



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,**

14th September at 6:00 pm.

Councillors present: Cllrs, Jonathan Campbell, Paul Clarke (Vice -Chair), Sharon Curd (Chair), Ian Hare, Elizabeth Hunt, Jeannie Esdaile, Andrada Labuschagne, Frank Riddle, Andrew Perry.

Officers: Oliver Last (Clerk), Morgan Schroder.

Also Present: David Hurst,

Members of the Public:

The Chair welcomed everyone and gave a safety announcement.

FC046. Apologies for Absence

Apologies were received from Cllrs Lauren Bailey, Ruth Court, Jilly Marcuson, Lissett Trembling.

FC047. Declarations of interest

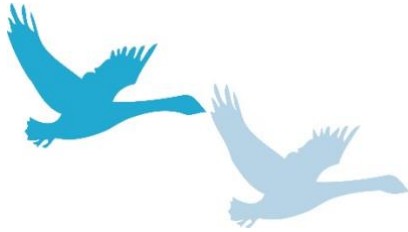
There were no declarations of interest.

FC048. Public forum and questions

Members of the public were 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.

FC049. Minutes of the Council meeting held on 18th August 2026

The minutes of the Extraordinary Full Council meeting held on [18th August 2026](#) were approved as a true and accurate record of the meeting.



FC050. Reports

To receive a report from:

i. Chair's Update

The Chair reported that August had been a busy month for the Council and highlighted several matters for members' attention.

The Chair referred to the robbery at Londis on 23 August, during which a worker was assaulted and alcohol stolen by a group of youths. CCTV footage had been provided to police, and a meeting was being arranged with Inspector Neil Durkan to discuss this and other anti-social behaviour issues.

Members were advised that there had been continuing unauthorised access to the MUGA during the school holidays, causing damage and raising safety concerns. A possible remedy is considered later in the agenda.

The Chairman thanked members who attended the Extraordinary Full Council meeting on MM227 and noted that the Council's objection to the proposed Adversane-Kingswood development had been agreed. Over 600 comments had been received by HDC and further hearings will follow.

The Chairman also advised that plans for Sussex under Local Government Reorganisation had been paused in light of legal advice and would be reviewed by ministers.

The upcoming Harvest Fair and Fairtrade Fortnight were highlighted, and members were encouraged to support these events.

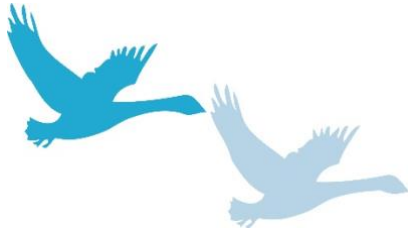
Cllr Campbell explained that the renewal of the Fairtrade membership then Cllr Labuschagne up explained that there will be a fairtrade event on 22nd September 9:30-11am at the parish meeting room.

The Chairman also welcomed Jay, the new groundsman, and Morgan, the Community Engagement Officer.

ii. Horsham District Council

The Council received an update from District Councillors Clarke and Campbell on recent matters at Horsham District Council (HDC).

Cllr Clarke reported that HDC's Overview and Scrutiny Committee had considered a proposal to allocate approximately £2.6 million towards the redevelopment of 11 Saxon Weald garage sites to provide social rented housing. Members noted that the scheme is intended to deliver low-rent homes to meet local housing need.



Members were also informed that funding is being made available to retrofit and refurbish five larger family houses, enabling the properties to be brought up to the required standard and made available for occupation.

Cllr Clarke advised that HDC is currently consulting on proposals to invest approximately £7-8 million in improvements to Pavilions and The Bridge leisure facilities. The proposals include the installation of additional outdoor gym stations and other enhancements designed to encourage greater participation in physical activity and improve community health and wellbeing.

An update was also provided regarding Local Government Reorganisation (LGR). Members were informed that progress on the proposals has been paused due to legal action, and no further information is currently available.

Cllr Campbell reported on proposed changes to the planning process. Members noted that a greater number of planning applications are expected to be determined under delegated powers by planning officers, resulting in fewer applications being considered by the Planning Committee. Whilst Parish Councils will continue to have the ability to request that applications be referred to committee for determination, the process and criteria for doing so will be different under the proposed arrangements.

