

ATTENTION: THE PUBLIC HAVE A RIGHT TO ATTEND THIS MEETING AND THEREFORE
A PUBLIC SPEAKING ITEM HAS BEEN INCLUDED ON THE AGENDA

**ANY RESIDENT WISHING TO SPEAK ON ANY ITEM SET OUT ON THIS AGENDA MUST
INFORM THE PARISH CLERK NO LATER THAN 12 NOON THE DAY PRIOR TO THE
MEETING.**

You are hereby SUMMONED to a FULL COUNCIL Meeting of Pulborough Parish Council which
will be held **in the Rother Hall, at the Village Hall on Thursday, 23rd November 2023 at 7.30pm.**

Harry Quenault

Dated: 16th November 2023

Clerk & RFO

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 hquenault@pulboroughparishcouncil.gov.uk

AGENDA

- 1. Apologies for Absence**
To approve apologies for absence.
- 2. Declarations of Interest and Changes to Register of Interests**
To receive Councillors' declarations of interest on any of the agenda items.
- 3. Minutes of Full Council**
To approve the Minutes of the Meeting of the Council for the 19th of October.
- 4. Committee Meeting Minutes**
To receive and approve the Minutes: -
 - 4.1 Planning & Services Committee**
To accept the Minutes of the Meetings held on 19th October 2023 and 2nd November 2023.
 - 4.2 Finance & Policy Committee**
To accept the Minutes of the Meetings held on 28th September 2023 and 26th October 2023.
 - 4.3 Recreation & Open Spaces Committee**
To accept the Minutes of the Meeting held on 12th October 2023.
- 5. Adjournment for public speaking: -**
The Chairman will invite those residents who have given formal notice to speak once only in respect of:
 - a) business itemised on the agenda and residents shall not speak for more than **5 minutes** or **10 minutes** if he/she is speaking on behalf of others such as a residents' group.
 - b) if time permits, any other business not itemised on the agenda for which no discussion/decision is permitted, and residents shall not speak for more than **2 minutes**.

6. District & County Reports

To receive & note the reports from the District and County Councillor. (Appendix D)

7. Representatives on Outside Bodies

To receive brief reports from Members representing the Council on other organisations and groups.

8. Grants

To approve the recommendation from Finance and Policy (26/10/23) regarding the distribution of the grants for the 2023/24 financial year. The Clerk will update the Full Council on the current spend. (see below)

Parochial Church Council, St. Mary's Church	£200.00
Victim Support (Sussex Area)	£100.00
Storrington & Arun Valley SWT (Sussex Wildlife Trust) Regional Group	£100.00
Air Ambulance Kent, Surrey & Sussex	£200.00
Pulborough & District Community Care Association	£1180.00
4Sight Vision Support	£220.00

9. Parish Twinning

To discuss an offer of twinning with Lassay-les-Châteaux, in France. (Appendix A)

10. MUGA Business Plan

To formally approve the adoption of the MUGA Business Plan and make a determination regarding the future management of the MUGA. (Appendix B)

11. Sports & Social Club Update – (PRESS & PUBLIC TO BE EXCLUDED)

To be provided with a comprehensive verbal report by the Clerk on a proposal extended to the Council concerning the Sports & Social Club.

12. Revision to Sports & Social Club Working Group

To approve a revision to the terms of reference (Appendix C) for the current working group dedicated to the Sports and Social Club and to conduct the election of a new committee, addressing irregularities in meetings.

13. Budget 2024/25

To approve the recommended budget (Finance & Policy Committee 16/11/23) for the 2024/25 financial year.

14. Representatives on Outside Bodies

To receive brief reports from Members representing the Council on other organisations and groups.

15. Payments

To approve the payments list for signing. (*details to be provided at the meeting*)



Dear Sir/Madame,

We are sending this message to you with the full agreement and understanding of the town council of Lassay-les-Châteaux.

Our hope is that you might consider a twinning agreement between our two towns.

Lassay-les-Châteaux is a small town of approximately 2400-2500 inhabitants; it has a rich and chequered history and is classed as a “Petite Cité de Caractère “(a *small town of much character*) It is in the county of Mayenne, roughly where Brittany, Normandy and Pays de la Loire regions all meet.

