

Minutes of Committee Meeting

Wednesday 1st May 2024 at 5.45pm in Quay House, Kingsbridge



1. Welcome & Apologies

Present:	James Spencer John Gardner Scot Baston Kim Willis Nicola Coulson Alex Robertson Cllr Sam Dennis Cllr Mark Goodey Cllr Sarah Wyatt	Chair Pebbles Group Treasurer Vice-Chair, Kingsbridge Cornerstone Photography Committee Member, Marketing Manager Secretary Committee Member, IT Workhouse Associate Committee Member, SHDC Associate Committee Member, Salc. Town Council, Mayor Associate Committee Member, Modbury Parish Council
Apologies:	Georgie Leonard Jane Tyler Catherine Gillen Cllr Rufus Gilbert Cllr Mark Long Cllr Philip Cole Sarah Burnett Dawn Blundell	Committee Member, Bochinelli Committee Member, The Winking Prawn Group Committee Member, The Brownston Gallery Associate Committee Member, Devon County Council Associate Committee Member, SHDC (esp. Planning) & Salcombe Harbour Committee Associate Committee Member, Kingsbr. Town Council, Mayor Associate Committee Member, KCC Salcombe Info Centre Associate Committee Member, Kingsbridge Info Centre
Absent:	Cllr Jasper Evans	Associate Committee Member, Salc. Town Council

2. Minutes & Actions

Minutes from 3 April 2024 approved.

Actions outstanding previously and ongoing

1. Harbour Board

- Action: Add Harbour Board to agenda - *Done*
- Action: Invite Salcombe Harbour Master - Invited but no response; *agreed to reinvite.* NC

2. SWW / Kingsbridge flood impact

- Action: Write to Cllr Gilbert re the economic impact of the flooding - *ongoing* JS
- *Note: SD clarified that RG is not the DCC Councillor for Kingsbridge; it's Julian Brazil. However, JS felt that RG should be first point of contact.*

3. Donation Procedure

- Action: Discuss donations - JG confirmed the new procedure. Requests for donations to be made to committee for a decision. TBC
- Action: To create a Google form with simple format for people to apply - *ongoing*
- *Note: To add procedural sentences to the Grants page of the Chamber website, instructing members to email the Secretary with funding request - e.g. event details and proposed usage - until a Google form is available.*

4. Visitors Survey

- Action: Distribute SHDC's Visitor Survey - *Done* NC

5. Salcombe's CEP

- Action: Contact Laura Eames - *not done*. However, the Chamber is now included in a feedback circular - *action closed*. NC

6. Modbury Roadworks

- Action: Positive news story to be fed to Richard Harding, Gazette KW

7. Collaboration with KCC / Digital Careers Board

- Action: Reinvite Tina Graham JS/KW
- Action: Contact Rob Cortese, KCC IT AT

3. Council reports

District & County: South Hams District Council | Devon County Council

Devon County Council - *apologies from RG*

South Hams District Council - *SD*

1. South Hams Arts Festival 2025

- Total festival cost is estimated at £175k.
- SHDC has pledged £32.5k. The organiser, NDP Circus, has until Autumn to apply for funding from bodies like the Arts Council, and to secure funding from towns, parishes etc. If they don't get the money by a certain date, SHDC will pull out.
- In Totnes, events are managed by paid organisers, while other South Hams events rely on volunteers.

Next steps:

- NDP Circus will likely invite event organisers from across the South Hams to come together to discuss how it could work in their respective towns and parishes.

Queries:

Whilst SD said there might be a gap in the market for theatrical, circus-based events and it's a nice idea to do it district-wide, the following questions/concerns were raised by committee:

- SW asked who is providing the entertainment? SD explained that whilst the company has contacts and expertise, the towns might be asked to provide entertainment and put on events.
- Why aren't SHDC funds being used to support **existing** volunteer-led events in our three towns, and why doesn't SHDC waive logistics costs (e.g. venue costs, waste management) to support events year-round across the South Hams?
- **Tender process:** Only NDP Circus was invited to tender; their capability to handle such a large event in questioned.
- **Lack of detailed planning and community consultation** with towns before SHDC committed to underwriting the festival. There is a need for broader consultation and involvement with local councils and event organisers.
- **Timing:** Concerns about the timing of the festival in June and its proximity with other local events e.g., Kingsbridge Fair Week, Modbury's May Fair. The plan is to hold it 3 weeks before Kingsbridge Fair Week, which has its own carnival and parade, and Modbury will have had their annual May Fair also.
- The event is supposed to support tourism, but June might not attract tourists since it's not in the school holidays.

