

Plymouth Waterfront Partnership Advisory Panel Meeting Minutes 22 May 2019, Duke of Cornwall

Present: Sarah Gibson (SG), Sky Cole (SC), Mike Kitt (MK), Clare Phillips (CP), Thecla Keizer (TK), Scott Grenney (SGr), Jean Lightfoot (JL), Cllr Sue McDonald (SMcD), Ian Nicholls (IN) (Observer), Beccy Elwell (BE) (Observer)

Guest Presenters: Tom Cox (TC), Lindsay Hall (LH)

Apologies: Marc Nash (MN) (Chair), Alex King (AK) (Deputy Chair), Cllr Sue Dann (SD), Cllr Ian Tuffin (IT), Claire Doyle (CD)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AP 05/19- 1.	<p>Apologies and Introduction</p> <p>Apologies were tabled and introductions were made around the table. Beccy Elwell, owner of Elwell Chocolates was welcomed to the meeting as an observer.</p> <p>Lindsey Hall from RIO and Tom Cox from the Mayflower 400 team were also welcomed as guests to present to the meeting.</p> <p>It was noted that the Chair and Vice Chair were unable to attend – AK had intended to Chair the meeting while MN was on leave, but an issue regarding asbestos on the beaches at Mount Batten called for AK’s urgent attention that afternoon. SG asked if any of the Advisory Panel members would like to volunteer to chair this meeting – MK volunteered himself.</p> <p>SD and IT had sent their apologies due to Purdah.</p>		
AP- 05/19- 2.	<p>Minutes to the Last Meeting</p> <p>The minutes of the previous Advisory Panel meeting held 20 March 2019 were in draft and it was noted that AK had had not yet finished them.</p> <p>NOTED:</p> <p><u>Advisory Panel Recruitment</u></p> <ul style="list-style-type: none"> • CP shared that Olly from the NMA was interested in attending the Advisory Panel meetings. • SG shared that a Cllr from Radford Ward would likely be joining the Advisory Panel, awaiting update from the Council. • SG met with the Manager of the Hoegate Street Co-Op, who may be interested in joining and would like to get more involved with the Waterfront BID. <p><u>Thanksgiving</u></p> <ul style="list-style-type: none"> • Work ongoing and update due later on the agenda. <p><u>The Year Ahead</u></p> <ul style="list-style-type: none"> • Bank Holiday Sundays – extra bin collection cycle and extra bins on the streets confirmed by the Council. Barbican toilets would be open later. 		

	<p><u>Highway Enforcement</u></p> <ul style="list-style-type: none"> • Need an update from IT via email to the Advisory Panel. <p><u>Landing Stages</u></p> <ul style="list-style-type: none"> • MK updated that a ferry operator was interested in launching a new ferry service from Pebbleside Steps on The Hoe foreshore, however they required cleaning and repairs. The Council Piermaster, Micky Goble, had stated that cleaning was not his responsibility. SG confirmed she had learned this from the same ferry operator and that the steps at Pebbleside have been cleaned, repairs were yet to be made and were likely to be costly. <p><u>Gift Card</u></p> <ul style="list-style-type: none"> • This project was parked for now and PWP will look to revisit with a different model in the autumn – CCC including in their business plan for 2020-2025 and remained keen to work with PWP on the joint initiative. <p><u>Mayflower 400</u></p> <ul style="list-style-type: none"> • SG spoken with Highways and Transport about the potential for additional places for visitors to park – no sites have yet been identified, but SG will continue to explore with the Council. <p>AGREED:</p> <ul style="list-style-type: none"> • SG shared that in the past few days the PWP Executive Team had been made aware of some issues relevant to the interests of the Advisory Panel – SG asked if we could discuss Street Scene and Transat as additions to the agenda – this was agreed. <p>ACTION:</p> <ul style="list-style-type: none"> • SG to go through the actions log and highlight actions that are have been ongoing/it hasn't been possible to progress in amber. • IT to provide an email update on highways enforcement. • CP should invite Oilly Reed from the NMA along to the next Advisory Panel meeting as an observer. • SC to send Oilly Reed the dates for future meetings. • SG to invite the manager of The Coop to a future Advisory Panel meeting as an observer. 	<p>SG</p> <p>IT</p> <p>CP</p> <p>SC</p> <p>SG</p>	
<p>AP-05/19-3.</p>	<p>Events</p> <p>NOTED:</p> <p><u>Pirates Weekend Plymouth 2019</u></p> <ul style="list-style-type: none"> • It was noted that the 2019 event was a huge success and visitor numbers had once again been high. • Steve Donald, PCC Events officer responsible for delivering Pirates Weekend was personally thanked for his work on the event and the fact that it worked extremely well for businesses and visitors to the area. <p><u>Plymouth Seafood Festival</u></p> <ul style="list-style-type: none"> • Carrying on for 2019 in the format that we have previously, but will review for 2020 and 2021. Seafish, Interfish and the Plymouth Trawler Agents are on board for 2019. <p><u>Thanksgiving</u></p> <ul style="list-style-type: none"> • CP shared an update from the Barbican businesses - meeting next week to put the meat on the bones, but will engage with the university and the faith community to see what can be done. • A small scale event this year, but aiming to build on it going forward. • Creating a community event. 		

