



Windlesham Parish Council

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

Held on 10th June 2026 at 11:00am at All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield – Assistant Clerk
Windlesham Resident

Cllr Stevens took the Chair

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

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PLAN/26/16	To elect a Chair and Vice Chair for the ensuing year Cllr White proposed, Cllr Du Cann seconded, and it was unanimously resolved to appoint Cllr Stevens as Chair of the committee for the ensuing year. Cllr White proposed, Cllr Stevens seconded, and it was unanimously resolved to appoint Cllr Marr as Vice Chair of the committee for the ensuing year.
PLAN/26/17	Apologies for absence Apologies were received from Cllr Marr and Cllr Turner.
PLAN/26/18	Declarations of interest All Councillors declared a non-pecuniary interest in application no. 26/0448/PMR as they know the resident. Cllr White declared a non-pecuniary interest in application no. 26/0466/FFU as she knows resident.

PLAN/26/19	Public question time A Windlesham resident addressed the Committee regarding application no. 26/0466/FFU, which proposes a two-storey rear extension. He explained that this application follows two previous applications, neither of which were ultimately implemented. The resident noted that, although the current application states that the proposed two-storey extension would be less intrusive, in his view the scale of the proposal would have a significant detrimental impact on his property. In particular, he raised concerns about the loss of privacy, reduction in light, and harm to the overall outlook and amenity of neighbouring properties. Additional concerns were outlined regarding potential drainage issues, increased parking pressures and the impact of vegetation removal along the lane. He confirmed that he has formally submitted an objection to the application. <i>Members resolved to move this application, 26/0466/FFU up the agenda to allow it to be considered first.</i>
PLAN/26/20	Exclusion of the press and public Members agreed that the reasons for apologies for absence would be considered within the confidential section of the meeting. However, due to an oversight, the meeting was closed following the consideration of planning applications. The reasons for apologies for this meeting will therefore be recorded in the confidential section of the next scheduled Planning Committee meeting.
PLAN/26/21	To consider planning applications and planning appeals received prior to this meeting:
26/0466/FFU	Little Bay Trees, Rectory Lane, Windlesham, Surrey, GU20 6BW Erection of two storey rear extension following demolition of existing rear extension and conservatory, new front porch and matching canopy following demolition of existing canopy and changes to fenestration. Members resolved OBJECTION for the following reasons: Height, Bulk and Mass: The proposed development is considered excessive in scale. Its height, bulk and overall mass would result in an over dominant form of development that is out of keeping with the character of the surrounding area. Impact on the Green Belt: The scale of the extension would have a harmful impact on the openness of the Green Belt. The proposed increase, which is understood to exceed 30% of the original dwelling, represents a disproportionate addition and therefore constitutes inappropriate development in the Green Belt.

	Cumulative Impact and Policy Considerations: Any works that increase the usable floor area of a residential property must be carefully assessed against national (NPPF) and local Green Belt policy, including consideration of cumulative impact. The Parish Council relies on the expertise of SHBC to ensure that this assessment is robust and policy-compliant. Additional Considerations: The Parish Council notes that the property has recently been renamed by new occupiers and requests clarification from SHBC as to whether this has any bearing on the application history. It is further noted that the site lies within Flood Zone 1 and is not in proximity to any listed buildings or heritage assets. The site is accessed via a private lane leading onto Church Road, and the Parish Council relies on SHBC to ensure that all implications of this arrangement are appropriately considered.
PLAN/26/22	To consider a response to a consultation on the submission version of the Sandhurst Neighbourhood Plan. Members unanimously resolved not to submit a response to the consultation.
PLAN/26/23	To consider making a representation on the Emerging Surrey Heath Local Plan – Consultation on Proposed Main Modifications. Members unanimously resolved to make a representation on the Emerging Surrey Heath Local Plan. In addition, all Members agreed to prepare a draft representation, which will be reviewed and finalised at the next Planning Committee meeting scheduled for 30th June.
PLAN/26/24	To consider planning applications and planning appeals received prior to this meeting

	Bagshot Applications	
26/0429/FFU	33 Albert Road, Bagshot, Surrey, GU19 5QL Erection of a single storey front extension. Members resolved NO OBJECTION with the following COMMENT: Concerns were raised regarding parking provision.	FPA
26/0400/FFU	5 Connaught Road, Bagshot, Surrey, GU19 5EL Erection of a single storey rear extension. Members resolved NO OBJECTION with the following COMMENT- It is recommended that the applicant engages with neighbouring properties and seeks appropriate legal advice, including entering into a Party Wall Agreement where necessary.	FPA

