

PULBOROUGH PARISH COUNCIL

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

24th November 2025 at 6:00 pm.

Councillors present: Cllrs Jonathan Campbell, Paul Clarke, Ruth Court, Sharon Curd (Chair), Ian Hare, Elizabeth Hunt, Jeannie Esdaile, Jilly Marcuson, Sandra Martin, Andrew Perry.

Officers: Oliver Last (Clerk)

Also Present: Cllrs Len Ellis-Brown, Carol Boniface, David Hurst,

Members of the Public: Maria Lee, Louise Kaiser

The Chair welcomed everyone and gave a safety announcement.

FC083. Apologies for Absence

Apologies for absence were received from Cllrs Lauren Bailey, Andrada Labuschagne, Lissette Trembling.

FC084. 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.

Cllr Campbell and Cllr Esdaile joined the meeting.

FC085. Public forum and questions

There were no questions from the public.

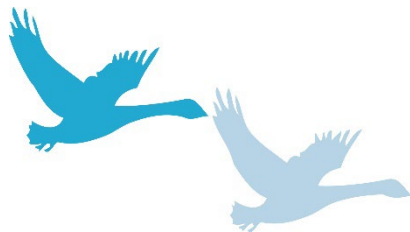
FC086. Minutes of the Council meeting held on [20th October 2025](#)

It was resolved to approve the minutes of the Council meeting held on 20th October 2025 as a true and accurate record of the meeting.

FC087. Reports

To receive a report from:

- i. Chair's update
The Chair reminded everyone about the local traders' late-night shopping event on Thursday 4th December from 5 to 8pm, which will feature discounted meals at Macklin's and carol singers, and encouraged support for local businesses. The Christmas Fair will take place on Friday 5th December from 5 to 8pm at the village



hall, with a call for more volunteers to contact Maria Lee. It has been a busy month with meetings covering the Community Hub and Sports Club redevelopment, tree surveys, Pantry handover, Community Land Trust, and Highways, with updates to follow in the agenda. The Future of Music Programme, part of the new youth initiative, was launched by Macklin's on 19th November. The Memorial Garden received a Level 5 'Thriving' award at the RHS 'It's Your Neighbourhood' event, with congratulations to Cllr Hunt and volunteer Dee. The annual Nutbourne Common Bramble Pull is planned for Sunday 18th January 2026 from 11am to 1pm, and everyone is welcome to join by contacting Jilly. Cllr Curd asked Cllr Hare to update the council about Gatwick Area Conservation Campaign (GACC) which has started a judicial review (JR) against the second runway at Gatwick and the impact it will have including 100,000 more flights annually.

Funding is a problem as the JR will be very expensive. Another action group Communities Against Gatwick Noise Emissions (CAGNE) is already underway with their JR.

The Chair thanked everyone for their support over the past year, highlighting achievements such as the Neighbourhood Plan, transport and infrastructure paper, community resilience plan, and progress on the Community Land Trust and youth programme, with work on the next Neighbourhood Plan starting soon. The Chair concluded by wishing everyone a happy Christmas and a wonderful 2026.

ii. Horsham District Council

Cllr Campbell reported that Horsham District Council (HDC) has submitted a complaint regarding the golf park development process and informed the council that Horsham has started the process of becoming a Town council.

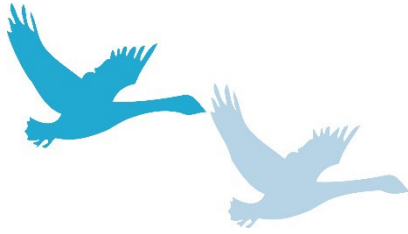
Cllr Clarke expressed sadness at the recent loss of Helen Peacock, a valued officer, with her funeral scheduled for December. He then highlighted local priorities, including supporting communities and the building of new housing, and confirmed that the local plan in the area has progressed. HDC will soon introduce weekly food waste collections, with new vehicles being purchased to support this service.

Cllr Ellis-Brown noted that the Neighbourhood Plan offers some protection but is still open to being challenged, and a response on the Local Plan is expected soon; work on the new plan cannot proceed until the issues with the current Local Plan are clarified. He also mentioned that water neutrality requirements no longer apply to planning applications, and that the budget is currently being reviewed, though there are some concerns. Additionally, changes to Section 106 law now require applications to be made public and agreed with local councillors, and pre-commencement conditions are being reviewed to help monitor them. It was also reported that HDC has been ranked as the safest area locally after Arundel. He added that Steyning is submitting an application to become a Town Council.

iii. West Sussex County Council

Apologies were received from Cllr Charlotte Kenyon.

iv. Pulborough and District Community Care Association (PDCCA)



Louise Kaiser from the PDCCA updated the council on the progress of transferring the Pantry, confirming that the committee had unanimously agreed to take it on under the terms set out in the licence. She also shared that the PDCCA is now planning an event to introduce themselves to the Pantry's volunteers.

v. Pulborough Community Partnership (PCP)

David Hurst provided an update regarding an upcoming PCP meeting, noting that there is potential for use of the upstairs area at the rail site, though the ground floor is not being offered. He explained that vehicle access will not be permitted on the north side of the railway, but other land may be made available. An agreement for the use of the signal box is expected soon, with a peppercorn rent being proposed.

vi. Nutbourne Residents Association

An update was sent to the Clerk which was read out informing them that a site visit with WSCC Highways Assistant Manager, George Fort, took place on 13th November. George listened to concerns about speeding on The Street and Stream Lane, explained the possibilities for installing Speed Indicator Devices (SIDs), and will provide a report in due course.

