



# WARNHAM PARISH COUNCIL

Clerk: Mrs Shaw E-mail – [clerk@warnham-pc.gov.uk](mailto:clerk@warnham-pc.gov.uk)

## MINUTES of the Planning & Highways Committee Meeting of the Warnham Parish Council held on Tuesday 2<sup>nd</sup> December 2025 at 7.00pm via video link

### Members:

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

**In attendance:** Mrs Shaw (Clerk),

**Also present:** There was one MOP in attendance.

- PH7225 Apologies-  
Cllrs FR & IG gave their apologies prior to the meeting and were duly accepted by the members.
- PH7325 Declarations of Interest –  
Cllr SP declared an interest in all matters CAGNE and Gatwick. Cllr GM declared an interest in the Cricket Club and Planning Application DC/25/1714.
- PH7425 Public Session-  
There were no members of the public present.
- PH7525 Urgent Matters –
- To update and approve the Parish Plan  
The Clerk revised and updated the current Parish Plan. Cllr SP had requested additional information to be included. The Clerk amended and represented it to the members. Cllr SP requested that the document be put out to public consultation for eight weeks. ***It was UNANIMOUSLY AGREED the document go out for a period of eight weeks public consultation.***
  - To update and approve the Parish Design Statement  
The Clerk revised and updated the current Parish Plan. Cllr SP had requested additional information to be included. The Clerk amended and represented it to the members. Cllr SP requested that the document be put out to public consultation for eight weeks. ***It was UNANIMOUSLY AGREED the document go out for a period of eight weeks public consultation.***
  - To review and adopt a Transport Document for the Parish  
The Clerk revised and updated the current Parish Plan. Cllr SP had requested additional information to be included. The Clerk amended and represented it to the members. Cllr SP requested that the document be put out to public consultation for eight weeks. ***It was UNANIMOUSLY AGREED the document go out for a period of eight weeks public consultation.***
  - To discuss Bailing Hill  
The Clerk informed the members that a letter had come in from a resident asking about the Bailing Hill pathway and grass verge. The Clerk had informed the resident that this would fall

under WSCC Highways. The Parish Council is already undertaking WSCC Highways works within the parish, namely clearing gullies, resurfacing a footpath.

- e. To receive any other updates on works underway or concluded
- i- Trees over reaching Bailing Hill – The Parish Council had been informed by WSCC Highways, that the land is owned by WSCC and that they will take on full responsibility. **NOTED**
  - ii- Footpath on Church Street – The Parish Council has confirmed it will take over the resurfacing of the footpath based on the fact that WSCC Highways had confirmed the job is 126<sup>th</sup> on the list of priorities. The Parish Council doesn't feel that this is good enough. The Clerk has sourced quotes for the job. The members discussed the matter and requested that the council address the matter with the Highways Officer on the 16<sup>th</sup> December. Cllr SP suggested writing to Warnham Park Estates to inform them about the footpath. ***It was UNANIMOUSLY AGREED that the Clerk write to Warnham Park Estate and***
  - iii- Gullies- The Clerk informed the members that WSCC Highways had allocated two gully cleans per year. This year WSCC Highways have not done any gully cleaning this year at all. This has forced the Parish Council to take on the job. The Clerk sourced a Gully Cleaning Company, who paid a site visit on Monday 24<sup>th</sup> November and completed a 13 gully jet and clean on the 27<sup>th</sup> November. The Contractor informed the Clerk that there will be a full report, but two gullies had collapsed and the others had a lifespan of five years maximum. The Parish Council has paid £1900.00 for this service and have concluded that the Parish Council will now conduct this annually up to 20 gullies and a budget of £2.5k. The Clerk requested putting in an FOI to WSCC Highways. ***It was UNANIMOUSLY AGREED that the Clerk add this to an annual worksheet and budget.***
  - iv- Community Highways Scheme – The Clerk and Cllr SP updated the members on the recent correspondence from WSCC Highways in relation to the Highways Scheme. WSCC Highways have stated that there are new conditions for the Parish Council to follow if they wished to proceed with the Scheme. It is worth noting that the Parish Council followed the direction of WSCC Highways Officers before submitting the application, yet the application failed because of this direction. The Parish Council felt very disappointed but had invited a Highways Officer to the 16<sup>th</sup> December Full Council meeting. **NOTED**
  - v- Traffic Strips – The Clerk informed the members that she had reached out to Speedwatch to ask for guidance about where to place the strips. The idea of having them installed is based on the new guidelines needed for the Community Highways Scheme. The strips will monitor speed, volume and weight of vehicle movement. **NOTED**
  - vi- Bell Road – The Clerk was informed that a house on Bell Road had had a new driveway installed but had taken the footpath as part of the driveway. The members stated that traffic management had not been put in place and was causing many issues. The Clerk requested the location and photos and would report to WSCC Highways and Planning. **NOTED**
  - vii- Church Wall – Cllr GM stated that there had been comments and concerns over the leaning of the Church Wall. The members requested that the Clerk contact the Vicar. **NOTED**
  - viii- Cannisters – The Village Warden had sent in a report on more cannisters found. A report had been put in to the Police. Cllr SP requested that the Clerk email Katie Bourne's team to highlight the problem. The members will put signs up in the locations and report back. **NOTED**