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

- iii. West Sussex County Council
There was no update given.

- iv. Pulborough and District Community Care Association
The Clerk read out a report given to him as no one from the PDCCA could attend. Pulborough Pantry remains a vital resource for residents experiencing food and hygiene poverty, supporting an average of 150 visits per week and redistributing around one tonne of food each month, although uncertainty over future accommodation remains a concern. Pulborough Befriends currently supports 30 clients through one-to-one befriending, with six further referrals being processed, while the popular Cuppa and Chat sessions continue to attract 20 to 25 attendees. In partnership with the Anchorage, a new monthly Dementia Café has also been launched at Pulborough Village Hall. Community Transport remains busy, providing over 60 journeys to medical appointments each month, with efforts underway to recruit additional volunteer drivers and make greater use of the wheelchair-



accessible Blue Angel vehicle. The weekly Lunch Club continues to be well attended by between 20 and 30 residents, with the monthly arts and crafts activities proving particularly popular. Pulborough Pop-In sessions at the library regularly welcome around 10 families each week and continue to provide important opportunities for social connection. The Cooking with Confidence programme has helped 18 young people develop practical cooking skills and confidence, with further courses planned for the new school year in partnership with St Mary's Primary School. Looking ahead, PDCCA will be attending the Pulborough Harvest Fair on 26 September, hosting its annual Halloween activities at the Village Hall on 31 October, and celebrating its 60th anniversary with volunteers and community partners on 26 November 2026. Overall, PDCCA continues to make a significant contribution to community wellbeing, while highlighting the ongoing need for secure premises for the Pantry and additional volunteer drivers for the transport service.

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

v. Pulborough Community Partnership

David Hurst spoke about the Harvest Fair. Current long-term weather is looking positive without too much rain. There will be approximately 70 stands, 4 bands, inflatables, classic cars, a dog show, archery and rifles, a raffle with 35 prizes including a glider flight and a barrow of beer. The field will be topped this Sunday. Help is still needed, especially on Saturday morning bringing in cars to the right location.

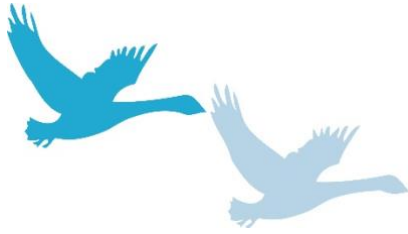
It was **resolved** to acknowledge the report.

vi. Nutbourne Residents Association

No update given

vii. HALC

Cllr Hare provided an update on the recent HALC Annual General Meeting. Members noted that the meeting was not quorate and therefore was unable to formally conduct business. It was further reported that invoices had not yet been issued to member councils and, consequently, membership subscriptions had not been paid.



During the discussion, questions were raised regarding the potential impact of Local Government Reorganisation (LGR) on HALC and its future role. No definitive information was available at this stage, although it was acknowledged that the implications of LGR for local government bodies and representative organisations would need to be considered as proposals develop.

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

viii. Neighbourhood Warden and Community Engagement Update

Members received an update from the Neighbourhood Wardens.

Carol reported that the summer activities programme had been very successful, with approximately 80 children participating. A recent messy play day was also well attended, attracting around 40 children. Members noted that the Dungeons and Dragons group continues to run on a weekly basis and remains popular with young people.

It was further reported that the Wardens had collectively walked 67 miles during the last month. The wardens continue to work closely with the local PCSO and assist in providing intelligence relating to suspected drug-related activity within the parish. Members were advised that the Wardens have also been involved in supporting residents with neighbourhood disputes and providing assistance to vulnerable members of the community.

Members noted that an area of land at Hill Farm Lane has recently been cleared and following concerns being raised and reported by the Parish Council, both the Wardens and Horsham Planning Department is monitoring the situation.

