPC Lightwater Councillor  
 Cllr Willgoss- WPC Bagshot Councillor

Cllr Stevens took the Chair

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

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<b>PLAN/25/73</b>	<b>Apologies for absence</b>  No apologies for absence.
<b>PLAN/25/74</b>	<b>Declarations of interest</b>  Cllr Turner declared a non-pecuniary interest in application no. 25/1264/FFU, noting that he had responsibility for the building on this site between 1997 and 2002 during his tenure as Corporate HR Director.  All other members also declared a non-pecuniary interest in application no. 25/1264/FFU, as their fellow councillor, Cllr Malcaus Cooper, is employed by Gordon Murray.
<b>PLAN/25/75</b>	<b>Public question time</b>  Cllr Malcaus Cooper stated she would be happy to answer any questions on the Gordon Murray application.

	Cllr Stevens and Cllr Turner stated that comments had appeared on social media suggesting that the Windlesham Neighbourhood Plan (WNP) was out of date and had been discontinued. It was confirmed that the current WNP remains in force until 2028 and that the review is ongoing, with Cllr Marr serving as chair of the working group.
<b>PLAN/25/76</b>	<b>Exclusion of the press and public</b>  No Exclusions to the press and public.
<b>PLAN/25/77</b>	<b>To consider a response to a Sandhurst Town Council consultation- Sandhurst Neighbourhood Plan.</b>  <b>Members unanimously resolved not to respond to the consultation.</b>  It was noted that the consultation had been issued only two days before the deadline, meaning the deadline had already passed by the time of the meeting.
<b>PLAN/25/78</b>	<b>To consider planning applications and planning appeals received prior to this meeting:</b>

	<b>Bagshot Applications</b>		
25/1328/CES	<b>Deep Acre Dukes Covert Bagshot Surrey GU19 5HU</b> Certificate of Lawfulness for the proposed erection of a two storey rear extension with fenestration changes and internal alterations.  <b>Members unanimously resolved to COMMENT as follows:</b> <b>SHBC should confirm whether this application meets the required criteria for a Certificate of Proposed Development. It also appears to be an addition to a separate application. It was also noted that the property is sited in Greenbelt.</b>	Certificate Proposed Development	Not Available
	<b>Lightwater Applications</b>		
25/0712/NMA	<b>Lightwater Leisure Centre, Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG</b> A non-material amendment to planning permission 24/0156/FFU (for the erection of a canopy for the development of padel tennis courts, pickle ball courts with associated customer kiosk, toilet, means of enclosure, lighting and associated infrastructure) to	Non Material Amendment	6 <sup>th</sup> January 2025 (extension requested)

	<p>provide an alternative elevation finish to the canopy and revised arrangements for the kiosk.</p> <p><b>Members resolved NO OBJECTION</b></p>		
25/1297/FFU	<p><b>31 Guildford Road, Lightwater, Surrey, GU18 5RZ</b></p> <p>Erection of single storey side extension and conversion of garage to habitable accommodation with changes to fenestrations.</p> <p><b>Members resolved NO OBJECTION</b></p>	FPA	16 <sup>th</sup> January 2026
	<b>Windlesham Applications</b>		
25/1304/FFU	<p><b>Eastleigh, Baigents Lane, Windlesham, Surrey, GU20 6DU</b></p> <p>Alterations to existing roof pitch with changes to fenestrations and associated works.</p> <p><b>Members resolved NO OBJECTION</b></p>	FPA	19 <sup>th</sup> January 2026
25/1250/FFU	<p><b>66 Heathpark Drive, Windlesham, Surrey, GU20 6AR</b></p> <p>Erection of single storey rear extension.</p> <p><b>Members resolved to COMMENT as follows: This is a modest single-storey rear extension (approximately 4m x 4m) to convert the existing snug into a breakfast room. A detailed Tree Report has been submitted, which confirms that no trees will need to be removed and that “the only possible tree impact is to T1 where there is a very minimal new foundation intrusion of the adjusted RPA”. Tree T1 is a Scots Pine. In principle, members have no objection and rely on SHBC’s arboricultural officer to ensure that suitable mitigation measures are implemented.</b></p>	FPA	19 <sup>th</sup> January 2026
25/1287/CES	<p><b>Old Pastures, School Road, Windlesham, Surrey, GU20 6PB</b></p> <p>Certificate of lawfulness for the proposed changes to fenestration's to accommodate internal alterations.</p> <p><b>Members resolved NO OBJECTION</b></p>	Certificate Proposed Development	Not Available

