

## Porlock High Street Support Group (PHSSG)

### Timeline

Date	Actions	By Whom	Results
28.07.20	Visitor Centre contacted by SW&T re. Town Centre Webinar		
06.08.20	SW&T Webinar via Zoom on The High Street Recovery Fund	Attendees: Cllrs McCoy, Wood, Milne & Debbie Stanyon (PVTA/Visitor Centre Manager) plus all relevant SW&T representatives	SW&T agreed Cllr Milne and Debbie Stanyon (PVTA/Visitor Centre Manager) to lead Grant Application.
08.08.20	Questionnaire based on Future for Porlock Plan and results of PVTA Businesses circulated	Questionnaire circulated to all businesses (120 via email and 30 hand delivered)	Questionnaires to be completed and returned by 11/8/20
13.08.20	High Street Grant Committee met to draw up Indicative Plan	PPC Cllrs Milne, Hancock & Wood, plus Clare Gladstone and Debbie Stanyon from the PVTA	Indicative Plan to be submitted by 20/8/20
19.08.20	Indicative Plan submitted to SW&T by Cllr Milne.		
11.11.20	PPC approved Terms of Reference		
13.11.20	Cllr M McCoy (Chair) signed agreement		
02.12.20	PHSP first meeting	Cllr Milne (Chair), Debbie Stanyon (PVTA/Visitor Centre Manager), Stuart Weaver (Trader) and Chris de Vere Hunt (Trader).	
w/e ?	Resignations	Debbie Stanyon (PVTA/Visitor Centre Manager) circulates letter (undated) resigning from PHSP	
w/e 18.12.20	Cllr Milne resigns as Chair of PHSP, as does Chris de Vere Hunt (Trader). PHSP is, therefore, disbanded		
24.12.20	Will, Duncan & Stuart's letter/proposal to Traders		
04.01.21	Extraordinary PPC meeting to discuss The High Street Recovery Fund	Postponed to Full Council Meeting 13.01.21	
13.01.21	Full PPC meeting	PCC mandate Cllrs McCanlis and Rayner, with help from previous PHSP member Stuart Weaver (Trader), to form a new Group to reconsult and draw up new Indicative Plan	New Group, Indicative Plan and new Terms of Reference to be ratified at yet to be arranged Extraordinary PPC Meeting.
15.01.21	Zoom meeting Will, Duncan & Stuart		Co-opt Lesley Thornton as Administrator
18.01.21	Zoom meeting Will, Duncan, Stuart and Lesley	New Group name of Porlock High Street	

		Support Group (PHSSG) agreed and email address and website page on PPC website created.	
19.01.21	Letter to Traders plus Reply Form (includes GDPR compliance) delivered/emailed to 48 High Street Business	Cllr McCanlis delivered hard copies to all High Street Traders as identified on 'List of Traders' and Lesley Thornton emailed same to all on 'List of Traders' where an email address could be found online.	
19.01.21	PPC Clerk, Debbie Pitkin, asked to set up Zoom meeting of PHSSG Steering Group, making Cllr McCanlis host		
22.01.21	Agenda for PHSSG Steering Group meeting on 27/1/21 published on PPC website		
27.01.21	PHSSG Steering Group meeting held on Zoom at 7pm		
28.01.21	Send email to LR (SW&T) to confirm SG details	DMc	
28.01.21	Send out draft Questionnaire (Q) to new SG	LT	
29.01.21	List of Traders contacted published on PPC website	LT to DP	
29.01.21	Email PPC to set meeting date to Approve/Reject SG	LT	
<b>February</b>			
04.02.21	Review Questionnaire and agree final version	ALL (by email and/or Zoom)	
05.02.21	PPC meet to approve PHSSG	Agreed by PPC	
<b>P R E S E N T   D A Y</b>			
09.02.21	First formal meeting of PHSSG		
10.02.21	Distribute Questionnaire to High Street Traders & others	LT (Emails) / SW (SM) / DMc (Paper copies)	
17.02.21	Deadline for Questionnaire responses	(Traders)	
19.02.21	SG to meet and review Questionnaire feedback	ALL	
19.02.21	Start work on Draft Indicative Plan (DIP)	ALL – or possibly smaller sub-group of SG	
22.02.21	Finalise DIP and send to LR (SW&T) and PPC for approval	ALL	
27.02.21	(Allowing SW&T the week to respond/make changes) Confirm DIP – now the Indicative Plan – and start to implement	ALL	
Ongoing	Deliver the IP – by end of 2021	All – Detail to emerge as process unfolds	