Also discussed:

- SW asked how it would impact a town like Modbury which is much small and doesn't have any spare funds. SD explained that the Parish Council will be approached and likely asked to contribute towards the festival. Modbury and Salcombe confirmed that they were not approached before the meeting.
- JS pointed out that whilst it is positive that SHDC values events in the area and funding has been earmarked, perhaps it could be used more cleverly. Should the Chamber be lobbying for better use of funding events?
- Committee voiced concerns about the feasibility of raising the remaining funds, and ensuring the festival benefits and involves the wider South Hams community.
- Committee would like to see more inclusive and effective festival planning process; to encourage NDP Circus to use local suppliers; and to ensure the festival is not Totnes focussed.
- **Re-evaluation of timing:** Would like to assess the possibility of rescheduling the festival to a 'shoulder' month to avoid conflicts with other local events and better align with our aim to support a year-round economy.

Action #1: Agreed to gather more details and decide on potential lobbying in early June.

JS

2. Plymouth and South Devon Freeport (PASD)

- PASD is one of 12 freeports in the UK tackling long-standing challenges in disadvantaged area.
- Following the Government's recent announcement that tax benefits for Freeports have been extended to 2031, SD reported that there was a free event for businesses at Plymouth Albion Rugby Club on 23rd April - *Unlocking Growth: Discover the opportunities available at the Plymouth and South Devon Freeport* - to explore the opportunities, benefits, and incentives available as part of the Freeport.
- SD was only given late notice of the event, so if there is an appetite for people to find out more, she could request another session is organised.
- Cllr John Birch is a member of the Freeport Board, so it was suggested that he is invited to give an update to committee.
- The Freeport does include Salcombe and there are certain tax incentives, which need clarification.

Action #2: To invite Cllr Birch to attend committee to discuss the benefits of Freeport.

NC

3. Local Elections

- The election of the Police and Crime Commissioner for Devon and Cornwall is on Thursday 2nd May.

Town: Salcombe | Kingsbridge | Modbury

Kingsbridge Town Council (KTC) - apologies from PC

Salcombe Town Council (STC) - MG

1. D-Day 80th Anniversary

- The town will commemorate the 80th anniversary of **D-Day** with an exciting series of community events including a D-Day Flotilla, Parade and commemoration at Whitestrand, culminating in the lighting of the D-Day beacon at 9:15pm (full programme on the Town Council website <https://salcombetowncouncil.gov.uk/d-day-80-programme-june-6th-2024/>).
- Volunteers, schools, councillors, district councillors have all been working to make this a good event. Malborough and West Alvington are also involved. It is a working day so much of the activity will be in the evening.

2. Salcombe Green Team

- Salcombe Green Team has been launched. The aim of the group is to care for and improve Salcombe, by planting and maintaining some public spaces and help keep the town green, clean, attractive, and litter-free. They plan to start small-scale and focus on tidying a few high profile, visible areas to enhance the welcome to the town for residents, businesses, and visitors.
- The group is volunteer led and supported by - but independent of - the Town Council. Jasper Evans, Caroline Bricknell and Christine Milton are behind the project.

3. Field of Light

- Plans are proceeding. A site traffic plan is now being considered. Bruce Munro visited Salcombe a couple of weeks ago and everyone is very enthusiastic.

4. Community Economic Plan

- The Public Consultation was launched today (1st May) and will run until 31st July. <https://mysalcombe.commonplace.is>
- Anyone living, working, own a business or a second home in the Salcombe, Malborough or East Portlemouth areas is invited to take part.
- The survey aims to build on the town's existing Neighbourhood Plan to create a clear economic vision and develop various projects to support the town's economic growth.
- A local steering group made up of residents, business owners, Ward Members and Salcombe Town Council have been working hard to ensure all voices of the community are heard, and to ensure that this consultation is specific to Salcombe.
- Committee have been asked to complete the survey and share as this could make a difference in terms of future funding. The understanding is that central government will

announce future funding and give 8 weeks to bid for the money. The CEP will allow the town to respond quickly.

- MG was keen to point out that Salcombe does not stand alone - to make it work, all the neighbouring parishes and surrounding towns will work together.

5. Filming in Salcombe

- Salcombe has been chosen to be a location for *The Roses*, a Hollywood remake of *The War of the Roses*. Starring Olivia Coleman and Benedict Cumberbatch and directed by Jay Roach - Winking Prawn is being used as a location.
- There will be 140-180 people on set, so good for local economy.
- Applied for 4-day road closure but won't be permanently closed during that time - all essential traffic will be let through. The pavement will be open but viewing barriers will be in place.
- JS commented that the broad amount of progress reported from Salcombe is terrific.
- SW asked if the film company are looking for extras - SD will look into this!

Action #3: To encourage participation in the Salcombe CEP surveys.

