

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, 15<sup>th</sup> February 2024 at 7.30pm.**

**Harry Quenault**

**Dated: 8<sup>th</sup> February 2024**

**Clerk & RFO**

Swan View, Lower Street, Pulborough, RH20 2BF

Tel: 01798 873532 [hquenault@pulboroughparishcouncil.gov.uk](mailto: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 18<sup>th</sup> of January 2024.
- 4. Committee Meeting Minutes**  
To receive and approve the Minutes: -
  - 4.1 Planning & Services Committee**  
To accept the Minutes of the Meeting held on 4<sup>th</sup> January 2024.
  - 4.2 Recreation & Open Spaces Committee**  
To accept the Minutes of the Meeting held on 11<sup>th</sup> January 2024.
- 5. Adjournment for public speaking: -**  
The Chair 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 Councillors.
- 7. MUGA Surface Quotes**  
To receive three quotes for the MUGA (Appendix A). The Clerk will offer his recommendation via a verbal report. It is to be clarified that the quote can only be accepted if the funding is sought and received from a third-party organisation.
- 8. Seeking CIL Fund Spend**  
To consider a recommendation from the Clerk to utilise the CIL monies to progress the MUGA project. The current balance is £11,452.56.
- 9. Vacancy on Recreation & Open Spaces Committee**  
Due to Cllr Campbell's request to step away from the Recreation & Open Spaces Committee due to personal reasons, the committee are asked to nominate a new representative to the committee from Full Council.
- 9. Warden Reports**  
To note the Warden Reports for December 2023. (Appendix B)
- 10. Quarterly 106/CIL Update**  
To note the quarterly 106 and CIL update from Horsham District Council. The Clerk will give a verbal report regarding this matter. (Appendix C)
- 11. Finance Update**  
To receive a concise verbal update regarding the financial position of the Council by the Clerk.
- 12. Pulborough Pantry Update**  
To receive a verbal update from the Cllr Lee on the Pulborough Pantry.
- 13. Pulborough Pantry TOR's**  
To approve the terms of reference for the Pulborough Pantry, to ensure correct governance is established. (Appendix D)
- 14. Sports & Social Update**  
To receive a verbal update from the Clerk of Sports & Social Club Committee.
- 15. Representatives on Outside Bodies**  
To receive and note brief reports from Members representing the Council on other organisations and groups.
- 16. Payments**  
To approve the payments list for signing.

Our Ref: 40463R1  
 Estimator: Liam/Lucy  
 Date: 25 January 2024

Beverly Nobbs  
 Pulborough Parish Council  
 Swan View  
 Pulborough  
 West Sussex  
 RH20 2BF

Tel: 01798 873532  
 Email: [deputy@pulboroughparishcouncil.gov.uk](mailto:deputy@pulboroughparishcouncil.gov.uk)

Re: **Quotation for MultiSport Synthetic Resurface**  
 Site: Pulborough Recreation Ground, Pulborough RH20 2AJ

Description Of Works	Qty	Unit	Depth	Rate	Value
<b><u>Preparation Works - (36.6m x 23m)</u></b>					
Remove current synthetic surfacing	841	m <sup>2</sup>			
<b>Sub Total</b>					<b>£6,728.00</b>
<b><u>MultiSport Synthetic Surfacing</u></b>					
Supply & install MultiSport Synthetic surfacing	841	m <sup>2</sup>		£34.00	£28,594.00
Supply & install line markings for:					
Football	1	set		£695.00	£695.00
Netball	1	set		£695.00	£695.00
Tennis	1	set		£695.00	£695.00
Basketball	1	set		£795.00	£795.00
Hockey	1	set		£695.00	£695.00
<b>Sub Total</b>					<b>£32,169.00</b>
<b>Total Scheme Value</b>					<b>£38,897.00</b>
PRICE IS BASED ON GOOD ACCESS TO THE AREA					<b>+VAT</b>

**Extra Over Options**

Supply & install shockpad (recommended) 841 m<sup>2</sup> £14.00 £11,774.00

Price is subject to VAT at the current rate and is a NETT total and therefore includes all discounts inc MCD

**Quotation is based on the minimum order value shown above & payment within 14 days, S.T.S.**

Price is valid 30 days from date of quotation

Any acceptance of Quoted works assumes acceptance of our Standard **Terms and Conditions of Business** [Soft Surfaces T&C's](#)

Tel : 01625 445760 Fax : 01625 525619 Email : [info@softsurfaces.co.uk](mailto:info@softsurfaces.co.uk)



24 Hollow Lane  
 Draycott in the Clay  
 Ashbourne  
 Derbyshire  
 DE6 5HQ



Quote Ref:	EP0220REV2
Date	08.02.24

QUOTE		
<b>Customer Contact: Beverly Nobs</b> <b>Address: Swan View Lower Street</b> <b>RH20 2BF</b>  <b>Email: <a href="mailto:deputy@pulboroughparishcouncil.gov.uk">deputy@pulboroughparishcouncil.gov.uk</a></b> <b>Telephone No:01798873532</b>		<b>Site Address:</b> <b>Recreation field Pulborough</b>
PRELIMS	Preliminaries	£4,550.00
REMVLS	Removals	£3,927.00
PRBS	Base prep of existing Surface	£5,670.00
SAGRSS	Supply and install sports grass surface 840m2	£28,000.00
SIGM	Supply and install sports markings FOC	£0.00
DEL	Delivery	£1,533.00
	Sub Total	£43,680.00
	VAT	£8,736.00
	<b>Total</b>	<b>£52,416.00</b>

50% Deposit on order and balance paid on completion of works.



