Pulborough
Pulborough Community Partnership

Minutes of the meeting of the Pulborough Community Partnership Management Group held in the Parish Room on Tuesday 22nd April 2025

Those attending:

Roger Paterson *Chair*	RP
David Hurst *Minutes*	DH
Rob Aylott	RA
Andrew Cox	AC
Paul Latter	PL
Ray Quested	RQ

Apologies

Elizabeth Hunt
Jon Campbell
Paul Clarke
Len Ellis-Brown

Item		Actions
1.	The Chairman noted the apologies and that the meeting was quorate. DH had circulated an email from Sharon Curd, the Chair of the Parish Council in which she declined the invitation to join as a director. He was asked to speak to Sharon to discuss ways that the PPC and PCP could work together and improve communications.	**DH**
2.	**Minutes of the last meeting**	
	The minutes of the meeting of 11th February 2025 were agreed.	**DH**
3.	**Financial Report**	
	AC tabled the latest figures and said that this was the first report of the new financial year. The only spend was £1840 on the container works (see Item 8). AC would check with HDC that the Section 106 funds were still available. It was also agreed to move the funds from EDESG and the Heritage Fund to the administration budget to reduce the complexity of the paper. AC also reported that after the last meeting he had removed Maria Lee and Len Ellis-Brown from the official list of directors at Companies House.	**AC**
4.	**PCP – where do we go next?**	
	DH opened with a statement that RA concisely summarised as saying we needed to tackle succession planning, marketing more widely and clarifying our legal entity. The latter point was agreed in that the PCP needs to move from being a not-for-profit limited company to be a charity, probably a Charitable Incorporated Organisation, and DH was asked to take this forward with the Charity Commission.	

	RQ suggested that the next meeting of the PCP should be open to the public, perhaps also involving the parish council, which would get a bigger attendance. PL said that he was not convinced the public meeting was the way forward. Social media is the way to spread the word and we needed to improve our use of those channels. He also suggested we need to consider getting some professional people involved such as lawyers, builders and financiers. RA made a suggestion of an individual he will explore further. It was suggested that the parish council had a similar problem of few people knowing what it did and whether a joint effort might be helpful. A prime need is to get the website made into a more umbrella site which could draw together many other organisations. It was observed that the community, including most organisations, is no longer hierarchical but horizontal with a very flat and spread out structure.	**RA**
5.	**Harvest Fair 27th September 2025**	
	RA had found two individuals who were willing to help with the Harvest Fair but only to carry out specific tasks, not to take a managerial role. Neither DH nor PL are keen to run the event without a lot more support. Since the last meeting RA had talked to Emma Simpson who had expertise in developing booking systems. It was agreed to spend up to £2,000 on producing a booking system that could be used primarily for the Harvest Fair but also other village events. This would also incur hosting charges of £40 a month. RA will arrange a briefing meeting to see her proposal and capabilities and a decision on whether to run the Fair this year will await that meeting.	**RA/DH/PL**
6.	**Heritage Weekend 13/14 September**	
	RA said that the Pulborough Society is planning to run a Heritage weekend but it will be fewer properties in a more concentrated area. It is hoped that the station model can be displayed inside the old garage but attempts to contact ArchCo have not had a response.	
7.	**Lower Street car park and Barn House Lane**	
	The works are underway under the auspices of HDC. Completion 'in a couple of weeks' the man on site said today.	**DH/RA**
8.	**Storage of village event equipment**	
	The container was shown to those attending the meeting. Shelving is being installed on the right hand side but more work is required. Once that is completed the Harvest Fair materials can be sorted, listed and the intended hire system set up. The current padlock will be changed to a more beefy one. RA circulated draft proposals for village organisations to rent space in the container and these were agreed. He had named himself as Container Manager. AC said that he had arranged insurance for the container with a current premium of £125.37 but this would rise. The container is valued at £5,000 and the Harvest Fair materials at £10,000. Any other organisation renting space must insure their own goods.	**RA/DH/PL**

9.	**Signal Box**	
	A draft lease has been received from Network Rail and a map with unsatisfactory suggestions. There is a suggestion from Network Rail that we should not get the lower half of the box. This is not acceptable and we will be wanting to discuss this with Network Rail. DH has contacted HDC planning to clarify the proposals that Stonewater are trying to make to the planning permission for the car park. It seems there are different parts of Network Rail not talking together.	**DH/RA**
10.	**Model of the station in 1910**	
	The model is in the station store.	**RA**
11.	**Village Hall**	
	RQ said there was little to report beyond the need to raise prices to meet cost increases.	**RQ**
12.	**Parish Council**	
	No-one attended so no information could be given	
13.	**Lower Street**	
	a. *Speed Indicator Devices*. DH said that both SIDs had been working well in the good weather. b. *Trader News*. Truffles Bakery had opened in the premises originally used by Beneficial Health. c. *Trees, troughs and gardens:* No report.	
14.	**Any Other Business**	
	DH said that HDC are going to be launching another government grant under the REPF banner. It was likely that applications for grants would be requested soon. A minimum of £25,000 and maximum of £75,000 was being proposed and a contribution of 25% of project costs would be required. Details will follow.	
15.	**The next meeting will be held on Tuesday 24th June 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** **Pulborough Watersports** **WildArt Trail**	

David Hurst 24th April 2025