



Windlesham Parish Council

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

Held on Wednesday 11th February 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
 Phillipa Peak- Resident

Cllr Stevens took the Chair

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

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PLAN/25/84	Apologies for absence No apologies for absence.
PLAN/25/85	Declarations of interest All members declared a non-pecuniary interest in application no. 25/1061/CES on the basis that Windlesham Parish Council is the applicant. Cllr Marr declared a non-pecuniary interest in application no. 26/0007/DTC as the applicant was a member of the working party that Cllr Marr chairs. Cllr Marr declared a non-pecuniary interest in application no. 26/0048/CES as the applicant is an acquaintance.
PLAN/25/86	Public question time Phillippa Peak, Windlesham Resident read out a statement in relation to planning application no. 26/0052/FFU, which is summarised below:

	<p>Ms Peak stated that she objects to the proposed development at The Timbers. She explained that her cottage, The Wedge, has historic value, having formerly served as a village sweet shop, and contributes significantly to the character and built fabric of the Conservation Area. She also noted that she was not aware that an earlier approval had been granted in 2019 and is deeply concerned about the impact of the current proposal.</p> <p>She further stated that the proposed structure is far too large for the setting, being approximately twice the vertical height of her cottage. Placing a building of this scale so close to The Wedge would, she said, be overbearing and visually dominant, failing to respect the age, scale, sensitivity and established character of the Conservation Area.</p> <p>She also highlighted the loss of light and space, as well as concerns regarding the construction impacts on the property.</p> <p>Ms Peak therefore respectfully requests that a Conservation Officer undertakes a full and detailed assessment of the heritage impacts. She additionally asks that consideration be given to whether her cottage could be added to the list of heritage assets, given its age, former use and contribution to the character of the area.</p> <p>Members thanked Ms Peak for her statement and confirmed that the application would be considered when the item is discussed later on the agenda. They also reminded Ms Peak that her objection should be submitted directly to Surrey Heath Borough Council (SHBC), as they are the Planning Authority.</p> <p>Members agreed to move this application up the agenda to allow Ms Peak to leave the meeting after it had been discussed.</p>
PLAN/25/87	<p>Exclusion of the press and public</p> <p>No Exclusions to the press and public.</p>
PLAN/25/88	<p>To consider a response to a Runnymede Borough Council consultation- Article 4 direction</p> <p>Members unanimously resolved not to submit a response to the consultation.</p>
PLAN/25/89	<p>To consider planning applications and planning appeals received prior to this meeting:</p>

	Windlesham Applications		
26/0052/FFU	Timbers, Church Road, Windlesham, Surrey, GU20 6BH Erection of a part first floor, part two storey side extension and single storey rear extension with	FPA	4 th March 2026

associated works following demolition of existing conservatory.

Members resolved OBJECTION for the following reasons:

Planning permission was previously granted for what we understand to be an identical application, which has since expired (19/0279). However, neighbours have objected to this application, including the immediate neighbour at The Wedge, and we request that SHBC carefully considers these objections. The property is in the Green Belt and the Church Road conservation area.

The covering letter states that “the extensions will not be visible from the street or any public viewpoint.” However, the first-floor extension will be fully visible from Church Road and will reflect the extension to the adjoining semi-detached house. It will create a dominant presence in relation to The Wedge in view of its physical proximity and greater bulk, having a negative impact on the openness of the street scene.

The proposed extensions would narrow the gap between Timbers and The Wedge at the rear portion of the ground floor and for most of the first floor. The plans show that the gap between the two properties would be 0.84m at the front (no change from the current position), and 1m at the two narrowest points in the centre and at the rear wall. We ask SHBC to consider whether this would have an adverse effect on The Wedge in terms of loss of light and privacy. Extensions to properties within the Green Belt are not deemed to be inappropriate provided they do not result in a disproportionate addition over and above the size of the original building. Increases of up to 30% are generally considered acceptable. We request that SHBC confirm the calculations. The covering letter for this application states that the increase in floorspace will be 22.1%. However, the Planning Statement for application 19/0279 (which we understand to be the same) states at cl 5.6 that the increase in floorspace is 43%. If this application is granted, there should be a condition requiring materials to match those of the existing building, as this property is in a conservation area.

