

PULBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held at the Parish Council Chambers, Village Hall,
Swan View, Lower Street, Pulborough, RH20 2BF, Monday,**

13th July at 6:00 pm.

Councillors present: Cllrs Paul Clarke (Vice Chair), Jennie Esdaile, Ruth Court, Elizabeth Hunt, Andrew Perry.

Officers: Oliver Last (Clerk), Bev Jones (Deputy Clerk)

Also Present: Councillor Tom Crofts, Morgan Schroder, Pene Mather, Leon Payne, Carol Boniface,

Members of the Public: 9

The meeting started at 6:05pm.

Cllr Clarke, Vice-Chair chaired the meeting in the absence of the Chair.

The Chair welcomed everyone and gave a safety announcement.

FC027. Apologies for Absence

Apologies were received from Cllrs Lauren Bailey, Len Ellis-Brown (HDC), Jonathan Campbell, Sharon Curd (Chair), Ian Hare, Andrada Labuschagne and Lissette Trembling.

FC028. Declarations of interest

No declarations received.

Cllr Court left the meeting 18:07

FC029. Public forum and questions

The Chair reminded the public 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.



A member of the public addressed the meeting regarding the redevelopment of the pavilion and emphasised the importance of the village moving forward together on the project. Questions were raised about the Council's communication and feedback arrangements. It was noted that two surveys had been carried out and that the comments made in relation to the bar and kitchen were considered important to the community and should not be overlooked.

Cllr Court rejoined the meeting 18:09

The member of the public also commented on the proposed management of the new facilities, noting the current management, whether popular or unpopular, provides support to the clubs, particularly the football club, during and after matches and should not be ignored when thinking about how the new building will be managed.

The member of public then moved on to discuss the previous agreements and the importance of supporting the sports clubs during the building works.

The Clerk responded, thanking the speaker for their feedback and confirming that the Council is considering how the new building will be managed. The Clerk acknowledged that communication from the Council office has not always been as good as it should be and advised that the appointment of a Community and Grants Officer will help improve this. It was also confirmed that keeping the sports clubs open during the works is a priority for the Council and would be discussed later in the agenda.

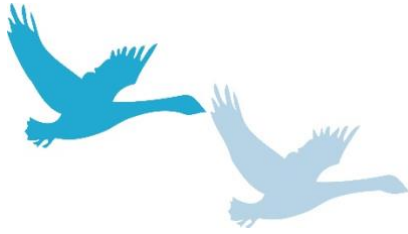
FC030. Minutes of the Council meeting held on 27th April 2026x

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.

FC031. WSCC Recreation Ground and St Marys Active Travel

The Chair welcomed and invited WSCC Officers to give their presentation to the council. Members received a presentation from Leon Payne, Principal Engineer, entitled St Mary's – Active Travel to School Improvements. The scheme was explained as a proposal to improve pedestrian links to St Mary's Primary School and nearby recreational facilities, with the aims of encouraging active travel, improving pedestrian safety and accessibility, and reducing vehicle trips and associated air pollution.

The proposed scheme area comprises Pulborough Recreation Ground, Link Lane, New Place Road and the north-western pocket park. The design proposals include provision of a perimeter path around the recreation ground, upgrades to existing uncontrolled crossings, additional uncontrolled crossings to the recreation ground, and a zebra



crossing from the recreation ground to St Mary's Primary School, subject to internal assessment. It was also proposed to remove the lay-by opposite the school, with a parklet or similar feature to replace it, and to remove the lay-by opposite New Place Road. The drawings were described as preliminary and subject to further change following feedback, including any required land dedication or permissive agreement.

It was noted that the scheme is at detailed design stage during 2026, with construction proposed for summer 2027, subject to funding. Immediate next steps are to finalise the detailed design, undertake a Road Safety Audit, and agree land arrangements in principle. Short-term actions include tendering the scheme and drafting land agreements, together with any TRO advertisement required. Members noted that delivery remains subject to further technical assessment, including the PV2 assessment for the proposed zebra crossing, and to the completion of the necessary legal and land processes.

