Pulborough
Pulborough Community Partnership

Minutes of the meeting of the Pulborough Community Partnership Management Group held in the Village Hall on Tuesday 24th June 2025

Those attending:

Roger Paterson *Chair*	RP
David Hurst *Minutes*	DH
Andrew Cox *Treasurer*	AC
Rob Aylott	RA
Sharon Curd	SC
Elizabeth Hunt	EH
Paul Latter	PL

Apologies
Paul Clarke
Ray Quested

Item		Actions
1.	The Chairman noted the apologies and that the meeting was quorate.	**DH**
2.	**Minutes of the last meeting**	
	The minutes of the meeting of 22nd April 2025 were agreed.	**DH**
3.	**Financial Report**	
	AC had circulated the accounts for the period since 1st March to date which showed £14,743 in the bank. He had arranged the insurance of the PCP equipment stored in the container and this would be added to the normal premium. The insurance company had required the equipment be listed and individually valued and would require this every year. He had also received confirmation from HDC that the Section 106 funds they held for Lower Street amounted to £20,413.28p.	**AC**
4.	**PCP – conversion to CIO**	
	DH had circulated a paper outlining the process required to change the PCP governance to be a CIO. In brief this meant amending the current Articles to be in line with the draft Constitution of a Foundation CIO. Once these amendments had been accepted by Companies House we could approach the Charities Commission to work through their process. DH then proposed that the Directors agree that the Articles of Association be amended to remove Part 3 and Part 5 entirely plus the clause 14 of Part 4. The proposal was agreed with one abstention.	**DH/AC**

5.	**Harvest Fair**	
	PL said that the administration of the Fair needs to go to a modern platform and that needs to be capable of handling other events in the village calendar. There are various suppliers of similar platforms and a standard base is amended for the specific service required. RA said that he has identified a company with the experience and ability to develop the programme. He is drafting a brief describing what we want to achieve. EH asked that the draft should be circulated to all directors and once those comments have been included it should be circulated to those who have been closely involved in the recent events. She would like to see three quotes for the job. SC said that the maintenance of the programme must be part of the deal. It was agreed that the development must be completed and the programme working by Christmas at the latest so marketing of the Fair can begin in January. The proposals must be circulated to Directors in time to achieve this.	**RA/DH/PL**
6.	**Heritage Day 14th September**	
	RA said that the Pulborough Society is planning to run a Heritage Day but it will be fewer properties in a more concentrated area. The intention is to illustrate how life has changed in Pulborough using iconic buildings such as St Mary's church and the Triangular House. It is hoped to have the signal box available and the station model is planned to be set up at Macklins. There will be leaflets and advertising on social media and possibly a brochure.	
7.	**WildArt Trail resurrection**	
	Some background. The intention of the Trail was to attract more visitors to Pulborough. It opened in late summer 2019 and was paid for by a £214,000 grant from the EU via DEFRA and the Rural Payments Agency. Since spend had to happen before claims HDC agreed to administer the programme. There were initial problems getting the Android version to work correctly. The first lockdown in UK for COVID was announced in March 2020. The software developed by Spark had a three-year maintenance agreement which has ended. Ownership of the programme was later passed to the PCP by Clare Mangan and the PPC agreed to handle maintenance. The PCP and PPC should discuss how this is carried out. RA approached Spark last year and was quoted £12,500 + VAT for returning the software to the original standard and an annual maintenance fee of £6,950 + VAT and decided to look for alternatives. It is hoped that the wildlife and the history words and pictures exist separately and can be tied into the map and so continue as a trail. The unit that does not work at the moment is the virtual reality giant which is the main attraction for children. RA is working to find a way to add it to a website using simpler and therefore cheaper technology. RP would like to be kept involved. RA asked for approval to continue which was given.	**RA/RP**

8.	**Storage of village event equipment**	
	DH said that there was some carpentry to be done to complete the shelving for the PCP equipment. The shelving for other organisations also needs a little rearrangement and all this is planned for this coming Saturday. Then the Pulborough Society will take two bays for £25 per bay per year. They will be responsible for their own insurance.	**RA/DH/PL**
9.	**Signal Box**	
	The situation still waits for Network Rail to return the draft lease. Plus clarification of the car park which is still in doubt. RA has asked Network Rail if it would be possible to open the box for the Heritage Day and that agreement is awaited.	**DH/RA**
10.	**Model of the station in 1910**	
	The model is in the station store and it is hoped it will be displayed on the Heritage Day.	**RA**
11.	**Parish Council**	
	SC said there is a plan for youth activities such as sports, leisure, cooking, music and board games. Macklins are supporting this. • Pultopia will take place on 13th September between 4pm and 7pm on the Recreation Ground with bands, dj, bouncy castle and stalls. • Fairtrade Fortnight is in September. • Christmas Fair will be in the village hall on 5th December. • A marketing plan is being developed for the MUGA with more sports such as tennis and pickleball. • The plan for the Sports Pavilion needs to be reset and attention paid to sources of money. • The Neighbourhood Plan referendum is awaiting confirmation of a date and a venue for the Polling Station. • The Little Monkeys will continue to be funded by the PPC. • The Shedders are looking for both a temporary shed and a permanent home. All suggestions welcome.	
12.	**Lower Street**	
	a. *Speed Indicator Devices*. DH asked whether it was necessary to provide figures every month and was assured that it was. b. *Trader News*. EH said Truffles Bakery reports that it has the highest spend per customer of any of their branches. A bridal shop will open in the old building where GL used to be. A chiropractor will be opening in the place on Swan Corner previously occupied by Macklins. c. *Trees, troughs and gardens:* EH asked that responsibility for the troughs and trees in Lower Street moves to the parish council. This was agreed.	
13.	**The next meeting will be held on Tuesday 16th September 2025 at 5.30 pm in the parish room.**	**ALL**

	The following items have nothing to report at this time. These are listed so they aren't forgotten. **Community Action Plan survey** **Development of the Visitor Economy** **Gateway Signs** **Mini-museum in library**	

David Hurst 25th June 2025