Our small town was this year voted into 3rd place in the annual National competition “*Villages Préférés des Français*” (France’s Favourite Villages”) presented by the national TV channel France 3. An achievement of which we are very proud!



Lassay-les-Châteaux is also well-loved by many British people who have holiday homes here or even residents, it being very accessible from the port of Portsmouth to the port of Ouistreham /Caen (Thereupon a journey of 1h40minutes by car)

The name Lassay-**LES**-Châteaux signifies 3 castles.

- we have the fortified castle in the town, which is privately owned but open to the public.
- we have Bois Thibault castle, just outside town, which hosts many events during the year and is owned by the town council and maintained by us, the Cultural Association.
- we have Bois Frou castle, also outside of town, of which little remains save a fine doorway.
- we have a rose garden which traces the history of the rose.
- we have medieval gardens.

The major event at Bois Thibault castle is the annual Treasure Hunt always based on the Arthurian legend, sadly halted recently because of COVID.

St Fraimbault (b. 500 A.D. approx) was an itinerant monk who ended up in Lassay (d. 570 A.D.) and is buried here.

Certain historians believe that the author Chrétien de Troyes created the character of Lancelot of the Lake based on St Fraimbault.

Should you be interested, then on our part, we would envisage:

- Possible biannual exchange visits, particularly at the time of our respective events and celebrations.
- Other cultural exchanges – e.g. gastronomy/gardening/photography/music/art?
- Exchanges for our young people – videoconferencing/penpals/exchange visits?
- Videoconferencing between schools with proposed organised visits

We are happy and prepared to send and/or receive a small delegation to discuss all such possibilities.

More information and pictures can be seen at:

www.lassay-les-chateaux.fr

www.lassay.co.uk

www.mayenne-tourisme.com/la-haute-mayenne

<https://en.wikipedia.org/wiki/Lassay-les-Châteaux>

Yours Sincerely



Jean Raillard
Mr le Maire
Lassay-les-Châteaux



Paul Climance
Vice-President
Association Culturelle

Business Plan: Pulborough MUGA

Renewal Project

Executive Summary:

The idea:

The Pulborough MUGA Renewal Project aims to revamp the Multi-Use Games Area (MUGA) located at Rectory Close, Main Recreational Ground in Pulborough. The existing MUGA has a deteriorating surface, damaged kickboards and fencing, requiring significant renovation. The proposal is to resurface the MUGA with a cost-effective and environmentally friendly 2-for-1 sports surface. In addition to surface renewal, the project includes the replacement of weldmesh fencing, upgrading equipment and installing an electronic gate for improved security and booking processes.



This project is not only an essential improvement for the community but also a cost-effective and sustainable endeavour. By the completion of the project in March 2024, the Pulborough MUGA will become a versatile, high-quality sports facility catering to various community needs and significantly boosting local sports capacity.



Project overview:

Location:

- Pulborough, Rectory Close, Main Recreational Ground.



Project deliverables:

1. **Resurfacing:** The existing MUGA surface will be renewed using the 2-for-1 sports surface approach, ensuring durability, cost-effectiveness, and environmental friendliness. The estimated cost for this is £31,952.
2. **Fencing Replacement:** Damaged wire fencing on one side of the MUGA will be completely replaced with new weldmesh fencing at a cost of £1,600.
3. **Equipment Upgrade:** The existing equipment could be refreshed or replaced depending on finances available to ensure safety and functionality. For example,

the nets of both the football goals and netball stands, need replacement at a cost of around £150.00. The cost of replacement of the equipment is between £150-£2,100. Costs may be covered by existing Community Infrastructure Levy (CIL) funds.

4. **Rebound Boards Replacement:** The replacement of rebound boards, costing £12,865, offers an attractive sponsorship opportunity and can be potentially funded through sponsorship deals and the existing MUGA capital budget of £5,000.
5. **Electronic Gate Installation:** A new electronic gate with enhanced security and booking features will be installed, at an estimated cost of £2,000-£5,000 (dependant on electricity source and access). Funding for this can be drawn from the general balance. This gate allows for ad hoc bookings with improved security linked to an online booking format.



