

## **PULBOROUGH PARISH COUNCIL**

**Minutes of the Full Council Meeting held at Pulborough Village Hall on Monday,**

**8th September 2025 at 6:00 pm.**

**Councillors present:** Cllrs, Jonathan Campbell (Vice-Chair), Ruth Court, Paul Clarke, Sharon Curd (Chair), Elizabeth Hunt, Andrada Labuschagne, Jilly Marcuson, Frank Riddle, Andrew Perry, Lissett Trembling,

**Officers:** Oliver Last (Clerk)

Also Present: Cllr Ellis-Brown (HDC), Carol Boniface

**Members of the Public:** Andy Tillbrook.

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The Chair welcomed everyone and informed them about the sad loss of the ex-Chair, Ray Qusted and held a one-minute silence.

### **Apologies for Absence**

Apologies were received from Cllrs Lauren Bailey, Jeannie Esdaile, Sandra Martin and Ian Hare.

### **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.

### **Public forum and questions**

There were no questions from the public.

### **FC066. Minutes of the Council meeting held on 25th July 2025**

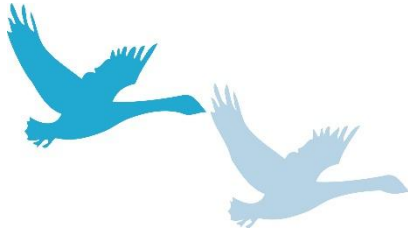
To was **resolved** to approve the minutes of the Council meeting held on 25th July 2025 as a true and accurate record of the meeting.

### **FC067. Reports**

Reports were received from:

#### **i. Chair's update**

The Chair provided updates on several community events and initiatives. Fairtrade Fortnight 22<sup>nd</sup> September – 5<sup>th</sup> October was noted, highlighting PPC's support for Fairtrade and called for volunteers to help out at the St Mary's Church Fair on 4<sup>th</sup> Oct. A Remembrance Parade is scheduled for 9<sup>th</sup> November. Traders will have a late-night



opening on Thursday, 4th December, with Macklin's hosting Christmas carols. The village Christmas Fair on 5th December will feature Cllr Campbell as Santa, with Cllr Curd assisting in setting up. There will be a raffle and mince pies, and cllrs are invited to help.

The Memorial Garden volunteer team is excitedly awaiting the RHS Awards results in October. Additionally, both residents and Cllrs have expressed their gratitude to Jack for his contributions and hard work in Pocket Park.

**ii. Horsham District Council (HDC)**

Cllr Clarke reported on the ongoing local government reorganisation. The proposal for a single large Unitary Authority is still in discussion, but it does not align with current government plans. Discussions are ongoing regarding a North and South Unitary structure, with Adur's placement still undecided. Brighton's objectives remain unclear. Financial savings from the reorganisation have yet to materialise.

Cllr Court joined the meeting.

The government's Fair Funding review is focusing on assessing needs and support, alongside resetting business rates. There is concern that councils with low precepts may face significant increases. HDC is consulting on establishing a Town Council, with a decision expected by 5<sup>th</sup> December.

Cllr Clarke gave an update on the sale of Drill Hall, which has been sold to a church.

The decision regarding a golf and fitness centre was turned down by HDC but was overturned by the inspector. HDC has initiated a judicial review of this decision.

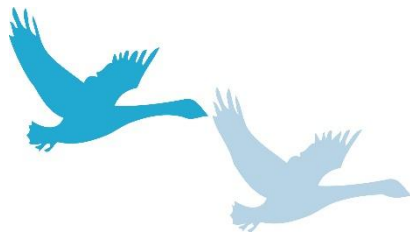
Cllr Hunt joined the meeting.

Cllr Ellis-Brown reported that the business case for reorganisation will be outlined on 26th September, and with all the additional work, there is a plan to increase staff in the legal department. Cllr Ellis-Brown also reminded Cllrs that following the reorganisation of the Unitary Authority, there may be fewer Parish Councils.

**iii. West Sussex County Council**

No report given.

**iv. Pulborough and District Community Care Association (PDCCA)**



The Chair read out an update received from the PDCCA. They are delighted to take on the management of the Pulborough Pantry, with final arrangements, including insurance and rooms, to be confirmed with PPC.