	In addition, Members requested that SHBC carry out a site visit to properly assess the potential impact of the proposed development.		
	Bagshot Applications		
25/1312/FFU	<p>West Lodge, London Road, Bagshot, Surrey, GU19 5HZ Erection of three self build dwellings following the demolition of the existing dwelling.</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>Members expressed concern regarding the over-development of the site.</p> <p>In addition, Members asked that SHBC advise whether the proposal does qualify for the self-build exemption from the Community Infrastructure Levy (CIL).</p>	FPA	10 th February 2026 (extension requested)
25/1061/CES	<p>School Lane Field, School Lane, Bagshot, Surrey Replacement of existing pathway.</p> <p>Members acknowledged the application but resolved not to comment on the basis that the applicant is Windlesham Parish Council.</p>	Certificate Proposed Development	Not Available
25/1105/FFU	<p>Gloucester Hall, Gloucester Gardens, Bagshot, Surrey, GU19 5NU Change of use from Sports Therapy Clinic (Class E) to a flexible use within Class E (d), (e), and (g), including health services, indoor sport and fitness uses, consulting rooms, and office-based services.</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>Environmental Health and Noise: The proposed development is likely to generate significant noise, which raises serious environmental health concerns.</p> <p>Lack of Parking: The application does not address the critical issue of parking provision. The current proposal fails to ensure adequate parking facilities.</p>	FPA	4 th March 2026

	<p>Additionally, Members requested that SHBC investigate the claim that another organisation using the site which has asserted that they previously purchased six of the parking spaces from the former owners with implications for the parking plan presented as part of the application.</p> <p>Clarification of this matter is essential to understand the status, ownership and availability of the parking provision associated with the application.</p>		
	Lightwater Applications		
25/1008/FFU	<p>Holly Lodge, Catena Rise, Lightwater, Surrey, GU18 5RD</p> <p>Erection of part single, part two storey side extension and subdivision of residential unit to form two residential dwellings following demolition of existing extension and garage. Appeal Ref: 6002682 Previous comments can be modified/withdraw your previous representation.</p> <p>Members confirmed that their previous representation still stands: they consider the proposal to represent overdevelopment of the site and believe it is out of keeping with the character of the existing terrace. Members also reiterated that the scheme provides insufficient off-road parking to support two dwellings and that the overall design does not reflect or respect the surrounding area.</p>	APPEAL	16 th February 2026
26/0019/FFU	<p>Hook Mill House, Hook Mill Lane, Lightwater, Surrey, GU18 5UD</p> <p>Erection of a detached garage and store building.</p> <p>Members resolved to COMMENT: When considered together with the original application to develop this green belt site plus a subsequent application for an outbuilding we believe that this proposal will exceed the maximum level of development allowed.</p>	FPA	10 th February 2026 (extension requested)
26/0022/FFU	<p>3 Ullswater Road, Lightwater, Surrey, GU18 5TB</p> <p>Erection of single storey front extension with new front porch and erection of a first floor rear extension with changes to fenestrations.</p> <p>Members resolved NO OBJECTION.</p>	FPA	2 nd March 2026

26/0034/CES	<p>24A Broadway Road, Lightwater, Surrey, GU18 5SJ</p> <p>Proposal Certificate of lawfulness for the proposed loft conversion to habitable accommodation, insertion of a rear dormer, solar panels and changes to fenestrations to include front roof light.</p> <p>Members resolved NO OBJECTION with the following comment:</p> <p>WPC noted that application 26/0033, which relates to a larger home extension at the same address, is also still pending. Members expressed concern about the number of applications being submitted under permitted development and questioned whether these proposals should instead be brought together and considered as a single Full Planning application, given their cumulative scale and impact.</p>	Proposal Certificate of lawfulness	Not Available
26/0080/DTC	<p>99-101 Guildford Road Lightwater Surrey GU18 5SB</p> <p>Proposal Submission of details to comply with condition 3 (Materials) attached planning to permission 24/0136/FFU for development of site to provide 21no. Dwellings with associated access, hardstanding, landscaping and parking.</p> <p>Members noted the submission and agreed to rely on SHBC as the Planning Authority, to ensure that all elements of the proposal are satisfactory and compliant with relevant regulations. Members also requested that a condition be applied requiring the developers to keep the adjacent pavement clean and free from obstruction throughout the construction period.</p>	Details to Comply	Not Available
Windlesham Applications			
26/0007/DTC	<p>The Ferns Woodlands Lane Windlesham Surrey GU20 6AS</p> <p>Submission of details to comply with condition 3 (surface water drainage) 8 (sample materials) 9 (windows and doors) and 10 (hard and soft landscaping) attached to planning permission APP/D3640/W/24/3341569 for Demolition of existing dwelling and erection of seven dwellings with associated landscaping and parking.</p>	Details to Comply	4 th February 2026 (extension requested)

Members resolved OBJECTION for the following reasons:

This application is similar to application 25/1213/PMR, (still pending consideration) which sought to vary these conditions. WPC objected to application 25/1213/PMR and objects to this application for the same reasons.