	Lightwater Applications	
26/0441/FFU	17 Sorrel Drive, Lightwater, Surrey, GU18 5PB Erection of a single storey front extension and side extension to existing detached garage. Members resolved NO OBJECTION with the following COMMENT: Members request a condition that the Workshop is never used for habitable accommodation.	FPA
26/0404/DTC	99-101, Guildford Road, Lightwater, Surrey, GU18 5SB Submission of details to comply with condition 3(materials), 4 (façade details), 15 (landscaping), 16 (landscaping management plan), 18a-e (Remediation strategy), 19 (Drainage) and 21 Energy statement) of application ref: 25/0297/PMR. Members NOTED the application and relies on SHBC to ensure all conditions are met.	Details to comply
26/0410/CES	40 Grasmere Road, Lightwater, Surrey, GU18 5TJ Certificate of lawfulness for the proposed conversion of loft to habitable accommodation with rear L-shaped dormer and roof lights. NO OBJECTION	Certificate Proposed Development
	Windlesham Applications	
26/0383/PMR	Olive Tree Cottage, 95 Chertsey Road, Windlesham, Surrey, GU20 6HU Application under Section 73 of the Town and Country Planning Act to vary or remove 2 (approved plans) of planning permission 23/1279/FFU (Erection of part single part two storey side extensions following demolition of existing garage and rear structure. Erection of front dormer, alterations to front porch and fenestrations.) to change the size of the proposed extension and inserting a roof light. Members resolved NO OBJECTION with the following COMMENT: Planning permission was granted for substantial extensions to the house (23/1279/FFU), to which WPC objected. This application constitutes a reduction in the size of the ground floor rear extension and therefore represents a reduction in bulk, scale and dominance.	Relaxation/Modification
26/0283/FFU	Pear Tree Cottage, Hatton Hill, Windlesham, Surrey, GU20 6AB Erection of 2 x single storey rear extensions, replacement of detached garage, shed and addition of carport following demolition of existing single garage and associated buildings. Replacement boundary fence and gates. Members resolved NO OBJECTION with the following COMMENT:	FPA

	It is proposed that there will be a balcony area on the roof of the ground floor extension, with access from one of the first-floor bedrooms. We request that SHBC confirms that this will not create privacy issues for any neighbouring properties. This is a Green Belt location. The works create modest additional space. However, the house has previously been extended (1982/0498), so the floorspace and volume calculations should be checked to ensure that the proposal (when taken together with previous extensions) does not constitute a disproportionate addition over and above the size of the original dwelling. Members request a condition that the garage building should only be used for purposes ancillary to the main dwelling and should not be used as separate residential accommodation, sold, sub-let or rented independently and should remain within the curtilage of the main dwelling.	
26/0442/FFU	Torwood, Pine Grove, Windlesham, Surrey, GU20 6AW Erection of a single storey rear extension following removal of existing conservatory. NO OBJECTION	FPA
26/0064/FFU	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. Members NOTED the appeal and reaffirmed their original response to the application, which is as follows: 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.	APPEAL
26/0354/FFU	Manor House, UCB Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP Part demolition of the Manor House and erection of a three-storey extension, landscaping, plant and machinery, associated infrastructure and other works.	FPA

	Members resolved to COMMENT as follows: Under the original planning permission (21/1122/FFU), which related to the wider site, the Manor House was retained, with consent granted for minor alterations and improvements to the external façade. This proposal is a significant change as it involves the demolition of the existing “ARUP extension” (constructed in 2000) and its replacement with a new purpose designed wing. Members understand that the intention is to retain the heritage rooms and to restore the older Victorian eastern wing, preserving the original character whilst upgrading the building’s functionality for modern day use (including dining hall, kitchen, gym, visitor centre and workspace areas). They support this approach in principle. Members understand that the Manor House is not statutorily or locally listed. However, it is a building of some historic and architectural merit. In view of the scale of the works, they request that SHBC/SCC’s heritage officer consider the proposal to ensure that the works can be carried out without damage to the Victorian part of the building, especially around the demolition/joining point, and that features of architectural importance are retained. This is a Green Belt Location. It is understood that the extension to the Manor House beyond the existing footprint would be 533m², equating to 23.64% (Planning Statement cl 6.2.4). Additionally, it is understood that SHBC has provided pre-application advice (Planning Statement cl 4.3.1) that they consider the proposal falls under the exemption within para 154(g) NPPF (limited infilling or the partial or complete redevelopment of previously developed land). It is also noted that this figure is less than the 30% increase generally considered acceptable under para 154(c) for an extension/alteration not to be considered a disproportionate addition over and above the size of the original building. Members request that SHBC consider whether the proposal (including the “Wellness Terrace” above the dining room) could impact the privacy of any neighbouring properties as they note that a neighbour has submitted an objection on this basis.	
26/0418/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 8 (EV charging points) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane. Members resolved to COMMENT as follows:	Details to Comply

