

## Minutes of Committee Meeting

Wednesday 4<sup>th</sup> June 2025 at 5.45pm in Quay House, Kingsbridge



### 1. Welcome & Apologies

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

### 2. Minutes & Actions

Minutes from May 2025 approved (with some actions pending).

#### Actions outstanding previously and ongoing

- 1. Member Survey:** Draft to gather feedback and agree content. To send out via Survey Monkey. *Update: Feedback form drafted and ready to be issued, pending approval.* KW/NC
  - 2. Devolution:** SD to continue monitoring. *Ongoing* SD
  - 3. Membership:** Administrative review of members that have left over the last 3 years. *Ongoing.* NC/SBa
- Rebrand | Website**
- Launch new website by mid-June & finalise website copy and transition page SBa
  - Promote leadership vacancies across communication channels KW
  - Draft messaging for local press and newsletter re: Chamber value and roles KW
  - Begin planning post-donation fund initiatives – to be discussed in future meetings
  - Reassess Chamber scope post-AGM or within six months
  - Finalise and share mission statement with members.
  - Consider structured guest invite mechanism (coupon or QR).
  - Refresh business cards and marketing materials post-rebrand. KW
  - Improve on-the-day event registration and payment setup. SBa/NC
  - Promote benefits of membership on website and in communications. KW
- JG to confirm £200 donation with Jemma Jewkes, Devon Young Fishers, cc'ing KW for marketing purposes. JG/KW
  - JG to consider donation to KDLR

### 3. Council reports

#### Salcombe Town Council (STC) – Cllr Jasper Evans

##### a) Town Enhancements

- **New mural** by local artist Hannah Marie Getley at the bus shelter, featuring a large lobster and a fishing boat.
- **Decorated dinghy** at Bonfire Hill car park – restored, filled with soil and planted.

##### b) Transport

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- Park & Ride is returning for the summer with a smaller, more suitable Mercedes Sprinter bus from Tally Ho.
  - Operating during peak periods (bank holidays, summer holiday, some of September).
  - Issues with the previous large bus and routes have been resolved.
- c) **New Business**
- Busy half-term period recently reported, with significant town activity.
  - **Rockfish Salcombe / Brewery Taproom** opens 15<sup>th</sup> June and is expected to significantly enhance the town's dining options.
- d) **Economic and Strategic Planning**
- **Town Strategy** to be published in June, linked to the **Community Economic Plan**.
  - Focus areas: Year-round economy, sustainability, water quality, estuary health, and development of White Strand and Cliff House Gardens.
  - Collaboration with **Devon County Councillor, Louise Wainwright**, on estuary health.
- e) **The Berry**
- SHDC has agreed to transfer The Berry to Salcombe Town Council, to be preserved for public sport, amenity, and recreation.
  - Includes the old hockey club building – currently disused, plans pending.
- f) **Planning & Housing**
- Ongoing issue with **Valentine London** trying to lift principal residency restrictions on a new development on Island Street (Brewery Quay), which would allow sale to second-home owners.
  - This is the developer's third appeal; the outcome could significantly impact housing policy.
- g) **2025 Regatta**
- Planning well underway for Salcombe Town Regatta (9<sup>th</sup> – 16<sup>th</sup> August), including reintroduction of the Floral Dance!
- h) **Local Government Reorganisation (LGR)**
- Salcombe is proactively preparing for changes due to LGR rather than waiting.
  - Town Council is reviewing opportunities to manage assets currently held by South Hams and exploring partnerships, especially regarding White Strand pop-ups and economic usage.
  - Anticipates changes in relationships with neighbouring councils, including Kingsbridge, and with the Harbour Authority, aiming for better collaboration.
  - Emphasises planning ahead regardless of whether LGR happens.
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**Kingsbridge Town Council (KTC) – Cllrs Julia Wingate & Steve Mammatt**