Electronic gate system:

Gate access technology allows venues to control access to their space remotely. This allows Pulborough Parish Council to do the following:

- Open up the MUGA to new and wider audiences
- Allow instant payment for bookings
- Secure our facilities
- Save money



Proposed Electronic Gate

Gate access systems are an economic way to take bookings and payments because they remove the need for on-site staff. The gate can even control the floodlights.

Future management the MUGA:

Pulborough Parish Council is currently considering two viable options for the management of the Multi-Use Games Area (MUGA) once it is established, each with its own set of advantages and considerations. We seek community input to make an informed decision on the way forward.

Option 1: Pulborough Parish Council Management

In this option, the MUGA would be run by Pulborough Parish Council. This approach builds upon the Council's historical involvement in managing recreational facilities, however, comes with the risks associated with the lack of resources currently available. It does have the following advantages:

Local Control: The Parish Council has a deep understanding of the community's needs and preferences. Managing the MUGA locally allows for tailored decisions that align with the interests of Pulborough residents.

Low Cost: Maintaining direct control allows us to retain all income generated without incurring costs associated with third-party providers

Preservation of Existing Customers: Continuity in management is likely to provide the continuation of regular customers as they have been in the past.

Option 2: Chanctonbury Community Leisure Integration

Under this option, the management of the MUGA would be entrusted to Chanctonbury Community Leisure, who would integrate the system through their own site. While this option has the potential to increase usage and provide new benefits, it comes with a cost. Key advantages include:

Enhanced Resources: Chanctonbury Community Leisure can bring additional expertise, resources, and a broader network of sports and recreational opportunities, potentially leading to a more diversified range of activities at the MUGA.

Increased Utilisation: Integration with Chanctonbury Community Leisure might attract a wider audience from surrounding areas, potentially increasing the MUGA's overall utilisation.

Financial Support: Although there would be a cost associated with this option, the additional resources (ie income) could lead to better financial sustainability and reduced financial burden on the Parish Council.

Sports that could be played within the space:

The Multi-Use Games Area (MUGA) is dedicated to providing a versatile space for various sports and activities, ensuring that it caters to a wide range of interests and preferences. Specifically, it is designed to accommodate the following sports:

Football (5-a-side): The MUGA is equipped for small-sided football games, allowing local enthusiasts to enjoy the beautiful game in a controlled and inclusive environment. This sport promotes teamwork, fitness, and fun, making it a popular choice for all age groups.

Netball: Netball enthusiasts will find the MUGA to be a welcoming place to enjoy this fast-paced and engaging sport. With proper court markings and equipment, players can practice their skills, compete in friendly matches and foster a sense of community through team sports.

***NEW* Racket Sports (Tennis/Pickleball):** The versatility of the MUGA extends to accommodate racket sports like tennis and pickleball. The court's design and markings allow for these games, offering an opportunity for individuals and groups to partake in racquet-based activities.

Training for Any Sports: The MUGA isn't limited to specific sports alone. It's designed to be a space for sports training and practice in a flexible and adaptable manner. Whether you're honing your football skills, working on your netball technique, or engaging in general fitness and sports conditioning, the MUGA provides an all-encompassing training ground.

This dedication to inclusivity, versatility, and adaptability ensures that the MUGA is not only a hub for traditional sports but also a platform for potential new ones. The decision-making process regarding its management, as discussed earlier, will be pivotal in determining how the MUGA is run and the extent to which it can continue to support these diverse sports and activities for the benefit of the community.

Advantages of the Project:

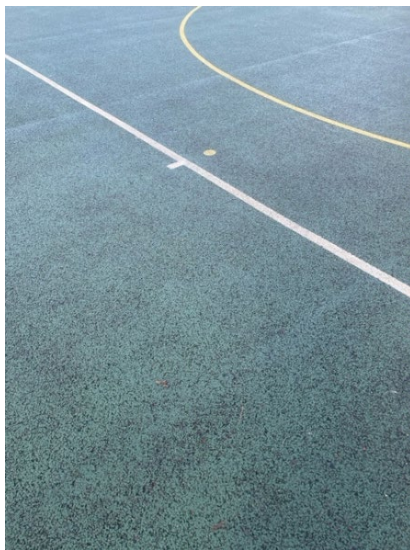
The renewed Multi-Use Games Area (MUGA) in Pulborough promises to be a valuable asset for the local community. This revitalised facility is expected to deliver a range of benefits that extend well beyond a mere sports surface. The advantages of this project can be broken down into detailed paragraphs:

1. **Community Asset:** The renovated MUGA will serve as a central hub for community activities. It offers a space for residents of all ages and backgrounds to come together, interact, and engage in various sports and recreational activities. Whether it's children learning to play football, young women participating in team sports, or casual users enjoying a game, this facility fosters a sense of belonging and unity within the community.
2. **Enhanced Accessibility:** By upgrading the MUGA, we create more availability for a wider range of users. Youth football teams, often in search of a safe and well-maintained practice area, will benefit greatly. The inclusion of young women's teams in various sports represents a positive step towards gender inclusivity in sports. Additionally, the MUGA's accessibility allows for ad-hoc users to enjoy spontaneous and informal games, promoting physical activity for all.
3. **Increased Physical Activity:** A well-maintained and appealing facility encourages more people to participate in physical activities. This supports public health by promoting exercise, contributing to the overall well-being of the community, and potentially reducing the burden on healthcare services. Active lifestyles, fostered by the MUGA, can lead to healthier and happier residents.
4. **Eco-Friendly Resurfacing:** The choice of an eco-friendly resurfacing method aligns with environmental sustainability. This approach reduces the environmental impact associated with traditional resurfacing methods and demonstrates a commitment to green practices. By utilising innovative, durable and sustainable materials, the MUGA contributes to a more eco-conscious community and sets a positive example for future projects.

5. **Enhanced User Experience:** The incorporation of an electronic gate and improved booking processes ensures that the MUGA is user-friendly and efficient. This not only simplifies the process of reserving the facility but also enhances security, safeguarding the equipment and ensuring that the MUGA remains a safe and well-maintained space. Users can enjoy the facility without concerns about unauthorised access or misuse.

In addition to these detailed advantages, a renovated MUGA offers several other benefits:

6. **Social Integration:** The MUGA serves as a social catalyst, bringing people from diverse backgrounds together, fostering friendships and building a sense of community.
7. **Skill Development:** It provides an ideal space for individuals to hone their sports skills, potentially nurturing future athletes and promoting teamwork.



8. **Youth Engagement:** The MUGA can keep the youth engaged in constructive activities, potentially reducing anti-social and promoting positive behaviours.

9. **Economic Impact:** A well-utilised MUGA can attract visitors, potentially leading to increased economic activity for local businesses and further investments in the community.

10. **Community Pride:** A well-maintained MUGA instils a sense of pride in the community, boosting morale and encouraging residents to take better care of their surroundings.

The New Proposed Surface

Pulborough Recreation Ground / Rectory Close, RH20 2AJ



EXISTING MUGA 36.6m x 23m (841sqm)

Financial plan:

Project Expense	Funding Balance
£31,952.00 - Re-carpeting the surface	Capital ring-fund balance - £5,200.00
£1,600.00 – Fencing repairs to the mesh fence	Current repair budget - £1,020.00
£12,865.00 - Kick board total replacement	<i>Sponsorship gap - £7,500.00</i>
£250.00 - Replacement nets for existing equipment	<i>Funding Gap - £37,947.00</i>
£5,000.00 - Cost of electronic gate for secure entry	

Funding and Timeline:

- Project Start Date: 25/10/2023
- Project Completion Date: 31/03/2024

Conclusion:

The Pulborough MUGA Renewal Project aims to transform an existing facility into a vibrant, well-maintained, and sustainable sports resource. By engaging the community, local sponsors, and relevant institutions, the project will provide invaluable benefits, not only in terms of improved sports facilities but also in creating a more connected and engaged community. The long-term benefits will serve the community and the surrounding district for years to come.



