



Pulborough Parish Council

Swan View, Lower Street, Pulborough, West Sussex RH20 2BF

Telephone: 01798 873532

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www.pulboroughparishcouncil.gov.uk

for Pulborough's future

The Minutes of the Annual Council Meeting of Pulborough Parish Council held on Thursday 22nd May 2025 commencing 6:00 pm held at the United Reformed Church, 82 Lower Street, Pulborough, RH20 2DW.

32. Election of Chairman – the Chair opened the meeting and invited nominations for the role of Chair of the Council. Cllr Clarke nominated Cllr Curd who accepted the nomination. Cllr Labuschagne seconded the nomination and Members voted to elect, unanimously, Cllr Curd to the role of Chair. She duly signed the acceptance of office form and took the Chair.

33. Election of Vice-Chairman - Cllr Clarke nominated Cllr Campbell for the role of Vice- Chair of the Council who accepted the nomination. Cllr Labuschagne seconded the nomination and Members voted to elect, unanimously, Cllr Campbell to the role of Vice-Chair. He duly signed the acceptance of office form.

34. Attendance and Apologies for Absence.

Those Present: Cllr Curd (Chair), Cllr Campbell (Vice-Chair), Cllr Clarke, Cllr Court, Cllr Marcuson, Cllr Hare, Cllr Labuschagne, Cllr Martin, Cllr Perry, Cllr Riddle and Cllr Trembling.

Also Present: HDC Cllr Ellis-Brown, Paul Richards (Locum Clerk), Oliver Last (Clerk) and Beverly Nobbs (Deputy Clerk)

No members of the public were present.

Apologies: Apologies were accepted from Cllr Esdaile, Cllr Hunt and WSCC Cllr Kenyon.

35. Co-option – The Chairman invited Lauren Bailey to present her application for co-option. Thereafter, the meeting was adjourned to allow Members the opportunity to review the application.

1805: meeting adjourned

1807: meeting resumed

Members then voted, unanimously, to co-opt Lauren Bailey as a Parish Councillor. She signed her Acceptance of Office paper and joined the meeting.

36. To receive any declarations of interests from members in respect to Items on the agenda – none.

37. Public Session – none.

38. District and County Report.

- **WSCC** – no update as WSCC Cllr Kenyon had sent her apologies; and
- **HDC** – Cllr Campbell provided an update that included:
 - **Local Government Reorganisation and Devolution** – work and plans continue but have yet to be finalised; and
 - **Planning** – the new structure had been implemented with just one Planning Committee that comprises 15 members.
- **HDC** – Cllr Clarke provided an update that included:
 - **Local Plan** – the Inspector's judgment found that HDC had failed in their duty of co-operate and had instructed that the Plan be withdrawn;



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- **By-elections** – to be held in Colgate and Rusper;
- **Local Government Reorganisation** – plans for a Horsham Town Council are progressing and local views via consultation will be sought; and
- **Bramber Brooks** – works have re-started to open the space up to the public.
- **HDC** – Cllr Ellis-Brown provided an update that included:
 - **Neighbourhood Plan (NHP)** – he and Cllr Clarke met with HDC officers who advised that the Pulborough NHP could proceed to public referendum in the summer. This will increase the ability of the parish to withstand speculative planning development applications;
 - **Constitution** – the HDC Constitution had changed resulting in a single Planning Committee. Members on that Committee will be unable to vote on applications that emanate from their own Ward;
 - **Cabinet** – the SNOWS scheme was approved which provide for the facility for developers to acquire water credits;
 - **Local Government Reorganisation** – a programme Director had been appointed for the West Sussex area;
 - **S106** – a Task and Finish group will report on the delivery of S106 non-financial obligations. He and Cllr Clarke will form part of this Group; and
 - **Planning Appeal** – an appeal for a Traveller's site at Oaks Farm had been dismissed by the Planning Inspector. The decision may assist complaints relating to sites where enforcement action has been taken.

39. Minutes of the last Full Council meeting – Cllr Clarke proposed that the draft Minutes of the meeting held on 4th March 2025 be accepted as a true record and that the Chairman sign them. This was seconded by Cllr Marcusson and **AGREED** unanimously.

40. Matters arising – Members noted that WSCC Cllr Kenyon had yet to report on the removal of a brown golf course roadside sign.

41. Appointments to Committees and Sub Committees – the Chair referred to the suggested appointments paper circulated previously. This paper proposed appointment to committees, sub committees, working groups and outside bodies. She suggested that the appointments were made en bloc and proposed that they be adopted. This was seconded by Cllr Court and **AGREED** unanimously. The list of appointments is attached at **Appendix A**.

42. Appointments to Working Groups – as at item 41.

43. Appointments to Outside Bodies – as at item 41.

44. Policies and Codes of Conduct – the Chair reminded Members that the existing PPC policies were available on the website. No changes had been identified and she proposed that they be adopted for the next 12 months. The proposal was seconded by Cllr Clarke and **AGREED** unanimously. The Clerk was asked to update the policies and post them on to the PPC website.

