

## Porlock High Street Support Group

### MINUTES

HELD ON FRIDAY 23<sup>rd</sup> APRIL 2021 AT 7.00 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)  
T Davies (Porlock High Street Traders representing Bramdowns)  
R White (Porlock High Street Trader representing Churchgate Gallery)  
D Hawtin (Porlock High Street Trader representing Melody Art)  
S Shorten (Representing Stacked Wonky)  
L Thornton (PHSSG Administrator, Minute Taker and representing The Bagatelle)

**Members of Public Present:** There were no members of the public present

**1. APOLOGIES**

Mel Tesouro Willmott (Representing Stacked Wonky)  
Jane Dyer (Porlock High Street Traders representing Jana Henrie)

**2. DECLARATIONS OF INTEREST AND DISCLOSABLE PECUNIARY INTEREST DISPENSATION**

Will Rayner declared an interest in Discover Porlock.

**3. TO RECEIVE ANY COMMUNICATION OR ANNOUNCEMENTS FROM THE CHAIR**

There were no communications or announcements from the Chair.

**4. TO DISCUSS & APPROVE THE DRAFT MINUTES 07.04.21**

*Will Rayner proposed that the draft minutes 07.04.21 are approved, Seconded by Tim Davies, unanimously agreed.*

**5. PUBLIC PARTICIPATION**

There were no members of the public present.

**6. TO RECEIVE A REPORT FROM EACH PROJECT GROUP LEAD**

**• Appearance & Functionality of the High Street PG**

Lesley Thornton shared her screen to show the breakdown of the £9,000 budget for A&F explaining the projects that had been started, those that had been approved and some which were still in the planning/discussion phase.

Lesley Thornton confirmed that she had been asked to extend the flowers along the inside of the Church railings and was in the process of getting permission from PPC. Lesley Thornton also confirmed

that she was in the process of getting permission for the floral display at the Village Hall and had contacted the landowner about a floral display on the Doverhay car park wall at the bottom of Dunster Steep.

Lesley Thornton explained that she presented a report to PPC Finance Committee on Thursday 8<sup>th</sup> April, requesting a budget for continued maintenance of the floral displays from 2022 onwards.

- **Outdoor Seating PG**

As Duncan McCanlis was temporarily unable to give his report, Lesley Thornton explained that the Methodist Church had agreed to have 2 benches in their garden and St Dubricius Church had agreed to 3 benches in the Church grounds and Duncan was discussing with them the idea of putting wooden slats on the walls by the entrance to the Churchyard. Lesley also confirmed that the floral/seating installation at the Central Garage designed by Tim Davies had disappointingly not been given permission by the garage owner and that they did not want anything done with the curbed area, adding this was now worse in appearance than before Grant's planters were removed.

Duncan McCanlis continued, explaining that he was still waiting for permission from SW&T for the seats on the walls by the Doverhay toilets and had not heard back from the manager of One Stop. He added that the PG was also looking into a bench at the Old School Building.

- **Promotion & Publicity PG and Porlock Traders Group**

Will Rayner explained that TOP had been approved as the name for the Traders Group at the P&P meeting on 22/4/21, as well as the domain name Discover Porlock for the website. He added that he had circulated job descriptions for the task of populating the website and managing the website. He also confirmed that a contract between him and the PHSSG had been drawn up to use his domain name Discover Porlock and for hosting and a Word Press template for three years. Lesley Thornton shared her screen to show the contract.

David Hawtin asked what exactly was meant by Will Rayner retaining editorial control. Lesley Thornton explained that this was to protect Will Rayner's brand, so if the Group contracted a company to manage the website, Will Rayner would be safeguarded against development that he felt damaged his brand.

Will Rayner said there had been general approval of the suggested design of the website which had been distributed to members.

- **Signage PG**

Duncan McCanlis explained that the PG had had a meeting to work through everything again, and whilst some time had been lost, he wanted to thank David Hancock for all his work which had helped them reach this point, adding that his Maintenance Team had already done a lot of removing and moving of signs, notice boards, maps, etc. Duncan McCanlis confirmed that Road/Traffic signs were being prioritised and these needed SCC input which the PG were waiting on. He explained that E&A had requested extra signage and that maps and notice boards be prioritised. Duncan confirmed these would be considered next but the purchase of some A-board signs had been agreed.

- **Events & Activities**

Sarah Shorten emphasised the co-existence between the Visitor Centre/PVTA and the E&A project Group. She explained that E&A were stepping back from Trails as a lot of these were now being implemented by the VC/PVTA and that E&A would now hold back on their Audio trails so they could learn from the paper-based trails.

- **Admin**

Lesley Thornton explained that she had been notified by Zoom that more storage was required and that this would cost £32.00 extra per month. Lesley confirmed the recordings could not be transferred to the PPC account, as far as she was aware, and it was unanimously agreed that the recordings had to be available and should not be deleted, to ensure openness and transparency.

Lesley Thornton also explained about the rules regarding taking decisions at Zoom meetings, confirming that decisions taken at Zoom meetings would not be legal after May 6<sup>th</sup>. The Group could continue to have Zoom meeting to discuss decisions to be taken and then ratify them by email, in accordance with the process being introduced by PPC.

## 7. TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP:

- **Appearance & Functionality of the High Street PG**

To create a platform on which to place a statement floral display in front of the Village Hall to be seen by visitors entering the Village from down Porlock Hill.