Proposed Visuals (Similar MUGA design in Lewes)

Sports Pavilion Development Working Group

Terms of Reference

The Sports Pavilion Development Working Group is a Working Group, that reports to Full Council and will comprise of a maximum of four Parish Councillors. Meetings will be arranged as and when required and will be dependent on matters to be considered. An agenda for meetings and a record of the meeting will be prepared by the Chair of the meeting in collaboration with the Clerk and distributed to Working Group members.

The Clerk may take instruction from the Working Group to progress the development of the Sports Pavilion.

The minutes of the meeting will be available for all members of the Council.

MAIN FUNCTION

- To consider the design and redesign of any development to the Sports Pavilion
- To work alongside stakeholders to ensure that the building supports the community requirements
- To set up a charitable organisation that looks after the delivery of the project and undertakes the construction of said building
- To manage any tender process needed, ensuring that accountability is fulfilled
- To co-ordinate, in liaison with the appointed Construction Project Manager and Clerk, the delivery of building work within the appointed board
- To work with statutory in relation to the development

EXPENDITURE

- To process transfers of funds, provided permission is granted from Full Council
- To formally apply for 'Section 106' money
- To work within the earmarked reserves for the construction of building
- To gain further funding for the construction of the building
- To work within the Financial Regulations governing the Parish Council

Adopted by Council 19.10.17

Reviewed by Council 17.05.18

Reviewed by Council 18.05.22

Reviewed by Council 23.11.23

WSCC

- I shall attend Communities, Highways and Environment Scrutiny Committee (CHSEC) on Friday 17th November. Meeting agendas and minutes, including live recordings and my contribution to the meeting, can be found at [Browse meetings - Communities, Highways and Environment Scrutiny Committee \(moderngov.co.uk\)](https://www.moderngov.co.uk/Browse/meetings-Communities,HighwaysandEnvironmentScrutinyCommittee)
- I shall attend Regulation, Audit and Accounts Committee (RAAC) on Friday 1st December. Meeting agendas and minutes can be found at [Browse meetings - Regulation, Audit and Accounts Committee \(moderngov.co.uk\)](https://www.moderngov.co.uk/Browse/meetings-Regulation,AuditandAccountsCommittee)

The WSCC Forward Plan of key decisions can be found [here](#). Key decisions are those which involve spending or savings of £500,000 or more, or which will have a significant effect on communities in two or more electoral divisions. They are taken by the County Council, Cabinet, Cabinet Members and officers. Published decisions can be accessed on WSCC's [Decisions](#) page. Sign up [here](#) to receive the Forward Plan email.

Division wide

- **A29 Church Hill, Pulborough** (landslip 28th Dec. 2022).
 - There was an inspection of Church Hill on Friday 27th October between 10am and 1pm by geotechnical engineers. I was informed on 24th October and passed on the information the same day. This inspection was connected with the ongoing legal process and required a temporary closure of the road. Unfortunately, the Highways team did not get much notice of the inspection and did their best to manage and minimise the impact.
 - There was a flurry of comment on social media regarding the closure happening at the same time as the resurfacing on Rectory Lane and New Place Road. Residents don't realise that WSCC isn't always able to control when other bodies perform works on the highway e.g. utilities. I've asked if this can be included in comms so the public is aware of this.
 - On 1st November the Met Office issued an amber weather warning. On Friday 3rd, WSCC Highways carried out an assessment and the A29 was temporarily closed as a safety precaution in light of the risks associated with stability of the embankments and their vegetation. The road was reopened the following Monday.
 - I had further discussions about the emergency response plan, particularly with regard to short notice road closure, inspection regime for Church Hill and surrounding lanes, signage, local comms, management of school start and close etc.
 - I am attending a meeting regarding Winter Readiness on the Highways on 6th Dec. and continue to request a lessons learned review through CHESC and in my discussions with the Highways team.

Case work & local engagement

Coldwaltham

- Still live:
 - I have asked that the entire length of the footpath running from Coldwaltham to Pulborough along the A29 be inspected and cleared. It is very overgrown and soil has encroached on the pathway, narrowing its width. It needs to be scraped clean so that pedestrians may safely use it.
 - I have repeated the PC's request for a review about the volume and type of traffic using the A29 through the parish. In the meantime, the PC may wish to liaise with

Pulborough division WSCC County Councillor's update to Parish Councils
November 2023, 231114

neighbouring PCs that have successfully pursued/are pursuing TROs and CHSs for traffic calming (Storrington A283, West Chiltington B2133, Thakeham B2139).

