

## **PULBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held at Pulborough Village Hall on Monday 28th July  
2025 at 6:00pm.**

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

**Officers:** Oliver Last (Clerk)

Also Present: Cllr Ellis-Brown (HDC)

**Members of the Public:** 22

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The Chair welcomed everyone.

### **Apologies for Absence**

Apologies were received from Cllrs Perry, Trembling,

### **Declarations of interest**

The Chair reminded all present that declarations of interest still stand (as defined by the Localism Act 2011). Cllr Curd acknowledged a conflict of interest on agenda item FC059 and said that she would not vote on this.

### **Public forum and questions**

None.

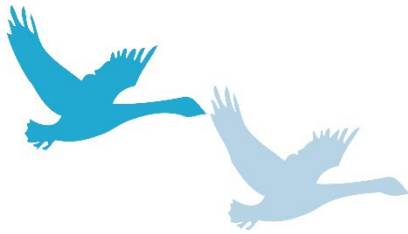
### **FC057. Minutes of the Council meeting held on 22nd May 2025**

To was **resolved** to approve the minutes of the Council meeting held on 22<sup>nd</sup> May 2025 as a true and accurate record of the meeting.

### **FC058. Pantry**

Due to commercial sensitivity, Cllrs heard from both interested parties individually prior to the meeting. A vote was then held to determine which group they believed would best meet the community's needs.

It was **resolved** to offer the running of the Pantry to the PDCCA/Pulborough Pantry group.



Cllr Ruth Court left the meeting at 18:23.

#### **FC059. Presentation from Sheddars**

A presentation was received from the Pulborough Sheddars summarising the reason for setting up, the community benefits it offers, and the ongoing challenges they are encountering in relation to their current premises. The Sheddars also outlined a number of potential options for relocating their facilities to a more sustainable and better-equipped site, which they believe would support the group's long-term viability. Following the presentation, Cllrs asked a series of questions to gain further clarity on specific aspects, including the feasibility of the proposed relocation options and the level of support required.

Cllr Hare proposed that the Sheddars report back to the Recreation and Open Spaces (ROS) committee with further information to assist the Council in determining how it can best support the project. The proposal was seconded by Cllr Curd.

Cllr Campbell then proposed that the Parish Council agrees in principle to Pulborough Sheddars building a dedicated facility on the southern edge of the recreation ground car park and pursuance of a legal agreement between the Parish Council and Pulborough Sheddars for this facility, this was seconded by Cllr Bailey.

It was **resolved** to support these recommendations.

#### **FC060. Reports**

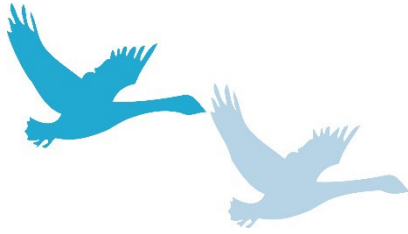
Reports were received from:

##### **i. Horsham District Council**

Cllr Clarke provided an update on developments relating to the proposed Unitary Council. Public engagement on the proposals is currently taking place online.

He also reported on recent Government updates regarding planning reform. It was noted that Billingshurst has received £2.5 million in funding, while Horsham District Council (HDC) has allocated Billingshurst an additional £1 million due to the developments there.

Cllr Ellis-Brown updated the Council on the Horsham District Local Plan. The Planning Inspector has advised HDC to withdraw the current draft plan. HDC is now expected to follow a new Government-led approach to producing a Local Plan over the next 30 months. In the meantime, the district is vulnerable to speculative development due to



the absence of an up-to-date plan. Nonfinancial Section 106 agreements are currently being looked at to ensure developers are following all the agreements.

Cllr Ellis-Brown added that, as a result of the delay and lack of an adopted Local Plan, there is now the potential for up to 10,000 homes to be built across the district due to no Local Plan in place.

Councillors asked several questions and **resolved** to note the updates given.

**ii. West Sussex County Council**

The Chair read an update provided by Cllr Kenyon, who was unavailable to attend the meeting.