280 Watford Road, St Albans, Herts, AL2 3DN  
t: 01727 730707 | e: info@sportscourts.co.uk | www.sportscourts.co.uk

January 25, 2024 Ref: HP/PPC/CR862 Revised

## **QUOTATION**

### **PULBOROUGH PARISH COUNCIL**

To high pressure wash the following:

1No MIGA Court 23m x 37m

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#### **SPECIFICATION FOR THE FOLLOWING WORKS**

Complete treatment includes:

- High pressure washing using 3000psi machines to thoroughly deep cleanse the area removing excess dirt, moss and stones to help improve the drainage.
- To carry out a 1m square surface repair. Infill with concrete and the finish off rubber crumb.

#### **MATCHPLAY II**

- To supply and lay Matchplay II artificial carpet in dark green and mark out 1No set of tennis in white, netball in yellow and five a side in red lines. Please see specification attached.

**£ 31,952.00**

**PAYMENT TERMS: - 25% DEPOSIT WITH ORDER, BALANCE 28 DAYS FROM COMPLETION**

**PRICES DO NOT INCLUDE VAT**  
**ALL QUOTATIONS ARE SUBJECT TO CLEAR ACCESS TO SITE & WATER**



0m 1m 2m 3m 4m 5m 6m 7m 8m 9m 10m 11m 12m 13m 14m 15m 16m 17m 18m 19m 20m

Scale bar 1 : 100

LINE MARKINGS

SPORT	COLOUR	WIDTH	FIXED
TENNIS	WHITE	50mm	INLAID
NETBALL	YELLOW	50mm	INLAID
5v5 FOOTBALL	RED	50mm	INLAID

1- DO NOT SCALE FROM DRAWING. ALL DIMENSIONS TO BE CHECKED ON SITE PRIOR TO COMMENCEMENT OF WORKS.  
 2- THIS DRAWING IS COPYRIGHT TO SPORTS COURTS  
 3- ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE

HEALTH AND SAFETY NOTE

ALL PERSONNEL SHOULD BE AWARE OF THE HEALTH AND SAFETY PLAN WHICH IS RETAINED IN THE SITE MANAGERS OFFICE



Location Plan 1:1250



**MATCHPLAY 2**

ITF Category 2, medium slow. Meets EN15330 part 2. The guaranteed, British manufactured, performance tennis surface.

- MULTI-SPORT
- SAND DRESSED
- LOW MAINTENANCE
- LOW SAND CONTENT



**SportsCourts** UK Limited  
 SPORTS COURTS UK LTD  
 280 watford Road, St. Albans, Hertfordshire, AL2 3DN  
 T: 01727 730707 F: 01727 834065 E: chris@sportscourts.co.uk

PROJECT TITLE	PROJECT NUMBER
<b>PULBOROUGH PARISH COUNCIL</b>	<b>MUK3221</b>

**PROPOSED LAYOUT**

DRAWING No	REV	SCALE
<b>SC-MUK3221-01</b>		<b>1:100</b>
DRAWN BY	DATE	
Checked by <b>Nell McHugh</b>	<b>05-02-24</b>	
CHECKED BY	SIZE/PLDT	
ACAD FILE	<b>A1</b>	

# Pulborough Parish Council - Playing Fields MUGA

# Warden Monthly Report

December 2023 – Pulborough Parish

<b>Patrol hours TOTAL:</b>	<b>76.5</b>	<b>ASB (Anti-Social Behaviour) incidents reported to us TOTAL:</b>	<b>0</b>
Foot (high visibility)	57	Noise	0
Vehicle	19.5	Neighbours	0
<b>Notices/warnings TOTAL:</b>	<b>0</b>	Driving/vehicles	0
Verbal warning	0	Bicycles	0
Parking alert	0	Alcohol	0
Yellow card warning (ASB)	0		
Community Protection Warning/Notice	0		
Fixed Penalty Notice	0	<b>Clear up/disposal reports TOTAL:</b>	<b>4</b>
<b>Reports into Police TOTAL:</b>	<b>0</b>	Fly tipping / flyposting	2
Phone (including 101 and 999)	0	Graffiti	0
Online	0	Dog fouling	0
Intelligence report	0	Litter	0
Verbal	0	Drug litter	0
E-CINS cases (multi-agency reporting)	0	Hazards	2
<b>Media Reports TOTAL:</b>	<b>0</b>		
Press release/Community magazines	0		
Social media posts	23	<b>Community events attended</b>	<b>12</b>
<b>Admin hours</b>	<b>24</b>	<b>School contact</b>	<b>5</b>
<b>Vulnerable people welfare checks</b>	<b>5</b>	<b>Youth engagement</b>	<b>15</b>
<b>Signposting</b>	<b>22</b>	<b>Reports to DVLA</b>	<b>0</b>
<b>Safeguarding referral</b>	<b>0</b>	<b>Reports to Operation Crackdown</b>	<b>1</b>

**KEY:**

ASB: Anti-social behaviour

E-CINS: Online portal for confidential multi-agency sharing of caseloads.

HDC: Horsham District Council

Operation Crackdown: A joint initiative with Sussex Safer Roads Partnership and Sussex Police to report abandoned vehicles or anti-social driving.

PCSO: Police Community Support Officer

PSPO: Public Spaces Protection Order – Intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life.

PPC: Pulborough Parish Council

WSCC: West Sussex County Council

WSFR: West Sussex Fire and Rescue

CSAS: Community Safety Accreditation Scheme

## ASB

No anti-social behaviour has been reported to us during December.

## Parking/Vehicles/Road



### **Abandoned vehicle report**

We were notified of a vehicle in a layby on the outskirts of the village, that had not moved for a week or so. On investigation, we found the vehicle had a flat tyre (which was probably why it hadn't been moved).

We filed a report to Operation Crackdown, just in case it had been abandoned and it were advised that the vehicle is taxed and has a current MOT, so at this time it is not considered as abandoned. We are keeping it under observations to see if it is removed and will update Operation Crackdown.

The vehicle was subsequently moved from this location.