- For update:
 - PROW (bridleway) crossings over the B2138 and neighbouring roads, speed limits and road safety for vulnerable road users (VRUs). Speed limit reduction to be proposed by PC?

Pulborough

- I've received a report that the sink hole on the junction of West Chiltington Road and Nutbourne Lane, near Dyke Farm, has opened up again. I've reported this.
- I'm aware of the exchange between Cllr Hunt and WSCC Highways re. spraying on Church Hill.
- To confirm closed:
 - A resident emailed me about a bus stop on the northbound carriageway of the A29 near Cray Lane obstructed by overgrown vegetation. I first submitted a report to WSCC Highways in July.
 - Martin Bethell has complained about poor quality repairs and flooding at Lower Style Barn, Gay Street. James Strachan, Highways will be on site 12/8/23 and will report back to me.
 - Mrs Freeman at 7 Swan Corner asked for my help re. cutting back of vegetation affecting her property. The resident has been promised action since October (ref. 3070066/3082274). James Strachan, Highways is following up for me.

Thakeham

- I've received the B2139 Route Review. The clerk is arranging a meeting with WSCC Highways for us to discuss.
- Still live:
 - Abbingworth Meadows Residents Association raised concerns about maintenance of the private road and sewers at the community meeting at the village hall on 28th September attended by me, Andrew Griffith, MP and HDC Cllrs for Ashington, Thakeham and West Chiltington. I need to investigate this.
 - David Wilkinson 26/09/23, concerns about potential flooding at High Bar Lane associated with proposed development. I need to follow this up.
 - Monaghan's mushrooms development – discussions ongoing.
 - CHS proposals at Picketty Corner and Water Lane (site visit August '22).
 - National speed limit signage on Merrywood Lane between the junction of Thakeham Road and Threal's Lane/Northlands Lane. This should be reduced to 40mph.

West Chiltington

- I've signed the Operation Watershed application to address the flooding issue at East Street (signature page to Clerk).
- 14/11/23 email from Nigel Moore, Environmental Impact Assessment Project Manager for Zetland Group giving notice of Zetland's intention to apply for a further proposed extension of time for the well site at Broadford Bridge.
 - I attended the relevant planning meeting as the local CC and spoke in opposition to the last application for extension, in support of the PC's position but the application was ultimately approved.
 - I've requested a meeting with Mr Moore to find out more about the application.
 - I've shared the email sent to me with the Clerk and Chairman.
- Email 12/11/23 from Mr T Allen re. "the terrible state of drains in West Chiltington-Broadford Bridge Road and East Street". I have replied:
 - I'll ask when the drains are scheduled to be cleared.

Pulborough division WSCC County Councillor's update to Parish Councils
November 2023, 231114

- I've told Mr Allen that the East Street is the subject of an Operation Watershed application from the Parish Council to address the flooding issue there.
- For update:
 - 25th Sept. email from Martin Karaszy-Kulin re. "very clanky manhole covers" on "the common road" (I assume this refers to Common Hill). I have told the Cabinet Member about this. I'm not sure when this may be assessed or whether any action will be taken. Ill fitting manhole covers are an issue in a number of locations.
 - Mark Kirkdale, Little Naldretts, East Street has complained about subsidence from the bank he owns that adjoins East Street. I am not aware of any WSCC liability regarding this. Has the PC heard any more from Mr Kirkdale?
 - East Street bollards. The view of WSCC Highways is that the village gates effectively perform the same function and additional furniture is not warranted. I'm aware others take a different view but I'm not sure what we can do to reinstate these if Highways doesn't consider it necessary.
 - Overhanging vegetation at Nyetimber Lane. Mr Martyn Alberry has made a complaint which I have followed up with the Highways team. I'm not aware of any progress and will keep on the watch list.

Andrew Griffith MP

[News | Andrew Griffith](#)

Glossary

CHESC Communities, Highways and Environment Scrutiny Committee

PROW Public Right of Way

RAAC Regulation Audit and Account Committee