Pulborough
Pulborough Community Partnership

Minutes of the meeting of the Pulborough Community Partnership Management Group held using Teams on Tuesday 13th February 2024

Those attending:

Roger Paterson *Chair*	RP
David Hurst *Minutes*	DH
Rob Aylott	RA
Andrew Cox	AC
Len Ellis-Brown	LE
Elizabeth Hunt	EH
Paul Latter	PL
Maria Lee	ML
Ray Quested	RQ

Technical: RQ couldn't get access so came to DH's house where there was sound but the camera failed to work. Teams is awful!

Apologies
Jon Campbell
Paul Clarke
Charlotte Kenyon

Item		Actions
1.	The Chairman welcomed those attending and noted the apologies.	
2.	**Minutes of the last meeting**	
	The minutes of the meeting of 12th December 2023 were agreed.	**DH**
3.	**Financial Report**	
	AC had tabled the accounts for the period. The PCP has £17,350 in the bank of which the Harvest Fair has £11,863. ML asked that the annual Canva design software subscription of about £100 be covered from the HF funds which was **agreed**. The website allocation is overdrawn by £978. It was **agreed** to move the current balance of £1,700 in the Duck Race allocation to the website section to cover the shortfall.	**AC**
4.	**Future of the Partnership**	
	DH briefly described a paper that he had circulated outlining a direction for the PCP.	

	LE said that he wanted to bring the PCP and PPC together and he looked for an action plan for the PCP that would take forward the excellent work already performed. He hoped to work together for the benefit of the community. He drew attention to a presentation that he had circulated by email that afternoon on the core objectives of the PPC. He said the PPC was looking to create an identity for the village and hoped to have a survey later in the year. EH said that Henfield provided a good example of the way a Partnership and Parish Council could work together. They had produced a five-year plan. LE said he had had a lengthy conversation and good advice from Malcolm Eastwood, the Henfield chairman, who had recently died suddenly. PL said that the PCP needed to develop other income streams and thought that the move to become a charity would be useful. AC said that the status of a charity opened other opportunities. RP said that clear objectives were needed. There was a definite intention to work closely with the parish council. He looked forward to progress at the meeting on 21st Feb. RA emphasised that we need to decide a strategy. Projects are opportunities to progress a strategy. RQ asked if the Pulborough Society was involved in consultations. LE said he looked to involve other organisations in working to a common aim. RA said that while the Heritage Weekend and the rail station model came from PCP ideas they had been passed to the Pulbrough Society to bring to fruition.	
5.	**Harvest Fair 2023/24**	
	PL had circulated a paper describing the position of the Harvest Fair now the income and expenditure of the 2023 Fair had been completed. This showed that it had been profitable and laid out the proposed payments to community organisations. He asked for the agreement of directors to move £622 from HF reserves to make £3,000 to be distributed. The following are his recommendations for donations:- 1. PDCCA £500.00 2. Macmillan £400.00 3. Rotary £100.00 4. FSW £300.00 5. Scouts £100.00 6. St Mary's church £100.00 7. Pulborough cricket club (already paid) £600.00 8. Mary How Trust £500.00 9. Pulborough Pantry £400.00 The agreement at the last meeting to donate £250 to the Pulborough Pantry for feminine hygiene products was included in point 9 above. The requests were **agreed** and would actioned within a week. PL said that the HF had developed over the past years and was now a large event that had become much more complicated and needed close attention to be successful. There needs to be budgets for expenditure and targets for sales of advertising and space to cover that expenditure. Services need to be bought in rather than depending entirely on donations and volunteers. The suggestion had been made that since the parish council was looking for more	**PL/AC**

