



WARNHAM PARISH COUNCIL

Clerk: Mrs Shaw E-mail – clerk@warnham-pc.gov.uk

MINUTES of the Full Council's Annual General Meeting of the Warnham Parish Council held on Tuesday 16th September 2025 at 19.45pm in the Parish Rooms, St Margaret's Church, Warnham

Members:

Cllr Sally Pavey (SP) (C)	(P)	Cllr Lewis Sage (LS)	(P)
Cllr Fiona Robinson (FR) (P)		Cllr Ian Gurling (IG) (VC)	(A)
Cllr Tom Bickford (TB) (A)		Cllr Richard Smith (RS)	(P)
Cllr Sarah Williams (SW) (P)		Cllr Gregg Maxum (GM)	(P)

In attendance: DCllr Kasia Greenwood (KG)

Also present:

FC2025 Apologies for absence –

Mrs Shaw (Clerk), Cllr Ian Gurling, C Cllr Christian Mitchell, DCllr Tricia Youtan sent in their apologies in prior to the meeting.

FC2125 Declarations of Interest:

Cllr SP declared an interest in all matters in relation to Gatwick and CAGNE, Cllr Greg Maxam declared an interest in Warnham Cricket Club. Cllr FR declared an interest in Wild about Warnham.

FC2225 Public Participation

No attendance for this meeting.

FC2325 To receive updates and reports from the County and District Councillor.

- i. DCllr KG advised she had sent her report to the Clerk, in advance of the meeting. Cllr advised a copy of this report will be circulated to other members in due course.
- ii. DCllr KG advised the meeting of the following key points from her report
 1. Horsham Local Plan. Inspector had asked HDC to withdraw on the basis it did not work with Crawley however it has come to light that Crawley did coordinate with HDC with the Local plan and so HDC have decided to resubmit on the basis that the plan is sound.
 2. HDC have launched a Judicial review for the housing development at Horsham Fitness and Golf, where the Planning Inspectorate approved the appeal by the developers.
 3. Job and Skills Fair this year will be on 27 September.
 4. Community Climate fund is now open focusing on sustainable travel.
 5. Recycling Week set for 22 - 28 September.
 6. International Day of Food Waste 29 September, in advance of collection of food waste from Spring 2026.

7. Survey being released for comment by the general public regarding this year's Friday Lates, which proved popular.
- iii. Cllr SP updated DCllr KG regarding the Planning application for Tilletts Lane, in particular the detail of the WPC response. Cllr SP re-iterated there are several major concerns that need to be properly addressed and will ask the Parish Clerk to send an email to HDC to request the application, requires a full council meeting to discuss.
- iv. Cllr GM advised that he had sent several emails to Madeline and Helen (enforcement) of HDC and has not seen any replies to those emails regarding compliance issues re the site on Marches Road. DCllr KG advised to resend those emails and copy DCllr KG to encourage a response.
- v. Regarding modernisation of airspace (UCAS), Cllr SP advised she joined online with a Government meeting this morning where it was learnt that the advice given by DfT to Ministers, that any resident impacted with the changes in the airspace will have to swallow the cost of any loss of property value. Cllr SP is trying to obtain a copy of the correspondence from DOT to Ministers, to circulate to MP John Milne.

FC2425

Minutes of Previous meeting.

Council received, approved and accepted any recommendation from the minutes of the following committees:

- a. Full Council held on the 20th May 2025.
- b. Planning and Highways Committee held on the 3rd June 2025 & 1st July 2025 & 2nd Sept 2025. Cllr GM signed the 3 sets of the Planning & Highways Committee Minutes.
- c. Finance Committee held on the 3rd June 2025 & 1st July 2025 & 2nd Sept 2025. Cllr LS signed the 3 sets of the Minutes.

It was UNANIMOUSLY agreed that the Council accept and approve any recommendations and Full Council minutes as a true record of the meetings. The Chair duly signed the Full Council Minutes of the 20th May 2025.

FC2525

To consider any urgent matters arising from the last meeting on the 20th May 2025 that cannot wait until the next meeting

- i. To receive any updates from external committees/meetings attended by the Clerk or Councillors. Cllr SP went to North Horsham PC Meeting, no further comment to add to the newsletter that was circulated.
- ii. To receive an update on the Parish Day. Consensus across the Council based on the success of the event to setup the event for next year where the date has been agreed for Sunday 12 July 2026, between 11am – 4pm.
- iii. To approve and adopt the Community Awards Policy. Cllr SP advised the Parish cannot adopt the policy of the Salford and Sidlow Parish Council regarding their awards scheme but can be used as a guide in preparing a draft the Warnham Parish policy.