Drainage: An updated Drainage Report dated January 2026 by DMA Building Designs has been submitted. The report is still a concern as it still states that surface water drainage from the site will be discharged into the public foul sewer. It states: “In the absence of suitable ground for infiltration (due to elevated groundwater levels and poor infiltration rates measured) no adjacent watercourse or existing surface water sewer (none that is usable), the option of discharging surface water to the public foul sewer was considered as the only remaining option” (cl 4.2.4). It is stated that an application to connect to the foul sewer was granted by Thames Water on 25 July 2025 (cl 4.2.6).

This is a particular concern as the document entitled IMP Areas and Exceedance Routes (also included within DMA’s report) shows that the impermeable area on site will increase from the current area of 717m² to 2044m², thus leading to an increase in surface water runoff. WPC has previously objected to this development on several grounds, one of which was the potential for flooding. Flooding already occurs in this area and could become much worse due to this and other significant developments in the immediate vicinity and the removal of many trees.

Appearance and Design and Impact on Character: In the original application (23/0486/FFU), the design was traditional in style and materials, using red bricks with contrast brick detailing, red clay tile roofs, hung tile detailing on the exterior walls, curved brick detailing above the windows, traditional style doors and sash windows, explicitly selected to mirror properties within Windlesham Village and reflect the local palette (cl 5.27 and 5.28 Planning Design and Access Statement dated 5 May 2023 and Design and Access Statement dated April 2023 by Ascot Design). This was also noted in the appeal ruling, which referenced the “generally traditional appearance” (cl 13).

	<p>The proposed new materials have a very different colour palette, using stone-coloured bricks and grey roof tiles with no hung tiles on the exterior walls and the windows and doors being more modern in design. These are not minor changes; the character and appearance of the development will be significantly different from the approved version.</p>		
26/0013/CES	<p>Pinelands Westwood Road Windlesham Surrey GU20 6LS Certificate of lawfulness (proposed) for the siting of a mobile home (caravan) for family member use.</p> <p>Members resolved to COMMENT as follows: On the basis of the information provided, the mobile home appears to meet the definition of a caravan in terms of construction, mobility and size. It will be used as residential accommodation for the applicants' elderly parents, as described at cl 2.34 of the Lawful Development Certificate Application Report, which appears to be a use ancillary to the host dwelling. We rely on SHBC to confirm that the conditions for a certificate of lawfulness are satisfied.</p>	Certificate Proposed Development	Not Available
26/0053/FFU	<p>Lynnfield, Baigents Lane, Windlesham, Surrey, GU20 6DU Erection of new boundary treatment with associated landscaping (retrospective).</p> <p>Member resolved to COMMENT as follows: It is noted in the Planning Statement that an enforcement enquiry is currently taking place in relation to the erection of this fence, following the removal of the hedge. Details of the case have not been provided, and we do not have the full facts.</p> <p>This is a retrospective application. However, had the application been submitted in advance of construction of the fence, we feel that an objection would have been appropriate. Baigents Lane has an open feel, with low fences and shrubs and views of the house frontages. This fence completely obscures the house and creates a long expanse of panelling (34m as noted in the Planning Statement). It does not reflect the appearance and character of the area.</p>	FPA	24 th February 2026

	<p>The fence does not comply with Policy WNP2.3 (Roadside Landscapes) of the Windlesham Neighbourhood Plan, which states that “planning applications which create viewpoints revealing interesting old and new buildings and gardens and which enhance the roadside landscape without reducing personal security or privacy, shall be supported.”</p> <p>If this application is approved, it should be conditioned that there should be planting in front of the fence to restore the verdant appearance.</p>		
26/0064/FFU	<p>1 Newark Road, Windlesham, Surrey, GU20 6NE Erection of part single part two storey front/side extension, new front porch and conversion of garage to habitable accommodation with changes to fenestrations and associated works.</p> <p>Members resolved NO OBJECTION with the following COMMENT: The works include the extension of the garage forwards at the front of the house, the replacement of the garage doors with a window and a first-floor extension over the converted garage. This will alter the appearance of the front of the house and be visible from the street. All materials should, therefore, match the existing ones, as is proposed, to reflect the appearance, design and character of the area. It is agreed that the driveway should be configured to accommodate two parking spaces.</p>	FPA	26 th February 2026
26/0048/CES	<p>2 Newark Road Windlesham Surrey GU20 6NE Certificate of lawfulness for proposed fenestration changes, including removal of door, and insertion of rooflight.</p> <p>Members resolved NO OBJECTION.</p>	Certificate Proposed Development	Not Available
26/0075/FFU	<p>42 Heathpark Drive, Windlesham, Surrey, GU20 6AR Erection of single storey rear extension and partial garage conversion to habitable accommodation with changes to fenestrations including addition of rooflight.</p> <p>Members resolved NO OBJECTION.</p>	FPA	2 nd March 2026

