



WARNHAM PARISH COUNCIL

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

MINUTES of the Full Council's General Meeting of the Warnham Parish Council held on Tuesday 17th February 2026 at 19.30pm in the Parish Rooms, St Margaret's Church, Warnham

Members:

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

The meeting started at 20.07pm following the Planning & Highways Meeting.

In attendance: CCllr Christian Mitchell (CM)

There was one member of the public in attendance and the Environmental Officer (EO).

Also present:

FC5325 Apologies for absence –
Cllr LS gave their apologies prior to the meeting and were duly accepted.

FC5425 Declarations of Interest:
Cllr IG declared an interest in School. Cllr SP declared an interest in all matters relating to Gatwick and CAGNE. Cllr GM declared an interest in the Cricket Club.

FC5525 Public Participation
The EO gave an update on the drainage report that he had produced in relation to the gullies/ditches throughout Tilletts and Byfleet Lane. The parish commissioned a contractor to clear 13 gullies in November 25. The report identified that some of the gullies had failed/collapsed due to the age of them and tree roots growing through them. Cllr SP requested that the report be sent to CCllr Christian Mitchell. The EO proposed that the recent contractor Andy Stewart who cleared a blocked gully very quickly, be used in the future for cleaning/jetting the gullies. Cllr SP proposed that she write to the Cabinet Member CCllr Joy Dennis in relation to highways issues to ask for immediate attention. Cllr SP requested that the EO look at the drain/gully in Rowhook. Cllr SP addressed CCllr CM about the state of highways issues throughout the parish, namely flooding, potholes and gully cleaning. There was a general feeling of frustration at how WSCC Highways is managing highways issues throughout the county. ***It was UNANIMOUSLY agreed that the Cllr SP write to Cabinet Member Joy Dennis and that contractor Andy Stewart as the preferred contractor for drainage clearing.***

The MOP discussed the Warnham Parish Day with the council and informed the members that they would be unable to attend the first meeting but confirmed that Warnham Park Estate will be attending the Warnham Parish Day. They confirmed that the stocks will be available for the council to use as long as a councillor is able to man the stand. Warnham Park Estate have confirmed that they would be able to sponsor.

Cllr Christian Mitchell joined the meeting at 19.34pm

EO left the meeting at 19.46pm

FC5625 To receive updates and reports from the County and District Councillor.

- i. Cllr Christian Mitchell sent in his report prior to the meeting. The report is listed at the end of the minutes. Cllr CM highlighted the points within the report and offered the council a meeting with the officer who installed the bus stops signs throughout the parish. Cllr CM confirmed that he has the email addresses of the WSCC Officers who have installed the Bus Stops and are willing to arrange a meeting to discuss resiting one of them. Cllr RS asked about the report that was sent to WSCC Highways. The clerk confirmed that she had sent the report in.
- ii. DClr KG sent her apologies prior to the meeting. Cllr SP asked for the clerk to make contact with the District Councillor to find out how much it cost for the trailer to be removed and the repair to the road.

Action: The Clerk

Cllr CM left the meeting at 20.02pm

FC5725 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 January 2026
- b. Planning and Highways Committee held on the 20th January & 3rd February 2026
- c. Finance Committee held on the 3rd February 2026

It was UNANIMOUSLY agreed that the Council accept and approve any recommendations and minutes from the Full Council held on the 20th January, Planning and Highways held on the 20th January and 3rd February and Finance held on the 3rd February as a true record of the meetings.

FC5825 To consider any urgent matters arising from the last meeting on the 20th January 2026 that cannot wait until the next meeting

- i. To receive any updates from external committees/meetings attended by the Clerk or Councillors.
Cllr SW attended the Wealden Works quarterly meeting. There was a report provided prior to the meeting. Cllr SP informed the members that she attended a meeting run by HDC in relation to the transfer of assets and provided a verbal update. Cllr SP stated that the parish council could declare the Gregsons Wood site as a countryside site and will need to be included within the new NHP. This affords the site protection against planning or change of use. It was also mentioned that parish council need to do more in relation to flooding. Cllr SP suggested that the council revisit Watershed. Cllr GM and Cllr RS volunteered to help with Watershed. Cllr SP brought up the fact that the parish council used to use 4Youth and requested that the council revisit it. Cllr SP mentioned that Southwater were currently revisiting their NHP. Cllr SP has written to HDC to ask whether the parish council can now revisit it's own NHP. The parish council hasn't done a housing need in the last seven years. **NOTED**
- ii. To receive an update on Gatwick
Cllr SP mentioned that there will be a draft decision from the judge by the end of the month. but couldn't discuss it further until it became public information. **NOTED**

- iii. To discuss issuing the Vexatious Policy for the protection of council employees and members against two individuals

The clerk informed the members that the week prior to the meeting, she had dealt with two members of the public who were constantly emailing in challenging everything that the council is doing. The clerk stated that whatever her reply was, it wasn't enough and made the return emails worse. The clerk asked the council to issue the Vexatious Policy against them. The clerk informed the council that the policy protects the council both councillors and or employees against harassment, bullying and bad behaviour by residents. The policy is a template policy from NALC (National Association of Local Councils). The clerk stated that she had repeatedly asked the two residents to attend meetings to raise their concerns but they have refused to attend. The council concluded that they have a duty of care to protect employees against bullying and have a zero tolerance towards behaviour like this. Cllr FR asked whether it had been made public knowledge about who it was, the clerk confirmed that no, the names had not been made public. Cllr GM wondered whether more could be done to stop behaviour like this. Cllr SP stated that under employment law, the council has a duty of care against behaviour like this. It was stated that the council fully expect the two residents to take further action against this decision. The clerk informed the members that she had already sent all the evidence off to Standards because she foresaw that complaints would be made. It was also noted that the two residents have continuously put in code of conducts against councillors in the past, all of which were refused with no further action. ***It was UNANIMOUSLY agreed that the Council accept and approve issuing the Vexatious Policy against two residents.***

- iv. To accept and approve the Data Audit 2026

The clerk provided a new Data Audit inline with the new requirements for Assertion 10. ***Cllr FR proposed accepting the Data Audit and Cllr RS seconded the proposal. It was UNANIMOUSLY agreed that the Council accept and approve the Data Audit.***

- v. To receive the Annual Plan HDC 26-27

The council **NOTED** the report and stated that they were disappointed to see that the report was not robust.