	events to handle that the HF could be passed over to them. This would be taken forward at the planned meeting next week. LE enquired if the equipment would also come with the Fair. RA said that the assets acquired over many years are already available to the community and are used on other events. PL said that there were items that had been bought by individuals and not charged to PCP funds. Notice had to be taken of wear and tear, damage and the consequent need to renew items. The equipment needed to be managed. RQ said that the container was part of the assets. ML said that the work she and Tia Stillwell had done for the last Fair was very time-consuming and, while most of her expenditures had been refunded, she and Tia would be looking to make a charge for her time this year.	**PL/RA/DH**
6.	**Barn House Lane/Lower Street car park**	
	EH had circulated a paper on the project to improve the access to the Wildbrooks and the Lower Street shops from the car park using Barn House Lane mainly paid for by Shared Prosperity Funds from HDC. Details of the project had been circulated at previous meetings. Two elements were not included in the grant funding, the employment of a designer to develop plans for the projects and the resurfacing of BHL. EH was looking for £775 to fund Wild By Design to produce designs so that decisions can be made for future priorities. AC said that there were just sufficient funds in the SEEDA pot so this expenditure was **agreed** and that RA and EH should prepare a brief for Wild By Design based on the objectives of attracting visitors to the WildArt Trail, the Wildbrooks and increasing footfall to Lower St. The draft should be emailed to directors for comment and the report should be ready for discussion at the next PCP meeting. It was hoped to reclaim the payment from section 106 in due course. Resurfacing of BHL was discussed at length. The ownership of the lane is not completely clear and the responsibility of residents on the lane is also not clear so funding must be found elsewhere. Resurfacing the lane alone would not bring more visitors and it was this principle that was regarded as the main aim of the project. EH argued that there was a safety issue. No clear decision was reached.	**AC/EH** **RA/EH**
7.	**Storage and records of village event equipment**	
	RQ said that he had made a verbal presentation for Section 106 funds to insulate and shelve the container to the parish council meeting in January and was asked to come forward with a proposal in February. This request was withdrawn at short notice. (Later: There seems to be a new process being developed to apply for these funds which will become clear).	**RA/RQ**
8.	**PCP and tourism websites. WildArt Trail.**	
	RA said that the software running all websites and apps needed frequent maintenance and updating - which was not usually recognised by laymen. The WildArt Trail is a way to attract visitors to the village and needs to be updated and provision made for maintenance. Spark, who had designed and produced the WildArt app, were contracted to maintain it for three years. Since this had coincided with the COVID problems there had been no major publicity programme. Spark were now asking large amounts to update and maintain the app. Spark were contracted to provide documentation to HDC	

	who were the ones who had ordered the app. Such documentation should guide investigations into the source of the problem that had developed. We need to go to Spark and HDC to establish the facts and the costs and then find the money to make it work to bring footfall to Pulborough.	**DH/RA**
9.	**Village Hall**	
	RQ said that the hall is working smoothly. They have lost some of the smaller groups because of falling attendances but the larger bookings seem secure. They are financially secure at the moment. EH congratulated him as her Fit For Good group always finds the hall clean and ready for them.	
10.	**Parish Council**	
	LE had been called away but a document on the Core Values of the Parish Council had been circulated that afternoon.	**All**
11.	**Community Action Plan**	
	RP said that he would be planning an on-line residents' survey in cooperation with PPC depending on their plans for coordinating future village appraisals.	**RP**
12.	**Lower Street**	
	Speed Indicator Signs. DH reported that he hoped to get the first one up and running in the coming weekend depending on weather and help. *Trader news*. EH said that there is now a Kurdish barber opened in Lower Street and getting good reports. The Corn Store will close next week and there is a new business starting soon. There are no details of that business but plenty of rumours. DH said there was a caravan café opened across from the station but apart from the café inside the station there are no empty retail premises in the village. EH was concerned that there was a fall in spending in Lower Street and was convinced this was because the problems with West Chiltington Road. *Trees, troughs and gardens*. EH said that Clive Richardson had volunteered for the new garden by Batchellor Monkhouse. The other gardens and trees have done well over the winter and there had been suggestions for more troughs.	**DH**
13.	**AOB**	
	RQ asked whether it would be possible to have a face-to-face meeting next time and this was agreed.	**DH**
14.	**Date of next meeting**	
	Tuesday 16th April 2024 in the Parish Room in the Pavilion.	**ALL**

	The following items have nothing to report at this time. These are listed so they aren't forgotten.	
	Community Land Trust **Coronation Oak** **Gateway Signs** **Heritage Fund** **Homeshare** **Mens' Shed** **Mini-museum in library** **Pulborough Pier** **Pulborough Watersports** **Pump Track** **Youth Centre**	

David Hurst
15th February 2024