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- a) **Devolution and Asset Management**
- Ongoing discussions about assets controlled by South Hams District Council.
  - Town council views this as an exciting opportunity to decide what they want and how to manage these assets.
- b) **Sewage Pollution Problem**
- Sewage pollution in the Kingsbridge estuary affects 6,000 residents and neighbouring parishes.
  - Collaboration is underway with all the parishes that border the estuary to jointly write to South West Water to prioritise sewage infrastructure improvements in Kingsbridge, as it affects the estuary. to protect the environment and public health.
- c) **Recreation Ground Park and Green Flag Award**
- On the community front, the Recreation Ground Park recently underwent judging for the Green Flag Award, which Kingsbridge has won before, and they hope to secure it again.
  - Winning would highlight the town's commitment to quality green spaces.
- d) **Markets and Traders**
- Tuesday and Thursday markets are key town centre features.
  - Council is working with local traders and the SHDC to boost market appeal. The goal is to create vibrant markets that attract steady visitors and support local businesses.
- e) **Police and Community Safety**
- Regular liaison meetings with police are helping to address safety concerns and allocate police resources effectively.
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- "One man crime wave" addressed; individual currently in custody, but Police remain alert to risk of release and potential return.
  - Kingsbridge now has a new police officer, a PCSO, and a dedicated response team to improve community safety and engagement.
- f) **Town Clerk Transition**
- Current Town Clerk Martin retires end of August.
  - New Clerk, Kathy Harris, starts in July for a two-month handover period to ensure continuity.
- g) **Economic Planning and Regional Cooperation**
- Kingsbridge is developing a new economic plan linked to devolution goals.
  - Close cooperation with neighbouring towns is a priority to strengthen the local economy and tackle shared challenges.
- h) **Food and Music Festival**
- A major success, attracting large crowds and boosted local shops, pubs, and restaurants.
  - The **Fringe Festival** in September is expected to continue this positive momentum.
  - 10th anniversary celebrated with strong attendance (c.3,000 on Friday night).
  - Organised by just 3 people; praised for smooth operation. Music acts received excellent reviews for diversity and quality and the event created a lively, family-friendly atmosphere.
  - Minor disturbance on Saturday quickly managed with police support. Additional officers deployed, including from a nearby training mission.
  - Visible police presence helped maintain calm and overall crime rates remain low.
- Supporting Local Traders**
- The Food and Music Festival was praised for striking a strong balance between local businesses and external vendors. The inclusion of existing town businesses alongside new and different stalls created a more sustainable and community-focused event, ensuring that some of the money spent stayed within the local economy.
    - **Local Participation:** While it's often easier to attract external caterers (as they're already equipped for festivals), getting local businesses involved is more challenging due to a lack of equipment, insurance, or experience with such events.
    - **Supportive Infrastructure:** Organisers made efforts to support local day traders by setting up a dedicated back row of gazebos. This made participation more accessible for businesses like Sticky Fingers, Bonnie's, and others from within a 10-mile radius of Kingsbridge.
    - **Community Impact:** The format successfully showcased local talent and strengthened the event's connection to the community, while still offering variety and novelty through external vendors.
  - In short, the event was seen as a well-balanced success, promoting local engagement while maintaining a fresh and festive atmosphere.
- i) **Fringe Festival Plans**
- Festival runs Saturday 6<sup>th</sup> to Sunday 14<sup>th</sup> September, with diverse performances (comedy, music, theatre, drag).
  - "Stars in their Eyes" community talent show will be a key event.
  - Some outdoor events may be reduced due to budget limits.
  - Most venues manage insurance and logistics independently.
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**Modbury Parish Council – Cllr Sarah Wyatt**

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- a) **Town Planting and Artwork**
- Ongoing planting initiatives are enhancing the town's appearance. A new mural by local wildlife artist John Ashton is underway, featuring a "More to See" theme, with Burgh Island at one end.
- b) **Heritage Group Established**
- A new Modbury Heritage Group has been formed to develop historical awareness and visitor engagement. Planned initiatives include the installation of QR codes and visual materials to highlight key historical features in the town.
- c) **New Business Opening**
- The former bank premises (long vacant) is now occupied by **New Stone Candles**. In addition to selling candles, the shop will stock **refillable/reusable goods**.
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d) **Parish Annual Report**

- The Parish Council has published its first **Annual Report**, outlining achievements over the past year. This has been positively received by parishioners.

e) **Telephone Box Conversion**

- The Council has purchased a traditional red telephone box for £1, which will be converted into a **mini museum** to support the new heritage initiative.

f) **Market Relaunch**

- Modbury's local market is due to **restart in July** under new ownership at the White Hart. The Council acknowledged concerns around sustainability and proposed seeking support from market organisers to ensure success.