	<p><u>Christmas</u></p> <ul style="list-style-type: none"> • £5k BID Levy ring-fenced for the lights switch-on event. • ABB have established a Christmas group to engage with the BID and traders have suggested that there is around another £7k worth of activity that they would like to see – the ABB/ Waterfront businesses have been tasked with raising that money to deliver any additional activity, i.e. a Christmas Market • SC has briefed Sarah Cole-Lynn on the activity requirements for the Barbican Lights Switch-on event, to the £5k budget – work has begun. <p>ACTION:</p> <ul style="list-style-type: none"> • SG to put a thank you for Pirates Weekend in writing to Steve Donald from the Advisory Panel • SG to make introductions to City College and PCA for CP and SGr regarding Thanksgiving. • CP and SGr pursuing the creation of a Thanksgiving event for 2019. 	<p>SG</p> <p>SG</p> <p>CP / SGr</p>	
<p>AP-05/19-4.</p>	<p>Illuminate – Presentation from Lindsey Hall, RIO</p> <p>NOTED:</p> <ul style="list-style-type: none"> • Dates for 2019 are 28th November to 1st December. • Growing the festival and including the Royal William Yard, Barbican, Hoe and Mount Edgumbe. • Illuminate successfully awarded an additional £500k of funding from Arts Council England. • Reach of the 2018 festival – 675,000 online. • 2018 saw a variety of digital light experiences including human, rainbow in the dark, visual songs and Melville Projections. Yolk the Salon and other businesses got involved. • Barbican – include back lanes and other less seen areas to make the event immersive. • RIO have had 150 submissions from people wanting to do light installations at the event – established artists and also emerging artists. • Could have water screen in the harbour – jet of water that can be projected onto. Could use empty shops or open shop windows – make as much interactive as possible. • Could the event run longer than three days? Draws crowds and crowd management becomes an issue. Also can run on a festival scale at this stage, but looking for a small number of the light works being able to stay beyond the event. • Barbican also looking to do more with light for Halloween – CP asked if LH may have some ideas about what the artists could do. LH and CP to discuss offline. • The issue of safety was raised – LH confirmed that RIO is working with the ESAG committee to ensure a traffic management plan is in place for RWY and the other areas of the Barbican. Also working with Park and Ride. • This year will launch the start of the Mayflower year. 2020 looking to surround the Sound with light. • Business welcome to do their own activity to link with the event and LH would encourage businesses to put forward their ideas. • SG suggested that Millbay Park and West Hoe Park could be perfect locations to expand the event – LH thanked SG and noted this suggestion. 		
<p>AP-05/19-5.</p>	<p>Mayflower 400 Events Presentation – Tom Cox, Mayflower 400</p> <p>NOTED:</p> <ul style="list-style-type: none"> • TC gave a presentation on the Mayflower 400 team’s work to date and 		

	<p>explained that Mayflower 400 was a national and international partnership event.</p> <ul style="list-style-type: none"> • Illuminate just successfully awarded an additional £500k funding. • TC gave a brief summary of some of the 150 Mayflower 400 events planned for 2020. • Other events in the planning phase, including a public art piece and a public performance event. • SG noted that unexpectedly, it's been announced that Transat is moving to Brest for 2020 – it was likely that work will now be done to find a new event to bring in for the Mayflower Ocean Festival in May 2020. • Been approached regarding a Darwin 200 event – will commemorate the building of the Beagle and will follow the route the Beagle took. • SMcD asked what would the legacy be and what was being done to engage children? – TC confirmed that they were working with local schools and illuminate will have activities specifically for children. TC suggested that 2020 would be launching Plymouth as a city to visit and invest in going forward. <p>The legacy of the history of the city instilled in children and for all generation to come – TC confirmed that community pride was one of the pivotal outcomes and benchmarks for the success of the event.</p> <ul style="list-style-type: none"> • TC thanked SG and PWP for the contribution in the City Readiness Working Group's programme of works. <p>AGREED:</p> <ul style="list-style-type: none"> • Transat was discussed and it was agreed that a new home grown event could be a positive opportunity for Plymouth. <p>ACTIONS:</p> <ul style="list-style-type: none"> • TC to share the wider list of events for the Advisory Panel's information 	TC	
AP-05/19-6.	<p>Street Scene</p> <p>NOTED:</p> <ul style="list-style-type: none"> • SG gave an update that issues in the public realm are evident in the Waterfront and the City Centre – we are aware that there are a lot of complaints in both BID areas and that the perception was increasing amongst members that the BIDs are ineffective in improving the street cleansing. SG and SH have picked this up with the Council. • SG shared that Lou Hayward had submitted her resignation and would be leaving on Friday. There will be a vacancy for a period of time and two new heads of service will also be recruited. Meantime, SG requested that a level of support and understanding be given for the next couple of months whilst the Council filled the roles. • SG has offered to take on the management of our own Waterfront cleansing team for the time-being and is waiting for the Council's reply. • SG also submitted a list of over 130 public realm cleansing and repair issues to Tom Cox and Charles Hackett for the City Readiness Working Group to consider and coordinate. <p>AGREED:</p> <ul style="list-style-type: none"> • All will support patience with the Council and understanding that they have reduced resources during the next couple of months. 		
AP-05/19-07	<p>Plymouth Giants Project Update</p> <p>NOTED:</p> <ul style="list-style-type: none"> • Project is going back to the Board on 30th May – suggesting that we launch the idea this year but that we do the temporary installation after Mayflower in 2021/2022 – this could form part of our BID renewal. • The white lines would be redone by Argyle on behalf of PWP every two 		

