

PULBOROUGH PARISH COUNCIL

Minutes of the Full Council Meeting held at Pulborough Village Hall on Monday,

20th October 2025 at 6:00 pm.

Councillors present: Cllrs, Lauren Bailey, Ruth Court, Sharon Curd (Chair), Ian Hare, Elizabeth Hunt, Jeannie Esdaile, Andrada Labuschagne, Jilly Marcuson, Sandra Martin, Frank Riddle, Andrew Perry.

Officers: Oliver Last (Clerk)

Also Present: Carol Boniface, Lottie Torp.

Members of the Public:

The Chair welcomed everyone and gave a safety announcement.

FC075. Apologies for Absence

Apologies were received from Cllrs, Jonathan Campbell, Lissett Trembling, Paul Clarke

FC076. Declarations of interest

The Chair reminded all present that declarations of interest still stand (as defined by the Localism Act 2011). There were no declarations of interest.

FC077. Public forum and questions

There were no questions from the public.

FC078. Minutes of the Council meeting held on [8th September 2025](#)

It was **resolved** to approve the minutes of the Council meeting held on 8th September 2025 as a true and accurate record of the meeting.

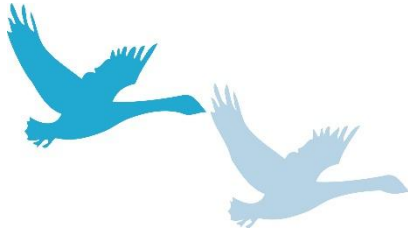
FC079. Reports

Reports were received from:

i. Chair's update

The Chair reminded the council of Remembrance Parade on Sunday 9th November, starting 10:30am at the Memorial Garden, ending with a service and wreath laying at St Mary's Church at 11am, all welcome.

A short service will also be held at the Memorial Garden on Remembrance Day, Tuesday 11th November.



Neighbourhood Warden Steering Group: Met on 8th October to review warden objectives and projects. Further updates will be provided in the wardens' report.

HDC Meetings (10th October):

First meeting was to discuss a possible Community Land Trust (CLT) and support for a potential affordable housing project. Further meeting with Action in Rural Sussex is being arranged with HDC to remain involved.

Second meeting was to update HDC on the Sports Pavilion plans. HDC offered fundraising support and advice to consult with similar projects. Community consultation planned to ensure the project meets local needs. Further meeting with Thakeham scheduled.

MUGA: Working with Clubspark to improve bookings and user experience. Marketing plan to be put in place and considering reduced after-school rates for supervised young users. We are awaiting a tennis net delivery to expand activities.

The Memorial Garden Award results expected next Tuesday following earlier judging. Cllr Hunt and the gardening team will attend the RHS Wisley awards ceremony.

ii. Horsham District Council

Apologies were received from the Horsham District Councillors.

iii. West Sussex County Council

There was no report received from WSCC.

iv. Pulborough and District Community Care Association

There was no representative free to attend the meeting but they sent a report to the Clerk who informed the council that a meeting was held with the Clerk on 22 September 2025 to discuss the transfer of the Pantry to PDCCA, pending formal ratification by PDCCA Trustees.

PDCCA was reassured that there are no current contracts with future financial liabilities or outstanding legal/regulatory issues.

Two main outstanding matters:

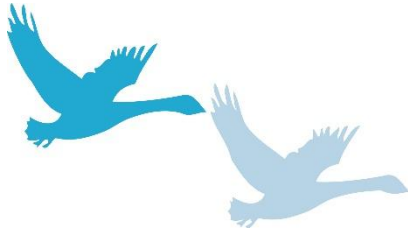
Update and circulation of the Pantry's bank account transactions for the current year (in progress).

Drafting of a proposed lease for future use of Pavilion space by the Pantry; the first draft has been received and is under review, with follow-up required regarding a new clause on the management transfer period.

PDCCA continues to deliver core services (lunch club, Pop-In, befriending, and transport), with most at record activity levels.

A "Cooking with Confidence" course for pupil premium students at St Mary's School starts 5 November, supported by PDCCA and St Mary's PCC.

Tickets are on sale for a Halloween party in the Village Hall (£5 per child), providing a safe space for local families.



Plans are underway for a Village Hall party to celebrate PDCCA's 60th anniversary next year.

The council **resolved** to acknowledge the update.

v. Pulborough Community Partnership

Cllr Hunt updated the council informing them that Cllr Curd and Cllr Hunt have agreed to prepare a regeneration plan for PCP approval, to bring in new volunteers and activities.

