

**PULBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held at the United Reform Church on Monday,  
27<sup>th</sup> April at 6:00 pm.**

**Councillors present:** Cllrs Lauren Bailey, Jonathan Campbell (Vice Chair), Paul Clarke, Sharon Curd (Chair), Jeannie Esdaile, Ian Hare, Elizabeth Hunt, Andrada Labuschagne, Sandra Martin, Jilly Marcuson, Frank Riddle, and Lissette Trembling.

**Officers:** Oliver Last (Clerk)

Also Present: Carol Boniface and Len Ellis-Brown

**Members of the Public:** None

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The Chair welcomed everyone and gave a safety announcement.

**FC01. Apologies for Absence**

Apologies were received from Cllr Ruth Court, Andrew Perry.

**FC02. Declarations of interest**

No declarations received.

**FC03. Public forum and questions**

Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. Public participation shall not exceed 15 minutes and a member of the public shall not speak for more than three minutes. During discussions of sensitive or confidential matters, the public will still be excluded.

**FC04. Minutes of the Council meeting held on 23<sup>rd</sup> March 2026**

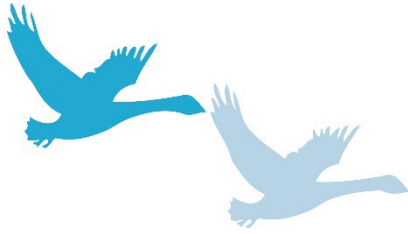
Minutes of the council meeting held on [23<sup>rd</sup> March 2026](#) were approved as a true and accurate record of the meeting.

**FC05. Reports**

To receive a report from:

**i. Chair's update**

Following agreement at the March full council meeting, Lottie has been appointed as an interim social media and website assistant, providing five hours a week of support alongside her role as neighbourhood warden. She will be responsible for



creating social media content and keeping the Pulborough Parish Council (PPC) website up-to-date. In addition, several credible tenders have been received for the grass cutting contract via the government portal. These have been fully assessed and discussed at the recent Finance and Policy meeting and further details will follow under the relevant agenda item.

The youth programme continues to make good progress. The Future of Music Programme is expanding through donations, with a new singing initiative now underway at St Mary's School. Plans are also in place for a water safety programme with Fluid Adventures, although this is dependent on the outcome of ongoing planning issues. There have been a number of recent incidents of vandalism at the MUGA, resulting in significant costs to PPC and that this has now led to the MUGA being locked shut while it is being fixed. In addition, the possibility of introducing tennis lessons at the MUGA is being explored, subject to the purchase of a suitable net. Finally, while the village Fairtrade Steering Group has decided to dissolve after 20 years, Fairtrade remains supported locally through churches and a school. PPC will discuss later in the meeting whether it can take on a leadership role in championing Fairtrade going forward.

The Annual Parish Meeting is planned for 18<sup>th</sup> May. More on this later in the meeting.

Cllr Campbell will be commenting on a planning application coming up at the next HDC Planning Meeting and Cllr Marcuson will attend to support local residents.

It was **resolved** to acknowledge the update

**ii. Horsham District Council**

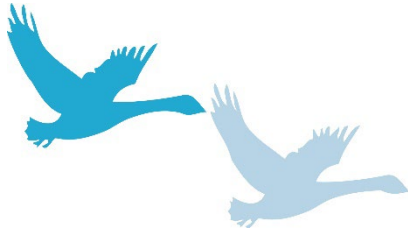
Cllrs Clarke, Campbell and Ellis-Brown provided an update on a number of district matters.

Food waste collections are now being rolled out across Horsham District, with more than 112 tonnes of food waste collected to date.

The Local Plan examination has started and is expected to conclude early next year. As part of this process, consideration is being given to how neighbourhood plans align with the Local Plan. It was also noted that HDC officers are being encouraged to engage with parish councils before decisions are made.

HDC is reviewing new developments to improve minimum build standards and is introducing additional checks to ensure that agreed standards are delivered.

Members were advised that planning matters relating to two Gypsy and Traveller sites are expected to come forward. Current applications received do not appear to be appropriate, and the overall target for provision is not currently expected to increase.



The Local Government Review will also consider the number and provision of leisure facilities within Horsham District.

Councillors then discussed potential appropriate site locations.