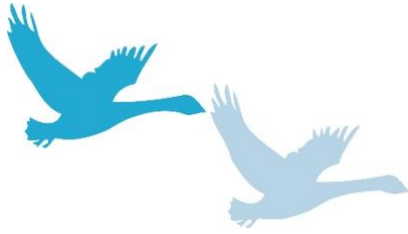
Carol further advised that a report is being prepared for publication on social media to provide greater clarity regarding the role of the Neighbourhood Wardens and the services they provide to the community.

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

FC051. Committee Reports

To receive a report from the Committees

- i. Planning Committee
No update



ii. Finance and Policy Committee

A brief update was given explaining the new budget cycle and interim and year-end reports.

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

iii. Recreation and Open Spaces Committee

Members received an update on current sports and recreation projects within the parish.

It was reported that discussions are ongoing regarding the cricket nets. Members also noted proposals to create a basketball area on a hardstanding surface as part of wider improvements to recreational facilities.

The Council was advised that the Lawson Cypress trees within the allotment site will be retained and that wildlife on the site continues to be monitored as part of ongoing environmental management.

Members noted that a new bench has been installed at Masons Way and that cleaning works to the flooring in the area has recently been completed.

An update was also provided on forthcoming community events, with details to be publicised in due course.

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

FC052. Working Group

i. Neighbourhood Plan

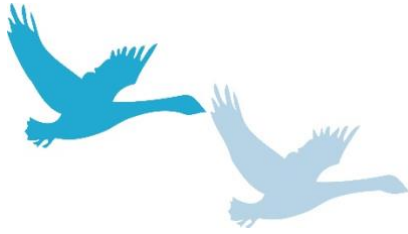
One meeting has taken place and another is being held.

ii. Pavilion Redevelopment Working Group

No major updates due to Thakeham being quite over the summer.

iii. Youth programme initiative.

Members received an update on current youth initiatives within the parish.



It was noted that there had been limited activity to report during the school summer holiday period. However, progress continues to be made on the Future of Music Programme. Bev Macklin is currently updating plans aimed at encouraging additional tutors to become involved, thereby expanding the range of musical instrument lessons available to young people. Members also noted that recruitment is underway for a Volunteer Coordinator to support the continued growth and delivery of the programme.

Bev Macklin will also be meeting with the Headteacher of St Mary's Primary School to review the progress of the singing groups established during the previous term and to discuss future opportunities for development.

The Council was advised of a new partnership opportunity with the monthly GJ's Musical Showcase, held at Macklins on the last Sunday of each month. This initiative will provide young people with valuable experience of performing before a live audience and further opportunities to develop their confidence and musical talents.

Members noted that the Dungeons and Dragons Club has resumed following the summer break and that an adult session has now been introduced alongside the existing youth provision.

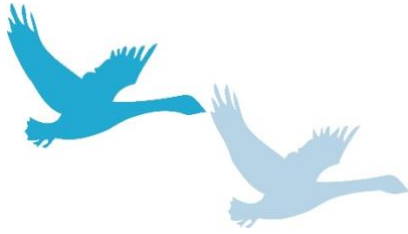
The Neighbourhood Wardens are also investigating the feasibility of establishing a Pokémon Club following a request from a young resident of the parish, with the aim of providing an additional social and recreational opportunity for local young people.

iv. Transport and Infrastructure Update

Cllr Clarke informed Members that a meeting is scheduled with the Cabinet Member for Highways to discuss the Parish Council's Transport and Infrastructure document and related highway priorities.

Members considered proposals for Traffic Regulation Orders (TROs), including extending the 30mph speed limit to Cray Lane and extending the 40mph speed limit to Broomers Hill. It was noted that the proposed changes are intended to reduce vehicle speeds, particularly in the vicinity of the Blackgate Lane junction, and improve road safety for all road users.

Further highway and traffic management matters within the parish were also discussed.



It was unanimously **resolved** to support the TRO and requested the Clerk and Cllr Clarke to progress the TRO.

v. Events

Members received an update from Morgan on preparations for upcoming community events and communications activities. The Christmas Market was discussed, and it was agreed that the event should proceed this year. Members noted that the Village Hall has been confirmed as the venue and that the event will take place on 4th December. Work is currently underway to secure the silver band, stallholders and food vendors. Once these arrangements have been finalised, the event will be promoted through social media, noticeboards and other Council communication channels.

