



Windlesham Parish Council

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

Held on 12th August 2026 at 11:00am All Saints' Church Hall, Broadway Road, Lightwater

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

In attendance: Sarah Wakefield – Assistant Clerk

Cllr Stevens took the Chair

P - present A – apologies PA – part of meeting - no information
S – substitute A* - apologies accepted

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PLAN/26/32	Apologies for absence Apologies were received from Cllr Wheeler. No apologies were received from Cllr Harris.
PLAN/26/33	Declarations of interest Cllr Marr declared a non-pecuniary interest in application no. 26/0641/FFU as she has acquaintances that live on the road.
PLAN/26/34	Public participation time No public were present
PLAN/26/35	Exclusion of the press and public To agree any items be dealt with after the public, including the press, have been excluded under S1(2) of the Public Bodies (Admission to Meetings) Act 1960: PLAN/26/41 To consider reasons for Councillor absences Members agreed that the above items would be discussed in the confidential part of the meeting.

PLAN/26/36	To consider a planning application to be determined by Surrey County Council: Surrey Heath Archaeology and Heritage Centre and Land at Bagshot Highway Depot, 2 London Road, Bagshot, GU195HW It was noted that this application will be discussed later in the agenda.
PLAN/26/37	To consider a Forestry Consultation being carried out by the Crown Estate Members resolved that, as a committee, they would not submit a response to the consultation. However, individual Members remain free to respond to the consultation in their personal capacity should they wish to do so.
PLAN/26/38	Development Plan and Planning Policy Consultations for the Royal Borough of Windsor and Maidenhead: To consider whether the Council wishes to submit a response to the consultations. Members resolved that, as a committee, they would not submit a response to the consultation. However, individual Members remain free to respond to the consultation in their personal capacity should they wish to do so. It was noted that the council would re-register to receive updates as per the letter. <i>Cllr Lewis joined the meeting at 11:05</i>
PLAN/26/39	To consider planning applications and planning appeal received prior to this meeting:

	Bagshot Applications		
26/0610/FFU	14 Manor Way, Bagshot, Surrey, GU19 5JZ Erection of a single storey rear extension following demolition of conservatory and outbuilding, front porch following removal of existing, raised rear patio and changes to fenestration. Members resolved NO OBJECTION with the following comment: The Committee recommends that this application be considered in conjunction with application 26/0609/CES.	FPA	11 th August 2026
26/0633/FFU	27 Manor Way, Bagshot, Surrey, GU19 5JZ Erection of two storey side extension.	FPA	18 th August 2026

	Members resolved NO OBJECTION.		
26/0609/CES	14 Manor Way, Bagshot, Surrey, GU19 5JZ Certificate of lawfulness for the proposed erection of outbuilding to replace existing timber outbuilding. Members resolved No Objection with the following comments: The Committee recommends that this application be considered in conjunction with application 26/0610/FFU. Additionally, Members requested a condition to ensure that the accommodation is not used as a separate residential dwelling and is not sold, leased, rented, or sublet independently of the main property.	Certificate Proposed Development	
26/0663/PCM	Highway Depot, Surrey Heath District, Transportation Office, 2 London Road, Bagshot, Surrey, GU19 5HN Consultation application from Surrey County Council for the change of use of land from scrub vegetation associated with the Archaeology Centre to be used as ancillary vehicle parking including the formation of gravel hardstanding for Bagshot Highway Depot (retrospective). (this application is determined by Surrey County Council under their ref SCCRef-2026-0121 - this record is for consultation only). Members NOTED the application.	Consultation (County Matters)	
26/0664/DTC	109 College Ride, Bagshot, Surrey, GU19 5ET Confirmation that conditions attached to planning permission 12/0172 and 20/0272/FFU have been complied with. Members rely on SHBC to determine whether the planning conditions attached to the permission have been complied with.	Details to comply	
26/0606/CES	1 Woodside Close, Bagshot, Surrey, GU19 5FR Certificate of lawfulness for the proposed erection of an outbuilding. Members noted that Surrey Heath Borough Council had already determined the application.	Certificate Proposed Development	

26/0679/CES	21 Waverley Road, Bagshot, Surrey, GU19 5JL Certificate of lawfulness for the proposed extension of existing dropped kerb. Members resolved NO OBJECTION.	Certificate Proposed Development	
	Lightwater Applications		
25/1097/DTC	Lightwater Leisure Centre, Lightwater Country Park, The Avenue, Lightwater, Surrey, GU18 5RG Amendment: Please see additional plan rec'd 16.06.2026 Submission of details to comply with Condition 3 (Materials), Condition 5 (Noise and Lighting Management Plan) and Condition 11 (Pedestrian Management Plan) attached to planning permission 24/0156/FFU for the 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. Members noted that the road markings on the revised drawings are in place and appear to comply with condition 11 of the original decision.	Details to comply	
26/0669/FFU	9 Junction Road, Lightwater, Surrey, GU18 5TQ Erection of a single storey rear extension and conversion of garage into annexe with increased roof height, installation of decking and changes to fenestration. Members resolved NO OBJECTION, subject to a condition requiring that the annexe remains ancillary to the main dwelling and is not used, sold, rented, leased or sublet as separate residential accommodation.	FPA	1 st September 2026
26/0644/NMA	99 - 101 Guildford Road, Lightwater, Surrey, GU18 5SB Submission of details to comply with condition 3 (materials) and 21 Energy statement) of application ref: 25/0297/PMR. Members noted that Surrey Heath Borough Council had already determined the application.	Non Material Amendment	
	Windlesham Applications		