45. Minutes of the last Planning & Services committees – The Minutes were noted.



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46. **Minutes of the Finance and Policy Committee** - The Minutes were noted.
47. **Minutes of the last Recreation and Open Spaces committee** – The Minutes were noted.
48. **Pulborough Shedders** – the Chair provided an update that included the background to the development of this community service. She advised that the Shedders were looking for a larger location to make the service available to more members of the community. She asked Members to advise her of any suitable locations and invited them to attend a session.
49. **Pulborough Transport Options** – Cllr Clarke referred to the draft proposals circulated previously. He advised that the Transport and Infrastructure Working Group will meet next on 16th June 2025 and invited Members to attend this Q&A session. Councillors raised queries relating to several of the proposed projects however the Chair reminded them that these issues should be raised at the meeting on the 16th June 2025. Cllr Clarke referred to WSCC and their role as the Highway Authority. He thanked WSCC Cllr Kenyon for her ongoing support with this project. Cllr Clarke advised that, with the support of PPC, a Supplementary Planning Document would be created to aid planning authorities. He added that he has had discussions with Coldwaltham Parish Council and Billingshurst Parish Council particularly looking to future collaboration plans. There has also been an exchange of information with Storrington Parish Council. Cllr Clarke's paper is attached at **Appendix B**.
50. **River Recovery Declaration** – the Chair referred to the recent River Recovery Declaration, circulated previously, as adopted by HDC. Cllr Campbell proposed that the River Recovery Declaration be supported by PPC. This was seconded by Cllr Labuschagne and **AGREED** by majority.
51. **Internal Audit Report** – The Chair asked the Clerk to present the internal audit report. Cllr Clarke proposed that the report recommendations be adopted, and that Members accept the report. This was seconded by Cllr Campbell and **AGREED** unanimously.
52. **Annual Governance Statement** – The Chair asked the Clerk to present the 2024-25 Annual Governance Statement. Cllr Clarke proposed that that Members accept the Statement. This was seconded by Cllr Hare and **AGREED** unanimously. The document was then signed.
53. **Accounting Statement** – The Chair asked the Clerk to present the 2024-25 Accounting Statement. Cllr Clarke proposed that that Members accept the Statement. This was seconded by Cllr Court and **AGREED** unanimously. The document was then signed.
54. **Appointment of the Proper Office** – the Chair proposed that Oliver Last be appointed at the PPC Proper Officer now that he has been appointed to the role of Clerk and Responsible Finance Officer. This was seconded by Cllr Clarke and **AGREED** unanimously.
55. **Payments** – The Chair presented the payments schedule as circulated at the meeting. Cllr Court proposed that the payments be approved. This was seconded by Cllr Labuschagne and **AGREED** by majority. The payments schedule is attached at **Appendix C**.



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- 56. Date of next meeting** – the Chair advised that the next Full Council Meeting would be held on 28th July 2025 at the United Reformed Church commencing 6pm.

The meeting closed at 19:04

Signed

Dated



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APPENDIX A – APPOINTMENTS

Full Council & Committees – as approved at the Annual Council meeting held on 22nd May 2025

Full Council	Finance & Policy	Staffing Sub Committee	Planning & Services	Recreation and Open Spaces
Cllr Curd (Chair)	Cllr Clarke (Chair)	Cllr Clarke (Chair)	Cllr Trembling (Chair)	Cllr Hunt (Chair)
Cllr Campbell (Vice-Chair)	Cllr Campbell (Vice Chair)	Cllr Campbell (Vice Chair)	Cllr Esdaile (Vice Chair)	Cllr Curd (Vice Chair)
Cllr Labuschagne	Cllr Court	Cllr Curd	Cllr Hunt	Cllr Court
Cllr Court	Cllr Curd	Cllr Labuschagne	Cllr Curd	Cllr Clarke
Cllr Hunt	Cllr Hunt		Cllr Marcuson	Cllr Esdaile
Cllr Martin	Cllr Labuschagne		Cllr Martin	Cllr Campbell
Cllr Riddle	Cllr Perry		Cllr Bailey	Cllr Martin
Cllr Perry			Vacant	Cllr Perry
Cllr Marcuson				
Cllr Hare				
Cllr Trembling				
Cllr Esdaile				
Cllr Clarke				
Vacancy				
Vacancy				



