

**Minutes of the meeting of the Pulborough Community Partnership
Management Group held using Zoom
on Wednesday 28th June 2023**

Those attending:

Roger Paterson <i>Chair</i>	RP	(part)
David Hurst <i>Minutes</i>	DH	
Ian Hare	IH	
Rob Aylott	RA	
Ray Qusted	RQ	
Andrew Cox	AC	
Paul Clarke	PC	

Apologies

Elizabeth Hunt	EH
Len Ellis-Brown	LE

Item		Actions
1.	Minutes of the last meeting	
	The minutes of the meeting of 19 th April 2023 were agreed. DH will pursue the expected HDC grant.	DH
2.	Financial Report	
	AC tabled the accounts for the period until 26 th June with additional information now showing the funds held for other organisations. He answered questions on some of the figures and accepted a suggestion to reorganise the columns to show the ring-fenced items more clearly.	AC
3.	Coronation Picnic	
	RA reported that the event took place on 6 th May, Coronation Day, and the weather was wet all day. The event went ahead and while numbers were down on expectations those attending seemed to enjoy it, especially the children. There was a small profit. It is intended to run another similar Picnic with the S&S next year but probably to concentrate on Sussex Day in June in the hope of better weather.	RA/DH
4.	Harvest Fair 23rd September 2023	
	DH reported that arrangements are progressing well with 60+ stands booked and a full programme in the arena. More than £1000 has already been taken for bookings and sponsorship and it is hoped that income will be around £7,000. There is concern about access from the A29 now that the staff are being withdrawn from Church Hill. DH said that we need to observe the fixed lights in operation to see if other arrangements are necessary. PC said he would contact WSCC to ensure they are aware of the date and the access requirements.	RA/DH/PC

5.	Storage and records of village event equipment	
	<p>RA reported that the PCP and S&S had been offered two large containers free of charge but transport, ground works and fitting out would have to be arranged. One would be for the S&S and one for the PCP. They would replace two older containers which would be scrapped.</p> <p>An approach had been made to the parish council for their agreement to the changeover and a draft agreement was under discussion. There is time pressure to remove the free containers from their current position.</p>	RA/DH
6.	PCP and tourism websites	
	<p>DH had circulated a paper describing the work Richard Keatley had undertaken and how the charges had arisen. The paper also laid out the website hosting and domain rentals still in place and asked permission to rationalise them.</p> <p>It was decided to pay Richard Keatley the £1400 that had accumulated, to drop the unused domain names and mail box but to maintain the current PCP and tourism websites.</p>	DH/AC
7.	Rob's Updates	
a.	<i>The Heritage Weekend.</i> RA said that it was 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 including, unusually, the Toat Monument. 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 project is on hold at the moment because of discussions with the library over charges they want to impose.	RA
c.	<i>Mums' Space.</i> This weekly meeting started at the beginning of the current term and is proving popular. It was planned to be for mothers and infants but is attracting other ladies as well. It takes place in the library and WSCC wanted to charge £10 per hour rental. An anonymous donor has offered to cover that cost for the time being.	RA
d.	<i>Welcome Package.</i> The event on 9 th May had not been well attended but those present had found it useful. Discussions were underway to revise the marketing of the event.	RA
8.	Village Hall	
	<p>RQ reported that the scaffolding was about to be erected to get access to repair the leaks from the roof. LED lighting had been installed in some areas and is reportedly excellent.</p> <p>The osteopath who was renting the room previously occupied by the parish office had given notice of departure.</p> <p>The maintenance staff had cut the bank opposite the entrance and received complaints from the No Mow May enthusiasts. There followed a discussion about the increase in ticks and fleas on domestic animals and the prevalence of hay fever among those liable to get it.</p>	RQ