It was **resolved** to acknowledge the update

**iii. West Sussex County Council**

Cllr Clarke gave a WSCC update regarding tree works on Church Hill. An injunction has stopped the work on one side of the hill. WSCC has continued work on the other side of the hill and has asked for the injunction to be lifted to allow the necessary work to take place but there has been no update.

It was **resolved** to acknowledge the update

**iv. Pulborough and District Community Care Association**

No update was received.

**v. Pulborough Community Partnership**

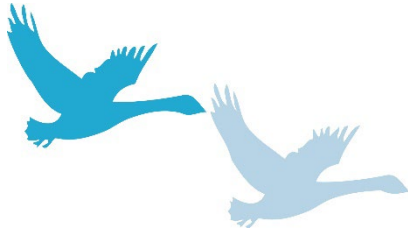
The Chair gave an update sent from the PCP. They are focusing this month on organising the Harvest Fair planned for Saturday 26th September. Bev Reece and Tia Stillwell are leading the administration, with plans to deliver the same fair that was intended for 2024, using familiar elements and existing materials.

Most catering and services are already arranged, including hot food, an ice cream van, and a bar run by Hepworths Brewery. Entertainment is being finalised. There are currently 20 stalls booked, but attracting more paying traders remains a key priority. Sponsorship is developing well, with several packages available. Anyone interested in taking a stall or sponsoring the event should contact Bev and Tia at [harvestfairpulborough@gmail.com](mailto:harvestfairpulborough@gmail.com).

Volunteers are needed for setup (7:30–11:00 am) and pack-down (4:30 pm until dusk), mainly to help position stalls, put up and take down tents and gazebos, and clear the field after the event. There will also be lighter volunteer roles available during the day.

It was **resolved** to acknowledge the update

**vi. Nutbourne Residents Association**



Cllr Marcuson gave an update following the AGM, which included discussions CCTV SIDs in the area.

It was **resolved** to acknowledge the update

**vii. Neighbourhood Warden and Community Engagement Update**

Lots of litter picks have been carried out following the recent annual spring clean fortnight event. A new bin has now been installed at Masons Way play park, and a local resident is helping with the emptying.

There have been fires at the gun emplacement at Park Mound and on the RSPB Pulborough Brooks. The wardens are working with community groups in these areas. A recent RTC on an e-scooter reported on social media was not all that it seemed. Enquiries are ongoing.

Work continues with local vulnerable people, and there have been reports of rats in the area.

Patrols continue to focus on known hotspots around the village.

There is now a dedicated Horsham district Gypsy and Traveller contact to help with any reported encampments.

**FC06. Committee Reports**

To receive a report from the Committees

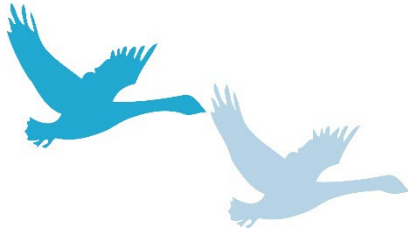
**i. Planning Committee**

Cllr Trembling informed the council that the updates given by the District Councillors were very helpful.

**ii. Finance and Policy Committee**

An update was also provided on the change of office location, confirming that building works were largely complete, with electrical work and decorating still outstanding. It was agreed that the Council would arrange and fund the replacement of the office carpet.

The Committee considered several financial matters, including a proposal from the Recreation and Open Spaces Committee to combine the Memorial Garden and Community Allotment budgets. It was resolved that these budgets would be merged, with any income placed into an earmarked reserve for reinvestment solely in those areas. Updates were also noted on the year-end budget position and the development of the draft five-year financial forecast, both of which were acknowledged without further action.



**iii. Recreation and Open Spaces Committee**

The Ray Quedstedt memorial bench has been selected but funds are needed for the purchase. Donations to be sent to PPC and allocated to the EMR.

New trees have now been planted in the recreation ground to replace the Collingwood Oak and Cllr Esdaile is arranging a watering rota and would like some volunteers to help out.

Removal of some trees on the allotment is still under discussion.

It was **resolved** to note the updates.

**FC07. Working Group**

**i. Neighbourhood Plan**

The Clerk informed the council that the Deputy Clerk has met with the working group and meetings have now started again.

It was **resolved** to note the update.

