

PULBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held at the United Reform Church on Monday,
1st June at 6:30 pm.**

Councillors present: Cllrs Jonathan Campbell, Sharon Curd (Chair), Ruth Court, Elizabeth Hunt, Andrada Labuschagne, Andrew Perry, Jilly Marcuson, and Lissette Trembling.

Officers: Beverly Jones (Deputy Clerk)

Also Present: Cllr Tom Crofts (WSCC), Lottie Torp (Neighbourhood Warden)

Members of the Public: None

The meeting commenced at 18:30

The Chair welcomed everyone and gave a safety announcement.

FC014. Apologies for Absence

Apologies were received from Cllrs Lauren Bailey, Paul Clarke, Jennie Esdaile, Ian Hare and Frank Riddle.

FC015. Declarations of interest

No declarations received.

FC016. Public forum and questions

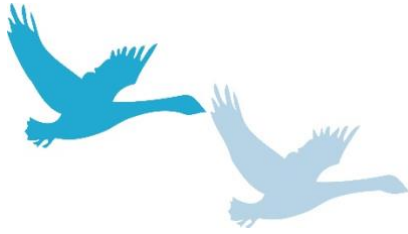
Members of the public are reminded that only questions and statements relating to items on this agenda will be allowed. Public participation shall not exceed 15 minutes, and a member of the public shall not speak for more than three minutes. During discussions of sensitive or confidential matters, the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

There were no public questions.

FC017. Minutes of the Council meeting held on 27th April 2026

Minutes of the Council meeting held on [27th April 2026](#) were approved as a true and accurate record of the meeting and the Chair signed them.

FC018. Chairs update



The Chair updated the council informing them that it was with sadness I accepted Cllr Martin's resignation. Sandra was elected in May 2023 as one of the original Parish Councillors following the formation of the new parish council.

Throughout her time in office, she has been a valued and dedicated member of the Council, making significant contributions to community events and planning matters. Sandra has spoken positively about her experience as a Councillor and has confirmed that she intends to remain actively involved in the community by continuing to volunteer at the Nutbourne bramble pulls and other local events.

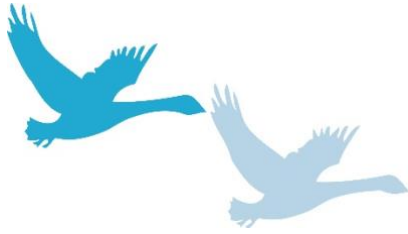
On behalf of the parish council, we would like to thank Sandra for her commitment and service, wish her every success for the future, and look forward to seeing her at future community events.

The Annual Parish meeting of Electors was held on 18th May 2026 and attended by Parish Councillors, District Councillors, and our new County Councillor as well as members of the public and representatives from local groups. It was an opportunity to update attendees on the parish council's achievements over the past twelve months, take questions and talk about current projects and to also hear comments on wider issues affecting our community. Local groups also provided an overview of their services and activities.

Having all three levels of Local Government represented at the meeting provided a wealth of knowledge and points of interest.

Highlights of what was discussed at the Annual Parish Meeting.

- The Sports and Community hub, our survey responses have now been incorporated into the requirements document and sent off the Thakeham Homes for them to produce first draft layouts. The community was pushing for more progress to be made with the new Pavilion.
- A question was raised regarding the Neighbourhood Plan, and about getting a new plan started for which the working group have now met and are progressing with early steps.
- Council meetings, times, venues, and parking arrangements were also discussed detailing the new parish council offices and meeting rooms were given as an update.
- Access to the Multi Use Games Area (MUGA) was raised together with the need to better publicise what the parish council can offer. These included improved communications, and website, and a more pro-active promotion through word of mouth to members of the public, the recent vandalism was highlighted and possible next steps for the MUGA.
- Pulborough Community Land Trust was discussed, Roger Paterson gave an update on housing affordability in rural areas, it was noted that younger people are finding it increasingly difficult to afford housing locally; this has contributed to an aging population and placing additional strain on our services. The trust is seeking to provide housing and noted that we have been working with them to support this exciting work.



