

PULBOROUGH PARISH COUNCIL

**Minutes of the Full Council Meeting held at United Reformed Church, 82 Lower Street,
Pulborough, RH20 2DW on Monday 23rd March 2026 at 6:00 pm.**

Councillors present: Cllrs Jonathan Campbell (Vice Chair), Paul Clarke, Sharon Curd (Chair), Jeannie Esdaile, Ian Hare, Elizabeth Hunt, Jilly Marcuson, Sandra Martin, Andrew Perry.

Officers: Oliver Last (Clerk)

Also Present: Carol Boniface, David Hurst, Isla Moran

Members of the Public: None

The Chair welcomed everyone and gave a safety announcement.

FC0106. Apologies for Absence

Apologies for absence were received from Cllrs Lauren Bailey, Ruth Court, Andrada Labuschagne, Lissette Trembling, Frank Riddle, Charlotte Kenyon (WSCC).

FC0107. Declarations of interest

The Chair reminded all present that declarations of interest still stand (as defined by the Localism Act 2011). There were no declarations of interest.

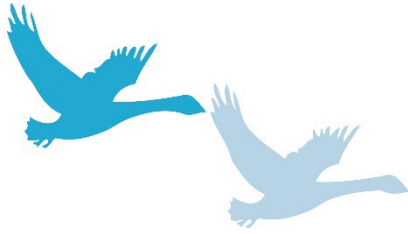
There were no declarations of interest.

FC0108. Public forum and questions

There were no questions from the public.

FC0109. Minutes of the Council meeting held on 26th January 2026

It was **resolved** to approve the minutes of the Council meeting held on **26th January 2026** as a true and accurate record of the meeting.



FC0110. Reports

Reports were received from:

i. Chair's update

Cllr Curd opened with congratulations to the PDCCA for receiving an award from the High Sheriff of West Sussex, recognising the charity's exceptional service to the community and the dedication of its volunteers. Residents were also encouraged to submit nominations for the Horsham District Volunteer Awards before the 17th April deadline. Updates were provided on ongoing village projects, including steady progress on the redevelopment of the Sports & Social Club Pavilion, with early survey results showing strong support for a welcoming, multi-purpose space for sport, wellbeing, youth activities and community resilience.

Work continues at the Community Allotment, where more volunteers are needed, and the Council has now successfully regained its Fairtrade accreditation. A report was also given on attendance at a Sussex CLT networking event, which has inspired next steps for local community-led housing exploration.

Additional updates included thanks to the Neighbourhood Wardens for activities carried out as part of the Great British Spring Clean, and news that the Pulborough Shedders have relocated temporarily to Thakeham while long-term premises are sought locally. Finally, residents were informed of an upcoming road closure: the A29 at Church Hill will be shut from 20th to 30th April 2026 for essential tree works with a parking ban on New Place Road to support traffic flow and safety. The Parish Council will share further details online as the date approaches.

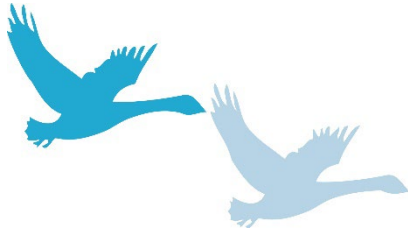
Cllr Hare provided a brief update following a recent noise management meeting concerning the proposed second runway at Gatwick. It was noted that a new community dashboard has been introduced to help quantify and monitor noise levels.

Cllr Hare also suggested that the council should consider appointing a representative to the Horsham Association of Local Councils (HALC).

It was **resolved** to acknowledge the update

ii. Horsham District Council (HDC)

Cllr Clarke updated the Council on several key matters. The first session of 'around the district' meetings took place which included a member of the HDC Senior Leadership Team (SLT) and a member of the Cabinet meeting with Parishes which was reported to have been well received. County elections are back on and scheduled for May. Food waste collections are set to commence from 16th March.



