



Minutes of Committee Meeting

Wednesday 18th September 2024 at 5.45pm in Quay House, Kingsbridge

1. Welcome & Apologies

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

2. Minutes & Actions

Minutes from July 2024 approved (with some actions pending)

Actions outstanding previously and ongoing

1. Harbour Board

Re-invite Salcombe Harbour Master to talk about how harbour can bring more benefits to local businesses. Also, to invite him to our November Business Club. NC

- *Update: SW agreed to contact - NC to email SW with previous comms*
- *ML to update at October meeting*

2. SWW / Kingsbridge flood impact

Write to Cllr Gilbert re the economic impact of the flooding - *ongoing* JS

3. Donation Procedure

JG to refine his donation scoring mechanism. *See below* JS/JG

Google Forms Data Collection: SBa explained that a standard website form that could easily route submissions to an email address might be preferable. *Ongoing* SB

KW to promote updates once it's live. KW

4. Modbury Roadworks

Positive news story to be fed to Richard Harding, Gazette, as part of the AGM update. *Ongoing* KW

Further action: If committee know of an upcoming event, to email Richard Harding at the Gazette richard.harding@southhams-today.co.uk

5. PASD: Invite Cllr Birch to attend committee to discuss the benefits of Freeport - *done* NC (Cllr Birch and Chris Shears accepted invite to attend a future meeting)

Further action: Committee agreed that they would first like to have information on paper to understand relevance - NC to follow up with Sam Dennis.

6. To initiate comms with **Dartmouth Chamber** by sharing current events happening locally, eg Field of Light - *ongoing*
7. To add AGM venue discussion to January's agenda
8. To add proposed Chamber subscription increase to October's agenda

3. Council reports

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

Devon County Council - no representation

South Hams District Council - SD

- DCC are launching a new AI awareness training for people and organisations across Devon, Plymouth, Somerset and Torbay, as part of the Digital Skills Series initiative, funded by the Heart of the Southwest Growth Deal.
- The programme will provide 80 training places for those looking to gain knowledge and confidence in using this rapidly growing technology. It's designed to support participants to understand and explore the potential opportunities that AI can provide.
- <https://www.devon.gov.uk/news/artificial-intelligence-training-launched-in-devon-and-somerset/>

Town: Salcombe | Kingsbridge | Modbury

Salcombe Town Council (STC) - JE -

- Reported a fairly positive season, with a successful regatta, spoilt slightly by some bad weather.
- Parking and Transportation: Significant concerns revolve around parking, particularly the park-and-ride facility. There are ongoing discussions with local residents and bus provider, Tally Ho, regarding the size and frequency of buses.
- Parking is a substantial issue for businesses, with the CEP revealing 25% of those surveyed considered it the most critical problem. It was acknowledged that there is a need for innovative, substantial solutions rather than quick fixes to the parking issues.
- **Field of Light:** Anticipated to be extremely busy at the start, but there is uncertainty about the ongoing impact on the town of footfall and traffic, and how prepared local businesses are for the potential influx of visitors during the three-month event.
- Salcombe hoping to host a **Life on the Edge** event (LotE). LotE is a 5-year project (funded by partners including National Lottery Heritage Fund) which aims to work with farmers, landowners and the local community to make a difference for rare and endangered invertebrates on the South Devon Coast. This would be an exciting, smaller-scale event with potential benefits for local businesses.
- Rock Fish is hopefully expected to open in November.
- Salcombe has a new minibus.
- Local Business Concerns: BT is planning to remove the ATM and phone. The deadline for consultation is September 20th.

Action: KW to do a post alerting local business re the ATM.

Kingsbridge Town Council (KTC) - JW -

- Footfall is down, but average spend is higher. JW suspects that most businesses are down on last year, but this seems to be UK-wide.
 - Quite a few start-ups and businesses that have moved location, so not many empty units on Fore Street.
 - **Proposed Jobs Fair:** Chris Langan from Business Information Point (BiP) is looking for an accessible venue in Kingsbridge for employment fair next February. JW pointed out that Kingsbridge doesn't have an event venue, eg Town Hall. SB suggested Quayside.
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- SB referred to Anthony Mangnall's careers fair with South Devon College; KCC was approached about hosting an equivalent event but there was a lack of interest.
- The BiP fair aims to target the broader job market, not just students, though students could benefit from seeing career opportunities, so it was suggested that Tina Graham is invited to November Business Club to discuss this and the jobs board.
- Agreed that this event aligns with the Chamber's goal of connecting employers and employees.

Action #1: JW to inform Business Information Point about the jobs' portal. **JW**

Action #2: Chris Langan to present to committee at November committee **NC**

Action #3: Tina Graham to be invited to November Business Club **JS**

Modbury Parish Council (MPC) - apologies from SW & CG

4. Chamber Events

Business Club ("BC")

1. Confirmed for last Thursday in September (26th) at **Salcombe Gin**, followed by supper at **Primo Pizzeria** on Island Street.
2. Theme: Focussing on the progress our community is making towards generating out-of-season customer demand and creating a sustainable, year-round economy here in the South Hams.
3. Speakers

Chris Shears (SHDC's Head of Place & Economy) & **Laura Eames** on the results of Salcombe's CEP, plus grant funding announcement.

Phil Ward (RNLI Field of Light) & **Steve Frame** (Salcombe Live) on the launch weekend and beyond.

Steve Mammatt on the proposed Kingsbridge Fringe event next September 2025.

