

**Minutes of the meeting of the Pulborough Community Partnership  
Management Group held using Zoom  
on Wednesday 14<sup>th</sup> December 2022**

**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  |
| Len Ellis-Brown             | LE  |
| Ruth Court                  | RC  |
| Edna Henly                  | EdH |
| Elaine Kipp                 | EK  |

**Apologies**

Paul Clarke  
Charlotte Kenyon  
Paul Latter  
Stephen Pegler  
Lissette Trembling

| Item      |   | Actions   |
|-----------|---|-----------|
| <b>1.</b> | <b>Minutes of the last meeting</b>  |           |
|           | The minutes of the meeting of 19 <sup>th</sup> October 2022 were agreed.  | <b>DH</b> |
| <b>2.</b> | <b>Financial Report</b>   |           |
|           | AC tabled the current accounts from 1 <sup>st</sup> March 2022 to 15 <sup>th</sup> December 2022 showing a balance of £24,901.34 which includes ring-fenced amounts. The major activity was the Harvest Fair to be covered in Item 3. He noted that there was a grant of £250 from HDC in support of the Buy Local campaign. The annual insurance premium of £210 was now due, a small reduction with no change in the cover. | <b>AC</b> |
| <b>3.</b> | <b>Harvest Fair</b>   |           |
|           | DH reported on the finances of the Harvest Fair which should draw a line under the 2022 event. The Fair had an overall income of £8796.07 and total costs of £6780.23. This made a profit of £2015.84. There was one donation still unpaid from Hepworths and RP said he would chase that.<br>The organising committee suggested the following donations:-  |           |

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|           | <p>St Mary's School £500<br/> PCP Heritage £500<br/> Mary How Trust £500<br/> Pulborough FC £200<br/> Scouts £100<br/> Brownies £100<br/> Rotary Club £100<br/> St Mary's FSW £500</p> <p>DH said that the payment to FSW had already been made as they needed it for providing Christmas help. He asked for an agreement that the other payments could go ahead with suitable publicity. This was <b>agreed</b>.<br/> RA said he had some large cheques that could be used in photographs while AC would arrange BACS payments when required.<br/> The meeting congratulated the organising committee chaired by Paul Latter especially Maria Lee, Tia Stillwell and Jacqui Walbridge.</p>  | PL/DH |
|           |  |       |
| <b>4.</b> | <b>Storage and records of village event equipment</b>  |       |
|           | <p>There had been discussion in previous meetings of the need to have storage for materials used for Harvest Fair and other events which were currently in garages. RA had followed up a family suggestion and had a quote of about £6,000 for a 20 ft almost new shipping container that would be lined with insulation to prevent condensation and delivered to site. We would have to provide shelving and arrange for groundworks before delivery. RA had approached the Pulborough Sports &amp; Social Club (S&amp;S) which also needed storage and they had agreed to pay 50% to share the container. The favoured site was beside the existing containers in the S&amp;S car park and if the meeting agreed the £3000 share in the container RA would take the project forward and approach the Parish Council. The project was <b>agreed</b>.</p>  | RA    |
|           |  |       |
| <b>5.</b> | <b>Christmas Ball</b>  |       |
|           | <p>DH reported that the planned Christmas Ball due to take place on 10<sup>th</sup> December had been cancelled. The band and the caterer had set a deadline for a go/no go decision and there were insufficient bookings at that point to give confidence of selling enough to cover costs. No costs had been incurred.</p>   |       |
|           |  |       |
| <b>6.</b> | <b>Coronation Picnic</b>   |       |
|           | <p>RA said that after the Jubilee Picnic in June the decision had been made to hold another one in 2023. The Coronation is being held on Saturday 6<sup>th</sup> May and there is a bank holiday on the following Monday so it seems right to combine the two. The S&amp;S were in favour and there had been a meeting to discuss possibilities. It had been agreed that if there were to be evening activities, then Saturday the 6<sup>th</sup> was the favoured day as families would not want children to be out late before a school day. The S&amp;S have large TV screens that could be available to watch the coronation if the events overlapped.</p> <p>It was expected that the event would run from 12 noon to 9 pm. The afternoon would be similar to the Jubilee Picnic with people bringing picnics and gazebos and entertainment and children's games would be held. In the evening RA was considering fireworks. Aurora Fireworks had been consulted and could provide a 10-minute display for £1300 but it would not be dark before 9 pm so would be a finale. The evening may have more music and</p> |       |

