

Porlock High Street Support Group

MINUTES

HELD ON FRIDAY 26th FEBRUARY 2021 AT 8.00 PM

Remote Virtual Meeting via Zoom

The Meeting was digitally recorded and is available at

<https://porlockparishcouncil.org/phssg/>

Group Members Present: Cllr D McCanlis (Porlock Parish Council and PHSSG Chair)
Cllr W Rayner (Porlock Parish Council)
M & D Hawtin (Porlock High Street Trader representing Melody Art)
D Thornton (Porlock High Street Trader representing The Bagatelle)
R White (Porlock High Street Trader representing Churchgate Gallery)
A Lovell & T Davies (Porlock High Street Traders representing Bramdowns)
L Thornton (PHSSG Administrator and Minute Taker)

Members of the public present:

David Hancock
Sarah Shorten
Sarah & Chris Brice
7 others (identities unconfirmed)

1. APOLOGIES

Jane Dyer (Porlock High Street Trader representing Jana Henrie).

2. DECLARATIONS OF INTEREST AND DISCLOSABLE PECUNIARY INTEREST DISPENSATION

No declarations made.

3. TO RECEIVE ANY COMMUNICATION OR ANNOUNCEMENTS FROM THE CHAIR

Lesley Thornton confirmed she had not received any specific communications to report to the meeting.

Duncan McCanlis confirmed that PPC had approved the draft Indicative Plan by majority vote by email. Duncan had spoken to William Collier at SW&T who had read through the DIP and associated paperwork and had watched last week's PHSSG Zoom meeting and could not see any problems. However, the decision for SW&T to approve would have to come from Lisa Redston and she was on annual leave until next week (commencing 1st March).

Duncan McCanlis explained he wished to bring Item 8 forward in the Agenda to follow Item 5.

4. TO APPROVE THE DRAFT MINUTES 19.02.21

Duncan McCanlis asked if everyone had read the minutes and if there were any questions or suggested changes. Lesley Thornton confirmed she had only received comments from Duncan.

David Thornton proposed that the draft minutes 19.02.21 are approved, Seconded by Tim Davies, unanimously agreed.

5. TO NOTE THE RESIGNATION OF STUART WEAVER FROM THE PHSSG

Duncan McCanlis thanked Stuart for all his help, adding that he was the common thread between the old group and our new group.

Item 8 on the Agenda brought forward.

8. TO CONSIDER & APPROVE THE CO-OPTION OF SARAH SHORTEN AS A MEMBER OF THE PHSSG

Duncan McCanlis commented that we had all seen the email from Sarah Shorten. Sarah explained that she felt she could help with Events and Activities and be a 'health checker' for other ideas, especially marketing. She also offered to help Lesley Thornton with some ideas to use technology to help with the Admin role and to better engage with the public. Lesley Thornton welcomed any help offered.

Rachael White proposed that Sarah Shorten, representing Stacked Wonky, be co-opted onto the PHSSG, Seconded by Will Rayner, unanimously agreed.

6. PUBLIC PARTICIPATION

Duncan McCanlis noted that a number of Members of the Public were attending the meeting, although some did not have their video turned on so were not visible and some were displaying what were obviously bogus names, such as those of football players. He invited them to explain why they were attending the meeting. Jonathan Desmond mentioned a pothole in the High Street which Duncan confirmed was not something this fund could address. One other participant, identity unclear, said he was here at the request of his uncle. Nobody else provided a specific reason for attending.

7. TO DISCUSS AND SET OUT PROJECT GROUP MEMBERS FOR:

- **Appearance & Functionality of the High Street**
- **Outdoor Seating Areas**
- **Promotion & Publicity**
- **Signage**
- **Village Events & Activities**
- **Porlock Traders Group**

Lesley Thornton explained that she had sent round a Project Group chart showing the areas that Members had asked to be involved with or had shown an interest in previously. She confirmed that

there were some very talented people amongst the Group, citing Tim Davies' Chelsea medal for garden design of a Courtyard Garden as one such example.