The PCP is offering storage space for rent in that organisation's container behind the SSC.

The council **resolved** to acknowledge the update.

vi. Nutbourne Residents Association

The last NRA meeting was in July, with an update provided at the previous Full Council meeting. The next quarterly meeting is scheduled for Sunday, 26th.

Key current activities:

Exploring the procurement of two Speed Indicator Devices (SIDs) for The Street and Stream Lane to address speeding concerns.

Following up with WSCC/HDC (Adam Bazly) on local highways issues, particularly the 'edge breakaway' on Nutbourne Road.

Arranging replacement of broken fingerposts at the Stream Lane junction (Oli is managing this).

Assessing local interest in VoIP and seeking to influence OpenReach to accelerate their rollout plans.

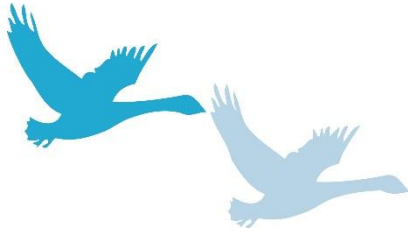
Attended a Neighbourhood Watch meeting with Inspector Neil Durkan on 2nd October to discuss local policing matters.

A fuller update will be available after the upcoming NRA meeting.

The council **resolved** to acknowledge the update.

vii. Neighbourhood Warden and Community Engagement Update

The Neighbourhood Wardens provided an overview of their monthly report, which had already been circulated to all councillors. The post box topper project, which is being developed in partnership with the Sheddars, has been temporarily put on hold until after Christmas. While West Sussex County Council (WSCC) Highways have granted permission for the project, the Council is still awaiting approval from Horsham District Council (HDC). The Police have also offered to assist with funding for this initiative.



In Nutbourne, the wardens have obtained paint and are working with the Nutbourne Residents Association (NRA) to recruit volunteers for the refurbishment of the local phone box. They are also seeking funding to provide a solar light for the phone box.

An update was given regarding safeguarding measures that have been put in place for a vulnerable person and their partner in the area. Due to the sensitive nature of the situation, no further details were provided.

The wardens also reported on community tensions that have arisen concerning flags displayed around the village. Information has been provided by Pulborough Parish Council in conjunction with WSCC, and Carol will circulate further details to all councillors in due course. In addition, the wardens are working with the police to address issues involving two teenage girls riding an e-scooter. Concerns have also been raised about teenagers riding bikes over the bunds at the recreation ground and causing damage; the wardens have spoken to those involved.

As part of the youth programme, Dungeons & Dragons sessions are due to commence at Macklins, providing a new activity for young people in the area.

The council **resolved** to acknowledge the update.

Cllr Court left the meeting.

FC080. Committee Reports

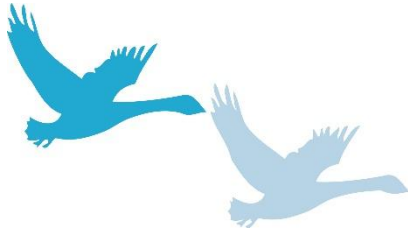
Reports were received from the following committees:

i. Planning Committee

Cllr Trembling was not able to attend the meeting but gave the Clerk an update, informing the council that the planning and services committee continue to receive a large number of planning applications from HDC to discuss in the regular planning meetings. Most have been relatively straightforward. These include New Place Nurseries which is now on the second stage of development.

Members received an update informing them that Cllr Perry has stepped down from the Planning Committee. That position was offered to the rest of the Council for any members who may be interested.

There were currently no Cllrs available to join the Planning Committee.



ii. Finance and Policy Committee

Members received an update informing them that Cllr Perry has stepped down from the Finance and Policy Committee. That position was offered to Cllr Bailey as she had previously requested the position.

It was **resolved** that Cllr Bailey had joined the Finance and Policy Committee.

Cllr Court rejoined the meeting.