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Working Groups

Transport & Infrastructure Working Group	Neighbourhood Plan Working Group	Community Allotment Working Group	Pantry Working Group	Events Working Group	Community Hub Working Group
Cllr Clarke (Chair)	Cllr Campbell	Beverly Nobbs (Chair)	Cllr Labuschagne (Chair)	Cllr Hunt (Chair)	Parish Clerk
Cllr Campbell	Cllr Clarke	Cllr Curd	Cllr Campbell	Cllr Campbell	Cllr Hare
PPC Chair	Cllr Curd	Cllr Hunt	Cllr Clarke	Cllr Curd	Cllr Curd
Cllr Len Ellis-Brown (HDC)	Cllr Trembling	Ross Phillips	Cllr Marcuson	Beverly Nobbs	Cllr Clarke
David Hurst	Cllr Len Ellis-Brown (HDC)			Maria Lee	
Adam Bazely (WSCC)	Andy Tilbrook (Joint Chair)				
Cllr Kenyon (WSCC)	David Hurst (Joint Chair)				
Nigel Weston (HDC)					
Pene Mather (WSCC)					

Representatives on Outside Bodies

PDCCA	HALC	WSALC	PCP	S&SC	Village Hall Trustee	Traders Group
Cllr Hunt	Cllr Curd	Cllr Curd	Cllr Hunt	Cllr Hunt	Cllr Clarke	Cllr Hunt
Cllr Curd		Parish Clerk		Cllr Court		

Pulborough Society	APAG	Neighbourhood Warden Steering Group	SCRIP Arun Valley Line	Fairtrade Group	SDNP
Cllr Trembling	Cllr Hare	Cllr Curd	Cllr Hare	Cllr Martin	Cllr Trembling
		Cllr Marcuson		Cllr Curd	
		Parish Clerk			



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APPENDIX B – TRANSPORT AND INFRASTRUCTURE

Transport and Infrastructure working party

The original transport and infrastructure paper was tabled/ finalised in 2010. By 2016/ 2017 it became apparent that the paper needed updating as planning permissions and applications in the village were bringing up problems that have either not been envisaged in the original paper or things moved on. I then requested council either by the end of 2018 or certainly 2019 review and update the paper. The object of the paper then and now, was to provide a shopping list or blueprint of possible options linked to transport and infrastructure in the village in terms of either new developments or to improve what's already in place. Any public consultations or references to the public would take place in the context the County Council process is in terms of applying for TRO etc.

It became very clear when looking at planning permissions when sought and S 106 conditions imposed that there was no template or there was no study in place for some of these projects to validate the costs and the S 106 contributions. As an example there is a S106 contribution for £350 k in highways funding for a foot bridge across the railway. Subsequent events showed that this was grossly inadequate. One major concern I had was that S 106 provisions were being made for projects in the village which were not based on basic foundation in terms of what it would actually cost: this needed to be addressed.

The working party is composed of political members and officers of the parish council, HDC and West Sussex County Council / West Sussex County Council highways officers. We had made quite good progress until COVID hit. It then became impossible to meet and to move forwards until COVID was well and truly over. So work stalled and no progress made until late 2022/ early 2023 approximately. Since then work has continued to progress albeit slowly, as it is very hard to coordinate all the necessary members of the working party to meet together.

We used as the foundations the 2010 paper, reviewed what have been carried out, what was successful or not, and then how to move on from there taking into account the fresh realities of the day.

We first reviewed the 2010 paper and then had a brainstorming session amongst all of us as to what needed to be done in the village and what the issues were. After several meetings we came up with an initial list of projects and priorities. Since those meetings because of the passage of time taken to move the group forward some priorities have waxed and waned and some priorities been reduced/ increased and projects added as we have moved on.

The main emphasis of the working party was to build on the experience of the officers as to what was possible and not possible (practical) where the legislation was and also to try to tie in the paper to either the planning side on district, the planning side on county and also things like the neighbourhood plan.

Some other prioritisation and work done on various topics in the paper were triggered by emails from members of the public or concerns from them relating to specific items like the speed limit on the A29, issues to do with Lower St and safety concerns to do with footway traffic. Changing policies at the County Council level such as active travel and other County Council policies have been woven into some of the way forwards in the document as this will encourage the County Council to support the work that will need to be done in the future. Here I also must thank the cabinet member for highways of West Sussex County Council for her help behind the scenes.



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The identification of the main projects led to engineering scoping and outline costings such as the footbridge across the railway (footpath 2330), A study of a footbridge parallel to pigeon gate bridge across the railway and a plant footway from Stane St close roundabout to the top of St Sinclair drive was carried out using S 106 funds held by county highways. The engineering studies and data collected from those would underpin any further request for S106 money or project work by any of the partners in the future.

This has helped progress the documentation to be considered by the parish council next month. I also have had discussions with Coldwaltham Parish Council and Billingshurst Parish Council particularly looking to future plans on items coming out of the paper so we can work together. There has also been an exchange of information with Storrington Parish Council.



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APPENDIX C – PAYMENTS SCHEDULE

WSCC	£315.61
Jack Kilner	£40.97
SM Fencing	£390.48
Parish Online	£120.00
Lakers	£83.28
LASER	£127.76
Pulborough Social Centre	£86.00
Business Stream	£1050.72
Dura-Sport	£600.00
JNR Computers Services	£151.52
WSALC Limited	£48.00