All

Modbury Parish Council (MPC) -SW

1. Marvellous Modbury Makeover

- SW reported on the recent transformation of Modbury, executed over the last two weekends, included extensive weed clearance, litter picking, painting, and planting. This community-driven effort aimed to enhance the town's appeal, encouraging locals and visitors to eat, shop, and explore.
- The makeover received notable attention, being featured on Spotlight, as well as in radio and newspaper coverage.

2. Visual improvements

- The town now boasts vibrant decorations such as bunting, flags, and various plantings. The Modbury Bloomer team has played a significant role in beautifying the town with plant pots, partially funded by the Parish Council.
- Funding for the makeover also came from several sources, including South West Water (SWW), which provided funds to help boost footfall after the road closures. Some funds also from SHDC, DCC, the Parish Council, and the Chamber.

3. Future projects

- Plans are in place for a mural in the car park and historical signs, spurred by recent interest from TV's Time Team, which has produced three programmes highlighting Modbury's historical significance.
- These initiatives are expected to sustain visitor interest and economic activity in the town. Hopefully things that will keep people visiting and shopping in the town - stay, shop, eat, explore.

4. Challenges with Shop Opening Hours

- A major point of discussion is the inconsistency in shop opening hours, which affects the town's ability to maximise the influx of visitors during events. Several suggestions were made to address this issue:
 - **Extended hours during events:** MG proposed that shops align their opening hours with specific events, such as the *Field of Light*, by opening later in the day and staying open later in the evening to attract more customers.
 - **Comparison with other towns:** SW noted that, unlike in some international destinations, local shops often close in the afternoon, limiting shopping opportunities. SBa pointed out that staffing issues could be a limiting factor.
 - **Flexibility for Special Events:** It was suggested that during events like Kingsbridge Celebrates Christmas, shops could remain open over lunchtime or stay open later to accommodate office workers.

Suggested actions

1. **Encourage shops to adjust hours:** Develop a strategy to communicate the benefits of extended opening hours during special events to local businesses.

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2. **Event Calendar for Businesses:** KW suggested creating a comprehensive list of upcoming events, including “Top Tips” for businesses to capitalise on these opportunities, available for download via email sign-up.

5. Insurance for Bunting!

- A recent issue with insurance for putting up bunting was identified. MG shared that in Salcombe, complex risk assessments required by insurers Aviva have deterred bunting for events like D-Day.
- However, JG confirmed that the Chamber’s insurance with Wessex covers bunting without needing specialised insurance, simplifying the process for Modbury and potentially Salcombe in the future.
- JS pointed out that we may need a Chamber representative on site if using our insurers.

Action #4: To ensure the Chamber’s insurance policy explicitly covers the erection of bunting to avoid future complications. JG

4. Business Clubs

1. The Crabshell - Thursday 9th May

- Lots of work has gone in to ensuring the success of the Crabshell event and to quash any rumours around the cancellation of the previous event.
- £20 for pizza and glass of wine.
- Theme is around how events fit into our focus of promoting a year-round economy. We are fortunate here in South Hams to be entering an extraordinary 12 months of revenue-generating events, including Crabfest, Kingsbridge Food and Music Festival, Salcombe Live, Field of Lights, Kingsbridge Celebrates Christmas, and the newly announced 2025 Arts Festival.
- Events are crucial for boosting our businesses and the broader year-round economy, not only by adding visitor spending power but also enhancing marketing and customer engagement opportunities. In addition to the obvious economic benefits of increased visitor numbers, we will explore the value for businesses of sponsoring an event and leveraging their marketing.

Speakers:

- **Alexis Bowater**, award-winning media professional and founder of the West Country Women Awards.
- **Cllr John Birch**, SHDC, who will be discussing the recently announced 2025 summer arts festival.
- **Steve Mammatt**, organiser of the Kingsbridge Food and Wine Festival.
- **Samantha Dennis**, organiser of Kingsbridge Celebrates Christmas.

We are also hoping to leverage either Rockfish or Salcombe Gin on why they put sponsoring events at the heart of their marketing strategy.

2. AGM

- Confirmed for the last Thursday in June (27th), hopefully in Bartons’ garden.
- We hope KCC Principal, Tina Graham, will be joining us, though KW pointed out a potential clash with KCC Prom. Assuming her availability, one of the key AGM themes is to discuss how Chamber and KCC have started their new collaborative relationship with the Jobs Board

Action #5: Confirm Tina Graham’s availability and brief her. JG

4. Treasurer’s update

JG reported that:

- We have had to repay all the Stripe charges from the cancelled Business Club in March.