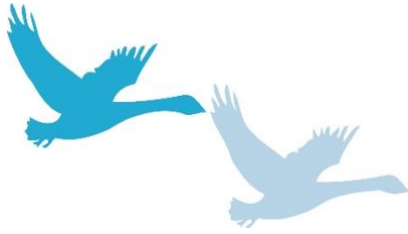
The Chair thanked West Sussex County Council officers for the presentation and suspended standing orders at 18:32 for the public to ask questions:

Comments were made in relation to the proposed path and access arrangements. It was asked whether the area around Harwoods could be included to provide access through that site.

A question was raised about the cameras recently installed and what the counts recorded would show, highlighting that schools will be on holiday in the coming week. It was asked whether the figures would provide an accurate reflection of footfall, particularly during any closure of Church Hill when the numbers may be significantly higher.

It was noted by members of the public that the project was positive and that the new pedestrian crossings should be the priority, particularly in relation to children's safety, rather than the path around the recreation ground. It was also observed that there were other areas in Pulborough where serious safety concerns existed. West Sussex County Council confirmed that the scheme related to the school and active travel in this area, although wider areas were identified as having issues and were being considered. Other areas of concern were also discussed, and it was noted that this was the first stage of the process. These included the ramped bridge and the lack of support from Network Rail. Costs were also discussed, including those relating to Pigeon Gate Bridge.

A question was asked about whether the route could be a multi-use path. West Sussex County Council explained that it was classified as a footpath, although it would be used by young children travelling to school and by mobility scooter users. Access from the rear of the school and from the gate at Strawberry Fields was also mentioned.



Standing orders were reinstated at 18:44

Councillors asked about parking, the car park and the use of the pavilion, and whether this arrangement was sufficient. West Sussex County Council explained that no additional parking was being provided as part of the scheme, as it is intended to encourage walking to school. It was noted that the figures showed a significant number of people were able to walk to school in the area, and that only three lawful parking spaces would be removed.

West Sussex County Council also confirmed that behaviour change support would be offered to the school once the project was complete. It was noted that white zig-zag markings can lead to penalty points on a driving licence when enforced.

Questions were raised about the need for the west boundary footpath, particularly in light of the new pavilion. West Sussex County Council explained that there are multiple users of the pavilion and that the west boundary footpath is an important part of the project to provide a better route for residents walking to the station and for the school community.

Concerns were also expressed about Codmore Hill being such a problem area that people may be frustrated by the new proposals.

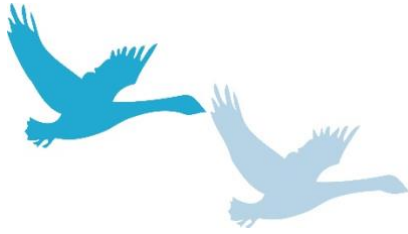
Questions were asked about the cost of lighting and maintaining the path. It was explained that if the route were permissively used, West Sussex County Council would meet the cost of surface maintenance and signage, and that lighting would be the responsibility of West Sussex County Council.

A question was raised about the new build at New Place Nursery and the additional traffic that this may generate in this area. West Sussex County Council explained that if there is a significant increase then they will discuss the option of an additional access point for the school to drop off and leave from on the other side of the school.

The Council noted that officers had addressed concerns regarding the permeability of the paths, tree root protection, and the need to ensure that no unauthorised access to the recreation ground would be permitted during or after the works.

The Chair raised further concerns about the ongoing maintenance and electricity costs of the project once completed. Officers explained that, under a permissive use agreement, West Sussex County Council would be responsible for these costs and would also provide signage and bollards within the agreement.

The Council **resolved** to endorse the proposal, subject to agreement on the time period and confirmation of the maintenance arrangements for the path and lighting. Proposed by Cllr Clarke, seconded by Cllr Perry, and carried unanimously.



FC032. Reports

To receive a report from:

i. Chair's update

Cllr Clarke gave an update as Cllr Curd is on holiday.

Members were informed that Morgan Schroder has joined the Council's staff on a half-time basis. His initial main role will be to progress funding for the Sports Hub project. In addition, he will support work on social media and the management of the MUGA, under the direction of Oli, with the aim of improving its profile and increasing its use. The council welcomed Morgan.

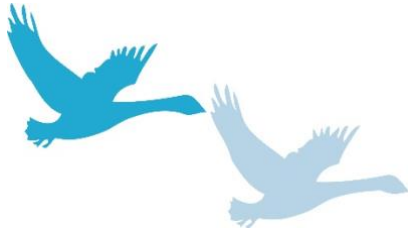
The Clerk reported that prize presentations had recently been attended at the Junior Football Club / Social Club for the under-8 team of Pulborough Football Club. Despite poor weather, the event was well received and it was noted that it reflected the dedication of the adults involved in coaching and supporting the children and how the Sports and Social Club put on a great job to support them.