The full draft minutes from the Annual Parish Meeting of Electors can be found on our website.

It was **RESOLVED** to acknowledge the update

i. Horsham District Council

Cllr Campbell provided an update on district matters.

Horsham District Council (HDC) is currently in the process of carrying out a Local Governance Review relating to the provision of parish councils. The consultation period ends on 22nd June 2026.

The emerging Local Plan hearings finished on 24th April 2026. The consultation period of matters raised between July and August 2026 with further hearings in October and the final decision report is expected from the Planning Inspector in December 2026.

The Local Government review opened on 12th May 2026 for views about the future of West Sussex and East Sussex and closes on 15th June 2026. The decision is expected for this will be made in the summer.

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

ii. West Sussex County Council

Our new County Councillor Tom Crofts gave an update on A29.

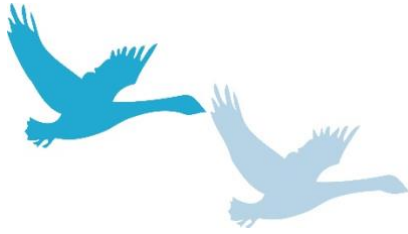
Cllr Crofts touched on a gypsy and traveller site which popped up in Henfield over the bank holiday weekend. An injunction has now been served.

He has been put in touch with highways colleagues who will inform Cllr Crofts on the background and any updates relating to highways. Cllr Crofts is trying to arrange a meeting with the landowners along the A29 and once all the facts have been gathered he will update the Council.

Local Government re-organisation is at the consultation stage which could see West Sussex being split however, we will have to await results.

WSCC is now a coalition of Lib Dems, Greens, Labour, Conservatives, Reform and one Independent.

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



iii. Pulborough and District Community Care Association

No update was received and apologies were given.

iv. Pulborough Community Partnership

The Chair read out an update sent in from David Hurst (PCP)

Admins Bev and Tia have been working hard on the preparations for the Harvest Fair and things are falling into place. There have already been commitments for over fifty stalls, there are spaces for 90 stalls, but some traders have asked for double stalls, so the number of bookings does not match the number of stands. There will also be six hot food stands not included in the stalls figure is more or less complete, and Hepworth's will be running the bar.

Sponsorship is going well with some generous people already sending in their money, the PCP have approached those who have given raffle prizes in the past and have started the collection of promises.

There will be volunteers from the Football Club controlling the car parking, and more importantly the entry and exit to and from the A29. Paul Burry a senior member of staff at Brinsbury College will be leading the arrangements; has run the car parking for the annual event at Brinsbury for four years and has a clear idea of what is required.

The West Chiltington Silver Band will open the entertainments followed by the Dog show which will be run by Arun Vets.

The popular bands 'Accidental Suspects' and 'Billy No Mates' will provide further entertainments through the afternoon.

Volunteers are needed for setting up the event on the Friday before and to clear up on the Sunday; equipment needs to be taken from the container next to the Sports Pavilion and driven up to the field and back again on Saturday evening. There is a van but hands to load and unload are required; stakes need to be hammered into the ground and red/white tape strung as required; a less energetic task will need fourteen people to be available from 8am – 11am on the Saturday to help guide the incoming stall holders to their sites.

It was **RESOLVED** to acknowledge the update

v. Nutbourne Residents Association

No update was received.



vi. Neighbourhood Warden and Community Engagement Update

Lottie gave an update on the past month's activities. Lottie has recently been employed by the Parish Council to do our Social Media updates which she is really enjoying and has already posted very informative videos on our Facebook and Instagram pages which have been very well received by residents and colleagues. Since setting up the Instagram page, we now have thirty-eight followers one thousand views which has reached 196 different accounts and in the last 28 days our Facebook page has had 138% more views reaching 8,998 viewers which is very positive and shows it is reaching the people.