We are frequently asked about what can be done about vehicles being driven with no road tax or valid MOT, these can be reported by members of the public using the links below:

<https://www.gov.uk/report-no-mot>

<https://www.gov.uk/report-untaxed-vehicle>

For anti-social driving and abandoned vehicles, please report to Operation Crackdown at:

<http://www.operationcrackdown.org/>



## Fly Tipping/Littering/Graffiti

Just as we were about to head out on our vehicle patrols on Saturday 2<sup>nd</sup> December, we received a call from a concerned resident in Nutbourne about some fly tipped tree cuttings in Nutbourne Lane. We headed out to investigate and were concerned at the size of the pile of waste that we found. We immediately reported this to West Sussex County Council's out of hours team as a priority and were told that they would send a team out to clear it within 2 hours.

Usually if we find any fly tipped rubbish we report it to Horsham District Council for removal, however in this case as a highway was obstructed it need to be reported to West Sussex County Council:

<https://www.westsussex.gov.uk/land-waste-and-housing/report-fly-tipping/>

We found another pile of wood chippings, this time in Pickhurst Lane, which was off the main carriageway and was duly reported to HDC.

We were called by a resident of a private road for advice about some doors that had been left there. Due to it being a private road, HDC have no obligation to remove fly tipping, but will do so for a fee.



The reference number associated with your enquiry is 3674670

If you witness fly tipping, please call Sussex Police and if possible, provide them with the registration of the offending vehicle and subsequently any relevant dash cam footage you may have.

You can also report it direct to HDC at: <https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/fly-tipping>

Stray shopping trolleys can be reported on the Trolleywise app on your phone.

You can report incidents of graffiti direct to Horsham District Council via their website: <https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning>

## Community Engagement/Events/Meetings

### Pulborough Parish Council Christmas Market

During the morning of Friday 1<sup>st</sup> December Ross helped volunteers and Parish Councillors to set up for the first ever Pulborough Parish Council Christmas market at the Village Hall. Louisa attended the market and held the fort at the Pulborough Pantry stand with volunteer Nichola Rodgers. They sold raffle tickets and gathered kind donations from residents towards the pantry's stock.



It was brilliant news to learn that the market had raised £600 for the Pulborough Pantry. More than two hundred people attended, and the evening was a huge success.

### **Pop-Up Warm Hub**

We held a pop-up warm hub during the morning of Monday 11<sup>th</sup> December at Pulborough Village Hall. This was after discussions at our last Steering Group meeting about whether there was a need locally. Although the village hall has lots of amenities there is a cost to using the venue. We have instead had further discussions with Maria Lee and Parish Clerk Harry Quenault and have decided that once the Pulborough Pantry is established for food collections we will look to have a small warm hub area in the Parish meeting room on a Tuesday morning when the pantry is open where people can stop by for a cuppa and a chat. As the meeting room is a parish council asset there will not be an additional cost.

### **Caring Café**

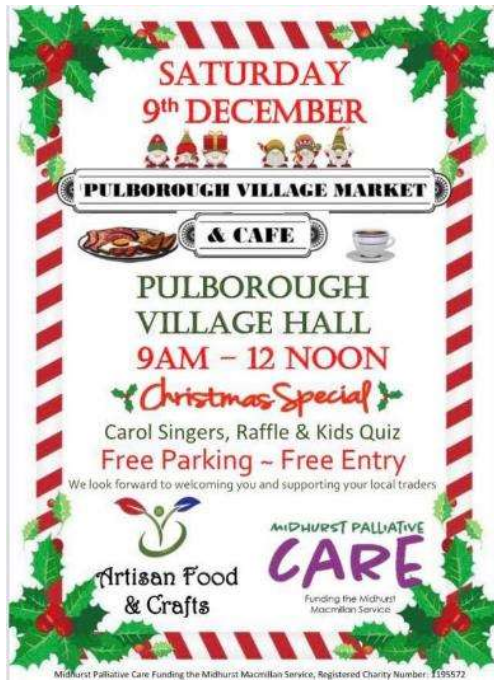
We were delighted to join the Caring Café's Christmas gathering on Thursday 7<sup>th</sup> December at the United Reformed Church (URC). It is sometime since we have been able to visit the monthly Caring Café and it was a pleasure to see some new faces. The Christmas carol singing was a joy to listen to.



### **Pulborough Village Market**

We attended the Pulborough Village Market on Saturday 9<sup>th</sup> December and soaked up the Christmas atmosphere.

We spoke with residents about our community projects including the [Pulborough Pantry](#) and about [Sussex Green Living's](#) Pop-Up Repair Café and the hopes for a permanent repair café in Pulborough.





### Monday Hub & Christmas Lunch

We have enjoyed our visits to The Hub at the library this month. It has been lovely hearing everyone getting into the festive spirit. We have also seen some excellent Christmas jumpers too. We were very privileged to be invited to The Hub's Christmas lunch at the Pulborough Garden Centre on Monday 11<sup>th</sup> December.



### Craft Café

Once again, we were honoured to be invited along to the Craft Café at the URC for their Christmas get together on Tuesday 12<sup>th</sup> December. It was lovely to chat to attendees and see the amazing crafts made by the extremely talented group.

Whilst there we also gave out some no cold caller door stickers to those that wanted them and talked about uninformed traders calling at people's homes.

We have a supply of these stickers if anyone requires them, and more information can also be found on the West Sussex County Council website here:

<https://www.westsussex.gov.uk/business-and-consumers/trading-standards-information-for-consumers/doorstep-callers/>



## Patrols (foot/visible and car)

During December we have increased our regular vehicle patrols of the outer lying parish roads, particularly as we have seen an increase in fly-tipped tree waste on the carriageways causing potential dangers to road users. We have monitored floods, or areas at risk of flooding, due to the increase in rainfall and have reported to the Parish Council accordingly.