g) **Pothole Team Activity**

- A volunteer team continues to address local **pothole repairs**, helping manage deteriorating road conditions.

h) **South West Water Works**

- Further roadworks are scheduled as **SW Water** returns to address **drainage infrastructure**, which should help ease ongoing **sewage issues**. The Council is working to ensure better coordination of road closures to minimise business disruption.

i) **Play Park Funding**

- Modbury successfully secured **grant funding** through SHDC's Sustainability grant scheme (which they heard about at our September 2024 Business Club). This enabled the **replacement of the community play park**, which had fallen out of warranty.

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

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**South Hams District Council – Cllr Mark Long**

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**Reform Deadline**

- Councils must submit proposals by 28<sup>th</sup> November 2025; Devon remains a government priority area.

**Current Activity**

- Ongoing meetings between council chiefs and the Minister; leaders meeting on 6<sup>th</sup> June to shape a joint approach.

**Plymouth Proposals**

- Plymouth City Council is consulting on moving 13 South Hams parishes into its jurisdiction - currently a "testing the water" stage.

**Leadership Update**

- Cllr Julian Brazil is now DCC Leader; Cllr Dan Thomas holds dual roles at Devon County (roads) and South Hams (Leader), strengthening local links.

**Unitary Discussions**

- Talks ongoing among Devon districts (including South Hams, West Devon, Teignbridge, Torbay) about closer collaboration and a potential unitary structure.

**Joint Local Plan Impact**

- Plymouth's planned withdrawal from the existing JLP prompts need for a revised strategic plan aligned with reform.

**Public Consultation**

- Engagement with towns, parishes, and communities will follow proposal clarity post-November 2025.

**Combined Authority**

- Government is also considering a mayoral or combined authority model alongside local reform.

**Next Steps**

- Proposals submitted by Nov 2025; ministerial feedback in early 2026. Changes could align with 2027 elections.

**Business Impact**

- No immediate changes; business as usual for now at SHDC. Businesses will have opportunities to contribute during formal consultations in 2025–2026.
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## 4. Treasurer's Report

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### 1. Financial Statements

Report dated 28<sup>th</sup> April 2025

Account Balances

Current Account balance	£15,275.49	
(Modbury funds)	(£4,413.21)	
(Kingsbridge Traders)	(£2,573.00)	
Current Account Net Total	£8,289.28	
Deposit Account	£6,850.12	
<b>Total Balance</b>	<b>£15,139.40</b>	(March balance = £15,437.56)

Monthly Income/Expenditure Statement – as previously circulated.

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### Total Funds Available

- Approximately £15,000 in total held across accounts.

### Breakdown:

- Monthly funds: £4,400
- Kingsbridge Traders account: £2,573
- Planters (Miss Kelly): Approx. £100+ (to be sorted separately)

### Grant Funds – Reopening High Street Project

- A portion of funds (held in Kingsbridge Traders' account) was originally allocated for improvements to the top car park, toilet block, and signage.
- JW requested to retain these funds slightly longer to explore enhancements like planting and seating in that area.
- There was a reminder from previous meetings that unspent council grant money may eventually come under scrutiny if not used.

### Conclusion

- Overall, accounts are in good health, and the report was well received.
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## 5. Ongoing Projects

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### Chamber Rebrand | Website

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#### a) Website

The new South Hams Chamber branding and website has officially gone live following unanimous committee support.

- The website now features:
  - o Improved communication tools for inbound messages.
  - o Self-service functionality for members: update directory entries, post jobs/events, manage subscriptions.
  - o Job board with moderation for non-members to avoid inappropriate listings.
  - o Contributor system for councils and members to publish news updates (subject to review).
  - o Private Members Forum to foster direct dialogue and feedback between businesses, councils, and associate partners.

#### b) Associate Member Access Proposal

- It was proposed and agreed that associate members (e.g., councils, information centres) be given free access to the members' forum to:
  - o Share council updates and community economic initiatives.
  - o Directly engage with local businesses.
  - o Provide and receive feedback in real-time.
- The aim is to create a dynamic platform that becomes a regular destination for local business information and discussion.