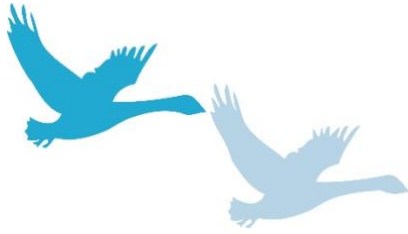
Members were pleased to note that the Council has been awarded £500 through Horsham District Council's Buy Local This Christmas grant scheme to support the costs of the Christmas Market. It was further noted that Horsham District Council will assist with the promotion of the event.

An update was provided on the Festive Illuminations scheme. Members noted that, once the costs of the Christmas trees have been confirmed, local businesses will be contacted and provided with acceptance forms.

Members were advised that a meeting will be held with Ross Phillips regarding the joint organisation of the Remembrance Day event, continuing the approach taken in previous years. It was anticipated that the running order would remain largely unchanged, however, Members agreed that opportunities should be explored to improve engagement with the wider community and local veterans.

Members also received an update on the Council's social media performance. It was reported that between July and August, page views increased by 35% and user interactions increased by 34%. The Council continues to increase the amount of content shared online, providing greater visibility of Council activities, projects and initiatives. In addition to general news and community updates, Council and committee meetings will now be regularly promoted through social media channels.

It was further reported that updates relating to the work of the new Groundskeeper, Jay, will be shared to keep residents informed of maintenance and improvement



works taking place across the parish. Members also noted that the Council now has access to its Instagram account and will work to develop its presence on that platform to complement its existing Facebook audience.

FC053. Pulborough CLT

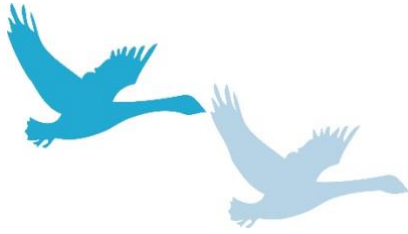
Members received a presentation regarding the potential establishment of a Pulborough Community Land Trust (CLT). It was noted that research undertaken on local demographics highlighted the challenges facing the parish, including an ageing population and the difficulty younger residents face in remaining within the village due to high property prices and limited local employment opportunities. Members were advised that these issues are not unique to Pulborough, and that Community Land Trusts and similar community-led organisations have been established elsewhere to help address local housing needs.

The Council was reminded that discussions have previously taken place regarding a parcel of land that may be transferred to the Council. While the transfer has not yet been completed and remains with solicitors, Members noted that the land could potentially provide an opportunity for the delivery of affordable homes for local people. It was emphasised that the intention would be to provide housing aimed at helping local residents, particularly younger people, to establish themselves within the community through affordable starter homes, rather than creating long-term social housing provision for applicants from outside the area.

Members were advised that the proposed Community Land Trust would be established as a community-led organisation comprising local residents, Councillors and Council officers working together to explore and deliver community housing initiatives. It was noted that officer involvement would require a commitment of staff time and resources to support the development of the Trust and its activities.

Following discussion, Members considered a proposal to establish a joint working group comprising Council officers, Councillors and members of the community to oversee the formation and operation of the Pulborough Community Land Trust and to progress opportunities for community housing initiatives within the parish.

It was **resolved** unanimously that a joint working group comprising Council officers, Councillors and community representatives be established to support the formation of the Pulborough Community Land Trust and to progress community housing initiatives within the parish.



FC054. MUGA anti-climb paint

Members considered a proposal to apply anti-climb paint to sections of the fencing surrounding the Multi-Use Games Area (MUGA) in response to ongoing incidents of individuals climbing over the fence to gain unauthorised access.

It was noted that repeated instances of trespass had resulted in damage to the gates and fencing, with significant repair costs having already been incurred. Members were advised that there were also concerns regarding the potential for injury to individuals attempting to climb the fence and the associated liability risks to the Council.