Alongside our regular vigils, we tailor our patrols to respond to incidents reported to us from members of the community, so please get in touch if there is anything of concern to you.

## Older, Vulnerable People and Youth

### Vulnerable People

December and the run-up to Christmas is often a difficult time for many of us and it can really affect people's mental health. This month we have supported some residents who have been struggling. We have contacted the ambulance service for one local resident and liaised with Pulborough Medical Group via their Social prescriber when we had concerns about another. We have used some of the Pulborough Pantry stock to provide a food parcel to someone in need and made several referrals to the Horsham Matters Food Bank.

If anyone you know needs access to the Horsham Matters food bank, information can be obtained from their website:

<https://www.horsham-matters.org.uk/horsham-foodbank>

### Youth

Work continues on our proposed Youth Forum (a joint enterprise with our Billingshurst Warden colleagues) to give the young people in our community a voice. We will be back at the Weald school speaking to the pupils in the New Year at their assemblies and hopefully speaking to their Youth Council too.

## Dog Related Issues

Any attacks by dogs need to be reported immediately to Sussex Police. Their advice is that if there is an immediate threat to human or animal life to call 999. Otherwise report to the police on 101 or via the Sussex Police website reporting form. <https://www.sussex.police.uk/ro/report/ocr/af/how-to-report-a-crime/>

Dog fouling can also be reported via the HDC website:

<https://www.horsham.gov.uk/waste-recycling-and-bins/litter-and-street-cleaning/dog-fouling>

### Dogs Roaming Free

If you find a dog roaming free and not being supervised, you may wish to consider reporting it to Horsham District Council's approved contractor on 07512 089777 and they will come and collect. ***This is a 24/7 service, but the dog does need to be contained for them to collect.***

## Parish specific/other

### Pulborough Pantry (Community Fridge)



*Units courtesy of Howdens Billingshurst*



*Units going in*



*Cabinet fitting*



*New windows ready for installation*



*New windows being installed*



*Decorating supplies kindly donated by Laker Builders Merchants*



*Appliances being PAT tested*



*Wall and base units and worktops fitted*





*Wall and base units and worktops fitted*



*Flooring going down*

December has seen the most amazing community spirit shine through in Pulborough. We have had an incredible number of people coming forward to volunteer to help operate the pantry and a huge number of donations of longer life food, as well as items kindly purchased from the Amazon Wish List, to get us ready to open in the New Year.

<https://www.instagram.com/pulborough.wardens/>

<https://www.facebook.com/HDWardens>

<https://twitter.com/HorshamWardens>

Appendix C  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
JANUARY 2024



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)- WSCC:93002	28/01/2016	S3.1(a)(iv) P2	PRIMARY Towards cost of redeveloping St Mary's Church of England Primary School to increase space and make internal improvements to accommodate additional children required to accommodate the extra demands for primary education services that would be generated by the Development.	192,374.43	18/03/2021	18/03/2026	0.00	192,374.43	192,374.43	0.00	Under Construction	Primary Education at St Marys Pulborough
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)- WSCC:93002	28/01/2016	S3.1(a)(iv) S2	SECONDARY: Towards the costs of facilities for the expansion of The Weald School required to accommodate the extra demands of for secondary education services that would be generated by the Development.	207,039.67	18/03/2021	18/03/2026	0.00	207,039.67	207,039.67	0.00	Under Construction	Facilities for the expansion of The Weald School (SECONDARY)
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Children&Young Peoples Servs(Education)- WSCC:93002	28/01/2016	S3.1.(a)(iv) 6th2	SIXTH FORM: Towards the costs of additional facilities for the expansion of The Weald School required to accommodate the extra demands for sixth-form education services that would be generated by the Development.	48,502.70	18/03/2021	18/03/2026	0.00	48,502.70	48,502.70	0.00	Under Construction	Facilities for the expansion of The Weald School (SIXTH)

DC/05/0736	Tesco Stores Limited, London Road, Pulborough, West Sussex	Pulborough PC	Community Facilities - HDC:91005	18/11/2005	1	NO SPENDING DEADLINE IN AGREEMENT  5.3 The Council covenants with the Developer to expend the Town Centre Improvements Contribution towards either securing of facilitating the improvement of Pulborough and/or Storrington Town Centres	100,000.00	27/11/2008		79,586.48	20,413.52	20,413.52	0.00	Finished	PULBOROUGH and Storrington High Street IMPROVEMENTS
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Community Halls and Buildings - HDC:91004	25/02/2010	2	NO SPENDING DEADLINE. Towards the cost of providing new buildings for the local community or the extension of or improvement of existing community buildings as shall be agreed between the Developer and the District Council in the Pulborough area required as a consequence of the Development calculated in accordance with the provisions of the Supplementary Planning Document.	30,239.87	21/05/2013		0.00	30,239.87	0.00	30,239.87	Finished	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Community Halls and Buildings - HDC:91004	18/11/2010	1	NO SPENDING DEADLINE IN AGREEMENT  The provision of new or the improvement or extension of existing community centres and halls in or benefiting the Parish Council area of Pulborough.	5,759.02	25/10/2012		54.26	5,704.76	0.00	5,704.76	Finished	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Facilities - HDC:91005	28/01/2016	S2.1(a)(i)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Improvements and/or maintenance of the Top Recreation Ground off Cousins Way and/or the maintenance of other outdoor facilities in the Parish of Pulborough and improvements or redevelopment of the Pavilion Building.	106,725.42	05/02/2020	05/02/2030	0.00	106,725.42	106,725.42	0.00	Under Construction	Top Recreation Ground and Pavilion Building and outdoor facilities
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Facilities - HDC:91005	28/01/2016	S2.1(c)(i)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Improvements and/or maintenance of the Top Recreation Ground off Cousins Way and/or the maintenance of other outdoor facilities in the Parish of Pulborough and improvements or redevelopment of the Pavilion Building.	106,666.45	18/03/2021	18/03/2031	0.00	106,666.45	106,666.45	0.00	Under Construction	Top Recreation Ground and Pavilion Building and outdoor facilities