Cllr SW suggested to name it the “Unsung Hero Award”.

Council then discussed the key areas of the award

- a. Prize would be a “one off” £ 250 pre-paid credit card taken from the proceeds from stallholders on the Parish Day.
- b. Entries would have to have valid reasons/evidence for receiving the award.

- c. Cllr SP advised the need to setup a policy. Cllr LS offered to prepare a policy for consideration at the next Full Council Meeting.
- d. Advertise through the spectrum of communication i.e. Facebook, Parish Website, Noticeboards, Warnham Warbler, School Newsletter.
- e. Award ceremony will be in the month of January, with the winner invited to the Parish Meeting in that month.
- f. Suggested judges would be the Parish Vicar, Chair of Parish Council, Headteacher/Governor at Warnham Primary School.
- g. Community Awards needs to be included on the next full council meeting in October.
- iv. To receive and accept the End of Year AGAR from the External Auditor. It was noted that the report only shows page 6 of 6 and refers to previous sections that have not been provided. As the report is incomplete any acceptance of the audit report has to be deferred to the next Full Council Meeting.
- v. Burger Vans on Old Guildford Road. Cllr SP advised that no further information has been provided, such as What3Words location.

FC2625 AOB

- i. Cllr FR advised the meeting of the request from the Village Hall Committee for the Parish Tony Maughan, to cut back the bushes adjacent to the Village Hall.
- ii. Following the clearing of the ditch beside the footpath from Church Street to the School, Cllr SW requested if this clearance could be extended along its entire run, as the lower section towards Church Street remains to be cleared and forms a dam to any drainage run-off.
- iii. Warnham Parish Assets
 - a. Cllr SW offered to take photos of the asset register around Warnham Village Green.
 - b. Cllr SP has been taking photos of the SID's, bus stops, noticeboards around Warnham.
 - c. Cllr GM and Cllr LS offered to take photos of the playground and the outside gym.
 - d. Cllr RS was asked to take photos of the assets listed within the Kingsfold area.

The Public folder can be accessed through [Sept 25](#) where you will be able to find all the supporting documents relating to this meeting

With no further business the meeting closed at 8.15 pm

The next Full Council meeting will be held on 21 October 2025

Chairman..... Date.....

Item 4b

Report to Warnham Parish Council DCllr Kasia Greenwood.

Parish Council Report – September

Local Plan Update

Horsham District Council calls for renewed scrutiny of Local Plan rejection

Horsham District Council has written a letter to Mr Luke Fleming, the Local Plan Inspector examining the Horsham District Local Plan, in response to his initial findings letter. The letter is available to view on the Local Plan Examination pages of the Council's website:

<https://www.horsham.gov.uk/planning/local-plan/local-plan-examination/Examination-Library>

The letter requests that the examiner convene a further local plan hearing session to further examine the Council's compliance with the Duty to Co-operate. In its letter the Council explains that since the receipt of the Inspector's Initial Findings letter in April 2025, further evidence has become available which substantiates the Council's position that meaningful Duty to Co-operate discussions around unmet housing needs did take place between January and July 2024.

The letter follows a meeting of the Communities and Place Policy and Scrutiny Committee Meeting on 23 July 2025 which considered the context of imminent changing planning regulations that will repeal the Duty to Co-operate.

The Council will take account of the response it receives from the Inspectorate before any final decision is made to withdraw the Local Plan. A Cabinet Meeting was programmed for the 17 September 2025 to discuss the potential withdrawal of the Local Plan but this will be delayed until a response is received from the Planning Inspectorate.

Council launches judicial review against Secretary of State's planning decision

Horsham District Council has formally initiated a judicial review challenge against the Secretary of State's recent decision to grant outline planning permission for 800 homes at the Horsham Golf and Fitness site, Worthing Road, Horsham.

The Council originally refused the planning application on multiple grounds, including concerns over its unsustainable location and active travel options. Following a detailed legal review, and working in collaboration with Active Travel England, the Council is now contesting the decision on the basis that the government-appointed Planning Inspector made significant legal errors.

