

**Minutes of the meeting of the Pulborough Community Partnership
Management Group held using Zoom
on Wednesday 19th April 2023**

Those attending:

Roger Paterson <i>Chair</i>	RP
David Hurst <i>Minutes</i>	DH
Ian Hare	IH
Rob Aylott	RA
Ray Quested	RQ
Elizabeth Hunt	EH
Andrew Cox	AC
Paul Clarke	PC
Edna Henly	EdH
Len Ellis-Brown	LE

Apologies

Lisette Trembling
Charlotte Kenyon

Item		Actions
1.	Minutes of the last meeting	
	The minutes of the meeting of 8 th February 2023 were agreed.	DH
2.	Financial Report	
	AC reported that at the end of the Partnership's financial year on 28 th February there was £19,269.08 in the bank, much of it ringfenced. He would be producing the year end document for approval by directors in the near future. He said that since then he had received £500 to be held for the Mens' Shed team and £1,000 from HDC for support to Pulborough business social media training. Funds had been received for sponsorship for the Coronation Picnic and the first stall bookings for the Harvest Fair. DH said that since we were in the new financial year we will probably get another £500 from HDC for running costs. He will advise AC when to invoice. There was a discussion on the funding to support traders and EH would check what funds had already been committed and paid.	AC
3.	Coronation Picnic	
	The Coronation Picnic would be held on Saturday 6 th May from 12 noon to 5 pm with permission from the Parish Council. This would be a joint event between the PCP and the S&S Club. It is aimed at giving Pulborough families space to join with friends and relatives and will provide entertainment, competitions plus some local food stalls.	

	EH asked about medical facilities. RA said that the risk analysis had been completed and indicated a low risk. There are at least two organisers with first aid experience and if there was a serious accident then ambulance would be called.	RA/DH
4.	Harvest Fair	
	The first meeting of the organising committee had been held and the way forward discussed. There would be a few changes of layout but it would be much the same. There was concern about the A29 road but decisions need not be made until July. The first stall bookings had been received but these would not be fully accepted for a month or two.	RA/DH
5	Rob's Updates	
a.	<i>The Heritage Weekend.</i> Primarily organised by the Pulborough Society and the PCP, would be on 9 th & 10 th September. It would be similar to last time but with more vineyards and access to some private properties. The school will be the main centre of activity and will include showing the working model railway layout of Pulborough station in 1910.	RA
b.	<i>Mini-Museum.</i> This will be in the entrance hall to the library. There had been a delay over COVID and because of another display in the space. The display would change about every six months. The logistics and budget were agreed but there are some items to be clarified. AC asked about insurance and RA said this was to be decided. RQ asked whether there was a timescale for displays. RA said that we had exhibits going back to neolithic times that could be used. He gave the example of the Iron Age gold torc which was discovered 'near Pulborough' in 2019 which might be borrowed. At the other end there were shops or buildings existing today where we could display their history over the centuries.	RA
c.	<i>Mums' Space.</i> This was to have been in the old youth club but will now be in the library. It will be experimental and initially run on the lines of the Hub. It was planned to start in the second week of the summer term. RA said he was waiting for information from Charlotte Kenyon.	RA
d.	<i>Welcome Package.</i> The event had been running for a time and was going to change to be 'Getting to Know Pulborough' and be open to anyone. The next meeting on 9 th May was currently being advertised on social media.	RA
6.	Pulborough Pier	
	RA briefly outlined the idea emphasising there were no plans or drawings although there had been outline discussions with an architect and an engineer. It would be expensive and need to be funded externally but before that there would need to be discussions with various parties. He requested permission from the meeting to use the PCP's name as the lead organisation. PC said that it would be necessary to involve both the District and SDNP planners at an early stage. The meeting agreed to the request.	RA/DH
7.	Village Hall	
	RQ reported that the building was beginning to show its age. There had been a couple of leaks in the roof and an inspection was planned soon. The lighting needed to be updated and changed to LED and a grant had been obtained from HDC to help with this.	