The Capitol refurbishment project is progressing well and remains on schedule. Regarding the District Local Plan, HDC has submitted complaints, and it was noted that a new planning inspector, Mr Bore, has been appointed to undertake a further review, with Stage 1 in April and Stage 2 scheduled for September, and significant work is ongoing on policy development. The Government has reduced funding by 4.3% which actually equates to approx. £1.9 million, resulting in a proposed tax increase for HDC of 2.9% (to be confirmed). Local Government Reorganisation (LGR) options under consideration include a single unitary authority, two unitary authorities, or the Brighton five-unitary model, with a decision expected between 16th and 18th March; however, HMLG has indicated there may be a delay. Purdah is set to commence on 30th March which will lead to difficulties.

Concerns were raised regarding the Neighbourhood Plan (NHP), particularly about additional development sites in the village, and it was agreed to arrange a meeting between the working group and HDC to discuss potential housing allocations. It was also noted that town council elections are due to take place in Horsham.

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

iii. West Sussex County Council

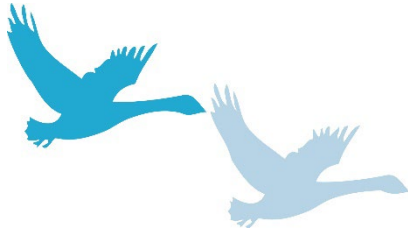
Apologies were received from Cllr Charlotte Kenyon.

iv. Pulborough and District Community Care Association (PDCCA)

Isla Moran provided an update on various community schemes. The community transport service is seeking additional volunteers to support its operations. The “Pop In” sessions continue to be well attended, with new mothers participating and a recent visit from Dr Tim Fooks. The Lunch Club is preparing for an Easter lunch on 25th March, and the arts table, held fortnightly, remains popular. Last month’s Pancake Day event was a great success and provided valuable support to the Lunch Club. The befriending scheme is currently supporting 34 residents, which is a positive achievement but also presents a significant workload. The community pantry has supported 300 families and saved one ton of food from landfill; additional staff are being sought to help with this initiative. The “Cook with Confidence” programme is progressing well, with significant support from Tesco.

Isla also reported that receiving the High Sheriff Award was a great honour, and the group has also been nominated for the King’s Volunteer Awards. Upcoming events include support for the St Mary’s School fair on 13th June, the Harvest Fair, and the PDCCA’s 60th anniversary celebrations in November.

It was **resolved** to thank the PDCCA for their update and congratulate them on their award.



v. Pulborough Community Partnership (PCP)

Harvest Fair is going ahead on 26th September. More details to follow.

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

vi. Nutbourne Residents Association (NRA)

Apologies were received from Brian White.

vii. Neighbourhood Warden and Community Engagement Update

The Council received an update on recent community initiatives, including participation in the Keep Britain Tidy campaign. Daily litter picks have been taking place, with a special 'Saturday of action' involving a litter pick around the recreation ground and cleaning of play equipment, which saw enthusiastic involvement from local children and councillors. Unfortunately, a fire occurred in Pocket Park, the names of those involved have been identified; the Wardens are now working with the police to seek appropriate outcomes. The Wardens are also working with the NRA in response to recent break-ins in the area. The Dungeons & Dragons (D&D) club at Macklin's continues to be well attended, with the possibility of launching an adult D&D group. Regular litter picks have commenced at the gun emplacement site near Park Mound, which currently seems to be a hotspot.

There was an incident involving the misuse of a nerf gun; the individuals responsible have been identified and reported to the relevant school. Positive outcomes have been noted from these community efforts.

It was also reported that the Police Community Support Officer (PCSO) Megan, has now been specifically allocated to Pulborough to assist with current issues.

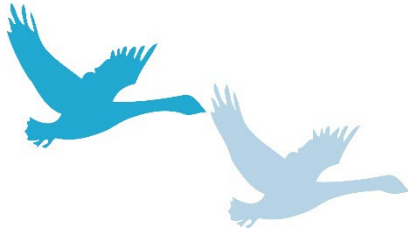
It was **resolved** to acknowledge the update.

FC0111. Committee Reports

The following committee reports were received.

i. Planning Committee

No update was given from planning.



ii. Finance and Policy Committee

Cllr Clerk updated the Council informing them of the reviewed proposals for outsourcing grass-cutting and agreed to proceed to tender for a three-year contract. A detailed discussion was held on IT and website service quotations, with the Council agreeing to re-appoint JNR Computer Services. Updates were also received on recent maintenance at the Sports and Social Club Pavilion, including roof repairs and emergency lighting works.