Lesley Thornton shared her screen to show photos and drawings of the proposed display and the completed purchasing checklist.

***Rachael White proposed to create a platform on which to place a statement floral display in front of the Village Hall, seconded by Sarah Shorten and unanimously agreed***

To help fund the repair of the St. Dubricius Church Clock to the maximum allowed by SW&T of £500.

Lesley Thornton explained the clock had been originally paid for by village subscription to commemorate Queen Victoria's Diamond Jubilee in 1897 but the clock had stopped last year. The repair, including scaffolding, would be in excess of £6,000. Lesley suggested the Group could pay for the dust protection in advance of the repair being completed and Duncan McCanlis confirmed a donation would be allowed by SW&T even if the repair did not start this year.

***Duncan McCanlis proposed to donate £500 towards the cost of the clock repair, seconded by Rachael White and unanimously agreed***

Lesley Thornton shared her screen to show pictures of the rusty gate at the pedestrian access between the central car park and the High Street at Hope Cottage, explaining that this was both unsightly and a health & safety concern. Lesley added that the gate was probably the responsibility of SW&T and that paperwork belonging to Hope Cottage showed the gate originally gave access to a field and was required to allow access for a horse and cart. She confirmed she had received a quote to remove all metal work and rehang a wooden gate on new wooden posts and make good from Cllr Lee Bloys for £800. It was felt a picket fence may be cheaper if allowed. Lesley explained the owner of Hope Cottage would use her planters and bench to block the gap if the rusty metal gate could be removed immediately. It was agreed to do this and investigate what was needed to replace the gate and get further quotes.

- **Publicity & Promotion and Traders Group PG**

To contract Will Rayner to renew the domain Discover Porlock, pay for hosting and a Wordpress template for a website for three years.

Lesley Thornton shared her screen to display the purchasing checklist.

***Duncan McCanlis proposed to pay Will Rayner to cover his costs for the domain name renewal and hosting, etc. on the basis of the contract, seconded by Sarah Shorten, and unanimously agreed. Will Rayner did not vote.***

To pay someone as a contractor to populate the website with pictures and details of the businesses on the High Street. Rachael White of Churchgate Gallery offered to do this work in-house explaining that not enough money was available to cover the true cost of the work so they would absorb it as a business using their own staff to do the work. The Group was generally in favour of this proposal but Duncan McCanlis suggested we needed to be mindful of the perception. It was agreed that it would be a fixed cost contract payable only on completion, being well below market value for the work required. There was concern that the budget was underestimated but it was agreed it could be increased by moving funds from other budgets. Will Rayner confirmed he had emailed a draft job specification to be agreed by the Group before a contract is advertised/offered.

***Duncan McCanlis proposed a target budget of £550 as a fixed-price contract to populate the website in accordance with the job specification with an understanding that it can be increased by moving money from the other P&P project to maintain the website, seconded by Lesley Thornton, unanimously agreed.***

- **Events & Activities PG**

Lesley Thornton shared her screen to show the two purchasing checklists from E&A and Sarah Shorten explained the details. Sarah explained she had someone in mind for the Events specialist/adviser who had all the insurances and permissions in place, being Elke Winzer of Exmoor Events. Sarah explained that a 'How to' booklet would also be created to help others organising events in years to come, adding that events would now be primary for the project group as the Visitor Centre were doing the rest.

***Lesley Thornton proposed to pay an events specialist to scope and define requirements for events and to produce a 'How to' booklet, seconded by David Hawtin, and unanimously agreed.***

Sarah Shorten explained that 8 x first Saturday of the month pop-up events were now being planned for the High Street, adding that an events and trader engagement project manager was required to ensure the events worked for the High Street Traders. A 'lessons learned' booklet would be created to create a blueprint for successful events for the future. Sarah confirmed this contract would be advertised.

***Lesley Thornton proposed to contract an events and trader engagement project manager, seconded by Will Rayner, and unanimously agreed***

- **Signage PG**

Lesley Thornton explained that the E&A PG had requested as urgent some mobile 'A' boards to advertise events as the more permanent signs and sign boards would take longer to provide. She shared her screen to display the purchasing checklist. Duncan McCanlis as the lead of the Signage PG suggested the budget should be increased to £200.

***Lesley Thornton proposed to agree a budget for £200 to purchase 'A' boards for E&A PG, seconded by Duncan McCanlis, and unanimously agreed***

Lesley Thornton confirmed that no other Project Group had a proposal to put forward at this meeting.

**8. TO REVIEW USE OF THE PROJECT GROUP TRACKER DOCUMENT**

It was agreed to defer this to the next meeting

**9. TO RECEIVE A PROGRESS REPORT OF PHSSG TO DATE**

Lesley Thornton explained that she had not yet prepared this and that it would now be more informed following this meeting. She agreed to produce and circulate this report before the next meeting. She also suggested it should be published and emailed to be available to the general public.

**10. MATTERS ARISING FOR DISCUSSION**

Sarah Shorten thanked Duncan McCanlis who it was agreed had given so much of his time supporting all the Project Groups, attending all their decision-making meetings.

**11. DATE OF NEXT MEETING AND SUGGESTED AGENDA ITEMS**

It was agreed to hold the next PHSSG Zoom meeting on Tuesday 11<sup>th</sup> May at 7pm.

David Hawtin gave his apologies in advance as he would not be able to attend.

The meeting ended at 9.07pm