An after-school cookery club at St Mary's is set to begin soon, focusing on teaching children to prepare nutritious meals. Summer events have resumed post-school break, and in response to parental requests, a Halloween Party has been organised to provide a safe space for children, featuring food, games, and entertainment. Additionally, next year marks the 60th anniversary of the PDCCA, with a special celebration planned at the Village Hall.

**v. Pulborough Community Partnership (PCP)**

Cllr Hunt provided a brief update in her capacity as a director of the PCP. She mentioned ongoing discussions about implementing new software for the Harvest Fair. Additionally, there are ongoing discussions regarding the organisation and planning of the Harvest Fair.

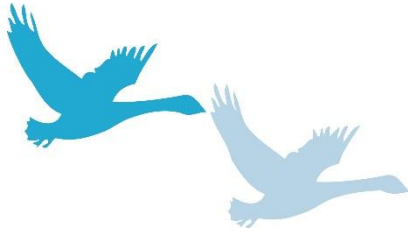
**vi. Nutbourne Residents Association (NRA)**

The next residents' meeting is scheduled for 26<sup>th</sup> October, following a well-attended previous meeting where numerous issues were discussed. Key concerns include the need for attention to the Nutbourne Road sign and the Stream Lane finger post, which have been previously communicated to PPC. Outstanding matters with WSCC/HDC Highways include the repainting of 20 mph roundels and addressing 'edge breakaway' damage on Nutbourne Road. A summary of the Neighbourhood Plan was distributed to 126 NRA email addresses, along with a reminder of the voting date, which saw over 80% approval. An instance of fly-tipping in Nutbourne Lane was reported and cleared by HDC, while discarded road signs and barriers remain uncollected. Additionally, several reports of suspicious vehicles and cold callers have been noted, prompting email alerts to residents.

Cllr Riddle wanted to note that he did not agree with the meeting minutes presented by the NRA.

**vii. Neighbourhood Wardens**

Carol has been in her role for five weeks now, while Lottie has been with us for two weeks. They are collaborating with Pulborough Shedders on finding a solution for displaying future post box toppers now the postbox on A29 has been upgraded with a solar panel, and planning related activities. Carol is also



working with Brian from NRA and Cllr Riddle on the Nutbourne telephone box project. The handover from previous wardens was smooth, and efforts are underway to re-engage with local clubs. Additionally, a meeting with the Police and Neighbourhood Watch at Tesco is planned.

#### **FC068. Committee Reports**

Reports were received from:

**i. Planning Committee**

Cllr Trembling provided an update on the current planning situation. There was a question what the difference between Peacocks Paddock and Stallcott Farm, questioning why one application was approved while another was not. It was suggested that Cllr Trembling should call in the matter for further review.

**ii. Finance and Policy Committee**

The Finance and Policy Committee is set to hold its next meeting on Monday, 15<sup>th</sup> September, utilising a new system with improved data capabilities. Key topics for discussion will include the management of Pulborough Pantry and the review of PPC assets.

**iii. Recreation and Open Spaces Committee**

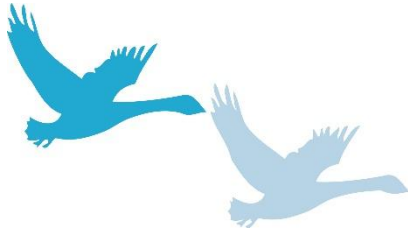
The meeting is scheduled on 29<sup>th</sup> September.

#### **FC069. Working Group**

**i. Local Plan Referendum Update**

The community's campaign to support the Neighbourhood Plan (NP) was successful, with 694 votes in favour and 135 against, achieving an 87.3% approval rate. The next step is for HDC to formally accept the Plan as part of the legal planning documents. However, there is uncertainty about who will approve it and when, with possibilities ranging from the Full Council to a planning committee, and timelines suggested from later this month to November. Given past experiences, Cllrs must ensure this process doesn't stall.

Developers are reportedly taking advantage of the current ambiguity in HDC's Local Plan, preparing to submit planning applications. It's essential to secure a commitment on when the Plan will be enforced. Additionally, consideration must be given to when a review or a new NP will be necessary, especially as HDC's development plan extends to 2041, while the current NP is until 2031. Funding for these updates is uncertain, as previous government grants have



ceased, and HDC has no allocated funds. This situation affects all NPs nationally, so staying informed on discussions is vital.