West Sussex County Council (WSCC) has published the West Sussex Road Safety Strategy 2025/26 in response to a requirement from the Department for Transport. All local highways authorities are required to publish information about their highways and maintenance activities, in order to give local taxpayers greater transparency and help them understand how public funding is being used in their areas.

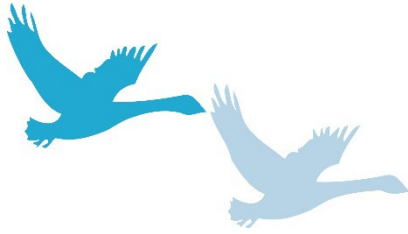
With regard to devolution, the Government's consultation on local government reorganisation opened on 17th February and closed on 13th April 2025. The results of the consultation are currently being reviewed. By 26th September 2025, WSCC must submit a formal proposal to the Government, supported by a business case, outlining plans for reorganisation into a single unitary authority model.

Information on WSCC's budget for the 2024/25 financial year is available on the County Council's website.

The status of the A29 at Church Hill remains unchanged. WSCC continues to pursue legal redress in order to gain access to the embankments so that necessary remedial work can be undertaken.

A public notice has been issued regarding a temporary road closure on Lower Street, scheduled to begin on 31st July. The closure will take place overnight only, from 7:00pm to 6:00am, for up to five days. This is to ensure the safety of the workforce while UK Power Networks carries out works to install a new electricity supply.

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



**iii. Pulborough and District Community Care Association (PDCCA)**

John and Isla were thanked for attending the meeting and provided an update on the six community schemes currently run by the PDCCA, highlighting the positive impact each is having within the Pulborough area.

They spoke about the Pulborough Pop-In scheme, which offers a welcoming space for families with babies to connect and access support.

They also outlined the Cooking with Confidence programme, designed for individuals who wish to learn or improve their cooking skills. This is currently held at Jacob's Bagels over four weeks on Wednesday mornings, with plans to continue the sessions from September.

The Pulborough Friends initiative is now supporting around 30 individuals, particularly those who are housebound and may otherwise be isolated.

The Community Transport scheme is enabling over 60 people per month to attend medical appointments, providing a vital service for those with limited mobility or access to transport.

Additionally, they are running a Lunch and Social Club at the village hall, offering food and games in a friendly, inclusive environment aimed at reducing loneliness and encouraging social interaction among local residents.

It was **resolved** to thank the PDCCA for their update and note the information given

**iv. Pulborough Community Partnership (PCP)**

Cllr Hunt gave an update about the Lower Street traders and asked for them to be invited to a meeting in the future.

The Chair then read an update received from other PCP members that were not able to attend.

The PCP is progressing well. A move to become a Charitable Incorporated Organisation (CIO) has been agreed, with amended Articles of Association underway to align with the Foundation CIO model.



Planning for the 2026 Harvest Fair is progressing, with work ongoing to move admin systems to a new digital platform by Christmas. This will support multiple events and allow for early promotion in the new year. Stakeholder feedback is welcome to ensure it meets future needs.

Shelving has been completed in the storage container, and equipment is being moved in. Another local group is also renting space.

Other ongoing work includes slow-moving negotiations with Network Rail over the Signal Box, planning for Pulborough Society's Heritage Day on 14th September, and early ideas for reviving the WildArt Trail.

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

**v. Nutbourne Residents Association**

Brian White was thanked for attending the meeting and provided an overview of the work of the Neighbourhood Residents Association (NRA). He explained that the group is currently seeking a new secretary to support its ongoing activities.

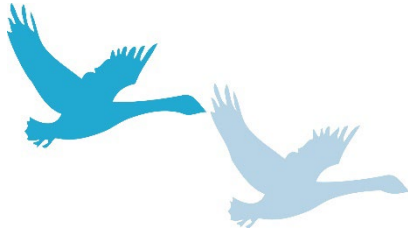
The NRA holds four meetings a year, along with an Annual Meeting. The group maintains regular contact with its 126 registered members via email, and the most recent meeting was attended by 26 members. The organisation is supported by both Parish and District Cllrs and operates on a voluntary donation basis, with contributions ranging from £5 to £10.