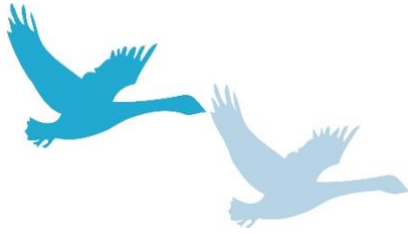
The Clerk outlined the advantages and disadvantages of using anti-climb paint as a deterrent. Members noted that the product is designed to remain on clothing and skin, making it an effective measure to discourage climbing. However, concerns were raised regarding the possibility of the paint transferring onto footballs or other equipment, as well as complaints being received from parents should young people come into contact with it.

It was explained that, if approved, the paint would only be applied to the upper sections of the fence, specifically the main metal uprights at the corners where most climbing frequently occurs, and across the top of the gate. Members considered that contact with the paint would therefore only occur if an individual intentionally climbed the fencing. It was further noted that extensive warning signage would be installed around the MUGA and that the Council would publicise the use of anti-climb paint through social media, Council communications and local publications to ensure users were aware of its presence.

Members were informed that the proposal had been discussed with the Neighbourhood Wardens, who supported the use of anti-climb paint alongside clear signage and public awareness measures. It was also noted that similar products are widely used elsewhere to deter unauthorised climbing and access.

Following discussion, it was proposed that anti-climb paint be applied to the upper areas of the main metal uprights and across the top of the MUGA gate, together with the installation of prominent warning signage and a programme of public communication.

It was **resolved** that anti-climb paint be applied to the upper sections of the MUGA fencing, including the main corner uprights and the top of the gate, and that appropriate



warning signage and public communications be implemented. The resolution was carried unanimously.

FC055. Pavilion Project Manager

Members considered the report regarding the appointment of a Project Manager to support the Sports Pavilion Rebuild Project. The Clerk advised that the project is progressing, with drawings expected shortly, and that a dedicated Project Manager would provide professional oversight and support the next stages of the development. Members were informed that a suitably experienced candidate had been identified and interviewed, with positive references received. The Clerk referred to the supporting report and outlined the proposed role, which would assist with project coordination, procurement, planning, risk management and liaison with consultants and contractors. Members discussed the benefits of appointing a Project Manager to help ensure the successful delivery of the project, together with the associated financial implications. Funding for the role would be met from the earmarked reserves allocated to the Pavilion Rebuild Project.

The Council unanimously **resolved** to approve the appointment in principle on a consultancy basis and that the Clerk be authorised to negotiate and agree the final rate of pay within the approved budget provision.

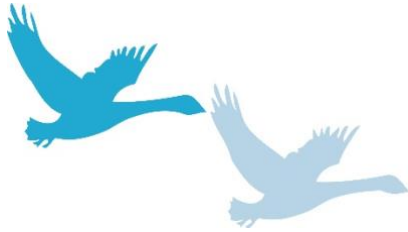
19:28 Cllr Perry and Morgan left the meeting.

FC056. Examination of the Horsham Local Plan 2023 -2040

Members considered whether the Council wished to appoint a representative to speak at the Horsham Local Plan Examination hearing scheduled for 10:00am on 13 October 2026 and whether to work jointly with neighbouring parish councils in relation to the Council's objection to Modification MM227 (Adversane - Kingswood).

The Chair reminded Members that the matter had previously been discussed at the Extraordinary Council Meeting in August and that the hearing date had now been confirmed. Members discussed the benefits of participating in the examination process and the opportunity to present the Council's views directly to the Planning Inspector.

Members also considered a request from Billingshurst Parish Council and West Chiltington Parish Council to work collaboratively, noting that the three councils hold similar concerns regarding the proposed modifications to the Local Plan.



It was **resolved** that Cllr Curd be appointed to represent the Council and to attend the meeting. and to join with the other councils.

It was **resolved** that the Council will work with Billingshurst Parish Council and West Chiltington Parish Council to form a joint approach in continuing to object to Modification MM227 (Adversane - Kingswood) within the Horsham Local Plan.

FC057. Community Asset Application No. CA26/08 – The Oddfellows Arms PH

Members considered whether the nomination of the Oddfellows Arms met the requirements for listing as an Asset of Community Value under the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

It was noted that the asset currently, or in the recent past, had furthered the social wellbeing and social interests of the local community through its use as a community facility. Members further considered that it was realistic to think that such use could continue, or be resumed, within the next five years.

