

**Plymouth Waterfront Partnership
Advisory Panel Meeting Minutes
24 October 2018, Ballard House**

Present: Marc Nash (MN) (Chair), Sarah Gibson (SG), Sky Cole (SC), Cllr Sue Dann (SD), Mike Kitt (MK), Jean Lightfoot (JL), Clare Phillips (CP), Thecla Keizer (TK), Claire Doyle (CD) (co-representing AK), Andy Mossford (AM) (co-representing AK)

Apologies: Patrick Knight (PK), Alex King (AK), Cllr Ian Tuffin (IT); Emily Bullimore (EB), Hannah Harris (HH),

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AP 10/18- 1.	<p>Apologies and Introduction</p> <p>Apologies were tabled.</p> <p>Claire Doyle and Andy Mossford were welcomed as representatives for AK until his return to work – introductions were made around the table.</p>		
AP- 10/18- 2.	<p>Minutes to the Last Meeting</p> <p>The minutes of the previous Advisory panel meeting held 25 July 2018 were approved as a true record of the meeting.</p> <p>NOTED:</p> <ul style="list-style-type: none"> • MK confirmed that he would pick up the Commercial Wharf maintenance and SLA discussions with PCC. • The swing bridge and the issues around it were discussed in detail. • SG shared that a project was being explored to look at dressing the lamppost behind the NMA to improve signage and visitor welcome. • SG had spoken to Amanda Lee and Charles Hackett regarding digital trails. <p>AGREED:</p> <ul style="list-style-type: none"> • SC and SG would look to arrange the PWP social for around Christmas time <p>ACTION:</p> <ul style="list-style-type: none"> • MK and SG to meet with Mike Artherton and Phil Lord at PCC to discuss pontoon maintenance and SLAs with PCC. • SD to investigate the possibility of a travel company providing a temporary shuttle to move between NMA and the Barbican until the swing bridge is fixed. • SG to look into variable messaging signs whilst the swing bridge is out of action. • SG to pick up the conversation regarding digital trails with Catherine Arthurs 	<p>MK/SG</p> <p>SD</p> <p>SG SG</p>	
AP- 10/18- 3.	<p>Structure Going Forward</p> <p>Meetings structure going forward and Advisory Panel Membership were the focus of the discussion for decision.</p> <p>NOTED:</p> <ul style="list-style-type: none"> • The Project Group Meetings had not worked as intended. <p>AGREED:</p> <ul style="list-style-type: none"> • It was agreed that the Advisory Panel Meetings should return to monthly. 		

	<ul style="list-style-type: none"> All agreed that the Advisory Panel Meetings should be held on Wednesdays. Recruitment for new members was needed and the following parameters were agreed: <ul style="list-style-type: none"> New members should be either a Levy payer, Levy payer representative. Anyone to be considered should have specific skills or expertise to fill gaps on the Advisory Panel. Someone with Marine Parks expertise needed. Someone with environmental expertise needed. Fundraising expert essential for sponsorship conversations. CD confirmed that she would like to officially join the Advisory Panel, bringing her marketing expertise and knowledge of working with Waterfront businesses – this was supported and agreed by all. <p>ACTION:</p> <ul style="list-style-type: none"> SC to arrange for the Advisory Panel Meetings to be held monthly from November 2018 onwards. SG to get an article in the Herald regarding recruitment. SG would personally review PWP’s data for GDPR compliance and reinstate the PWP e-newsletter before December, to include recruitment press release. All to assist with seeking passionate individuals with the ability and focus to drive delivery of the Waterfront BID2 Business Plan. SG to use Trade Waste consultation as a vehicle to recruit if appropriate. All to provide any agenda items or topics for discuss, including queries regarding previous actions or minutes, ahead of the meeting to eliminate the need for AOB to be discussed. SG and SC to adjust the regular report to reduce volume - report to be sent in advance of meeting and all to read through beforehand, starting in January 	<p>SC</p> <p>SG SG</p> <p>ALL</p> <p>SG ALL</p> <p>SG/SC/ ALL</p>	
<p>AP-10/18-4.</p>	<p>Update from PWP Board Meeting</p> <p>SG and MN gave an update on the key points discussed at the Board meeting in September, including an overview of the agreed actions.</p> <p>NOTED:</p> <p><u>Trade Waste</u></p> <ul style="list-style-type: none"> SD gave update on trade waste work – Adrian Trim from PCC leading on messaging to businesses. Trade waste and domestic waste being separated. Meeting held with trade waste providers and another meeting scheduled for Monday – initial conversations positive. Letter going from PWP and PCC – SG supporting the Council on finding a solution and conducting conversations Solution not yet found, but commitment in letter to businesses that changes will need to be made by Easter 2019. Solutions to be found for A frames and planters also. SG looking at time-zoning – 7am to 9.30am – trialling on Monday – to avoid the need for vehicles to mount the curb etc. <p><u>Lighting</u></p> <ul style="list-style-type: none"> The Board discussed options for permanent lighting or temporary lighting to improve the evening and night-time ambiance. SG updated that there had been push back from ABB and two councillors expressed concerns that lights wouldn’t be ‘Christmassy enough’. This would be discussed again in February 2019 to shape a plan for the next three years and agreed at the Board meeting. 		