26/0641/FFU	22 Heathpark Drive, Windlesham, Surrey, GU20 6JB Erection of a first floor side extension, conversion of garage into habitable space and changes to fenestrations to create ancillary one-bed annexe. Members resolved OBJECTION for the following reasons: At ground floor level, the proposal is to convert the current garage, utility and storeroom into a snug and WC, with stairs to the first floor. A downstairs bedroom would become a kitchen. These rooms, together with a new first-floor bedroom and bathroom, would become the annexe. It is also proposed that the garage door would be replaced with a window and a separate front door, giving independent access to the annexe. There are various housing types along Heathpark Drive, a significant number, including this one, being attached at ground floor level but not first floor. Several houses in the road have been extended above the garage in the manner proposed, but they all appear to be detached. The design and appearance of this first-floor extension would be out of keeping with the character of the road, being material considerations for planning purposes. It would not comply with the Windlesham Neighbourhood Plan which provides that extensions of existing dwellings should “maintain the style and pattern of separation between buildings and widths of building frontages” (Policy WNP2.1). All the houses on Heathpark Drive appear to have retained their garage doors. The replacement of this garage door with a window and second front door would be out keeping with the design, appearance and character of the road, giving the impression of a separate dwelling. The proposed annexe could readily operate as a separate dwelling. If this application is approved, we request a condition that the annexe 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 out independently.	FPA	19 th August 2026
26/0649/PMR	Land East Of New Place, London Road, Sunningdale, Ascot, Windsor And Maidenhead Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved	Relaxation/ Modification	21 st August 2026

	plans) of planning permission 25/1026/FFU (Erection of self build detached two storey dwelling with associated landscaping and parking.) to change finished floor level with alterations to roofs and fenestrations. Members resolved OBJECTION for the following reasons: We query whether this can be treated as a variation due to the significance of the changes. In particular, it is proposed that the house level will be raised. In the agreed design, the lower floor was to be built partially below the existing ground level. We understand that it is now proposed that the house will be constructed from ground level up, with no below ground elements. This is a Green Belt location. In the Officer's Report for the agreed application (25/1026/FFU), the officer considered whether the development would result in substantial harm to the openness of the Green Belt (NPPF para 154(g)), and the fact that the house was to be partially constructed below ground level was a factor. It is stated "the design further limits the visual impact by partially recessing the building into the ground..." (cl 6.4.5). The officer also referred to the green sedum roof in a positive manner, contributing to the reduction in visual intrusion on the openness of the Green Belt (cl 6.4.5). The sedum roof has been removed from this proposal and replaced with pitched roofs.		
26/0659/FFU	Chelsea Cottage, 73 Updown Hill, Windlesham, Surrey, GU20 6DS Erection of a single storey side/rear extension following demolition of existing garage and outbuilding. Members resolved NO OBJECTION.	FPA	26 th August 2026
26/0680/FFU	5 Owen Road, Windlesham, Surrey, GU20 6JG Erection of first floor side extension and changes to fenestration. Members resolved NO OBJECTION with the following COMMENT: This extension will create additional bulk and mass at first floor level. However, we feel that it is modest in size (5.745m deep x 2.405m wide). We request that SHBC confirm that there will be no unacceptable loss of light for neighbours. It is noted that it is proposed that the two new first	FPA	28 th August 2026