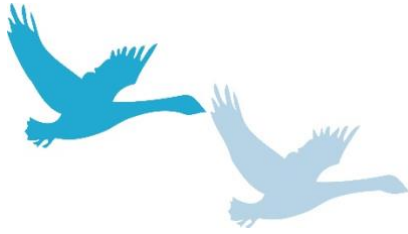
It was unanimously **resolved** that the Council confirms that the nomination of the Oddfellows Arms meets the statutory tests set out in the Localism Act 2011 and the Assets of Community Value (England) Regulations 2012.

FC058. External Auditor report and Certificate 2024/25

The Council considered the External Auditor's Report and Certificate for the year ended 31 March 2026 from Moore. Members noted that the external auditor had issued a positive limited assurance opinion and confirmed that, based on their review of Sections 1 and 2 of the Annual Governance and Accountability Return, the information was in accordance with Proper Practices and no matters had come to their attention indicating that relevant legislation or regulatory requirements had not been met.

Members noted the auditor's comments that the AGAR had initially been submitted with signatures redacted and that the unredacted version should be provided on first submission in future, that the Council should ensure AGAR approval dates and minute references are clearly and consistently recorded, that reserve information should be provided in fuller detail with the AGAR in future, and that the public notice and website publication of audit documents should fully comply with the Accounts and Audit Regulations 2015.

It was **resolved** to note the External Auditors Report and comments made.



FC059. Internal Interim Audit

Members considered the Internal Interim Audit Report for the current financial year.

The Clerk advised that the audit had been completed successfully and that the findings were positive. Members noted that the Deputy Clerk had attended the audit as part of her introduction to the Council's financial processes and procedures, which had proved beneficial.

It was reported that the Internal Auditor had been complimentary about the Council's financial management and governance arrangements. Particular attention was drawn to the Auditor's comments regarding earmarked reserves and general reserves, which confirmed that the Council's reserve levels remain appropriate and are being managed in accordance with good practice.

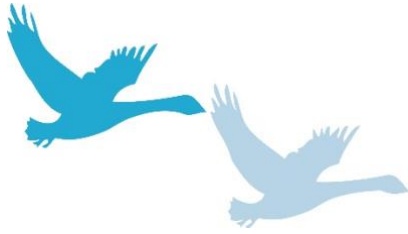
Members also discussed the audit findings relating to the publication of statutory notices. The Clerk explained that, whilst the required notices had been displayed on the Council's noticeboard, evidence was not available to demonstrate that all documentation had remained on the Council's website for the full prescribed period. As a result, the External Auditor may record a qualification against the relevant assertion for the financial year. Members noted that this was a minor administrative issue and that measures would be put in place to ensure full compliance in future.

It was **resolved** that the Internal Interim Audit Report be received and noted.

FC060. Finance

To receive and note the following reports

- i. Detailed Income & Expenditure.
Attention was drawn to the Council's earmarked reserves, including those allocated to the Pavilion Project, and Members were advised that further recommendations regarding reserves would be considered by the Finance Committee.
- ii. Balance Sheet.
Cllr Clarke reported that, at five months into the financial year, expenditure and income were generally in line with expectations. Members noted that some budget headings appeared over or under budget due to the timing of income and expenditure, including insurance premiums, utility costs and grant transfers. It was further noted that overall income was performing ahead of budget and expenditure remained below budget at this stage of the year.
- iii. Summary of Quarter 2 budget update.



Members received the financial report and budget monitoring information for Quarter 2.

The Clerk highlighted that explanations had been provided for significant variances and advised that quarterly budget monitoring reports would be presented to Full Council going forward to provide greater clarity on financial performance. Members noted that some apparent overspends related to transfers from earmarked reserves and that income from allotment tenancies would not be received until later in the financial year.

iv. Payments for approval

The payment sheet was issued and signed off.

It was **resolved** that the financial report and budget monitoring information be received and noted.

The meeting ended at 7:51pm