Reflecting on the development of Pulborough's NP, key contributors have expressed their willingness to support initial planning meetings for future revisions. The NP steering group will continue with Andy Tillbrook's involvement until the first revision is submitted. Cllrs should consider future needs for Pulborough, such as the lack of rental housing, an ageing population, and the challenge of meeting housing targets amid large developments outside Pulborough. Clarity on public consent for amendments is needed, and a neighbourhood survey may be necessary if not mandated.

Cllrs expressed their thanks to all who were involved in the NP, and a special thanks to David Hurst and Andy Tillbrook for all their work.

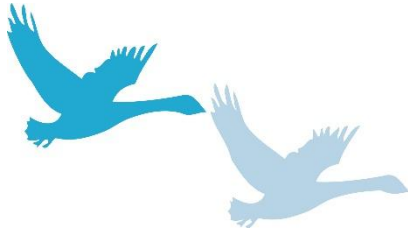
**ii. Creation of a Sports Pavilion Working Group**

Cllrs engaged in a discussion regarding the planned improvements to the Sports Pavilion. The focus was on the scope of work required to enhance the facility and the benefits these improvements would bring to the community.

Cllrs **resolved** to establish a working group dedicated to advancing improvements to the Pavilion. Both Cllrs and members of the public have volunteered to participate. The working group will include Cllrs Curd, Hare, Clarke, Hunt, Perry, and Riddle. Additionally, Cllr Len Ellis-Brown will join as a representative from the public.

**FC070. Sports Pavilion Redevelopment**

- i. The Clerk informed Cllrs about the initial meetings that have taken place, marking significant progress and the formation of the working group. This group is tasked with advancing the planned improvements and ensuring effective collaboration among members.
- ii. The Clerk provided an update on the health and safety status of the current pavilion, highlighting concerns with the electrical systems. An up-to-date Electrical Installation Condition Report (EICR) has been completed to ensure the Electrical safety report to follow. Concerns about the roof, especially areas with water ingress, will be addressed next.



It was noted that previous inspections have been conducted, but not all remedial actions were completed. The Clerk emphasised that the safety of pavilion users is paramount, and the associated costs of maintaining a safe and operational building should be carefully monitored.

**FC071. Christmas Trees**

- i. Cllrs reviewed the report provided and **resolved** to adjust the cost of trees due to an increase in the supplier's price. The cost per tree will be increased from £40 to £46.

**FC072. Youth Programme**

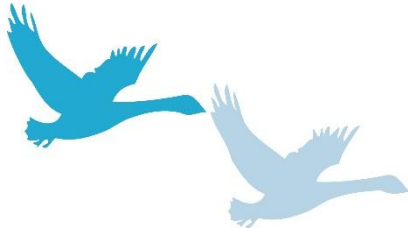
- ii. Cllrs recognised the lack of a youth programme in Pulborough after the demise of the Purple Bus some time ago. Cllrs Curd, Hunt, and Perry are developing a new programme to explore new support and activities for young people. Tom and Bev Macklin from Macklin's have received funding from Rural England to support youth activities in the upstairs room of Macklin's, which is separate from any place serving alcohol. The programme aims to engage young people in environmental activities, water safety, and music and arts programmes, as well as organising a regular after school board game café. Activities are planned for the October half-term, focusing on water safety. Cllr Clarke asked about funding, which includes the Rural England grant and a private donation, with additional grants available. PPC has allocated funds for youth programmes.

It was **resolved** to support this Youth Programme as a PPC initiative and support the events that are taking place. It was unanimously agreed to proceed with this initiative, which will be overseen by the Recreation and Open Spaces committee.

**FC073. Tree Surgery – Collingwood**

- i. Cllrs reviewed the report issued and discussed all options available. The background information was presented, including the report from the qualified arboriculturist HDC Officer and a local Tree Surgeon who has been asked to complete the work following the concerns raised about Honey Fungus infecting the oak tree. The inspection confirmed the presence of Honey Fungus (Armillaria). It was noted that PPC's public liability insurance does not cover potential incidents related to the tree's compromised condition

It was **resolved** to take down the oak tree on 24<sup>th</sup> September 2025.



**FC074. Finance**

To receive and note the following reports

- i. Bank Statement  
Cllrs reviewed the bank statements and **resolved** to acknowledge the financial situation.
- ii. Payment approval  
Cllrs approved the outstanding payments.

With no further business, the meeting ended at 19:53