9.	Parish Council	
<p>a.</p> <p>b.</p> <p>c.</p> <p>d.</p>	<p><i>A29 update.</i> WSCC had announced the previous week that the staff were being withdrawn from the traffic lights and fixed automatic lights were going to be installed on the coming Monday and Tuesday. See item 4 above.</p> <p><i>Neighbourhood Plan.</i> DH said there was nothing further to report on this.</p> <p><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.</p> <p><i>Staffing.</i> Heather Knight would be leaving by the end of July but may take holiday before that. A new deputy clerk, Beverley, was in recently place and finding her feet. Advertising had taken place for a new Clerk.</p> <p>Later, LE sent the following as his report for the meeting:-</p> <ol style="list-style-type: none"> 1. We have introduced a Communications working group. Membership of which is myself, Penny Hands, Elizabeth Hunt, the Clerk and Jane Mote as Chair. The focus of this group will be to organise effective and ongoing communications via traditional and electronic means necessary to keep the residents of our community well informed and engaged with council matters and decisions. This group will also consider upgrading our social media capabilities. 2. We have agreed to establish an allotments society to oversee the management of the allotments. 3. We have appointed a surveyor to complete an assessment of the Sports and Social club building. Their report will prioritise actions required to maintain the build for at least another 3-4 years 4. Myself and Paul Clarke are keen to improve the Multi User Games Area. We have spoken to the football club but also need to speak with the netball club 5. We are discussing replacing the cricket nets with the cricket club. They have £30k which has to be used very soon but need and additional £6k. The request for the additional money will be put before the next meeting of the Finance committee 6. We have agreed that Paul Clerk will be the PCs representative at the A29 lessons learnt session. Although no firm date has yet been agreed Charlotte Kenyon is pursuing. 7. We have agreed that the container for the PCP can be placed close the Sports and Social Club. We are considering a simply contract for the PCP to do so. 8. Things on the horizon - <ol style="list-style-type: none"> a. Establishing an Events Working Group which will work closely with all groups in the community, including the PCP, on village events. The aim is to arrange more events in the community. b. A planning session with the Chairs and Vice Chairs of each PC committee to agree the objectives for the PC. Once complete our proposed objectives will be presented to the Full Council for approval and publication. c. Establishing a fundraising working group. Its activities will be aligned to those 4/5 key projects for the PC e.g. New Sports Pavilion. 9. We have submitted a planning pre-application to HDC to extend the bund on the recreation ground. Having discussed with the police, extending the bund is the best way to keep travellers from getting on 	

	<p>to the recreation ground. If planning permission is not required, we shall progress the work ASAP.</p> <p>10. Myself and possibly Jeannie will be out with Y5 pupils from St Mary's on a tree survey on 14th July.</p> <p>11. Unfortunately, the Clerk will be leaving at the end of July. We are currently actively seeking a replacement.</p>	
10.	Community Action Plan	
	RP had discussed the planned Community Action Plan survey with LE. The parish council was considering a survey of their own and LE going to raise this at a meeting of the planned Communications Committee of the parish council.	RP/LE
11.	Lower Street	
	<p><i>Speed Indicator Signs.</i> DH reported that the equipment had been returned to the manufacturer to be converted to solar power.</p> <p><i>Trader news.</i> DH said that there were now two empty premises on Lower Street, half of the old Golden Boot premises and the barber from beside Domino's.</p> <p><i>Footfall in Lower Street.</i> This would be held over until LE was present.</p>	PL/DH
		LE
12.	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 was being run by Maria Lee who was in the process of collecting quotes so that a proposal could be made to HDC to have the money.</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. The scheme was open for business now with access through the HDC website but interest was high and at the meeting later this week there may be a hold put on applications as the budget is likely to be reached.</p>	
13.	Zoom vs Teams	
	As was mentioned at the previous meeting DH has resigned from the prostate charity who's Zoom account we were using. To replace the Zoom account would be £120 a year while our level of use would mean that we could use Teams free. DH asked for opinions. It was decided we would try using Teams for the next meeting.	
14.	AOB	
	<p><i>Car park screen.</i> DH had received an email from HDC asking for source material for the screen on the Lower Street car park. This was contrary to a decision by HDC to use a less active type of service. The email had been queried and a response was awaited.</p> <p><i>S&S Club sports day, 26th August.</i> DH said that a plan had been put forward to have a children's sports day on the recreation ground to raise money for the interior of the S&S Club. This would involve the Chanctonbury Leisure people organising traditional egg and spoon and running races. There would be some entertainment such as an inflatable, ice cream sales, bbq by the S&S club. They wanted to use the PCP insurance cover. It was made clear by the</p>	

	meeting that the PCP had to have oversight of the event and ensure that risk analysis and similar safety requirements were in place.	DH
15.	Date of next meeting	
	Wednesday 16 th August 2023 at 5pm using Teams	ALL
	The following items have nothing to report at this time. These are listed so they aren't forgotten.	
	Heritage Fund	
	Pulborough Watersports	
	Youth Centre	
	Community Land Trust	
	Pump Track	
	WildArt Trail	
	MUGA	

David Hurst
29th June 2023