Appendix C  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
JANUARY 2024



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Halls and Buildings - HDC:91004	28/01/2016	S2.1(a)(ii)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Improvement and/or maintenance of the Pavilions building off Rectory Close, Pulborough	23,745.84	05/02/2020	05/02/2030	0.00	23,745.84	23,745.84	0.00	Under Construction	Redevelopment of Pulborough Pavilion
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Community Halls and Buildings - HDC:91004	28/01/2016	S2.1(c)(ii)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Improvement and/or maintenance of the Pavilions building off Rectory Close, Pulborough.	23,732.72	18/03/2021	18/03/2031	0.00	23,732.72	23,732.72	0.00	Under Construction	Redevelopment of Pulborough Pavilion
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Fire & Rescue - WSCC:93004	28/01/2016	S3.1(a)(i)	Redevelopment or re-location of fire stations and associated vehicles and equipment in the West Sussex Fire and Rescue Services Northern Area serving Pulborough.	7,794.02	05/02/2020	05/02/2030	0.00	7,794.02	0.00	7,794.02	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Fire & Rescue - WSCC:93004	28/01/2016	S3.1(c)(i)	Redevelopment or re-location of fire stations and associated vehicles and equipment in the West Sussex Fire and Rescue Services Northern Area serving Pulborough.	7,799.11	18/03/2021	18/03/2031	0.00	7,799.11	0.00	7,799.11	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Libraries - WSCC:93001	28/01/2016	S3.1(a)(ii)	Redevelopment of Pulborough library to increase space.	22,341.65	05/02/2020	05/02/2030	0.00	22,341.65	22,341.65	0.00	Under Construction	Redevelopment of Pulborough library
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Libraries - WSCC:93001	28/01/2016	S3.1(c)(ii)	Redevelopment of Pulborough library to increase space.	22,356.24	18/03/2021	18/03/2031	0.00	22,356.24	22,356.24	0.00	Under Construction	Redevelopment of Pulborough library
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Local Recycling Facilities - HDC:91006	25/02/2010	5	NO SPENDING DEADLINE. Towards the provision of recycling facilities within the Pulborough area.	15,119.36	21/05/2013		0.00	15,119.36	0.00	15,119.36	Finished	
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Local Recycling Facilities - HDC:91006	18/11/2010	3	NO SPENDING DEADLINE IN AGREEMENT  The provision or improvement or refuse and recycling facilities or services in the District of Horsham.	2,879.51	25/10/2012		2,832.88	46.63	46.63	0.00	Finished	Pulborough Litter bins (various locations)
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Local Recycling Facilities - HDC:91006	28/01/2016	S2.1(a)(iii)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development.	11,872.92	05/02/2020	05/02/2030	0.00	11,872.92	0.00	11,872.92	Under Construction	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Local Recycling Facilities - HDC:91006	28/01/2016	S2.1(c)(iii)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Provision or improvement of refuse and recycling facilities or services in the District of Horsham to mitigate the effects of the development.	11,866.36	18/03/2021	18/03/2031	0.00	11,866.36	0.00	11,866.36	Under Construction	

Appendix C  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
JANUARY 2024



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Open Space Sport and Recreation - HDC:91003	25/02/2010	4	PARTIAL FUNDING AWARDED  NO SPENDING DEADLINE.  Titled as LEISURE CONTRIBUTION  Calculated in accordance with the provisions of the Supplementary Planning Document.	136,918.48	21/05/2013		4,734.73	132,183.75	30,000.00	102,183.75	Finished	New Cricket Practise Nets Facility for Pulborough Cricket Club
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Open Space Sport and Recreation - HDC:91003	18/11/2010	4	NO SPENDING DEADLINE IN AGREEMENT  NB. Suggested some of this contribution may be suitable for Pulborough PC to spend on fencing off the newly installed outdoor gym equipment (SS - Oct 2016). Check before spending on alternative schemes.  The provision or improvement of amenity open space, play areas, youth activity areas and outdoor and indoor recreation facilities in or benefiting the Parish Council area of Pulborough.	26,076.07	25/10/2012		0.00	26,076.07	0.00	26,076.07	Finished	
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Safeguarding the Environment - HDC:91009	28/01/2016	S2.1(a)(iv)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Provision and maintenance of equipment of real time monitoring of nitrogen dioxide in the Parish of Pulborough for a period of five (5) years.	14,587.64	05/02/2020	05/02/2030	0.00	14,587.64	14,587.64	0.00	Under Construction	Real Time Nitrogen Dioxide monitoring Pulborough
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Safeguarding the Environment - HDC:91009	28/01/2016	S2.1(c)(iv)	10 YEAR SPENDING/ COMMITMENT DEADLINE (Spent or committed (contractually) within 10 years of receipt)  Provision and maintenance of equipment of real time monitoring of nitrogen dioxide in the Parish of Pulborough for a period of five (5) years.	14,579.58	18/03/2021	18/03/2031	0.00	14,579.58	14,579.58	0.00	Under Construction	Real Time Nitrogen Dioxide monitoring Pulborough
DC/04/2619	Meadow Cottage, West Chiltington Road, Pulborough, West Sussex, RH20 2EE	Pulborough PC	Sustainable Transport - WSCC:93006	07/02/2005	2	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED)  NO SPENDING DEADLINE IN AGREEMENT.  For transport infrastructure schemes in West Chiltington	1,800.00	07/02/2005		0.00	1,800.00	1,800.00	0.00	Finished	20mph speed limit through entire length of Broomers Hill Lane
DC/04/2763	Riverside Concrete Works, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	20/04/2006	3	Towards the cost of promoting accessibility by sustainable means of transport in the parish of Pulborough	168,237.54	13/09/2007		168,237.00	0.54	0.00	0.54	Finished	
DC/06/0936	Barnhouse Surgery, Barnhouse Close, Pulborough, West Sussex, RH20 2HQ	Pulborough PC	Sustainable Transport - WSCC:93006	16/02/2007	3	NO SPENDING DEADLINE IN AGREEMENT Towards a transport infrastructure scheme which will improve access between the Red Land and local amenities (to include housing, jobs, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highway and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	17,171.39	11/12/2008		17,048.00	123.39	0.00	123.39	Finished	