**ii. Pavilion Redevelopment Working Group**

The Clerk informed the council that they are currently working through a document to help plan the requirements for the building and that the first stage of the community survey results have been displayed in a poster format for posting on social media. This was presented at the meeting to get Cllrs' input.

It was **resolved** to note the update.

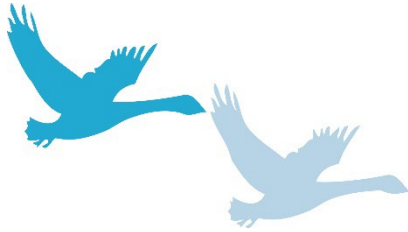
**iii. Youth programme initiative.**

Update already provided in the Chair's report.

It was **resolved** to note the update.

**iv. Transport and Infrastructure Update**

Cllr Clarke advised that he and the Clerk would review the Traffic Regulation Order process in relation to a possible extension of the 30mph speed limit area along the A29.



The Council also discussed various locations around the village where footpaths were becoming overgrown and visibility was reduced. It was agreed that these areas should be monitored and reported as appropriate.

It was **resolved** to note the update and discuss areas of concern with WSCC.

**v. Pulborough CLT**

The Clerk informed the council that there is a meeting tomorrow, 28th April to discuss a different location and get an update on the formation of the new Pulborough CLT.

It was **resolved** to note the update.

**FC08. Office Move Update**

Update noted under the Finance and Policy update.

It was **resolved** to note the update, and the Council agreed to arrange the replacement of the office carpet.

Cllr Esdaile left 19:00

**FC09. Staffing update**

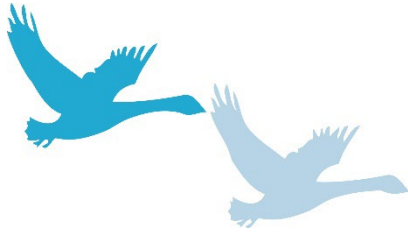
The Clerk gave an update informing the council that he has now recruited a temporary Social Media and Website assistant. There have already been new posts on our Facebook page and we now have an Instagram page @pulborough.parish.council

It was **resolved** to note the update.

**FC010. Grass cutting contract**

The Clerk presented the applications received for the grass cutting tender, together with the scoring matrix used to assess and identify the most suitable contractor. The Committee discussed the strengths and weaknesses outlined in the submissions and agreed to follow the recommendations put forward by the Finance and Policy Committee.

It was proposed by Cllr Clarke to engage company F to take the contract which was seconded by Cllr Hunt, all were in agreement.



It was **resolved** to offer the grass cutting contract to company F and request that the Clerk thanks all contractors that applied and provides feedback if requested.

### **FC011. Annual Parish Meeting**

Cllr Curd outlined the proposed arrangements for the forthcoming Annual Parish Meeting and encouraged cllr participation. Volunteers were requested to lead on specific topic areas to provide structured opportunities for residents to discuss different aspects of PPC business. The council will provide food and drinks for the meeting.

#### **Topics**

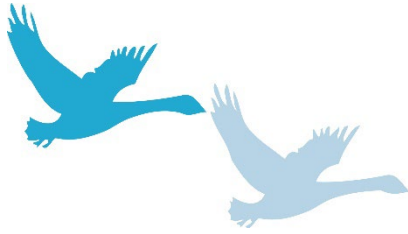
Pavilion – The Clerk  
Transport and Infrastructure – Paul  
Neighbourhood Plan – David H  
CLT- Roger  
Planning - Lissette  
Recs and Open Spaces – Elizabeth  
Shedders – Tim Tapley  
Gatwick – Ian  
Allotments, Community allotment – Bev (deputy)  
Youth Programme/ Future of music - Bev/ Sharon  
Community Groups – to be invited.  
Fairtrade – Andrada  
Secret Projects - Fritha

It was **resolved** to proceed with the current plans.

### **FC012. Fairtrade**

The council discussed whether PPC should assume responsibility for the village [Fairtrade](#) accreditation now that the current committee was unable to continue.

It was **resolved** to create a group as a Parish Council to take forward including Cllrs Labuschagne and Campbell



**FC013. Finance**

- i. The Clerk explained that the YTD budget had not changed since the last meeting due to the end-of-year which is booked in with the finance company for May. A five-year budget forecast is being worked on.

It was **resolved** to acknowledge the update.

- ii. There were no payments to be signed off.

With no further business to discuss, the meeting ended at 19:37