Donations

Two requests for donations have been made:

1. **Salcombe Dinghy Sailing’s The Wind Project:**

- A Community Benefit Society, run for the benefit of the Salcombe and wider sailing community. It offers discounted/subsidised sailing lessons and tuition to local schools, individuals, and colleges with the aim of increasing wider social participation in sailing.
- We gave £300 last year. In the budget JG has earmarked £200 for 2024.
- Whilst it's a great project, committee queried whether it is in line with the Chamber's mission of making doing business in the South Hams a great experience year-round for our members? SD and KW both questioned why we would fund something that is not business-related?
- What would be our ROI? We are keen to invest in things that develop our year-round economy and are good for business.

2. Quay Side Classics:

- Organised by Axel Tramps, this car meet welcomes all classic vehicle owners from around the region to meet in Market Square, Kingsbridge on the second Tuesday evening of each month (May to September) from 6:30pm onwards.
- It was agreed that this event provided a wider benefit to the town, though the Chamber would like some recognition for their funding. KW suggested a banner to promote the event, potentially funded by the Chamber. The idea of a having a flyer to give out was also discussed, possibly listing the car meet dates and the Chamber events. It is also well promoted on Facebook so we would like some online recognition. In terms of our audience, it might be a good way to pick up new members.
- JG proposed £200 in the budget. Given the enthusiasm for the event, and the access it would give to new membership, JS suggested we should be openminded about the level of investment.

Action #6: JG to follow up with Wind Project and Axel Tramps to clarify our funding criteria and what we would be getting in return.

JG

Banking | Savings

- The ongoing issue with HSBC transferring the primary user from Peter Richardson to JG, as reported as the previous meeting, is still ongoing.
- JG has transferred c£3.5k from Current Account to Savings Account with an interest rate of 1.9%, to accrue some interest without effecting our net total in the Current Account. Should Modbury Funds or Kingsbridge Traders wish to withdraw funds, JG this allows JG to keep a float in the Current Account.
- JG still unsure how to open a Savings Account when the Chamber is neither a business nor a charitable concern.

SD asked if we'd had any feedback on the Kingsbridge Egg Hunt (Julia Wingate received under £200) - JG to follow up

Action #7: JG to follow up with Julia Wingate

JG

Report dated 31 March 2024

Financial Statements

1. Account Balances

Current Account balance	£16,446.71	
(Modbury funds)	(£5,090.13)	
(Kingsbridge Traders)	(£2,670.00)	
Current Account Net Total	£8,686.58	
Deposit Account	£3,214.21	
Total Balance	£11,900.79	(February balance = £11,716.41)

Monthly Income/Expenditure Statement - as previously circulated.

6. Ongoing Projects

Chamber Rebrand

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- Have purchased a URL and have official website. Now approaching two graphic designers to see if they will work with us for a modest fee. Intention to get our messaging ready for a soft launch at the AGM.

Field of Light

- See Salcombe Town Council, above.

Impactful Info Panels project

- Subject to grant funding from SHDC - JS has submitted application and will chase up.

Collaboration with KCC / Digital Careers Board

- See above - AGM.
- Job Board is complete and Sarah Burnett (working with a KCC member of staff and a student) has volunteered to administer. Emails will come in via the Chamber website via work@kingsbridge-salcombe-chamber.co.uk. These will then be processed and uploaded.

7. SHDC's Economic Plans for Kingsbridge / Salcombe

See Salcombe Town Council, above

8. AOB

- Harbour Board - *nothing to report*.
- Donations and Subscriptions - *covered above*.
- To review Chamber offering - *ongoing*

1. Dartmouth Chamber

A discussion ensued about Dartmouth Chamber regarding our rebranding.

Overview

- Dartmouth Chamber has 115 members and maintains an impressive newsletter and website. They launched at a discounted rate of £10 and have already hosted a successful event for International Women's Day.
- Viewed as a useful benchmark rather than a competitor. While there are differences in target markets, collaboration is seen as beneficial.
- Currently there is no open line of communication, so AR suggested pro-active engagement by sharing event information, and looking for mutual benefits.
- SBa highlighted that Dartmouth Chamber's news section is consistently up to date, suggesting a potential area for improvement and inspiration for our website. The suggestion is to consider improving the frequency and timeliness of updates in our news section.

The aim is to strengthen our Chamber's practices and explore beneficial partnerships with Dartmouth Chamber.

Action #8: To initiate communication with Dartmouth Chamber by sharing current events happening locally.

JS

2. Membership Secretary Assistant - new role

- We want to see the membership grow, which requires an investment in marketing, promotion, and administration. There is budget for the above role to support the Secretary in growing and retaining the membership base.
 - NC has identified someone who might take on the role.
 - Role requires a community-oriented person with flexibility to work 4-6 hours a week. Suggestions invited.
 - JG tried to contact a lead from Sarah Burnett but hasn't heard back.
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Date of next meeting: Wednesday 5th June 2024