Appendix C  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
JANUARY 2024



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/08/0271	Sainsburys Supermarkets Ltd, Stane Street, Codmore Hill, Pulborough, West Sussex, RH20 1BQ	Pulborough PC	Sustainable Transport - WSCC:93006	16/05/2008	1	NO SPENDING DEADLINE IN AGREEMENT  For a scheme which will improve access between the site and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured.	25,708.56	02/02/2009		25,350.00	358.56	0.00	358.56	Finished	
DC/08/2611	Land At Green Meadows, Old Mill Place, Pulborough, RH20 2DR	Pulborough PC	Sustainable Transport - WSCC:93006	08/02/2010	3	NO SPENDING DEADLINE IN AGREEMENT  A scheme which will improve access between the site and local amenities which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	11,760.00	01/03/2010		1,932.50	9,827.50	9,827.50	0.00	Finished	Pulborough pidgeon gate bridge developments LTIP0335
DC/09/0488	Oddstones, Stane Street, Codmore Hill, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	25/02/2010	6	NO SPENDING DEADLINE. Towards the cost of promoting accessibility by sustainable means of transport in the Pulborough area requested by the County Council for the purposes provided for in this Undertaking.	157,479.58	21/05/2013		0.00	157,479.58	157,479.58	0.00	Finished	Pulborough pidgeon gate bridge developments LTIP0335
DC/10/0375	Land North Of Glebelands, Pulborough, West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	18/11/2010	6	NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	22,950.54	25/10/2012		0.00	22,950.54	22,950.54	0.00	Finished	Pulborough pidgeon gate bridge developments LTIP0335
DC/11/0522	First Floor, 64 Lower Street, Pulborough, RH20 2BW	Pulborough PC	Sustainable Transport - WSCC:93006	29/11/2011	1	ALLOCATED BY WSCC TO ACCESSIBILITY IMPROVEMENTS OF DROPPED CROSSINGS WITHIN 1KM OF DEVELOPMENT - (SCHEME STATUS - PROGRAMMED)  NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	585.00	30/11/2011		0.00	585.00	585.00	0.00	Finished	Pulborough pidgeon gate bridge developments LTIP0335
DC/11/0808	Windmill Cottage, Old Mill Place, Pulborough, RH20 2DR	Pulborough PC	Sustainable Transport - WSCC:93006	17/01/2012	3	NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	6,387.17	02/01/2013		0.00	6,387.17	6,387.17	0.00	Under Construction	Pulborough pidgeon gate bridge developments LTIP0335

Appendix C  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
JANUARY 2024



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/11/1121	Arundale School, 129 Lower Street, Pulborough, RH20 2BX	Pulborough PC	Sustainable Transport - WSCC:93006	06/10/2011	1	NO SPENDING DEADLINE IN AGREEMENT  Towards a transport infrastructure scheme which will improve access between the Land and local amenities (to include housing, jobs, shops, schools, leisure and other services) which may include a scheme or schemes identified in the document entitled 'Highways and Transport Proposed Schemes to be progressed if Developer Funding is secured'.	20,501.30	31/10/2012		0.00	20,501.30	20,501.30	0.00	Under Construction	Pulborough pidgeon gate bridge developments LTIP0335
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(a)(iii) A	Towards the provision of Bus Shelters [two bus shelters to serve the development as provided by the County Council at the bus stops on Stane Street to the north of Stane Street Close or in such other location/s as may be considered appropriate by the County Council].	12,140.22	05/02/2020	05/02/2030	0.00	12,140.22	12,140.22	0.00	Under Construction	2 bus shelters to serve DC 15 1084
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(c)(iii) A	Towards the provision of Bus Shelters [two bus shelters to serve the development as provided by the County Council at the bus stops on Stane Street to the north of Stane Street Close or in such other location/s as may be considered appropriate by the County Council].	12,148.15	18/03/2021	18/03/2031	0.00	12,148.15	12,148.15	0.00	Under Construction	2 bus shelters to serve DC 15 1084
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(a)(iii) B	<b>**PART SUBJECT TO S106 FUNDING APPLICATION FOR FEASIBILITY STUDIES JAN 2023**</b>  Proposed new footbridge over the railway line to the east of the Site and or such other priority schemes listed in the Pulborough Village Transport Plan February 2010 or subsequent updated version.  NB. IF AT ANY TIME WITHIN FIVE YEARS FROM THE DATE HEREOF (28 JAN 2021) THE COUNTY COUNCIL NOTIFIES THE OWNER AND THE DEVELOPER AND DEMONSTRATES TO THEIR REASONABLE SATISFACTION THAT THE PROVISION OF THIS FOOTBRIDGE IS NO LONGER FEASIBLE THE COUNTY COUNCIL SHALL BE ENTITLED TO SPEND THE TRANSPORT CONTRIBUTION ON OTHER TRANSPORT AND HIGHWAYS IMPROVEMENTS WITHIN THE VICINITY OF THE DEVELOPMENT PROVIDED FURTHER THAT IF SAID CONTRIBUTION REMAINS UNSPENT OR UNCOMMITTED TO THE FUNDING OF A CONTRACTUAL COMMITMENT AT THE DATE FIVE YEARS FROM THE SAID NOTIFICATION OR TEN YEARS FROM THE DATE OF PAYMENT BY THE OWNERS AND THE DEVELOPER (WHICHEVER SHALL BE THE LATER) THE COUNTY COUNCIL SHALL REPAY TO THE PARTY WHO MADE THE PAYMENT SAID CONTRIBUTION TOGETHER WITH ANY INTEREST ACCRUED THEREON.	166,415.73	05/02/2020	05/02/2025	28,682.29	137,733.44	137,733.44	0.00	Under Construction	Footbridge over railway line east of DC 15 1084 AND Pulborough feasibility study re A29 and pedestrian solutions