- vi. To receive a report and determine any actions on the Gullies within the Parish

Cllr SP mentioned about the letter that the council sent in relation to the ditch installation and requested that a letter be sent to two residents on Mayes lane that she had identified prior to the meeting. **Action: The Clerk**

- vii. To receive an update on the Football Club and Football Pitch

The clerk provided a verbal update on the football pitch. It was mentioned that the lease between the parish council and The Broadbridge Heath Trust was due to end 2027. The clerk will arrange a meeting with Warnham Park Estate to discuss the renewing the lease. **Action: The Clerk**

- viii. To discuss and approve the wording for the new Parish Gateways for Kingsfold

Cllr RS discussed the wording for the new gateways for Kingsfold. The members decided to not be putting any wording on the gateways at the current time but would revisit it in the future if it was needed. **NOTED.**

- ix. To receive an update and determine action on the Bell Road survey

The clerk had sent out surveys to all the residents in Bell Road. Cllr IG had kindly provided a spreadsheet with the results. Cllr SW stated that there were 20 people that

replied, the majority of residents think the traffic issues along the road are bad and that they would support speed bumps but there were a couple of residents who wouldn't support speed bumps, which means the parish council would be unable to complete a community highways scheme. **NOTED**

FC5925 Planning

a. To discuss any Compliance Cases

There were no compliance cases for this meeting.

b. To note any Appeal Cases

There were no compliance cases for this meeting.

c. To discuss the Planning Applications

Application No: DC/26/0142

Registered: 28th Jan 2026

Site Address: Maple Farm Marches Road Warnham West Sussex RH12 3SL

Type: **Development type**

Description of Works: Erection of a building for light industrial and storage use.

Decision : The Parish Council has no further comments or recommendations for this planning application and therefore requested that HDC Planning Make the final decision.

There was no need to move to confidential session. The interview arranged for last week was unable to go ahead and since then the applicant retracted their application. The council will continue to advertise the role.

FC6025 To move to confidential session

To resolve that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the public and press be excluded from the meeting for the remaining item(s) of business on the grounds that they involve the likely disclosure of confidential information as defined in Part 1 of Schedule 12A of the Local Government Act 1972." Purpose: To discuss sensitive matters, such as staffing, legal issues, or commercially sensitive information, as specified in the confidential session agenda.

FC6125 To discuss the hiring of a new Environmental Officer

The clerk informed the members that the person who was due to be interviewed on the 13th February had had to cancel due to family circumstances. The Clerk has reinstated the advertisement and will keep the council updated.

Item FC4825 Reports from CClr and DClr.

Report to Warnham Parish Council
Cnty Cllr Christian Mitchell
Tuesday, 20 February 2026, 7:30pm

Bus stop sign on Church Street, by the church

I have raised this with an officer at WSCC. The officer advised me on 16 February 2026 that this bus stop is the busiest in Warnham with 5,002 passengers boarding in 2024 and that it would be appropriate to have something at this bus stop to assist waiting passengers.

WSCC is happy to either look at altering the displays in some way, using a different display type or moving the current display slightly further south. WSCC understand that parked cars at the original bus stop location were causing problems for the bus operator and waiting passengers.

WSCC have installed almost 550 new displays across the County over the last few years as part of a Bus Service Improvement Plan/Central Government funded project (hence the reason for the WSCC and HM Government logos). These have been very well received by passengers, Parish Councils and bus operators.

I've suggested a site visit with the Parish Council and an officer so a way forward can be considered and the officer is agreeable to this.

WSCC's Highways tackling the effects of winter weather

WSCC's Highways team have been working hard to respond to issues on the county's road network that have occurred as a result of the recent extreme weather including flooding, fallen trees and potholes.

During storm events WSCC's teams are deployed around the clock to manage safety risks and keep the roads clear and moving. The most recent storm brought 81 emergency callouts with incidents ranging from fallen trees and debris hazards to damaged infrastructure and impassable routes; 31 of these callouts were directly related to flooding.

In January 2026 WSCC logged 3,725 pothole repair jobs with their contractor. This is around 1,000 more than this time in 2025, when there was a mild winter, but is still significantly less than the previous two years; January 2023 saw WSCC raise over 7,000 pothole repair jobs with their contractor.

WSCC repair potholes based on their severity. WSCC's target for the least severe defects is to complete repairs within 28 days, however the council always work to deliver them sooner where possible. For example, in December 2025 these repairs were completed in an average of just 12 days.

In January 2026 WSCC increased the number of crews they have operating to respond to the uptick in defects. WSCC are also running 'twilight crews' to extend the working day and have crews working on Saturdays to keep on top of the work. Despite the increased volume of work in January 2026, this additional resource means WSCC are still completing these repairs in an average of 15 days.

Business of the County Council
Full Council last met on Friday, 12 December 2025 at 10:30am [here](#).

The next meeting of full Council to consider the budget is on Friday, 20 February 2026 at 10:30am [here](#).

ENDS

The Public folder can be accessed through [Feb 26](#) where you will be able to find all the supporting documents relating to this meeting

With no further business the meeting closed at 9.00pm

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