5. Treasurer's update

Report dated 31 July 2024

Financial Statements

1. Account Balances

Current Account balance	£14,424.45	
(Modbury funds)	(£4,466.98)	
(Kingsbridge Traders)	(£2,573.00)	
Current Account Net Total	£7,384.02	
Deposit Account	£6,754.02	
Total Balance	£14,138.49	(June balance = £13,184.20)

Monthly Income/Expenditure Statement - as previously circulated.

Donations

Date	Beneficiary	Amount
24 March	KCC Jobs Board	£200.00
29 March	KB Easter Egg Hunt	£204.00
12 May	KB Classic Rallies	£200.00
	<i>Agreed 2024 donations limit</i>	<i>£1,450.00</i>
	<i>Current expenditure</i>	<i>(£604.00)</i>
	<i>Remaining balance</i>	<i>£846.00</i>

6. Ongoing Projects

1. Event Funding Procedure

The Chamber will evaluate potential events or initiatives based on 5 key criteria, each contributing to a total score that determines the level of funding:

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- i. **Supporting a Year-Round Economy:** The primary and most important criterion focuses on sustaining economic activity between November and April. Events or initiatives that significantly drive traffic during this period are favoured.
 - ii. **Benefits to Chamber Membership:** Events that provide direct advantages to members of the chamber receive higher scores. This may include increased sales, visibility, or networking opportunities.
 - iii. **Benefits to Local Businesses:** Consideration is given to how much the event supports local businesses, both member and non-member, in the immediate area.
 - iv. **Benefits to Non-Member Businesses in Surrounding Areas:** Initiatives that extend their positive impact beyond chamber members and into the wider surrounding regions are also scored.
 - v. **Other Criteria:** These may include aspects such as social media engagement or non-financial support the event could offer.
- Each funding request is scored based on these criteria, with higher scores leading to more substantial funding. For example, an event that strongly supports the local economy during the winter months could receive a higher funding allocation, while others may qualify for lower brackets.
 - **Salcombe Live - funding request:** Committee used the criteria to evaluate a request from Salcombe Live to pay for an advert in the event programme. While the event showed some potential benefits for local businesses and chamber members, the overall score placed it in a lower funding tier, and the committee allocated £200 for its support.
 - Committee is awaiting a funding request from **Kingsbridge in Bloom**.

2. Field of Light

- The Field of Light is a major upcoming event with a three-month duration. The chamber discussed the event's potential to drive significant footfall, particularly from visitors, and noted that businesses need to be prepared to capitalise on the influx. Suggestions included offering extended services like take-away coffee, small activities, and other business-friendly adaptations to engage visitors.
- There was also concern that some businesses, especially in Salcombe, might not be fully prepared or aware of the event's potential impact.
- A significant marketing campaign is being planned for the Field of Light, with Phil Ward leading the initiative. The chamber also discussed creating visual aids, such as drone photography, to help businesses effectively market the event and engage with visitors.
- **Funding a Map:** The chamber agreed to fund up to £200 for the creation and printing of a map highlighting the best vantage points for viewing the Field of Light. This map could be distributed to local businesses and visitors to enhance the experience and direct traffic to key areas.
- **Event Photography:** The committee proposed the idea of capturing high-quality imagery, including drone photography, of the Field of Light installation. These images could be distributed to local businesses free of charge, allowing them to incorporate these visuals into their marketing efforts and enhance promotional activities during the event.

3. South Hams Arts Festival

4. Ignite

These events were briefly mentioned, but due to time constraints, the committee decided to table discussions for a later date.

5. Chamber Rebrand

The chamber discussed the potential adoption of a new name and guiding mission, stemming from a series of workshops.

i. Voting on the Name Change

A decision has been made to adopt the new name "South Hams Chamber" after a vote by the executive members, with most in favour. Committee acknowledged that while some areas like Salcombe might benefit less from the name change, it offers more inclusivity for the broader South Hams region. Some members raised concerns about how the new name might affect areas like Kingsbridge and Ivybridge, but overall, the consensus is that it provides businesses with more choice and representation.

ii. Logo Design Options

Two logo designs were discussed, both of which have been developed with Future Client after thorough research. A vote took place to choose between two logos, with the majority opting for "Logo 1." The decision was finalised after some discussion regarding the inspiration and design of both logos.

8. AOB

1. Closure of The Post

It was reported that The Post, long term supporter of the Chamber, has closed. Sadly, this means that consequently, Amanda Bloomer will be leaving the company.

2. Simon Gotch | Malborough and Salcombe Business Park

JS reported that a planning application has been submitted for a small mixed development of commercial units and residential rental flats on the former nursery site in Malborough.

Action #4: Agreed that we invite Simon to October's meeting to update on plans.

3. SHDC - allocation of business units

Concerns were raised about how commercial units owned by SHDC are being allocated without transparency or a formal tender process. It was revealed that a council member is making unilateral decision about which businesses get these units, without a clear process.

A question submitted by a committee member to inquire about the process was rejected due to a minor technicality. The process lacks transparency, and although a tender process is not legally required, there have been multiple interested parties for the units, making a tender necessary for fairness. Committee agreed that not using a tender process could mean missed opportunities for job creation, and lower rents for units could lead to a loss of potential income for the council, which indirectly impacts taxpayers.

Action #5: The Chamber plans to raise the issue in upcoming meetings and advocate for a public tender process to ensure fairness and transparency for future business unit allocations.

4. Membership | Administrative Support

Recruitment of a secretary/assistant to support the South Hams Chamber's expansion was discussed, emphasising the need for someone task-oriented and proficient in database management.

Approximately 2-4 hours of income per week - suggestions invited - *ongoing*

Date of next meeting: Wednesday 6th November 2024