	floor windows at the front will be in obscure glazing to address any privacy issues. All materials should match the existing ones, and the style of the windows should be in keeping with current ones, as appearance and design and impact on the character of the area are material planning considerations.		
26/0685/PMR	Oakwood, Chertsey Road, Windlesham, Surrey, GU20 6HY Application under Section 73 of the Town and Country Planning Act to vary condition 2 (approved plans) of planning permission 24/1118/FFU (Erection of canopy over the existing rooftop terrace and outdoor kitchen.) to alter redesign of glazed rooftop. Members resolved to COMMENT as follows: This application proposes a major redesign of the previously approved glazed canopy. The Officer's Report for the already approved design (24/1118/FFU) confirms that the canopy would cover an area of approximately 208m2 (Cl 3.2), with the glazing standing between 2.5m and 9m in height from the rooftop. It is, therefore, a substantial structure. It is also within the Green Belt. In view of these factors, we query whether this should be treated as a new application and not as a variation. We request that SHBC ascertain whether this application would be larger in volume and/or height than the approved version due to the Green Belt location. In the Officer's report for application 24/1118/FFU, it is stated "the unique design of the structure is of an attractive appearance and creates interest to this part of the dwelling" (cl 6.5.3). The design was also referred to specifically in the Officer's conclusion in a positive manner and appears to have been a material factor in the decision. The previous design had a visually appealing, and very unusual, undulating appearance which has been lost in the new design, which is more uniform and rigid.	Relaxation/Modification	1 st September 2026
26/0672/FFU	Hatton House, Hatton Hill, Windlesham, Surrey, GU20 6AB Erection of single storey garage. Members resolved to COMMENT as follows: This is a Green Belt location. Inappropriate development is, by definition, harmful to the	FPA	3 rd September 2026

	Green Belt and should not be approved except in very special circumstances. The applicant maintains that potential fallback locations for the garage under permitted development rights constitute very special circumstances. We request that SHBC confirm the fallback position in relation to permitted development rights, particularly in relation to the dimensions of the garage. It may also be appropriate to consider the proposed increase in footprint and volume over and above the size of the original house (taking into account extensions both built and proposed) if this garage is deemed to be an extension of that house. If permission is granted, we request a condition that the garage should only be used for purposes ancillary to the main dwelling, should not be used as separate residential accommodation, sold, sub-let or rented out independently and should remain within the curtilage of the main dwelling.		
26/0673/CEU	Hatton House, Hatton Hill, Windlesham, Surrey, GU20 6AB Certificate for part implementation of two storey side extension to enclose swimming pool of planning permission ref.88/1273. Members resolved to COMMENT as follows: This application is for a certificate of lawfulness for existing development to establish that planning permission 88/1273 had commenced before 15 December 1993, through the construction of a two-storey side extension. The stated reason for the application is to allow the applicant to legally complete the planning permission by constructing the part which was never built, namely the link conservatory and pool enclosure. Various pieces of evidence have been submitted. It seems that the only evidence for the period prior to 15 December 1993 are the results for the building control application search, which are in summary format and difficult to interpret. Other evidence submitted dates to 1995, together with an aerial photograph of 1999. We rely on the expertise of SHBC to determine whether this evidence is sufficient.	Certificate of Existing Use	
26/0656/DTC	2 Cricketers Lane, Windlesham, Surrey, GU20 6HA Submission of details to comply with Condition 4 (Construction Transport Management Plan) of decision 24/0976/FFU for Erection of first floor side	Details to comply	

	extension with hipped roof, addition of two ground floor windows to rear elevations. Members resolved NO OBJECTION with the following COMMENT: This application was approved on 6 August 2026, the County Highways Authority having considered the application but raising no formal comment or objection.		
26/0677/NMA	Windlesham Campus, Sunninghill Road, Windlesham, Surrey, GU20 6PP Non-material amendment to planning permission 26/0203/PMR to alter the BNG calculations and update the approved Construction Traffic Management Plan. Members resolved NO OBJECTION with the following COMMENT: We would have liked to have sight of the planning covering letter referred to in the Planning Application form as we believe this would summarise the reasons for the application. We understand that this application has resulted from the need to ensure compatibility of the main landscaping scheme with the separate Manor House (Building E) application (26/0354/FFU), and also to ensure that biodiversity net gain calculations are not double counted. We rely on SHBC to review the detailed calculations. The Application Form states that the approved Construction Transport Management Plan has been updated to reflect minor changes in temporary car parking for construction workers as the works come into their final stages. We assume this refers to the area referred to as a “proposed van parking area” on page 5, which is intended for heavy construction vehicles. The amendment does not seem to relate to the parking of personal vehicles by contractors.	Non Material Amendment	
26/0694/DTC	1 Newark Road, Windlesham, Surrey, GU20 6NE Submission of details to comply with condition 3 (TPP) of planning permission 26/0064/FFU (Appeal Ref: 6009636) for the 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 resolved to COMMENT as follows:	Details to comply	

	The Arboricultural Method Statement and Tree Protection Plan seem reasonable. However, we rely on the expertise of SHBC's arboricultural officer to confirm that they fully meet the requirements of Condition 3.		
PLAN/26/40	Exclusion to the press and public – To exclude members of the public, including the press, for consideration of items excluded under s1(2) of the Public Bodies (Admission to Meeting) Act 1960. PLAN/26/41 To consider reasons for Councillor absences.		
PLAN/26/41	To consider reasons for Councillor absences The Assistant Clerk reported reasons for absences and Members resolved to accept the apologies and reasons from Cllr Wheeler.		

There being no further business, the meeting closed at 11:42