It was **resolved** to thank the Brian for the update and note the information given

**vi. Neighbourhood Warden**

Carol Boniface introduced herself to the Council and provided a brief overview of her background for the benefit of those who were not previously familiar with her. She also updated the Council that a new neighbourhood warden, Lottie, will be joining the team next month.

It was **resolved** to welcome Carol back to Pulborough. The Council also wanted to register its thanks to Ross Philips for all his work as a Neighbourhood Warden over the last few years.



#### **FC061. Committee Reports**

To receive a report from the Committees

- i. Cllr Trembling was not at the meeting to give an update on Planning and Services
- ii. It was explained that the Recreation and Open Spaces meeting did not proceed last week due to not being quorate. A new meeting date is being arranged

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

#### **FC062. Working Group**

##### **i. Local Plan Referendum Update**

The Clerk reminded Cllrs of the papers that he has circulated relating to the run up to the referendum and reissued the Referendum Information Statement, a summary of the Neighbourhood Plan. The Clerk then reminded Councillors that during this time:

- Council can continue normal business but must stay neutral.
- No Council resources (websites, noticeboards, press releases, premises, vehicles) may promote or oppose the referendum.
- No quoting Cllrs in any referendum-related Council communications.
- Only factual corrections to third-party misinformation may be published.

It was **resolved** to acknowledge the Clerk's updates and key points.

Cllrs Esdaile and Hare left the meeting at 19:31.

##### **ii. Transport and Infrastructure Document**

Cllr Clarke updated the Council on the most recent version of the document, explaining that this will be a supplementary document for WSCC to use.

All details will still go through public consultation before each part takes place.

Cllr Riddle asked questions about Church Hill and the other options to for the path, Cllr Clarke explained that the land being discussed is not currently an option as the land owners do not want it used for that. Cllr Hunt then wanted to note that she did not like the use of 'preferred' used through the document.



Cllr Clarke proposed that the Parish Council adopts the document and Cllr Campbell seconded the proposal.

Cllr Hunt requested a recorded vote:

In favour: Cllrs Bailey, Curd, Clarke and Campbell.

Against: Cllrs Hunt and Riddle.

Abstained: Cllrs Labuschagne, Martin and Marcuson

It was **resolved** that the Parish Council would adopt Transport and Infrastructure Options Document.

#### **FC063. Policies**

The Clerk informed the Council that he had received a draft Resilience Plan prepared by Cllr Riddle. Cllrs discussed the document and agreed that, while it was a strong and well-considered draft, some amendments were needed to finalise it.

Cllr Hunt proposed that the Resilience Plan be adopted subject to the agreed alterations. This was seconded by Cllr Bailey

It was **resolved** to adopt the plan with some minor changes and additions.

#### **FC064. Finance**

- i. The Clerk gave an update on the current financial system and noted that it required upgrading to ensure it meets the needs of the Council at its current level of operation. He advised that, once the necessary updates had been completed, he would provide a more comprehensive review of the Council's finances.

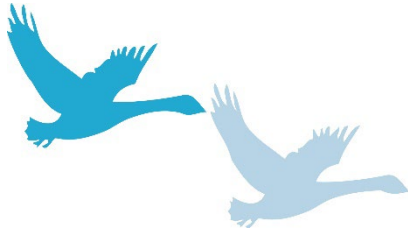
It was **resolved** to acknowledge the improvements.

#### **FC065. Parish Council Meetings**

- i. **To discuss changes to the Parish Council meeting schedule**

The Clerk informed the Council that he had been reviewing the current Council meeting schedule and, with input from Committee chairs, had drafted an updated version for consideration.

Cllr Hunt proposed to adopted the new meeting schedule. This was seconded by Cllr Campbell.



It was **resolved** to adopt the new meeting schedule.

**ii. To discuss possible other meeting venues**

The Clerk explained that, since taking up his position, he had received several queries regarding the lack of public parking at the current meeting venue. Cllrs discussed the advantages and disadvantages of the existing arrangement, as well as the potential costs associated with alternative meeting venues.

It was **resolved** to feed back to the Clerk on a location to a further meeting.

The meeting closed at 20:00

DRAFT