- PH7625 Compliance Cases –  
There were no Compliance Cases for discussion in the meeting.
- PH7725 Appeal Cases –  
There were no appeal cases to report. However, it was **NOTED** that the Parish Council had been in contact with HDC in relation to the planning application on Marches Lane. The members will be shown the email. **NOTED**
- PH7825 Highways and Traffic Issues –  
**Listed Above**
- PH7925 Planning Applications

**Application No:** DC/25/1812  
**Registered:** 18<sup>th</sup> November 2025  
**Site Address:** Olde Denne Byfleets Lane Warnham West Sussex  
**Type:** Development type 020 – Change of Use  
**Description of Works:** Demolition of existing garage, carport and stable outbuildings. Partial change of use of land to residential curtilage to allow for the re-positioning of replacement detached garage building. Construction of entrance gates, fencing and hardstanding.  
**Decision:** The Parish Council have no further comments or objections to the planning application and request that HDC Planning Officers make the final decision.

**Application No:** DC/25/1714  
**Registered:** 12<sup>th</sup> November 2025  
**Site Address:** 32 Tilletts Lane Warnham West Sussex RH12 3RD  
**Type:** Development type 021-Householder  
**Description of Works:** Erection of front porch. Erection of a single storey rear extension. Erection of an outbuilding in rear garden.  
**Decision:** The Parish Council have no objection to the construction of the Front Porch and erection of a single storey extension at the rear of the house. However, the Parish Council do agree with WSCC Highways Department that the loss of the layby to provide access to a 3 vehicle driveway is not acceptable and is removed from the Planning Application on the grounds it removes the availability of parking spaces to neighbours in Tilletts Lane which are already limited and is a major concern raised by local residents in that location.

**Application No:** DC/25/1719  
**Registered:** 19<sup>th</sup> November 2025  
**Site Address:** 67 Friday Street Warnham West Sussex RH12 3QY  
**Type:** Development type 021-Householder

**Description of Works:** Erection of a single storey rear orangery.

**Decision:** The Parish Council have no further comments or objections to the planning application and request that HDC Planning Officers make the final decision.

## **Decisions**

**Application No:** DC/25/0982

**Date decided:** 18/11/2025

**Site Address:** Land at Marches Road Warnham West Sussex

**Description of Works:** Change of use of land for the siting of 2 static caravans, 2 touring caravans for human habitation to be occupied Gypsy's and Travellers, with associated parking, relocation of existing access erection of day room (Retrospective)

**Decision:** Application Permitted

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With no further business the meeting closed at 20.27pm

Chair..... Date.....