Members were also advised that Horsham District Council had awarded a £1.5 million CIL grant towards the Sports Hub project. This was noted as an important vote of confidence in the Parish Council and the project. Thanks were recorded to the District Councillors, the Clerk and HDC officers for their support. It was noted that this grant represents the first stage in funding the project and that further funding opportunities will now be pursued.

It was further reported that the project should proceed without delay, as the existing building is nearing dereliction and the coming winter will present further difficulties. A meeting has been arranged with Thakeham homes tomorrow to progress the design and drawings for the new centre and to confirm continued involvement in the project. Feedback will be reported to the working party and the next Council meeting.

ii. Horsham District Council

Cllr Clarke, reported on current Horsham District Council matters. Noting that Horsham District Council has been asked to look beyond the current Local Plan examination and begin work on a new Local Plan for the period to 2045 and beyond. It was further noted that the first stage of this process is a scoping consultation, which opened on 30 June and closes on 28 July, and members were encouraged to consider the issues raised and submit a response. Cllr Clarke also reported that the Examination of the Horsham District Local Plan 2023 to 2040 remains ongoing, with proposed modifications now subject to public consultation until 24 August. Members were advised that the Planning Committee should consider the amendments and may wish to submit comments, particularly in relation to Adversane, CSOs and infrastructure and highways matters. It was further reported that work is ongoing in relation to proposed changes to the future operation and size of the Planning Committee.



Cllr Clarke encouraged the public to respond.

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

iii. West Sussex County Council

Councillor Tom Crofts reported on recent West Sussex County Council matters. He advised that he had attended a number of training sessions and that the first meeting would be taking place shortly. He also noted that the planned closure of Church Hill had been discussed, although the dates had not yet been confirmed.

He further reported that local government reorganisation had been considered, and that his preference was for an adaptive model based on a single unitary authority for Sussex, although the option of northern and southern unitary authorities was still being considered. A single unitary was seen by some as the preferable option, although it was acknowledged that this is a matter of wider area significance.

Councillor Crofts also referred to Adversane, which had been discussed in some detail, particularly in relation to the effect on Pulborough of increased traffic on a single-lane road.

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

iv. Pulborough and District Community Care Association

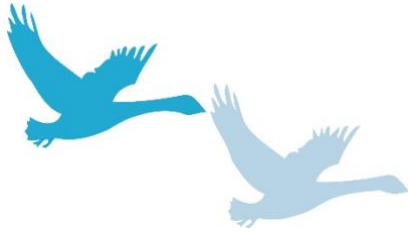
The PDCCA gave an update and said that things are continuing well, including the pantry. A new coordinator has been appointed for the community transport team. They congratulated Pulborough Parish Council on securing the £1.5 million funding for the new pavilion and asked that, once the plans are in place, consideration be given to the pantry.

The PDCCA has also been put forward by the High Sheriff and nominated for the King's Award for Voluntary Service.

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

v. Pulborough Community Partnership

The Harvest Fair is progressing well and will be held on 26 September. There have been 62 stall bookings, and three food vans have been confirmed. The dog show has also been booked. The brochures are almost ready and will then need to be distributed by volunteers.



Volunteers are in short supply, particularly for Friday and Saturday, and a request for more help was given.

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

vi. Nutbourne Residents Association

The NRA gave an update and said that the last meeting in April was successful.

Several issues were discussed, including concerns about the Adversane development. Unfortunately, there have been some break-ins in the area which have been reported. Overall crime appears to be low, but incidents are happening and must be noted when they occur. Drones have also been seen regularly, including at 2am, which has caused concern about what they are being used for.

Highway issues were raised, including the 20mph marking being painted on the road by West Sussex County Council. Councillors Riddle and Marcuson have been working on the issues, and their efforts were thanked, although there has been limited feedback from West Sussex County Council. A concerning number of applications for traveller sites have also been appearing for the area.

The National Garden Scheme was very successful and raised a significant amount of money.

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

Cllr Court left the meeting at 19:31 and the council meeting became non-quorate and was stopped. No further business was transacted