

Porlock High Street Support Group

INFORMAL MEETING MINUTES

HELD ON TUESDAY 13th JULY 2021 AT 7PM

Remote Virtual Informal 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)
S Shorten (Representing Stacked Wonky) – joined meeting at 7.30pm
L Thornton (PHSSG Administrator, Minute Taker and representing The Bagatelle)

Members of Public Present: Elke Winzer.

1. APOLOGIES

J Dyer (Porlock High Street Traders representing Jana Henrie)
R White (Porlock High Street Trader representing Churchgate Gallery)

2. DECLARATIONS OF INTEREST AND DISCLOSABLE PECUNIARY INTEREST DISPENSATION

Will Rayner's interest in Discover Porlock was noted.

3. TO RECEIVE ANY COMMUNICATION OR ANNOUNCEMENTS FROM THE CHAIR

Duncan McCanlis commented that the PHSSG process will need to take account of the Welcome Back Fund process, as there is some crossover with these two projects.

4. PUBLIC PARTICIPATION

Elke Winzer explained she was attending the meeting on behalf of the Events Group. Duncan McCanlis thanked Elke, adding that the events were the most visible things on the High Street.

5. TO RECEIVE A REPORT FROM EACH PROJECT GROUP LEAD

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

Lesley Thornton explained that she had been unable to plant both the small standard lilacs by the path at the Central car park as she found old tarmac under the grass where she tried to plant the second one. So, for the time being it has been planted in a barrel planter by the end of the path near Hope Cottage.

Lesley confirmed that the two manger-style wooden troughs made by Tom Lock had been put in place, where the rusty gate was removed and had been planted up. The comments from visitors and residents have all been very positive.

Lesley explained that the A&F PG were reconsidering the flags idea using the Xmas tree wall mounts to provide an alternative to bunting to lift the appearance of the High Street in summer and to help

promote the straight section of the High Street from the Church to the Visitor Centre which it was agreed looked less vibrant during the recent event. Lesley also suggested the flags could be hand sewn in the community with various themed flags used to support village events and celebrations. Flags produced in the community was preferred to buying generic ones online.

Will Rayner questioned permissions required, property owner liability and design concepts.

Lesley Thornton agreed to try and take this project forward as quickly as possible.

- **Outdoor Seating PG**

Duncan McCanlis advised that the notice board for the Church railings would allow for community posters, would include Perspex and a stained wood finish. Lesley Thornton advised that it was being constructed by Tom Lock to agreed dimensions, 4ft long and slightly less than 2ft high, with one larger door and one smaller door as requested by Martin Spence, a Church warden.

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

Will Rayner confirmed that a mailing regarding the Discover Porlock website had been resent to the High Street traders emailing list following a broken link in the first email, and that 19 of 37 traders had now opened the email.

Will Rayner confirmed that he and Rachael White were ready to appoint an applicant from Minehead for the website maintenance contract and would discuss this with Duncan McCanlis. Will explained that the applicant had interesting ideas for improving the website's ranking on Google from page three.

Will confirmed that they would be engaging with Blog writers and the first Blog would be 'Where can you get breakfast in Porlock' and that Rachael would be discussing with Deborah Stanyon, the Visitor Centre manager, the plans for Christmas and Late Night Shopping in the hope that the Traders could lead or collaborate on this.

Will confirmed TOP was gathering ground and would be constituted soon following guidance to be forward by Duncan McCanlis to Will.

Elke Winzer asked how the website would link to Facebook and Instagram. Will Rayner confirmed there has been a Discover Porlock Instagram for 6 years but there would not be a Facebook page. Elke felt the Facebook page was essential.

- **Signage PG**

Lesley Thornton explained that the report on signage would be published once it had been circulated to the PHSSG and Porlock Parish Councillors, hopefully by the end of the week.

Lesley Thornton explained that the Long Stay, Short Stay and Coach Park signs at the Doverhay car park, that were taken down as part of the Plan for Porlock 2020, had been recovered. Lesley confirmed she had remounted one of the car park signs on the post above the Lynton sign, having moved the weight restriction sign back to its original post. The other car park sign had been attached to the wall by the Gift and Candy by the PCMT. These are temporary measures until replacement signs were available.

Sarah Shorten joined the meeting.

- **Events & Activities**

Sarah Shorten explained that the feedback meeting had been constructive, adding that the E&A budget only had £700 left which she did not think was much/enough.

Sarah Shorten confirmed that the design brief for the poster would be sent to Will Rayner and Rachael White tomorrow (Weds 14th July). Sarah added that Events would feed back into TOP.

Sarah Shorten explained that more volunteers were required. Lesley Thornton asked if the insurance needed to be increased to cover more than 10 volunteers. Sarah confirmed 10 volunteers was enough for each event, but they needed a bigger pool of volunteers to draw from.

The use of banners to promote the events was discussed. It was agreed that these could be sited in Minehead and on the Old School Building railings but a banner on the Church railings was not preferred or should be of a smaller size.

Lesley Thornton asked if the cost of banners would come out of the E&A budget or the P&P budget, and reminded the Group that any purchases needed to be made by her, adding that there had been concern raised by PPC about using PPC store accounts to purchase items without prior permission and that the proper procedures needed to be followed.

6. TO DISCUSS AND APPROVE ANY PROPOSAL FROM ANY PROJECT GROUP:

- **Signage/Seating PG**

Lesley Thornton reminded the Group that the budget for the notice board on the Church railings had not been approved at the last meeting and that further information had been requested as discussed in item 5.

Duncan McCanlis proposed approving a budget of £300 for the notice board on the St. Dubricius Church railings, seconded by Lesley Thornton, and unanimously agreed.

7. OTHER MATTERS ARISING FOR DISCUSSION

Lesley Thornton raised the issue of whether continuing to meet via Zoom after 19th July was appropriate, adding that making decisions via Zoom was no longer legal and that face-to-face meetings were required by PPC Standing Orders. It was felt that Zoom was more convenient but that face-to-face meetings were required to ratify decisions and the minutes from time to time. Lesley agreed to get guidance from Debbie Pitkin, the PPC Clerk.

8. DATE OF NEXT MEETING AND SUGGESTED AGENDA ITEMS

It was agreed that the next PHSSG meeting would be held on Zoom on Wednesday 28th July at 7.00pm.

The meeting ended at 8.10pm