	<p><u>Polar Bear Explorer</u></p> <ul style="list-style-type: none"> A new Polar Bear Explorer had been developed – a 14 weeks winter trail across the Waterfront to drive footfall. The key focus would be single-use plastic messages, which would be included within ‘Bear Facts’. <p><u>Member Benefits Pack</u></p> <ul style="list-style-type: none"> The Member Benefits pack was developed to deliver against the Waterfront BID2 Business Plan commitment to reducing business costs. Offers were all exclusively for BID businesses and valid to the end of Waterfront BID2. <p><u>Governance</u></p> <ul style="list-style-type: none"> The Board still did not have a Finance Director and work was being done to recruit a suitable Director. <p>ACTION:</p> <ul style="list-style-type: none"> SG to look at WWF work done in 2009 involving a Polar Bear ice sculpture. SG to work with Mayflower team to ensure that Thanksgiving is celebrated from 2019 onwards and activity must link to the Mayflower steps. 	SG SG	
AP-10/18-5.	<p>Project Delivery Against Business Plan</p> <p>NOTED:</p> <ul style="list-style-type: none"> SG highlighted that there had been a request from PCC that PWP contributed to the RORC Fastnet. PWP committed with a caveat that legacy work was to be looked at such as the catenary wires down Southside Street. PCCC committed to 2019 and should they renew, could then commit to 2021. Suggestion that Plymouth should be the start of the race, not the finish. Andy added that there are land crews for each of the vessels and that accommodation and eateries would see a large increase in trade. Work done by ADG with a drone survey of the Hoe and Foreshore and the Hoe Neighbourhood Forum working on a vision for the area. Pirates Weekend – SG and SC working with the team to shape the next event. For discussion at the next meeting to agree if we go for a third pirate ship, other possible activities to expand the event and the associated budgets. <p>AGREED:</p> <ul style="list-style-type: none"> Need to have a plan B should the Hoe Foreshore INTERREG bid be unsuccessful – need to discuss at the next meeting ideas for where funding could come from, such as crowdfunding. <p>ACTION:</p> <ul style="list-style-type: none"> SG to take feedback to the Board that the Advisory Panel would like to see all money for Fastnet spent on legacy infrastructure etc to ensure that there is a return on the investment. 	SG	
AP-10/18-6.	<p>Next Meeting Agenda</p> <ul style="list-style-type: none"> Pirates Weekend Plymouth activity Hoe Foreshore funding After next week, MN to circulate the draft master plan being created for the Hoe Foreshore 		
AP-10/18-7.	<p>AOB</p> <ul style="list-style-type: none"> AD and AM shared that Mount Batten Centre will be installing a lift to ensure disability access to vessels from the Mount Batten pontoon. 		

Next Meeting: **Wednesday 21 November – 2pm- 3.30pm @ The Duke of Cornwall Hotel**

Meeting	Action	By Whom	By When	Status
18.04.18	SG to create a Waterfront Charter for sustainability and responsibility in the next six months.	SG	On hold	On hold
18.04.18	SG to email Paul Barnard for a formal update and report on the swing bridge for SG to share at the next meeting.	SG	Next meeting	Ongoing
18.04.18	PK and team to explore additional funding opportunities for the Hoe Foreshore as a 'plan B' should the INTERREG bid be unsuccessful.	PK	CFWD	Ongoing
18.04.18	Chris Robinson to write a summary report for the Advisory Panel regarding the Plymouth Giants project and SG to share the Plymouth Giants information to the Advisory Panel via email.	Chris Robinson/SG	CFWD	Ongoing
18.04.18	SG and SC to explore the possibility of a social between the Advisory Panel and Board Directors, possibly on the Hoe Foreshore. Look at Christmas	SG/SC	2018	Ongoing
24.10.18	MK and SG to meet with Mike Artherton and Phil Lord at PCC to discuss pontoon maintenance and SLAs.	MK/SG		
24.10.18	<u>Swing bridge</u> SD to investigate the possibility of a travel company providing a temporary shuttle to move between NMA and the Barbican until the swing bridge is fixed. SG to look into variable messaging signs whilst the swing bridge is out of action.	SD SG		
24.10.18	SG to pick up the conversation regarding digital trails with Catherine Arthurs	SG		
24.10.18	SC to arrange for the Advisory Panel Meetings to be held monthly from November 2018 onwards.	SC		Complete
24.10.18	<u>Advisory Panel Recruitment</u> SG to get an article in the Herald regarding recruitment. SG would personally review PWP's data for GDPR compliance and reinstate the PWP e-newsletter before December, to include recruitment press release. All to assist with seeking passionate individuals with the ability and focus to drive delivery of the Waterfront BID2 Business Plan. SG to use Trade Waste consultation as a vehicle to recruit if appropriate.	SG SG ALL SG		
24.10.18	All to provide any agenda items or topics for discuss, including queries regarding previous actions or minutes, ahead of the meeting to eliminate the need for AOB to be discussed	ALL		
24.10.18	SG and SC to adjust the regular report to reduce volume - report to be sent in advance of meeting and all to read through beforehand, starting in January	SG		
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