Lottie reported that we have been thinking again about time-banking, a scheme volunteering hour for people who need help and people who can offer help. Questionnaires have been given out to our community groups to see if they can offer help or are in need of help, this is currently in the initial stages, and progress will be reported at future meetings.

The Neighbourhood Wardens have taken on and funded a community wheelie bin to be placed in Carpenters Meadow, it is being used and residents are emptying it; this has been checked on and seems to be working well.

The Dungeons & Dragon Group which has been on hold awaiting DBS checks is back up and running from this week. There is keen interest in an adults Dungeons & Dragons evening which is being investigated.

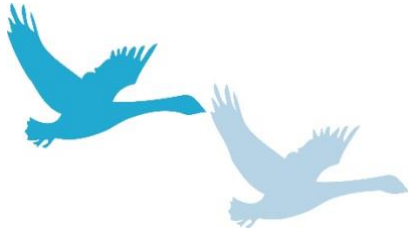
The Neighbourhood Wardens have taken on the weekly inspections of the two playgrounds that the parish is responsible for which has fitted well into their routine. On the Pulborough Wardens Facebook page, Carol and Lottie are giving a weekly round up of what has been happening in and around the village giving an overview of what they do.

Carol has been working hard on a young peoples initiative and has organised weekly sessions which will be held on the recreation ground and in the MUGA for four Tuesdays during the summer holidays, this will be provided free of charge and include Dodgeball and Archery in the MUGA, cycling activities, Disc Golf, Frisbee and Tug-of-War on the recreation ground; sessions will be for a couple of hours each week and hopefully include Caterpillar Tracks for bicycles.

A gentleman has pitched a tent in the woods by the Cinder Path. The Wardens have been up to the tent on numerous occasions however there was nobody there, but Lottie visited on a Friday morning, HDC's Homeless team were there at the same time who also offered help and a mobile phone.

There was also a tent pitched in Cousins Way over a weekend, but this has been removed.

The Chair thanked Lottie for this report.



It was **RESOLVED** to acknowledge the update

FC019. Committee Reports

To receive a report from the Committees

i. Planning Committee

Cllr Trembling informed the council that following the County Councillors comments about the Gypsy & Traveller site in Henfield, we have had a similar situation in Pickhurst Lane where the retrospective planning application was heard by HDC's planning committee and was refused by a unanimous vote.

Cllr Trembling reported that she and the Deputy Clerk had attended a presentation at Brinsbury College by developers who are proposing a potential site of 3,200 new homes behind Hepworth's Brewery just south of Adversane, which has been earmarked for some time by HDC; this will equate to over 9,000 people in a new small town or village, which is almost the population of Billingshurst.

On the plans that were presented there was a small area which has been earmarked by HDC as a Gypsy & Traveller site for 15 caravans.

It was mentioned that adequate infrastructure is not there for this number of homes, the A29 is not functioning as it should, and a bypass is not expected as most of the land needed would be South Downs National Park land which is not viable.

It was **RESOLVED** to acknowledge the update

ii. Finance and Policy Committee

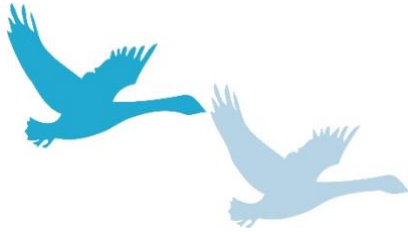
There was no update.

iii. Recreation and Open Spaces Committee

Cllr Hunt raised her concerns regarding the MUGA following the vandalism and is keen that the Council makes improvements to help reduce these issues and also raised the importance of offering Tennis at the current time.

The Deputy Clerk is investigating improvements to the fencing which is currently ongoing. Costs need to be looked at to see what is possible with the funds that the Council holds. However, the main priority is the new Sport and Community building. The Council is looking at a sports strategy for the future, to bring all the sports in Pulborough together.

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



FC020. Working Group's

i. Neighbourhood Plan

There was no update.

ii. Pavilion Redevelopment Working Group

Cllr Curd advised that the general feeling from the recent survey is that the residents would like a sports building with a community heart.