The council has contacted Westcotec for SID product and price details. If approved, two mobile units could be purchased at around £3,500 + VAT each. A joint funding venture with Pulborough Parish Council is being considered.

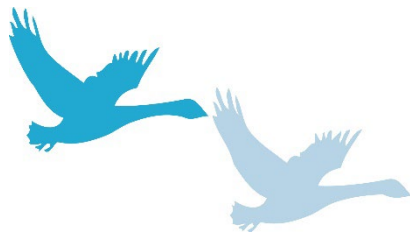
Refurbishment of the Nutbourne telephone box is progressing well, with final painting dependent on weather. Paint was sourced via Neighbourhood Wardens, donated by Travis Perkins. Lighting options are also being explored.

There was a recent burglary at a private garage in The Street, with builders' tools stolen. The police have been notified and a crime number obtained.

vii. Neighbourhood Warden and Community Engagement Update

Neighbourhood Warden Carol informed the council that the November report is nearly complete and will be circulated soon.

There has been some low-level anti-social behaviour (ASB), and the wardens have been working closely with local schools, individuals, and parents to address these issues. The weather conditions have also contributed to a reduction in incidents. PCSOs and wardens are collaborating effectively. The NRA has stripped and painted the phone box, and a suitable light is currently being sourced. The group responsible for previous post box toppers has decided not to continue creating them, and a thank you note will be sent to Vivienne Sumner, which Cllr Esdaile will prepare for the council. Preparations for Dungeons and Dragons (D&D) with Macklin's are underway for the new year.



FC088. Committee Reports

The following reports from Committees were received.

i. Planning Committee

The Deputy Clerk put a report together which was read out to council.

During 2025, the Planning Committee has reviewed 75 planning applications, numerous appeals, and multiple compliance cases.

Major Applications Considered

DC/24/1573 – Staalcot Farm, Stall House Lane, North Heath, West Sussex, RH20

2HR Proposal: Use of land for the stationing of four static caravans for residential purposes, along with hardstanding, associated landscaping, and the construction of utility buildings (part retrospective).

Outcome: The Parish Council objected to this application. Horsham District Council (HDC) supported the Parish Council's position, and the application was subsequently dismissed on appeal.

DC/25/1676 – New Place Nurseries, London Road, Pulborough Application Type: Reserved Matters following Outline Planning Consent DC/21/2321 (as varied by DC/24/1204). Details Submitted:

- 160 dwellings
- Internal access roads
- Parking
- Landscaping for areas east of the right of way
- Appearance, landscaping, layout, and scale

The Parish Council objected to this application, reiterating previously stated concerns. Additional points raised included:

- Evidence of Great Crested Newts on-site
- The archaeological significance of the land
- NHS capacity issues, noting that the local Medical Centre is already at full capacity and new residents may need to register at a nearby practice in Billingshurst

Current Status: HDC has not yet reached a decision on this application.



ii. Finance and Policy Committee

Key matters were discussed included updates on the Pantry licence and finances, the HDC Community Asset Transfer, and the transfer of land for potential community-led housing. The committee considered the Section 106 agreement for New Place Nurseries, agreeing to propose to Full Council that the Parish Council take on the associated assets. Allotment cost increases were approved, and the committee resolved to continue exploring options for changing the council office location. The committee also agreed to seek information on the costs of moving Speed Indicator Devices (SIDs) in Nutbourne, approved the year-to-date budget, and resolved to recommend the 2026/27 budget and precept to Full Council.

A three-year budget forecast is being put together.

A discussion was held covering the positive and negative aspects of taking these assets on from New Place Nurseries DC/21/2321.

It was **resolved** to support the decision made at the Finance and Policy meeting to take on the assets.

Cllr Clake did not vote on the item for changing the council office location due to a conflict of interest.

Cllr Campbell and Cllr Esdaile left the meeting at 18:59

Cllr Esdaile returned to the meeting at 19:02

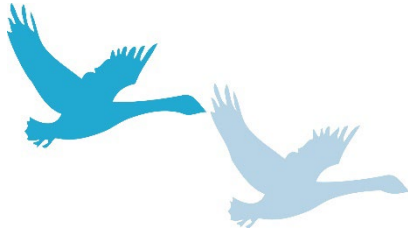
iii. Recreation and Open Spaces Committee

An update was received from the Recreation and Open Spaces Committee Chair regarding a potential change to the Parish Office. The update also covered several local matters, including plans for the Collingwood Oak, cleaning of the bus stops and the newly acquired chipper. A sign will be placed on the Collingwood Oak tree stump to inform residents that three new trees are being planted as replacements. At the allotments, some leylandii trees are being removed, and the sheds will be handed over to current users, allowing them to build sheds on their own plots. The committee will also be reviewing the basketball facilities and benches for the Masons Way playpark in the near future.