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|            | possibly catering stands on the car park, no firm plans yet. RA asked for permission to use the PCP name on the event.<br>There was concern about the effect of fireworks on pets and other animals and EH advocated using silent fireworks.<br>The meeting <b>agreed</b> to take the project forward.   | RA                         |
| <b>7.</b>  | <b>Heritage Fund</b>   |                            |
|            | DH said the proposed central fund-raising organisation was progressing. A meeting with the Charity Mentors representative had been arranged for January. PL had been given a contact in another village in East Anglia that had created a similar scheme and contact would be made there as well. RA had had discussions with Ian Ellis of the Pulborough Society to see if they could be a part of the scheme. Chris Williams of Friends of St Marys had also been consulted and were keen to be involved.  | PL/DH                      |
| <b>8.</b>  | <b>Community Action Plan</b>   |                            |
|            | RP reported that the leaflet had been finalised and that Tia Stillwell had sorted the arrangements for the Google survey system. Arrangements need to be finalised for the printing and distribution of leaflets. RP and DH would progress this with the idea of circulating the survey in Q1 of 2023.   | RP/DH                      |
| <b>9.</b>  | <b>Parish Council</b>  |                            |
|            | IH reported on the following items;<br><i>Water neutrality.</i> The council had no further information from HDC since the previous meeting.<br><i>Neighbourhood Plan.</i> There was no progress on the Pulborough plan although the outline planning application for the New Place nurseries site (Policy 2) was due to be discussed at the HDC planning committee meeting on 20 <sup>th</sup> December. There was discussion about some ‘what ifs’ but RP reminded the meeting that planning was outside of the PCP articles.<br><i>Warm Spaces.</i> The Wardens were focused on this and it was a work in progress. EdH said that people she had talked to were reluctant to leave a house into the cold to go somewhere else to warm up only to come outside again to get home.   |                            |
| <b>10.</b> | <b>Lower Street</b>  |                            |
|            | <i>Speed Indicator Signs.</i> DH reported that the order had been delayed in getting from the UK office to the French manufacturers but hopes this had been sorted.<br><i>Trader news.</i> EH said that the late-night opening in Lower Street on Thursday 15 <sup>th</sup> December would have most shops open together with music and various additional stands and go on until 8.30 pm.<br><i>Gateway Signs.</i> EH asked for ideas for the four signs. RP said the RSPB had agreed to pay for four per year but there was a new manager and he needed to make contact to ensure this arrangement still stood.<br><i>Gardens.</i> EH said that the gardens were looking as good as possible for this time of year. She said it was planned to remove some earth from the BT garden as it was causing dampness to an adjacent house and this would probably go to the proposed garden beside the Bacheller Monkhouse car park. DH said he was still looking for ideas of where a Coronation Oak could go. IH said that the tree the village had been allocated for the Queen’s Green | PL/DH<br>EH<br>EH/RP<br>EH |

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|            | Canopy had been planted in a corner of Nutbourne Common.<br><i>Footfall in Lower Street.</i> LE said that he would be able to report on the whole of 2022 at the next meeting as figures are issued in arrears. However, he can say that the busiest months are June and September helped by the Picnic and Harvest Fair. The quietest month is February. The period Jan – Oct 2022 was 13% up on the same time in 2021. In 2022 Quarter 3 had 40% more footfall than Quarter 1.   | LE                        |
|            |  |                           |
| <b>11.</b> | <b>Grants</b>  |                           |
|            | <i>Barn House Lane.</i> Following RA's work on his part of Barn House Lane EH was eager to get work on the upper parts to improve the access to Lower Street. A plan had been developed to be put to the property owners and she hoped to be able to use more grant money. EK said that Section 106 money cannot be used for repairs. RP said that care should be taken not to overlap into WSCC Highways' responsibilities. DH said he would help EH draft a suitable approach to the property owners.<br><i>Shared Prosperity Fund.</i> The project for improving the signing and access to Lower Street via the steps and Barn House Lane was still awaiting a final decision by the government department.<br><i>Rural England Prosperity Fund.</i> The 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. It is likely this would be run on similar lines to LEADER and DH had been asked to chair the committee. IH asked for more details and DH would send a link to the government website. | EH/DH<br><br>DH<br><br>DH |
|            |  |                           |
| <b>12.</b> | <b>AOB</b>   |                           |
|            | None   |                           |
|            |  |                           |
| <b>13.</b> | <b>Date of next meeting</b>  |                           |
|            | Wednesday 8 <sup>th</sup> February 2023 at 5pm using Zoom  | ALL                       |
|            |  |                           |
|            | <b>The following items have nothing to report at this time. These are listed so they aren't forgotten.</b>   |                           |
|            |  |                           |
| <b>14.</b> | <b>Tourism and PCP websites</b>  |                           |
| <b>15.</b> | <b>Pulborough Watersports</b>  |                           |
| <b>16.</b> | <b>Youth Centre</b>  |                           |
| <b>17.</b> | <b>Community Land Trust</b>  |                           |
| <b>18.</b> | <b>Pump Track</b>  |                           |
| <b>19.</b> | <b>Pavilion</b>  |                           |
| <b>20.</b> | <b>MUGA</b>  |                           |

David Hurst  
15<sup>th</sup> December 2022