The committee also reviewed potential EMR-funded projects such as the Sports & Social Club Pavilion redevelopment, MUGA improvements, a new outdoor table tennis table and CLT-related land opportunities, agreeing to forward these priorities to Full Council for further discussion tonight.

Further updates were given on the ongoing work related to a potential Pulborough Community Land Trust and recent meetings regarding local land transfer.

The committee approved the initial costs for moving the Council office into its new Village Hall space.

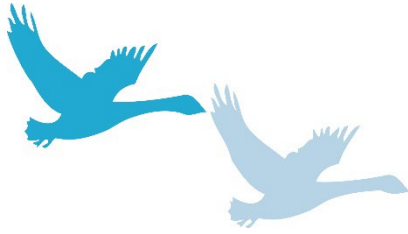
It was **resolved** to acknowledge the update

iii. Recreation and Open Spaces Committee

Cllr Hunt updated the Council on several matters. A request from a member of the public for a designated dog walking area is currently being considered, with costs under review. Improvements to Masons Way play park, including a basketball hoop, were discussed. The Clerk suggested that there wasn't enough space for a basketball hoop in that location and perhaps a bench might be more appropriate for the size of the space.

Three trees are scheduled to be replaced in the recreation ground on the first week of April, with species and planting locations already selected; it was noted that a tree watering group will be needed to support their establishment. The removal of Leylandii trees in the allotment is also being considered, with allotment holders being contacted and the associated works being costed. A meeting has taken place with the Bowls Club to address rubbish clearance and other related issues.

The recent half-term skate event was reported to have gone well. It was agreed to combine the Memorial Garden and Community Allotment into a single budget line



for clarity. There was also discussion regarding cricket-related requests raised at the meeting, with some proposals identified as not feasible at this time.

FC0112. Working Group

i. Local Plan Referendum

The Local Plan was discussed and updated as part of the District Councillors update.

ii. Sports & Social Club Pavilion Redevelopment Working Group Update

The Clerk informed the Council of the working group meetings held and the outcome from the recent community survey summarising the outcomes showing that the community want an inclusive, multi-purpose hub that supports sport, social connection, wellbeing, youth activities and wider community resilience. This detail will be share with the community before the next steps in the process.

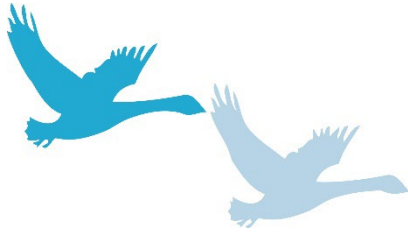
It was **resolved** to acknowledge the update

iii. Youth programme initiative.

Cllr Curd informed the Council that the Future of Music Programme is continuing to grow, with more young people now accessing lessons and new partnerships beginning to take shape. Following the recent open day, two additional students have started singing lessons—bringing the total to four—and another is preparing to move into guitar tuition. A new piano student is expected to begin shortly, with further interest being expressed in singing lessons. Safeguarding training has now been fully updated and completed, ensuring all activities meet the appropriate standards. The project leader is also set to meet with St Mary's School after Easter to explore opportunities for outreach and collaboration.

A busy programme of performance events is being planned for the months ahead, including appearances at Broadwater in Worthing on 25 May, the ABC Animal Sanctuary's Sundowner Event, and the return of the Under-18s Open Mic this summer. These events will offer young musicians valuable live experience and increased confidence. The Instrument Library is in good shape, currently holding four guitars, a French horn, a small keyboard and a ukulele.

Additionally, discussions are under way with the Bowls Club to explore a partnership that could help engage more young people while supporting the club's membership.



It was **resolved** to acknowledge the update

iv. Transport and Infrastructure Update

Cllr Clarke updated the Council on recent discussions and progress with West Sussex County Council (WSCC) Highways regarding speed limits on the A29 heading north. Two options were outlined for implementing the changes suggested in the Transport and Infrastructure document: a Traffic Regulation Order (TRO), which typically takes around six months to process, or a Community Highways Scheme, which may take up to 30 months. The preferred approach is to pursue a TRO for the A29, with the proposal to move the 30mph speed limit to Hill Farm Lane and the 40mph limit to Broomers Hill.