26/0081/FFU	<p>Elvetham, Pine Grove, Windlesham, Surrey, GU20 6AW</p> <p>Erection of a first floor extension including raising the ridge height, two storey side extension following partial demolition of existing property, single storey rear extension and new front porch following demolition of existing garage with changes to fenestration, external materials and associated internal works.</p> <p>Members resolved COMMENT as follows: The proposed works are substantial, including the widening of the house (currently a bungalow), following the demolition of the garage, and the addition of a first floor. It is noted that there will be no first-floor windows facing the closest neighbour, 11 Edward Road. However. we request that SHBC consider whether these works will cause any loss of privacy or light for any of the three neighbours, namely 11 Edward Road, St Brannocks (Pine Grove) and 41 Oakwood Road. The loss of the garage is regrettable and parking in Pine Grove is limited. The proposed parking plans indicate that there will be space to park four cars but this should be confirmed.</p> <p>Members also emphasised the need to ensure safe and unobstructed access during the construction works, noting that the road is narrow and already affected by parking pressures. They requested that conditions be applied to manage construction access, minimise construction noise and maintain clear access for residents during the works.</p>	FPA	2 nd March 2026
26/0031/DTC	<p>Land East Of St Margarets Woodlands Lane Windlesham Surrey GU20 6AS</p> <p>Submission of details to comply with condition conditions 6 (Construction Environmental Management Plan) & 10 (Construction Traffic Management Plan) of planning permission 23/0080/FFU for Development of 20 affordable dwellings with new access from Woodlands Lane.</p> <p>Members resolved to COMMENT as follows: <u>CEMP/CTMP</u>: There is generally an overlap in the information contained in a CEMP and a CTMP. This document is described solely as a CEMP and refers to Condition 6 (cl 1.5), relating</p>	Details to Comply	19 th February 2026

to the CEMP but not to condition 10, relating to the CTMP. We rely on SHBC to ensure that the document contains all the information required of a CTMP. Construction work is currently taking place on the 3 immediately neighbouring sites of Heathpark Wood, The Ferns and St Margarets. It is therefore important that there is adequate space on site for the parking of vehicles (personnel, operatives and visitors), loading and unloading of plant and materials and on-site turning for construction vehicles.

Construction traffic route: It is noted that the diagram at the end of the CEMP/CTMP shows that the route for construction traffic is through Windlesham Village (Woodlands Lane, Thorndown Lane, Church Road, New Road). This differs to the route agreed for the main Heathpark Wood development, which will make the monitoring of construction vehicle route compliance difficult, if not impossible.

Birds: Prior to construction, a significant amount of woodland and vegetation will need to be cleared. Ideally, this should be undertaken between September and February to minimise the risk to nesting birds, as is recognised at cl 2.115. If clearance is undertaken between March and August (inclusive), an ecologist will be required to check the trees for nests prior to clearance (cl 2.115).

Badgers: The CEMP states that no records of badger setts were recorded on or within 30m of the site boundary (cl 2.117). However, it should be noted that there is a major network of badger setts on the neighbouring Heathpark Wood site, which is currently being developed. The CEMP also states “signs of badger foraging were observed with digging in several places. A latrine was observed in the south of the site, as were flat earth banks suitable for digging” (cl 2.117). In these circumstances, we agree with the proposal for an ecologist to carry out a badger survey before clearance (cl 2.119).

Bats: It is documented that numerous species of bats (protected species) forage and roost in the surrounding woodland. It is, therefore, essential that the trees on site are felled under ecological supervision, as is proposed (cl 2.124).

26/0073/NMA	<p>Sunnyfield, Westwood Road, Windlesham, Surrey, GU20 6LT</p> <p>Application for a non material amendment of application 25/0162/FFU to change the proposed external finish material to the lift shaft from brick work to copper finish.</p> <p>Members resolved OBJECTION for the following reasons:</p> <p>Planning permission was granted for works, including this lift shaft, subject to a condition (condition 3) that “the building works, hereby approved, shall be constructed in external fascia materials to match those of the existing building”, the reason stated in the decision being “in the interests of the visual amenities of the area” (25/0162/FFU). This decision required the lift shaft to be constructed of brick to match the existing house, whereas the proposal is to use copper. The lift shaft is located at the front of the house and this proposal would materially alter the appearance, colour palette and aesthetic of the house. As the effect of this application would be to alter a significant condition of the original planning application, we do not feel that this is a non-material amendment.</p>	Non Material Amendment	Not Available
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There being no further business, the meeting closed at 11:44