[**Read more**](#)

Jobs and Skills Fair

Horsham District Council is once again hosting a Jobs and Skills Fair at Horsham's Drill Hall on **Saturday 27 September 2025** from **10am to 2pm** at the Drill Hall in Denne Road, Horsham. The event is expected to welcome hundreds of local jobseekers, providing them with the opportunity to meet local employers with current or future vacancies and find out about training opportunities. The Jobs Fair will help jobseekers meet a broad range of local employers and organisations from a variety of different industries who will be showcasing what they have on offer and connecting with local talent.



Community Climate Fund

To celebrate World Car Free Day (22 September) have you thought of applying for a **grant to support sustainable travel** in your community? Other communities have taken advantage of this fund. For example;

- Chanctonbury Church was awarded almost £900 towards the installation of their new bike racks.
- Greening Steyning received a grant to support their Active Travel survey, and
- Horsham Trafalgar Neighbourhood Council was awarded funds to offer free Dr Bike Maintenance classes.

These actions all contribute towards a reduction in emissions, air pollution and congestion locally, not to mention helping to encourage active lifestyles. Is there a sustainable transport project in your area that you could develop?

Our Community Climate Fund has now reopened for applications. Whilst open to all projects reducing carbon emissions, we really want to encourage applications around sustainable travel in this round. The fund closes again on 30 September.

[Apply for a Community Climate Fund](#)

22–28 September is Recycling Week - see the results of the recent recycling survey



Recycling Week is a perfect time to thank everyone who took part in the county-wide recycling survey this summer. Of the more than 3,000 respondents, 92% said that recycling in West Sussex is very important to them.

The survey also revealed that there is still some confusion around recycling plastic materials. In West Sussex, you can recycle all colours of plastic bottles, pots, tubs, and trays, as long as they're clean, dry, and loose.

Some recycling reminders:

1. Please use our [free collections service](#) for your vapes, batteries and small electricals as they can cause fires in the general waste vehicles.
2. We cannot recycle polystyrene – please remove this from any boxes you put in your recycling bin.
3. We cannot recycle wet paper/ cardboard. Please tear up or pack your boxes down and place them inside the bin, with the lid closed.

Thank you.

[Recycling advice and tips](#)

29 September is International Day of Food Waste



This International Day of Food Waste is a good opportunity to remind ourselves how we can **reduce** our food waste, **recycle** food waste and **reuse** food waste to help save the environment and keep money in our pockets. [Visit our website for some handy suggestions.](#)

A phased roll-out of [weekly food waste collections](#) will launch across the District from March 2026, with household refuse and recycling collections continuing as usual every two weeks. Sign up to our mobile app to get the latest updates straight to your phone.

Key food waste facts*

- On average over 40% of waste in our Horsham District bins is food waste!
- Food that could have been eaten but gets thrown away in the UK (4.4 million tonnes) is worth around £17 billion. On average, this is around £1,000 per year for a household of four people.
- Associated emissions from food waste is equivalent to that generated by around one fifth of household cars on UK roads.

**WRAP – UK Household Food and Drink Waste Report 2025*

[Download the Council's free mobile app](#)

Have you enjoyed Friday Lates this year? Complete our feedback survey and tell us more!

We can't quite believe it but our Friday Lates summer season is wrapping up for another year - join us and Dhol Collective this Friday for the final Friday Late event, 6-8pm in the Carfax!

IF you've come to an event this year, please take the time to complete our feedback form and tell us your thoughts. We are always looking at ways we can improve the events we organise across Horsham District and would love to hear from you.



[Complete the survey](#)

Report from CCllr Christian Mitchell

Report to Warnham Parish Council

Cnty Cllr Christian Mitchell

Tuesday, 16 September 2025, 7:45pm

Devolution

Full Council is meeting on Tuesday, 23 September 2025 (link below) at an extraordinary meeting to endorse the recommendation to the Cabinet that the County Council supports Option A, a single unitary council which covers the entirety of West Sussex, as its preferred proposal for submission to the Government. The business case, *Shaping West Sussex*, is appendix A to papers.

Business of the County Council

Full Council last met on Friday, 18 July 2025 at 10:30am [here](#).

The next meeting of full Council is the extraordinary meeting on Tuesday, 23 September 2025 at 10:30am [here](#).

ENDS