Appendix C  
UNSPENT SECTION 106 FUNDS  
PULBOROUGH PC  
JANUARY 2024



App No	Address	Parish	Type	Deed Date	Clause	Definition	Received	Receipt Date	Spend By	Spent	Balance	Allocated	Unallocated	Commenced?	Allocated To:
DC/15/1084	Land North of Highfield, Stane Street, Codmore Hill	Pulborough PC	Sustainable Transport - WSCC:93006	28/01/2016	S3.1(c)(iii) B	<p>Proposed new footbridge over the railway line to the east of the Site and or such other priority schemes listed in the Pulborough Village Transport Plan February 2010 or subsequent updated version.</p> <p>NB. IF AT ANY TIME WITHIN FIVE YEARS FROM THE DATE HEREOF THE COUNTY COUNCIL NOTIFIES THE OWNER AND THE DEVELOPER AND DEMONSTRATES TO THEIR REASONABLE SATISFACTION THAT THE PROVISION OF THIS FOOTBRIDGE IS NO LONGER FEASIBLE THE COUNTY COUNCIL SHALL BE ENTITLED TO SPEND THE TRANSPORT CONTRIBUTION ON OTHER TRANSPORT AND HIGHWAYS IMPROVEMENTS WITHIN THE VICINITY OF THE DEVELOPMENT PROVIDED FURTHER THAT IF SAID CONTRIBUTION REMAINS UNSPENT OR UNCOMMITTED TO THE FUNDING OF A CONTRACTUAL COMMITMENT AT THE DATE FIVE YEARS FROM THE SAID NOTIFICATION OR TEN YEARS FROM THE DATE OF PAYMENT BY THE OWNERS AND THE DEVELOPER (WHICHEVER SHALL BE THE LATER) THE COUNTY COUNCIL SHALL REPAY TO THE PARTY WHO MADE THE PAYMENT SAID CONTRIBUTION TOGETHER WITH ANY INTEREST ACCRUED THEREON.</p>	166,524.38	18/03/2021	18/03/2026	0.00	166,524.38	166,524.38	0.00	Under Construction	Footbridge over railway line east of DC 15 1084

Appendix C  
**POTENTIAL SECTION 106 FUNDS**  
**PULBOROUGH PC**  
**JANUARY 2024**



App No	Address	Parish	Type	Deed Date	Clause	Definition	Potential	Commenced?
DC/16/0728	Land Adjacent Railway Cottages and Pulborough Railway Station, Stopham Road, Pulborough, West Sussex, RH20 1DP	Pulborough PC	Sustainable Transport - WSCC:93006		S2.P1.1	NO SPENDING DEADLINE IN AGREEMENT For the making of the Traffic Regulation Order/s required in connection with extension of the 30mph speed limit westwards of the site. The CC is authorised to apply the HWTROS to compensate it for all work done by the CC's employees, servants, agents or contractors (in all cases at fair and proper rates) in discharging its obligations under this agreement including, without limitation, the processing and obtaining of all requisite consents and any necessary advertisements.	7,000.00	Under Construction
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Open Space (commuted sum) - HDC:91002	07/07/2023	S4.2.8.2	ONLY PAYABLE IF PUMP TRACK, COUNTRYSIDE PARK AND LEAP TRANSFERRED TO PC  Payable to the Parish Council towards the management and maintenance of the pump track, the countryside park and the LEAP in the event of a transfer of the same to the Parish Council in accordance with this schedule	914,041.60	Not Started
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	07/07/2023	S7.2.5	80,000 PAYABLE DIRECTLY TO WSCC  OFFSITE RIGHTS OF WAY WORKS CONTRIBUTION Towards offsite works to the public rights of way network within the vicinity of the development such works to be carried out by the County Council to the public rights of way labelled E, J, K and N and shown indicatively on the PROW Schedule and Plan.	80,000.00	Not Started
DC/21/2321	Land at New Place Farm, Pulborough , West Sussex	Pulborough PC	Sustainable Transport - WSCC:93006	07/07/2023	S7.3	3,500 (index linked) PAYABLE DIRECTLY TO WSCC  TRAVEL PLAN MONITORING FEE	3,500.00	Not Started



Appendix C  
**CIL SPENDING DEADLINES**  
**PULBOROUGH PC**  
**JANUARY 2024**



Parish	Date Paid	Amount Paid	Spend Deadline
Pulborough Parish	26/10/2020	2,442.22	26/10/2025
Pulborough Parish	26/04/2021	2,442.22	26/04/2026
Pulborough Parish	24/04/2023	7,441.90	24/04/2028
Pulborough Parish	24/04/2023	3,576.59	24/04/2028

The Neighbourhood Proportion of CIL should be spent by the Parish Council within 5 years of receipt.

If at the end of 5 years the Parish has not spent the CIL, please get in contact with the CIL Team so that we can provide the Parish Council with support and advice on how to spend the money.