#### c) Content & Engagement Strategy

- Engagement is growing: c.25 members have already updated their business listings.
- A comms push is planned to keep content fresh and engagement high, including:
  - o How-to videos (e.g., updating directory listings).

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- Social media promotion.
  - Recruitment of more contributors to share news/blog posts.
  - The **forum** side of the website also allows contributors to start open conversations, e.g., about business rates.
  - **Bradley Gerrard**, a freelance reporter and copywriter (involved in the original site content), has been brought on board as a **voluntary contributor**. His involvement is mutually beneficial—he gains exposure, while the site gains content.
  - There was general agreement that all contributions should remain **voluntary** and **non-paid**, though **opinion pieces with subtle business promotion** were seen as acceptable.
  - The group agreed to **encourage wide participation** to help the platform grow, with the understanding that consistent usage and contributions will build its value over time.
- d) Membership System Upgrade**
- A new automated system has replaced the manual GoCardless process:
    - New members sign up and pay online.
    - Membership status, billing, and renewals are managed in one place.
    - Members can download receipts and manage their profiles independently.
  - Existing members will need to transition from GoCardless to the new platform - a comms plan is in development to manage this smoothly.
- e) Call for Ambassadors**
- All committee and associate members are encouraged to act as ambassadors, promoting the website and encouraging business participation.
- f) Positive Reception**
- Feedback on the rebrand has been overwhelmingly positive.
  - Committee recognises the need to sustain momentum and ensure the platform remains vibrant, engaging, and valuable for all stakeholders.
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## **Jobs Board**

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*No update*

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## **Committee Succession & Recruitment**

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### **Chairperson**

- Samantha Dennis has been nominated by James Spencer as the proposed new Chair of the South Hams Chamber.
- Sam is a former Chamber Chair and brings strong community and business knowledge, as well as experience working with both James and Peter during the post-COVID transition.
- Her appointment will be formally voted on and confirmed at the AGM on 26<sup>th</sup> June.
- Widespread committee support was voiced; no objections were raised.

### **Treasurer**

- JG will be stepping down following the AGM or shortly after.
- No confirmed replacement yet, though informal discussions are underway.
- Two key approaches discussed for recruiting a new Treasurer:
  - Transparent, open call via social media and website/forum, highlighting the opportunity to contribute to the Chamber's future.
  - A more discreet approach - seeking someone already familiar to the committee to ensure alignment and reliability.
- General agreement that transparency is preferable, but there is urgency due to the timeline.
- Important traits for the new Treasurer:
  - Committed and ideally available to attend events, not just meetings
  - Possibly someone semi-retired or seeking an active community role
  - No formal accounting qualification required; support will be available
- JG to draft a role outline including estimated time commitment and desired characteristics to support recruitment.

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**Committee Expansion**

- Committee is keen to build a stronger, more visible committee, with individuals who can represent the Chamber and promote engagement.
- Suggestions included making the forum and social media central platforms for recruitment and discussion.
- Recognised need to balance openness with diligence, ensuring new members are a good fit and add value!

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Action #1: JG to draft Treasurer role outline

JG

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**6. The month ahead**

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**Annual General Meeting (AGM) and Garden Party**

- Scheduled for Thursday 26th June at the Velarde Gallery, Kingsbridge.
  - Food catered by Kid Hod Thai, with a simple set menu (vegetarian/vegan options included).
  - Decanter to run a pay bar.
  - Event capped at 50 attendees to keep it manageable.
  - Ticket price is £30 for members; non-members pay more.
  - The AGM will include the business meeting and financial report, followed by networking and drinks.
  - Emphasis on a convivial atmosphere with committee members facilitating introductions, especially for first-time attendees.
  - Staggered ticket release: first for members only, then opened to non-members to prioritise members.
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**7. AOB**

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**Kingsbridge Community Economic Plan Meeting**

- The Kingsbridge Town Council has invited a Chamber representative to attend a meeting on the **Community Economic Plan** on Wednesday 11th June at 6:00pm.
  - AT volunteered to attend on behalf of the Chamber.
  - The committee expressed appreciation for AT's involvement and noted the value of maintaining a Chamber presence at such events.
  - AT was encouraged to connect with Laura Eames and Chris Shears, who will also be attending.
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**Date of next meeting:** Wednesday 2<sup>nd</sup> July 2025

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