FC089. Working Group

i. Local Plan Referendum

The Deputy Clerk will be contact the committee to arrange the first meeting.



ii. Pavilion Redevelopment Working Group Update

An update and the report were received from the Clerk.

Councillors **resolved** to issue letters to the pavilion users informing them of the current situation in the building and to be prepared if the building becomes unsuitable.

The Clerk recommended that the Council proceed with the necessary repairs to the sports pavilion, noting that the cost may exceed the remaining allocated budget of £4,361. The Clerk requested authorisation for the additional expenditure required to complete the repairs, and further sought delegated authority, with the agreement of a majority of committee chairs, to spend up to an additional £2,000 if necessary.

The councillors **resolved** to authorise the expenditure for the sports pavilion repairs and approved the additional spend of up to £2,000 if required, subject to the agreement of a majority of committee chairs.

Cllr Perry left the meeting at 19:28.

iii. Youth programme initiative.

An update was received from Cllr Curd explaining that the recent launch event brought together tutors, music venue owners, and other partners who are committed to supporting the growth of music and performing arts in our community. Thanks to the council-approved grant last month, we have already purchased an electric guitar and amp for the new musical instrument library, with more instruments to be added to meet the needs of young people when the programme opens in January. The Neighbourhood Wardens are also working to establish interest in a Dungeons and Dragons after-school club, providing new opportunities for local likeminded young people to meet. Additionally, the Deputy Clerk has reached out to suppliers for information on water testing equipment, which will support our environmental stewardship and water safety classes starting next spring.

Cllr Court left the meeting at 19:30.

iv. Transport and Infrastructure Update

Cllr Clarke reported that West Sussex County Council (WSCC) has acknowledged the Transport and Infrastructure Document, although we are still waiting for **HDC** to do the same. It was proposed that WSCC be asked to begin implementing some of the changes set out in the document, starting with PUL006, PUL012, and PUL016 to



create a path on Sinclair Drive. The next priorities would be PUL007, which involves a Traffic Regulation Order (TRO) to change the speed limit on the A29 to Brinsbury College, and PUL023, which seeks a TRO to introduce a weight restriction and limit the size of vehicles on Church Hill.

The council acknowledged the update.

v. Pulborough Community Land Trust (CLT)

The Clerk provided an update on the establishment of the new Pulborough CLT, noting that several meetings have already taken place to discuss options for community asset tenure on newly available land. Discussions covered the merits of rental versus purchase, with shared ownership also being considered. The intention is to set rents at 50–60% of market rates, although it was acknowledged that borrowing for construction would increase costs. An options appraisal, supported by Action in Rural Sussex (AIRS), was discussed, along with the possibility of selling a house or land to help fund the project. The group will continue to investigate grant opportunities, including those potentially available from HDC, and confirmed that the CLT will operate as a Community Benefit Society, with a focus on providing affordable housing for younger residents so they can remain in Pulborough when leaving their family homes. Rent and allocation policies will be determined by the CLT board in consultation with Pulborough Parish Council, and a partnership with a housing association may be pursued to facilitate borrowing, access grants, and manage the scheme. Angmering was cited as a relevant example, and it was agreed that solicitors should be consulted on legal and governance matters before any final decisions are made. Councillors were invited to express their interest in joining the Pulborough CLT.

Cllr Hare left the meeting at 19:43.

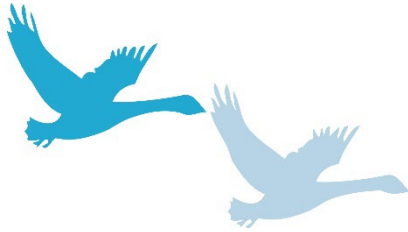
FC090. Change of office

The Clerk gave an update about the potential for a new office space and meeting room within the Village Hall. It was acknowledged that the rent was higher than the current office but that the new area would accommodate all future meetings that are currently paid for each time and provide space for a new member of staff.

The council **resolved** to proceed to investigate the possibility of moving the office and increasing the costs

FC091. Finance

To receive and note the following reports



- i. The detailed Income & Expenditure sheet was circulated to all councillors prior to the meeting. The financial position was discussed and accepted.
- ii. Update from the Finance Committee and review the Budget and Precept.

- Budget

It was **resolved** to support the current draft budget, with the understanding that a final version will be presented at the January Full Council meeting. Any changes identified or communicated to the Clerk in the meantime will be incorporated into the final budget.

- Precept

It was **resolved** to note how the proposed budget will affect the Precept.

- iii. **Payment approval**

The payments were circulated and signed off.

There being no further business the meeting ended at 19:54.