	<p>weeks.</p> <ul style="list-style-type: none"> • PWP looking to put in a formal application to the National Lottery for £25k funding. • SG shared an image of the proposal and an overview of how the BID had become involved in them project. • Discussion that should we take our time we could make it a hugely successful addition to the Waterfront in 2021. • Have engaged with London who are supportive and positive press could be achieved from the project. <p>AGREED:</p> <ul style="list-style-type: none"> • Recommendation that we wait until after Mayflower 400 to temporarily install the Plymouth Giants, to create a better spotlight and potential opportunities for sponsorship/investment. 		
AP-05/19-8.	<p>Welcome to Plymouth on the Hoe</p> <p>NOTED:</p> <ul style="list-style-type: none"> • We have been informed informally that the Council no longer support the Welcome to Plymouth installation on The Hoe – Lou Hayward, Tudor Evans and Cllr Sue Dann had made the decision to remove the installation. <p>ACTION:</p> <ul style="list-style-type: none"> • SG to speak with Sue Dann and suggesting that PWP might volunteer to provide flowers and time to reinstate the sign in plants/flowers. 	SG	
AP-05/19-9.	<p>Monoliths</p> <p>NOTED:</p> <ul style="list-style-type: none"> • SC had circulated the draft content for all of the monoliths via email and thanked all those that had provided feedback. • Three additional monoliths funded by BID Levy will be delivered by the end of the financial year which will deliver a part of our commitment within the business plan and we will have two more to deliver before the end of the BID, likely in 2021. 		
AP-05/19-10.	<p>West Pier Planning Application</p> <p>The Advisory Panel had a brief discussion about the West Pier Planning Application.</p> <p>NOTED:</p> <ul style="list-style-type: none"> • All agreed that the proposed paving materials are too modern, bleak and flat. • Feedback from the Barbican that they don't want to see the cobbles removed. • The colour and the style in the planning application do not fit with the area, including the railings. 		
AP-05/19-11.	<p>Next Meeting Agenda</p> <ul style="list-style-type: none"> • No specific agenda items were raised 		

Next Meeting: **Wednesday 19 June – 11am – 12.30pm @ The Duke of Cornwall Hotel**

Any issues to be raised should be notified to the Chair in advance of the meeting

Meeting	Action	By Whom	By When	Status
24.10.18	<u>Advisory Panel Recruitment</u>			
22.05.19	<ul style="list-style-type: none"> All to assist with seeking passionate individuals with the ability and focus to drive delivery of the Waterfront BID2 Business Plan. CP should invite Olly Reed from the NMA along to the next Advisory Panel meeting as an observer. SC to send Olly Reed the dates for future meetings. SG to invite the manager of The Coop to a future Advisory Panel meeting as an observer. 	ALL CP SC SG		Ongoing
23.01.19	<u>Thanksgiving</u> <ul style="list-style-type: none"> CP/SGr to speak with Plymouth University to explore what they could do to enhance activity. 	CP/SGr		
22.05.19	<u>Events</u> <ul style="list-style-type: none"> SG to put a thank you for Pirates Weekend in writing to Steve Donald from the Advisory Panel SG to make introductions to City College and PCA for CP and SGr regarding Thanksgiving. 	SG SG		
22.02.19	<u>Highway Enforcement</u> <ul style="list-style-type: none"> IT to speak with PCC colleagues to get the loading bay signs on the Barbican made more visible to prevent the general public from parking in them during loading only periods. IT to request a bollard at the corner by the Dolphin to prevent drivers from parking on the corner and obstructing traffic. 	IT IT		Ongoing Ongoing
22.05.19	<ul style="list-style-type: none"> IT to provide an email update on highways enforcement. 	IT		
22.05.19	<u>Mayflower 400</u> <ul style="list-style-type: none"> TC to share the wider list of events for the Advisory Panel's information 	TC		Ongoing
24.04.19	<u>BID Street Operations and Street Trading Manager Update</u> <ul style="list-style-type: none"> Need an update from the Box team about engagement and story tell around the history of the City – SG to ask for a bespoke presentation from The Box. 	SG		Ongoing
22.05.19	<u>Welcome to Plymouth sign on The Hoe</u> <ul style="list-style-type: none"> SG to speak with Sue Dann and suggesting that PWP might volunteer to provide flowers and time to reinstate the sign in bloom. 	SG		