	Hirings were picking up after COVID but had not yet reached the pre-pandemic levels.	RQ
5.	Heritage Fund	
	DH said that following the discussions at previous meetings the next stage was to find some trustees, ideally younger people, so that the constitution could be approved and the organisation set up. LE said there would be a need to prioritise projects in a way that would benefit the community.	PL/DH
7.	Parish Council	
a.	<i>A29 update.</i> IH said the single track access had opened yesterday but it was far too early to give a definitive report on how it was working and the effect on the village. He hoped to have further information at the PPC meeting the following evening.	
b.	<i>Neighbourhood Plan.</i> IH said he had attended a meeting in HDC with Andy Tilbrook and the three other villages in a similar position. HDC had refused to allow the NP to go to vote. There was planned to be a full (new) council meeting on 21 June where the local plan would be discussed. It seemed unlikely that there would a vote before 2024. AC asked whether the NP would need to change. IH said that it was considered robust but there were concerns about development sites being discussed by HDC that had been rejected by the NP, e.g. Greendene.	
c.	<i>Pavilion.</i> Planning permission for the pavilion had been received and there would now be meetings with stakeholders and discussions on ways to raise the money. RQ asked if the Section 106 funds could be publicised so local groups could see what was available. PC said that the figures are available but the situation is complex and some have strings attached. He said that Section 106 applications are handled by officers rather than councillors. LE added that we must keep a check of which funds are time-limited so the opportunities aren't lost.	
8.	Lower Street	
	<i>Speed Indicator Signs.</i> DH reported that the equipment was in Paul's store but there had been problems in getting access to the power. Enerveo and others kept putting difficulties in the way. Paul was now exploring getting the units to use solar power. It was suggested we talk to Fittleworth and Coldwaltham PCs as they had installed similar machines recently. <i>Trader news.</i> EH said that some traders are now laying people off. It was noted that since the A29 had opened the traffic in Lower Street was markedly reduced though it was early days yet. There was a discussion about car parking and PC said that because of the election and purdah it was unlikely there would be any change to the free parking until next month. EH said that help from the HDC Economic Development was very welcome and valued. There was a discussion about using the Pulborough Pound as a promotional vehicle but it needs to be backed by substantial funds. <i>Gateway Signs.</i> EH will develop some new ideas for the signs.. <i>Gardens.</i> EH said that the Memorial Garden had been entered into the Britain in Bloom competition this year and the BT garden should follow next year.	PL/DH EH EH

	<p>There are plans to rejuvenate both. A new garden is planned for outside the Bacheller Monkhouse car park entrance and work needs to be done to the Tesco rain garden.</p> <p><i>Footfall in Lower Street.</i> LE said that the footfall figures in January and February (2023) are: Between Dec 2022 and January 2023 there was a fall of 25.75%. Between January 2023 and February 2023 there was a fall of 20.4%.Footfall in December was 36,959 and in February it was 21,845.</p>	<p>EH</p> <p>LE</p>
3.	Storage and records of village event equipment	
	<p>Further to the previous meeting the S&S Club had agreed to share a new container on a 50-50 basis. An agreement had been drawn up but had not yet been signed. Their old one would be removed and scrapped and replaced by the new one. The intention is that they will order the equipment and the PCP will pay half of the purchase and installation to a price of £3,000. This was agreed.</p>	RA/DH
9.	WildArt Trail	
	<p>DH reported that the WildArt Trail app had developed faults. The map, the competition, the wild life and the history parts worked but the giant was either not appearing or appearing without a background. He and HDC had talked to Spark, the company who had developed the app.</p> <p>RA suggested that something had changed in the external environment as opposed to the software itself. An approach had been made to Spark to discuss the matter but they had not responded. Efforts will continue.</p>	RA/DH
10.	Grants	
	<p><i>Shared Prosperity Fund.</i> The PCP had been awarded £50,000 grant to improve the upper part of New Barn Lane, the steps and surrounds to the car park and the signage within the car park. This will be in two parts, the current financial year with £20,000 and the following financial year with £25,000. The PCP will be expected to contribute the remaining £5,000. The work must be completed by 1st March 2025. DH wanted, instead of adding to the workload of PCP directors, to advertise for a volunteer project manager. This was agreed.</p> <p><i>Rural England Prosperity Fund.</i> A second slice of government grant income had been made available to HDC. DH said that this amounted to £870,000 to be used in the District (outside of Horsham Town) in the period April 2023 – March 2025. He had been asked to be chairman of a grants panel. The scheme was open for business now with access through the HDC website. DH gave some examples of projects that had already applied for funds.</p>	<p>EH/DH</p> <p>DH</p>
11.	AOB	
	<p>PCP Website: DH said that David Jessop, a volunteer in Horsham who had looked after the website for some years, had decided to step back from the end of June. Tia Stillwell had offered to take the project on and DH would progress this with her.</p> <p>Coincidentally David Jessop had been locked out of the site and we had gone back to Richard Keatley for help. We discovered that Richard had been paying the hosting charges of £60 p.a. since the site was set up. The invoicing has</p>	

	now come back to PCP and Richard is collecting such material as he still has and will pass this over to DH in the next few weeks. Zoom: DH has been using his charity's Zoom account for various meetings over COVID. He has decided to resign from the charity later this year and will lose the access to the account.	DH
12.	Date of next meeting	
	Wednesday 28 th June 2023 at 5pm using Zoom	ALL
	The following items have nothing to report at this time. These are listed so they aren't forgotten.	
	Tourism and PCP websites	
	Pulborough Watersports	
	Youth Centre	
	Community Land Trust	
	Pump Track	
	Pavilion	
	MUGA	

David Hurst
20th April 2023