The council **resolved** to progress the TRO.

v. Pulborough Community Land Trust (CLT)

David Hurst updated the Council about a meeting held with AIRS. Next stage for Pulborough is to form its CLT including in its membership, Councillors, the Parish Clerk and members of the public.

Cllr Perry left the meeting.

FC0113. HDC District Community Governance Review

The report was issued to the Council and the Clerk asked if there were any questions. Cllr Hunt asked if there were any concerns for the Council to be aware of. Cllr Clarke suggested that previously there were no local issues but there could be changes considered including warding the Parish and an opportunity to look critically at what we do in Pulborough.

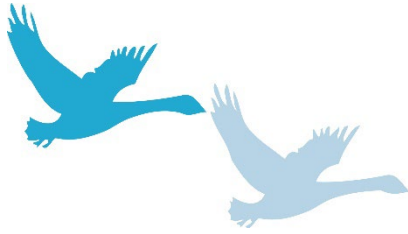
It was **resolved** to acknowledge the update.

FC0114. EMR

The Council discussed the potential projects that were discussed at the Finance meeting for the coming year and how to allocate EMR for the projects.

Projects discussed were:

- i. Sports and Social Club Pavilion Redevelopment
- ii. Interim sports facilities (changing rooms and toilets)
- iii. Upgrading the MUGA lights to LEDs



- iv. MUGA Gate (to interact with the lights)
- v. MUGA basketball ground surface (outside)
- vi. MUGA raised fencing
- vii. Outdoor tennis table
- viii. New land at Glebelands - CLT
- ix. Tree survey
- x. Councillor IT hardware
- xi. Cricket nets fencing extension

It was **resolved** to acknowledge the options presented, and that the Clerk and Cllr Clarke would work together to explore the financial possibilities associated with each option.

FC0115. Office Move Update

The Clerk supplied the initial costs reported to the finance committee associated with the move into the new area in the Village Hall to make the area suitable for Council use. The initial building costs are expected to be £5360 with additional costs of approximately £1000 to get the office broadband and equipment set up.

It was **resolved** to acknowledge the update and support the agreement at Finance and Policy to continue with the agreed works.

FC0116. Email spoofing and safety update

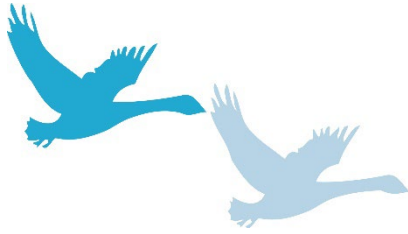
The Council was supplied with an update following the recent issue with email spoofing and the safety measures the IT department have put in place.

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

FC0117. Staffing update

The Clerk updated the Council on the current staff and contract positions and informed them that:

- i. The Community Engagement Officer position is going to be readvertised.
- ii. A temporary Social Media and Website Assistant was going to be employed until the Community Engagement Officer position was covered to help with the communication on the Council's social media pages and to keep the website up-to-date.
- iii. The grass cutting tender will be going live this week and outcome reported back to the Full Council meeting on 27th April with a contract start date of May 1st 2026.



- iv. The Clerk is working on an job advert to employ an Environment and Maintenance Officer to manage the outdoor spaces which is being discussed at the forthcoming staffing committee.

Cllr Hare left the meeting.

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

FC0118. 2026/27 Meeting Schedule

- i. The Council received and reviewed the new Council meeting schedule for 2026/27 and **resolved** to adopt the proposed meeting dates.
- ii. Arrangements for the Annual Parish Meeting were discussed, with volunteer groups being invited to the meeting and engage both with each other and with members of the public during the event. It was agreed that food and drink would be provided, and that different Councillors would be allocated to specific topics currently being worked on by the Council. This approach is intended to ensure broad representation and to facilitate meaningful conversations with attendees on a range of Council initiatives.

FC0119. Finance

The following reports were received:

- i. The Clerk provided an update on the Council's year-to-date finances, confirming that all income and expenditure for the period had been reviewed and recorded accurately and that the bank reconciliation had been completed with no discrepancies identified. Current balances were verified against bank statements.
- ii. Payment approval- There were no payments to approve.

There being no further business the meeting ended at 19:49