Appendix C  
COMMUNITY INFRASTRUCTURE LEVY REPORT  
PULBOROUGH PC  
JANUARY 2024



Application	Site Address	Decision Date	Permission Expires	Parish	Liability Notice Date	Liability Notice Amount	Demand Date (invoice issued)	Invoice Amount	Surcharges	Total Received by HDC	Last Instalment	Next Due Date
DC/17/2125	Former Ambulance Station; The Spinney; Pulborough; West Sussex; RH20 2AP	05/01/2018	05/01/2021	Pulborough PC	10/01/2018	32,562.94	09/07/2020	32,562.94		32,562.94	02/10/2020	
DC/19/1314	Colworth; 47 London Road; Pulborough; West Sussex; RH20 1AS	27/08/2019	27/08/2024	Pulborough PC	28/08/2019	0.00	10/06/2020	97.57	97.57	97.57	06/08/2020	
DC/19/1998	11A The Spinney; Pulborough; West Sussex; RH20 2AP	26/02/2020	26/02/2023	Pulborough PC	11/03/2020	14,263.26	17/04/2023	18,646.87	4,383.61	0.00		17/04/2023
DC/21/1535	Land Adjacent Railway Cottages & Pulborough Station ; Stopham Road; Pulborough; RH20 1DP	26/10/2021	26/10/2026	Pulborough PC	27/10/2021	347,415.88	17/08/2022	347,415.88		0.00		30/01/2022
DC/21/2407	Stane Farm Bungalow; Stane Street; Codmore Hill; Pulborough; West Sussex; RH20 1BL	18/03/2022	18/03/2025	Pulborough PC	29/03/2022	23,843.93	17/04/2023	30,241.37	5,518.15	23,843.93	25/01/2023	17/04/2023
DC/22/0992	Barn at Wiltshire Farm; Pickhurst Lane; Pulborough; West Sussex	20/07/2022	20/07/2027	Pulborough PC	16/08/2022	49,612.67	19/10/2022	49,612.67		49,612.67	27/10/2022	
						<b>467,698.68</b>		<b>478,577.30</b>	<b>9,999.33</b>	<b>106,117.11</b>		

**THE PARISH WILL RECEIVE A PROPORTION OF THE MONEY RECEIVED BY HDC**

In line with the CIL Regulations, Parishes will receive a 15% or 25% proportion of the CIL collected in their area, depending on whether there is a made Neighbourhood Plan for that area.

Please note that no proportion of the surcharge is sent to the Parish.

Neighbourhood proportion is sent to the Parish in the April or October after the payment is received by HDC

## **Terms of Reference – Pantry Working Group**

### **Background**

The Pulborough Parish Council Pantry stands as a beacon of community-driven action, born from a collective desire to combat food waste and address the needs the community.

Nestled within an unused corner of the Parish Council's premises, this initiative emerged from the dedication of Councillors and key stakeholders who volunteered their time and resources to transform the space into a vital resource hub.

Since its inauguration on January 9th, the pantry has evolved into a lifeline for many, serving an average of 130 customers weekly. Notably, its impact extends beyond mere provision, with an impressive tally of 2240 kg of food diverted from local landfills, underscoring its dual mission of environmental stewardship and social welfare.

However, amidst its commendable achievements, ensuring robust governance mechanisms has emerged as paramount. The pantry adheres to stringent safety standards, equipped with comprehensive food preparation documents, insurance coverage, and meticulous risk assessments. To further improve, official governance via a term of reference will underscore the commitment to transparency and accountability, with all pertinent documentation readily accessible upon request.

In embodying the ethos of community solidarity and responsible stewardship, the Pulborough Parish Council Pantry demonstrates the power of grassroots initiatives in effecting positive change.

### **Purpose**

Pulborough Parish Council recognises the need for a Pantry Working Group to foster community cohesion and enhance the vibrancy of our village.

This dedicated group will serve as the driving force behind the Pulborough Parish Council Pantry, orchestrating its operations and initiatives to cater to the diverse needs of our residents.

Entrusted with the responsibility of coordinating and managing a myriad of responsibilities within the pantry, the Pantry Working Group will play a pivotal role in optimising service delivery to our community. This dedicated team will not only oversee the day-to-day operations but also provide essential training and support to volunteers, ensuring the seamless functioning of the pantry. By fostering a culture of continuous improvement and professional development, the group aims to enhance the quality of services offered, thereby better serving the diverse needs of our residents.

Moreover, the Pantry Working Group will be instrumental in identifying funding priorities and exploring potential grant opportunities to sustain and expand the pantry's initiatives. Through strategic financial planning and resource allocation, the group will work tirelessly to secure the necessary resources to bolster the pantry's impact and reach within the community.

Collaboration with the Clerk will be paramount as the group navigates communication strategies and outreach efforts. By leveraging the Clerk's expertise in administrative matters and communication channels, the Pantry Working Group will craft cohesive and effective strategies to disseminate information, engage stakeholders and gain support for pantry initiatives.

### **Membership**

The working group can consist of mixed representation and should incorporate the current active board; however the Parish Council must have at least 1 Councillor sitting on the committee at any given time.

Other representatives, who are not chosen by the board, may also attend meetings when necessary for additional guidance, as long as this is with the agreement of a simple majority of the group.

Any Parish Councillors should be any to attend the meeting at any given time, as long as they have given proper notice (3 working days).

### **Working Arrangements**

It is key to our governance, that at least once a quarter, the Parish Councillor assigned to this group will update the Full Council. If a matter is greater than an operational consideration (expenditure over £500, change of use, service provision change), the Parish Councillor must inform and agree with the Full Council.

### **Finance Arrangements**

The Pulborough Parish Council Pantry was set up so that it would not impact the precept and thus not impact the taxpayer.

Due to the financial contribution gained from event donations and outside body grants which have been paid out, the working group has use of a new ringfenced fund (315 – to be confirmed by finance). This is specifically made up of funds received and expense.

By separating the income and cost from the main budget it allows for better accounting practise and allows the Clerk to clearly demonstrate to the auditor that this has been accounted for correctly.

The Pantry also has a separate bank account which helps to provide transparency and clarity. This will be reviewed by Finance monthly.