<p>25/1264/FFU</p>	<p><b>Highams Park, Chertsey Road, Windlesham, Surrey, GU20 6HZ</b></p> <p>Partial redevelopment of the molecule and diner building including associated landscaping and parking, for the formation of a mixed educational (including student accommodation), community and storage uses.</p> <p><b>Members resolved to COMMENT as follows:</b></p> <p><b>Members support this application, subject to addressing the issues set out below, in particular flood risk and drainage where Surrey County Council has raised objections.</b></p> <p><b>Ideally, the existing roof structure and glass domes would have been preserved, but we understand that these are leaking, have poor thermal performance and are unsafe to maintain. We understand that the building was vacant between 2010 and 2020, has not undergone any significant refurbishment or building fabric replacement since it was constructed 40 years ago and that the original fabric has reached the end of its service life. We feel that at this stage, a solution had to be found which is commercially viable. This proposal should prevent further deterioration and ensure the long-term future of the building using a sustainable design.</b></p> <p><b>Members support this investment in the training of young people in this cutting-edge sector of the automotive industry and the educational and employment opportunities and vitality which this should hopefully bring to the local area.</b></p> <p><b><u>Flood risk and drainage:</u> Surrey County Council, the Lead Local Flood Authority, has objected to the application on the basis that the proposed surface water drainage scheme does not meet the requirements set out in the NPPF, its accompanying PPG and the national standards for sustainable drainage systems. SCC’s letter dated 31 December 2025 has set out the information and details required to meet requirements.</b></p> <p><b>This application is classed as a major development, and we support SCC in this</b></p>	<p>FPA</p>	<p>15<sup>th</sup> January 2026</p>
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**matter as we feel that any flood risk issues should be addressed and resolved early in a project. However, we have noted that detailed Sustainable Drainage Strategy Reports have been submitted, which can, perhaps, be built on to provide the information required. In addition, we understand that the redeveloped building will have a slightly smaller footprint than the existing one due to the demolition of two outer wings and that parking spaces will be reduced from the current 209 to 88, thus reducing hardstanding.**

**Transport and parking: A total of 88 car parking spaces and 24 cycle parking spaces will be provided. There will be a total student body of 156 students (up to 36 being first year students residing on site) and 12 college staff.**

**A Transport Assessment and a Travel Plan have been submitted. These are comprehensive documents, with an emphasis on sustainable transport methods, including walking, cycling and car sharing. Whilst this approach is commendable from an environmental perspective, the following points are relevant:**

- The Chertsey Road (B386) is very busy, particularly during rush hours, with a continuous stream of traffic in both directions. As is acknowledged in the application, there is no dedicated cycle lane. It needs to be ensured that the situation is as safe as can be achieved for student cyclists.**
- The local bus service is sparse. No buses run along Chertsey Road and the nearest bus stop is at Windlesham Post Office in the village centre. The bus timetable submitted indicates that the earliest bus service from Sunningdale railway station leaves at 9.33am, arriving at Windlesham Post Office at 9.43am. Students would then have a 20-minute walk to the site and would**

arrive after 10am. We would welcome improvements to the bus service and note that the role of the travel plan co-ordinator will include “liaising with the local bus operator to feed back on services and explore improvements”, which we support (cl 7.1.1 Travel Plan).

- We ask SHBC to consider whether the car parking provision will be sufficient to avoid parking on neighbouring roads.

**Ecology:** The Surrey Wildlife Trust has submitted a detailed letter dated 6 January 2026, making a number of recommendations relating to ecological issues and protected species, which we support.