- **Donation requests-**

The Clerk updated the council with the list of grant requests received at the last Finance and policy committee:

- KSS Air Ambulance - £500;
- Pulborough Parochial Church Council - £500;
- The Samaritans - Bognor & Chichester- £200;
- Tylers Trust - £200;
- Citizens advice - £500; and
- 4Sight Vision Support - £220

It was **resolved** to agree to the donations listed

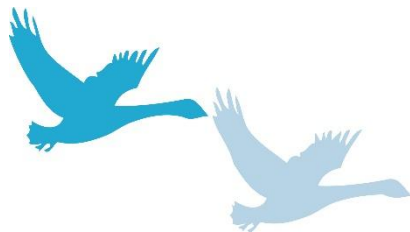
Staffing costs-

The Clerk provided an update on the Council's staffing structure, as discussed at the most recent Staffing Committee and Finance & Policy Committee meetings. A summary of the proposed new position a Community Engagement and Grants Officer, was also presented for consideration.

The Community Engagement and Grants Officer would be responsible for:

- Leading and coordinating community engagement activities and consultations.
- Identifying, applying for, and managing grant funding opportunities to support council projects and services.
- Building relationships with local groups, partners, and stakeholders to enhance community participation and access to funding.
- Supporting the delivery of council events and initiatives that benefit the local community.

The councillors questioned the proposal and voted on the proposed by the committee which was seconded by Cllr Labuschagne.



It was **resolved** to support the proposed new member of staff. Cllr Hare abstained due to not having enough time to consider the details discussed.

iii. Recreation and Open Spaces Committee

At the Recreation and Open Spaces Committee meeting, Cllr Hunt was elected Chair and Cllr Perry Vice-Chair for 2025/26. The committee received updates on completed tree works, with further action agreed for trees showing signs of disease or damage. Storm-damaged trees at Rivermead will be addressed, prioritising safety and habitat value. Approval was given to purchase a mini chipper to reduce ongoing costs. Event updates included the postponement of Pultopia to 2026, Christmas market plans, and Fairtrade activities. The committee discussed the Pulborough Sheddars' feasibility study for a new building, raising concerns about parking and future pavilion works, and agreed to involve the Sheddars in future meetings.

Further updates covered youth activities, including music classes and a skate event, and the poor condition of benches in East Glebe Fields, which will be reviewed further. The community allotment had a successful year, and the Memorial Garden has been entered into a regional competition. The annual playpark inspection highlighted the need to remove unsafe equipment at Masons Way, with resident consultation planned for future use of the space.

Cllr Court asked if WSCC could arrange for the bench on Church Hill to be removed and given back to the Parish Council.

FC081. Working Group

i. Local Plan Referendum Update

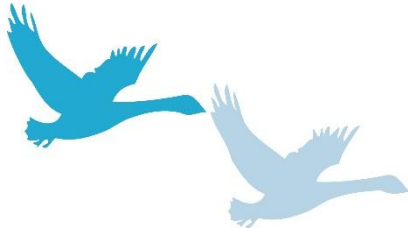
A Local Plan Referendum update was provided, confirming that on 8th October, Horsham District Council (HDC) formally adopted the plan. A working group was updated to continue the work with the next Local Plan including Cllr Curd, David Hurst, Andy Tilbrook, Len Ellis-Brown, Cllr Hunt, Cllr Bailey, and the Deputy Clerk.

ii. Pavilion Redevelopment Working Group Update

The Clerk updated the council that the Pavilion Redevelopment Working Group is now meeting. An upcoming meeting in Thakham will focus on reassessing planning requirements. Health and Safety issues have been reviewed and discussed with all relevant stakeholders.

iii. Youth programme initiative.

Cllr Curd gave an overview of the current youth programme explaining that at the last full council meeting, Pulborough Parish Council unanimously agreed to support a new Youth Programme as a council initiative. The programme will offer various activities, including opportunities for young people to learn and perform music, delivered in partnership with



Macklin's The Future of Music Programme. To help local youths start learning musical instruments, a musical instrument library is proposed, allowing students to borrow instruments. An initial £2,000 from the £10,000 Youth Programme budget is requested to purchase instruments for this purpose.

Bev from Macklin's provided background information on their current activities and presented a proposal to support the musical needs of Pulborough's youth aged 8–17, with the aim of encouraging their musical development. An initial sum of £2,000 was requested to be allocated to Macklin's for the purchase of musical instruments for local young people.

The council unanimously **resolved** to give £2000 to Macklin's to support the youth programme.

iv. Transport and Infrastructure Update

There was no update to be given.

FC082. Finance

To receive and note the following reports

i. Bank Statement

Councillors reviewed the latest bank statements and **resolved** to acknowledge the Council's current financial position.

ii. Payments approval

There were no payments to approve.

There being no further business the meeting ended at 19:27