Duncan McCanlis shared his screen to display the chart and Lesley Thornton explained what the columns related to: 'Projects' includes details taken from the Indicative Plan but would evolve as ideas went forward or were dropped and/or new ideas were added; 'Co-options and Consultees' shows suggested people who had already shown an interest in being involved in certain areas; 'Organisations to Liaise with' shows suggested local organisation who could/should be contacted regarding projects to help take them forward; 'Actions required' are ideas for what people could be doing between now and the next meeting and this would need to be constantly reviewed and updated with actions 'ticked' as completed and others added as projects progressed.

Duncan McCanlis asked why Signage was included with Promotion & Publicity. Lesley Thornton explained that no-one had suggested they wanted to take this category on. Duncan, therefore, offered to head up this category.

The Project Group Categories and Members are currently as follows:

Appearance & Functionality of the High Street:

Lesley Thornton, David Thornton, Tim Davies & Anita Lovell, Melody Hawtin (particularly Church flowers)

Outdoor Seating Areas:

Duncan McCanlis, Tim Davies & Anita Lovell

Promotion & Publicity:

Will Rayner, David & Melody Hawtin, Rachael White, Sarah Shorten

Signage

Duncan McCanlis

Village Events & Activities

David Hawtin, Jane Dyer, Sarah Shorten

Porlock Traders Group

Anita Lovell, Rachael White, Will Rayner, Jane Dyer, Sarah Shorten

Administration

Lesley Thornton

Will Rayner asked if Project Groups could co-opt. Sarah Brice commented that signage impacted all the projects as a whole. Tim Davies suggested that the more people involved would give a better legacy. Duncan McCanlis felt it was our duty to involve others, to provide the best outcome.

Sarah Shorten offered to health check for marketing and suggested any 'brand' needed to bring groups together, and Duncan McCanlis confirmed that he would get involved in all areas to ensure continuity.

Jonathan Desmond suggested bikes racks were needed, endorsed by Jerome, and Lesley Thornton confirmed that there was a bike rack at the Visitor Centre but that we were intending to put another at Doverhay Car Park and this was being co-ordinated with SW&T. She asked if a lockable bike rack was preferred. This was felt necessary. Duncan McCanlis asked Jonathan and Jerome to provide an email address to Lesley Thornton so she could liaise with them regarding bike racks.

It was suggested that the formal group should not expand to the extent that there were too many people making decisions but that the informal groups and meetings could be more flexible. It was suggested that the formal groups could meet using the group Zoom account that Lesley Thornton would set up and manage for the Group. A Google calendar could be used to show when the account was being used by each project group to avoid clashes. It was suggested these meetings should be recorded so anyone else within the Group could view the meeting to ensure collaboration, but that these informal meetings would not be publicly published. Lesley Thornton also asked that notes were taken so project groups could report back to the main Group at full meetings. It was added that any spending had to be authorised at a full, minuted meeting of the PHSSG.

Melody Hawtin suggested a WhatsApp group for the PHSSG and the project groups. Anita Lovell agreed, commenting that communication was very important, adding that WhatsApp discussions can be fitted in during the day but that once the High Street opens, Traders will be busier during the day and therefore will have less flexibility.

It was felt that branding across all projects was important.

Sarah Shorten suggested Google Drive could be a useful tool for collaboration and offered to speak to Lesley Thornton, as the Administrator for the group, about this after the meeting.

Unfortunately, at this point, the behaviour of some of the public attending began to deteriorate and Duncan McCanlis had to remove a number of attendees. David Hancock also left the meeting due to the behaviour of these attendees. Sarah & Chris Brice remained as the only members of the public now attending and the meeting continued.

David Hawtin suggested there should be a register of ideas to consider, take forward or reject.