The presence of bats is a particular concern. The Ecological Appraisal prepared by LUC dated December 2025 states that three dusk emergence surveys of the Molecule Building were undertaken between July and September 2025. A total of 12 bat roosts were found dispersed throughout the building, comprising 11 day-roosts and one satellite/maternity roost. High levels of bat commuting and foraging activity were recorded close to the building and bats were observed flying in and out of broken windows, stated to be likely foraging within the building itself. The calls of 7 species of bat were recorded.

The letter confirms that a mitigation licence will be required from Natural England and that a Bat Method Statement must be prepared and followed. Sensitive lighting will be required.

Natural England have objected to the application on the grounds that the site lies within 400 metres of the Thames Basin Heaths Special Protection Area. Their concerns relate particularly to the proposed student accommodation, which they consider would increase residential development within the exclusion zone. SHBC are asked to investigate this matter further.

25/1269/FFU	<p><b>21 Turpins Rise Windlesham Surrey GU20 6NG</b> Erection of single storey front/side extension following partial demolition of existing garage with erection of front porch canopy and changes to fenestrations.</p> <p>This application was considered by WPC at the planning meeting on 17 December 2025 and WPC's submission (No Objection) has been submitted and appears on SHBC's planning portal.</p>	FPA	9 <sup>th</sup> January 2026 (extension granted)
25/1272/CES	<p><b>The Orchard, Church Road, Windlesham, Surrey, GU20 6BL</b> Certificate of lawfulness for the proposed Installation of an entrance gate.</p> <p><b>Members resolved to COMMENT as follows: As the proposed gate will be a maximum of one metre high, it appears to comply with the permitted development regulations. It should be noted that the site plan is inaccurate in that it shows the site (existing and proposed) as a large grassy area surrounded by "bushes and small trees" with "limited access due to dense vegetation". This is not the case as the site has been largely cleared over recent months.</b></p>	Certificate Proposed Development	Not Available
25/1288/DTC	<p><b>Oakwood Chertsey Road Windlesham Surrey GU20 6HY</b> Submission of details to comply with condition 4 (Landscaping) attached to planning permission 25/0979/FFU for the proposed alterations to driveway and car park.</p> <p><b>Members resolved to COMMENT as follows: The submitted material appears to be comprehensive. We support the proposal to plant 30 new trees of 7 attractive varieties, together with hedging. This appears to exceed the number of trees identified for removal. We rely on SHBC's arboricultural officer to ensure that the trees are acceptable in terms of species, size and location.</b></p>	Details to Comply	14 <sup>th</sup> January 2026
26/0009/FFU	<p><b>91 Heathpark Drive, Windlesham, Surrey, GU20 6AR</b> Garage conversion to create habitable accommodation, erection of single storey rear</p>	FPA	5 <sup>th</sup> February 2026

	<p>extension and pergola following demolition of existing garden room and shed and erection of a detached outbuilding.</p> <p><b>Members resolved OBJECTION for the following reasons:</b></p> <p><b>It is proposed that the current brickwork at ground floor level will be coated with off white/white render and that the hung tiles at first floor level will be replaced with timber cladding. The windows, currently white upvc, will be replaced with dark grey/black upvc/aluminium. The roof tiles will be changed from dark brown to dark grey. These proposed changes would completely alter the appearance of the house and be out of keeping with surrounding houses on the road in terms of style, character, colour palette and materials.</b></p> <p><b>Members also object to the full depth first floor extension, which would be contrary to the Windlesham Neighbourhood Plan (Policy WNP2.1) in that it would not maintain the style and pattern of separation between buildings and widths of building frontages.</b></p> <p><b>Members resolved NO OBJECTION to the garage conversion, demolition of existing rear garden room and shed and replacement with snug, outdoor kitchen and pergola. Regarding the proposed office room in the garden, although we have no objection in principle, we request that the arboricultural officer consider the proposal due to the presence of mature trees (including oaks) in the garden bordering Woodlands Lane.</b></p>		
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**There being no further business, the meeting closed at 11:29**