The survey revealed the community wants, primarily, a sports centre with flexible use rooms which could be used for sports or community activities. Cllr Perry raised the need for space for family activities which has been highlighted to him by an employee of WSCC Families who would like to provide sessions but there is currently no community space needed for this.

As reported in the Chairs report the details of what we want have been given to Thakeham and they will work with that to provide a layout using the current buildings footprint; once we have received the plans back, we will advertise in the current building and the village hall and other outlets so that residents can have their say. After that, the plans will go back for any tweaks needed and then we can go for planning permission which we believe will take between 12 and 16 weeks.

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

*Cllr Court left at 19.19

iii. Youth programme initiative.

Four students performed on Bank Holiday Monday, playing instruments and singing who are part of our new music programme, the programme has now been extended to St Mary's School.

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

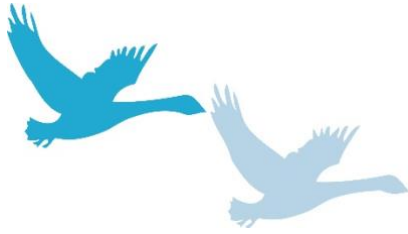
iv. Transport and Infrastructure Update

There was no update.

v. Pulborough CLT

The details are still with our Solicitors to finalise on Duncans Land which is the 2.2 acres that have been gifted to the parish for social housing.

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



FC021. Annual Governance and Accountability Return

i. Internal Audit Report

To review and approve.

It was **RESOLVED** to approve the internal audit report.

ii. Section 1 of the AGAR

To review and approve.

It was **RESOLVED** to approve section one of the AGAR.

iii. Section 2 of the AGAR

To review and approve.

It was **RESOLVED** to approve section one of the AGAR

iv. Notice of Electors Rights

To review and approve the dates of this document.

It was **RESOLVED** to approve the dates of the notice **3rd June 2026** to **14th July 2026**.

FC022. Councillor Update

To receive an update on a Councillors resignation.

This was given in the Chairs report at the beginning of this document.

FC023. Community Governance Review and Local Government Reorganisation

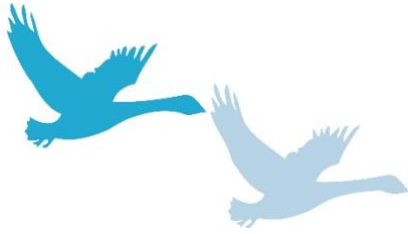
- i. To discuss and decide on our appropriate response to the Local Governance review survey which has been emailed at the committee for consideration and will be completed at this meeting.

The Committee went through the document and gave their answers which were unanimously decided and answered, the survey was completed and the document was sent to HDC.

- ii. To discuss the West Chiltington/Pulborough boundary and agree a response to a request for a change to our boundaries.

Members discussed the options which had been presented to the council by West Chiltington Parish. Cllrs discussed that it is usual practice to follow natural boundaries, i.e. ditch, river, stream etc, or a man made one i.e. railway, road track or even footpath. The area discussed contains has larger houses and the loss of these houses would impact our precept.

Cllr Curd and the Deputy Clerk will put an email together to send back with a resounding no.



FC024. Office Move Update

The Deputy Clerk reported that the decorating is nearly finished however, the new floor still needs to be procured, and old flooring taken up. A tentative date was given for the move to take place around the end of the month.

FC025. Staffing Update

- i. The employment of a temporary Social Media and Website Assistant.
As reported earlier in this meeting our Neighbourhood Warden Lottie has been employed for this role
- ii. Groundsman/Neighbourhood Green Spaces Ranger update.
Regrettably, we are still looking for a person to fill this role.

FC026. Finance

To receive and note the following reports

- i. Detailed income and expenditure for year end.
- ii. Year end balance sheet
- iii. Year end cash and investment
- iv. Payment Approval
Details of payments were circulated and signed by the Chair.

With no further business to discuss, the meeting ended at 19:44