Lesley Thornton explained the required procedure for purchasing, confirming that no purchase should be made without authorisation at a full, minuted PHSSG meeting and that she would work closely with the PPC Clerk, Debbie Pitkin, to ensure invoices were properly coded and processed through the PPC accounts. She explained that all invoices should be in the name of Porlock Parish Council, with reference to PHSSG, with VAT shown so that the PPC could reclaim the VAT for us. She confirmed that the £25,000 fund was held by PPC and payments would be made from that cost centre by the Clerk by online banking on receipt of the invoice and covering Payment Voucher from the PHSSG Administrator. Cost codes would be used to identify projects to monitor budgets and expenditure. Lesley Thornton added that she would send out a form to everyone to use when wishing to place orders, etc.

Duncan McCanlis suggested that the first named Member on the list for each project group initiated contact with the others on their project group to get things going.

Will Rayner suggested we all needed to be able to see what other project groups were doing to ensure continuity.

Sarah Shorten suggested we needed a non-public place to share ideas and information within the Group, and a public place to share with the public and with responders who had engaged via the questionnaire.

8. TO CONSIDER & APPROVE THE CO-OPTION OF SARAH SHORTEN AS A MEMBER OF THE PHSSG

This Item was moved to earlier in the Agenda, immediately after Item 5 and before Item 6.

9. TO DISCUSS WHETHER OR NOT WE REQUIRE MORE MEMBERS OF THE GROUP AND, IF SO, TO DETERMINE THE STEPS TO TAKE

It was agreed to consider recruiting people to be on the Group or supporting the Group through their work. Lesley Thornton added that some people would not necessarily want to become part of the PHSSG and get involved with the formal meetings, etc. but did want to be involved behind the scenes. This was endorsed by others.

Tim and Anita suggested the 'first contact' member of each project group should make the invites to others.

Rachael White suggested we needed an internet space where we could leave notes, like a chat room.

Sarah Shorten suggested that ultimately, the Group has to decide how to divvy up the money.

10. TO AGREE THE PROCESS OF ASSESSING NEW PROPOSED INTERVENTIONS AND WHETHER THEY GET INCLUDED IN THE PLAN

Duncan McCanlis shared a document he had prepared suggesting a process for assessing new proposed interventions. He read through his draft 1 and asked Members to comment or suggest changes.

11. TO RECEIVE A REPORT FOR DISCUSSION REGARDING PROJECT GROUPS

This report had been shared and discussed earlier in the Agenda in Item 7.

12. DATE OF NEXT MEETING

Will Rayner suggested 2 weeks before the next full meeting with informal meetings in the meantime. It was suggested that no date for the next meeting be set until the project groups were ready to report back to a full meeting. Lesley Thornton reminded everyone that 3 clear days were needed to publish an Agenda if a full meeting was required.

Sarah Shorten asked if speed was of the essence, if that was the mood. This was felt to be important.

Chris Brice commented that whilst informal discussions were important, at some point the Group has to meet to take decisions so project groups can start putting ideas into action. Duncan McCanlis agreed, therefore deciding that we should set the date for the next full meeting now. Lesley

Thornton suggested that they should not always be at 8pm on a Friday as that might exclude some members of the public. She also advised that 8pm on a Thursday clashed with other commitments she had. Duncan McCanlis advised there was a PPC meeting on Wednesday 10th March which he and Will Rayner needed to attend, and Will advised Tuesday that week was not ideal for him. Lesley Thornton therefore suggested Monday 8th March. Anita and Tim advised they could make meetings earlier than 8pm if that was preferred, but only one of them may attend if necessary.

It was agreed to hold another Zoom meeting on Monday 8th March at 7pm.

Lesley Thornton asked for suggestion for the Agenda.

Sarah Brice suggested branding was the most important thing that needed to be decided from the beginning and this might take time to agree.

Will Rayner suggested some projects could start before others, such as the floral displays, and some may not involve 'branding'. Sarah Shorten added that Events may inevitably have to be later in the year due to Covid-19.

Tim Davies asked if discussing timescales for projects, etc. could be added to the Agenda.

Anita Lovell stated that whilst the projects needed to be completed within the life of the Fund, ie. by December 2021, the most important thing was to ensure they provided a legacy for Porlock for years to come. That was unanimously endorsed.

The meeting ended at 9.30pm