	This condition requires each house to be fitted with an EV charging point in accordance with a scheme approved in writing by the LPA. The covering letter states that a sitewide car charging services plan has been submitted to satisfy the condition.	
26/0439/PMR	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Application under Section 73 of the Town and Country Planning Act to vary condition 17 (Noise mitigation measures) of planning permission 23/0080/FFU (Development of 20 affordable dwellings with new access from Woodlands Lane) to substitute previous noise assessment. Members resolved to COMMENT as follows: It is recommended that the original Condition 17 remains in place until updated acoustic reports are provided, since the Site changes have occurred. The removal of the woodlands for multiple developments on this road have since affected current Reports that have been provided. A Report by Clement Acoustics, dated 30th January 2026 has been provided, a previous acoustic assessment for the site was undertaken by Sound Planning Ltd dated 31 October 2022, of which the recommendations differ. The M3 motorway is situated to the east of the site, with St Margaret's Cottage to the west of the site and is part of another approved development for the demolition of the existing building and construction of nine residential dwellings. Similarly, the site to the north is currently within construction phase for the construction of up to 140 dwellings. At the time of the survey, the background noise climate was dominated by road traffic from the M3 motorway. Given the removal of the woodlands in this area, it is further suggested that an <i>updated</i> Report be provided with recording methods, sampling, reporting, data completion, archiving and monitoring by the Surrey County Council Historic Environment Planning Team.	Relaxation/Modification
26/0434/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 8 (landscaping) of appeal ref. APP/D3640/W/24/3343307 (application ref.23/0581/FFU) allowed on the 25 November 2024. Members resolved to COMMENT as follows:	Details to Comply

	The material submitted appears to satisfy the condition regarding the provision of details concerning hard landscaping, although they will need to be considered and approved by SHBC. The application is for part discharge of condition 8, therefore we understand that details relating to soft landscaping will be submitted later.	
26/0421/FFU	Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Erection of play equipment. Members resolved NO OBJECTION subject to: Condition that its use is limited to <i>non-commercial activity</i> and is not externally lit.	FPA
26/0399/FFU	Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Erection of a single storey side extension and external staircase following the part demolition of existing external staircase. Members resolved NO OBJECTION with the following COMMENT: We rely on the expertise of SHBC to ensure that the strategy meets requirements, in particular relating to any risks involved with the location of the proposed extension and staircase – given the close proximity to a tree.	FPA
26/0448/PMR	Pound Meadow, Pound Lane, Windlesham, Surrey, GU20 6BP Application under Section 73 of the Town and Country Planning Act to vary or remove 2 (approved plans) of planning permission 25/0649/LLB (Listed Building Consent for repairs to the structural timber frame of the listed building.) to extend the area of the timber frame repair. NO OBJECTION	Relaxation/M odification
26/0317/DTC	Land East Of St Margarets, Woodlands Lane, Windlesham, Surrey, GU20 6AS Submission of details to comply with condition 14 (Archaeology) of planning permission 23/0080/FFU for the development of 20 affordable dwelling with new access from Woodlands Lane. Members resolved to COMMENT as follows: We rely on the expertise of SHBC to ensure that the investigation meets requirements, in particular relating to a programme of archaeological work.	Details to comply

	The site lies in an area of archaeological potential, particularly for, but not limited to, prehistoric remains. The potential impacts of the development can be mitigated through a programme of archaeological work. This is in accordance with Policy DM17 of the Surrey Heath Core Strategy and Development Management Policies 2012 and the National Planning Policy Framework. The applicant has submitted further documentation in support of this application, in the form of a Report on an archaeological evaluation undertaken at the site. The evaluation demonstrated shallow geology site wide and did not identify any significant archaeological remains.	
26/0460/CES	Calgary, Church Road, Windlesham, Surrey, GU20 6BH Certificate of lawfulness for the proposed conversion of garage to habitable accommodation. Members resolved OBJECTION with the following COMMENTS: Permitted development compliance- Members request that SHBC scrutinise this claim. Impact on the Green Belt - any works that result in an increase in the usable floor area of a residential property must be assessed against Green Belt policy, including whether the cumulative increase in the dwellings' footprint exceeds permitted thresholds, under NPPF and local policy. Character of the Conservation Area- Although the host dwelling is unremarkable, the external modifications proposed, including new windows or door openings, should be assessed for their impact on the street scene and the established character of the area. Church Road in Windlesham is a sensitive area of Windlesham and it does not seem self-evident that all permitted development conditions are satisfied, given the previous extensions.	Certificate Proposed Development
26/0468/ADV	The Windmill, London Road, Windlesham, Surrey, GU20 6PJ Advertisement consent for the display of 1 internally illuminated post sign, 1 externally illuminated fascia sign and 3 externally illuminated entrance signs. Members resolved NO OBJECTION with the following COMMENTS: The outdoor Signs meet the regulated Town & Country Planning (Control of Advertisements) (England) reg 2007. However, the external <i>illuminated</i> signs would need clarification that there will be no impact on the area, and with residential neighbours, causing glare or distraction.	Advert

There being no further business, the meeting closed at 11:35