

DARTMOUTH CHAMBER OF TRADE
MINUTES OF MEETING HELD ON TUESDAY 24th JULY 2007 IN THE
LIBRARY, THE ROYAL CASTLE HOTEL

PRESENT: Dave Cawley (Chairman – Timestep) & Jill Cawley (Timestep), Steve Thomas (Trish Thomas Jewellery), Sarah Duggan (Baxters Gallery), Helen Lloyd and Adam Edsell (Dartmouth Ice Cream Co), Tessa de Galleani (Dartmouth Living).

1. **APOLOGIES:** Lesley Challacombe (Singer and Singer)
2. **MINUTES OF THE LAST MEETING:** The Minutes of the meeting held on 19th June 2007 were signed as an accurate record of the proceedings.
3. **MATTERS ARISING FROM THE MINUTES**
 - (a) **MISSION STATEMENT FOR THE CHAMBER.** It was **agreed** that Aims and Objectives relating to the Mission Statement be brought forward as an agenda item in the autumn, after Food Festival.
 - (b) **FIRE REGULATIONS** Adam explained that although Hilary's suggestion at the last meeting was correct, there were no doubt businesses who did not wish to carry out their own assessments. He had therefore negotiated a special price of £40 plus VAT provided that 12 or more businesses wished to participate. It was agreed that information on the deal be placed on the Chamber web site with Adam as contact.
ACTION – Adam to provide details for inclusion on the Chamber web site.
4. **REPORT FROM CHRISTMAS SHOPPING SUB GROUP (CANDLELIT DARTMOUTH)**
 - (a) **Dickens of a Christmas** – Following complaints from Liz Roe about the two events being held on the same day, Nigel Way had brokered a meeting which had agreed:
 - Dickens of a Christmas would have free use of the Town Crier
 - The Candlelit Christmas market opening would be delayed until 4pm
 - Dickens of a Christmas would be included in some Candlelit Dartmouth publicity
 - The Rotary Club would collect on behalf of Dickens of a Christmas on the Friday eveningDespite this Dave had received a further email complaint from Liz Roe; he was however able to report that he had spoken with Francis Hawke who confirmed that the deal was made and that as far as he was concerned it was OK to proceed as agreed.
Sarah Green had been nominated as the Dickens of a Christmas contact and Sarah Duggan had received emailed confirmation that she was happy with the proposed publicity poster.
 - (b) **Christmas Lights in Dartmouth** – it was suggested that the current difficulties with Christmas lights and the possibility that there would be no lights this year was a problem for the Candlelit Dartmouth event. It was noted that Dartmouth Town Council always provided the lights around the Boat Float and in the Gardens as well as on its own buildings, including the Butterwalk and the Guildhall. It was also noted that traders could approach the Town Council to be included, at their cost, in the Council's lighting contract.
 - (c) **Candlelit Dartmouth** – Steve Thomas reported that the organising group was meeting every week through the summer. A poster had been designed for display in B&Bs which would be distributed via the TIC. Businesses in the town were being approached for specific sponsorship and he expected to have the main sponsors sorted by mid September. Shelley had advised that the necessary permissions from South Hams were agreed with the forms just waiting to be stamped. He would pursue the grant of free Park and Ride for the weekend via

Hilary Bastone. The web site www.candlelitdartmouth.co.uk had been registered and 6 pages were ready to be put on it.

Steve had spoken to David Gent, Chairman of the Town Council's General Purposes Committee and agreed a 10 minute presentation on 5th September, by which time the group hoped to have some good sponsors in place. It was **agreed** that any request for grant assistance from the Town Council should be made separately, after the presentation to General Purposes Committee.

Forms had been obtained for opening a separate bank account for Candlelit Dartmouth with Steve Thomas and Sarah Duggan as signatories. This was **agreed** though it was noted that the forms were incorrect and new ones would need be completed.

Tessa and Tara were working in partnership on sponsorship and were pleased to report that Pam Brackenburg, who is a key fundraiser for Stoke Fleming School had joined the group to assist in this area. It was intended to ask for sponsors for specific items, e.g. street entertainers; candles; etc.

ACTION – group to continue work described, concentrating especially on sponsorship and publicity; web site to be active asap; review position before report to General Purposes Committee on 5th September.

5. PARKING REPORT FROM PARSONS BRINCKERHOFF : Dave reported that Parsons Brinckerhoff had put forward proposals to Devon County Council on parking in the town. The report only looked at in town parking for residents and shoppers. The proposals were principally to make all areas Pay and Display with Meters. The Chamber's views were being sought by the end of July. As there was insufficient time to write to all members, it was **agreed** that the report should be considered in the light of the Chamber's stated policy on parking. In the light of this, it was agreed that the following comments be submitted to Parsons Brinckerhoff and Devon County Council:

1. The Chamber of Trade considers the proposals to be unworkable and cannot support any proposals which do not take into account the needs of all groups in the town.
2. The Chamber of Trade does not support on street Pay and Display parking; our view is that the benefit of 1 and 2 hour free parking is essential for the commercial viability of Dartmouth as a local market town.
3. The Chamber of Trade supports the parking plan drawn up by a representative group some 2 years ago, as amended following local consultations.
4. The report as presented contains little data specific to Dartmouth; indeed the plan appears to be based on one presented to Devon County Council as a Totnes Residents' Parking Study according to page 2 of the document.
5. Finally, the Chamber of Trade wishes to be involved at an early stage in any further consideration of parking issues in Dartmouth.

ACTION – Dave to write to PB and DCC with the above comments.

It was noted that Dartmouth Town Council had also rejected the proposals as unworkable.

6. ANY OTHER BUSINESS

(a) Dart Business Development Project - Dave referred to recent reports in the Dartmouth Chronicle about the Dart Business Development Project and explained that this project had been in existence for some time. The project group were trying to obtain funding to promote Dartmouth and Totnes, but despite announcing that funding of £250K was in place to employ someone to do this, no Business Plan had yet been agreed by South Hams District Council

and the report in the paper was incorrect. The Chamber had been involved at a very early stage (while John Whitby was Chairman) but had not been invited since.

- (b) Chamber of Trade Newsletter** Adam suggested that the Chamber could produce a regular newsletter to keep members up to date on what was happening. It was **agreed** that this was a good idea in principle but needed an enthusiastic volunteer to produce it. **Any volunteers to contact the Chairman and to be sought at the next Chamber Open Meeting.**

9. DATE OF NEXT MEETING

Tuesday, 4th September 2007 at 6.00pm in the Library at the Royal Castle Hotel.

The meeting closed at 7.20pm.

Signed

Date

ACTION POINTS

1. FIRE REGULATIONS

ACTION - AE

Adam to provide details of special deal for inclusion on the Chamber web site

2. REPORT FROM CHRISTMAS SHOPPING SUB GROUP (CANDLELIT DARTMOUTH)

ACTION – group to continue work described, concentrating especially on sponsorship and publicity; web site to be active asap; review position before report to General Purposes Committee on 5th September.

3. PARKING REPORT FROM PARSONS BRINCKERHOFF

ACTION – Dave to write to PB and DCC with the Chamber’s comments