

## Plymouth Waterfront Partnership Advisory Panel Meeting Minutes 21 August 2019, Duke of Cornwall

**Present:** Marc Nash (MN) (Chair), Sarah Gibson (SG), Freddie Slade (FS), Clare Phillips (CP), Mike Kitt (MK), Claire Doyle (CD), Scott Grenney (SGr), Olly Reed (OR), Cllr Ian Tuffin (IT), Cllr Sue Dann (SD), Ray Clark (RK)

**Apologies:** Alex King (AK) (Deputy Chair), Thecla Keizer (TK), Jean Lightfoot (JL), Patrick Knight (PK), Emily Bullimore (EB), Ian Nicholls (IN), Frank Kelly (FK), Cllr Sue McDonald (SMcD), Sky Cole (SC),

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AP 08/19- 1.	<p><b>Apologies and Introduction</b></p> <p>Apologies were logged and introductions were made around the table.</p>		
AP- 08/19- 2.	<p><b>Minutes to the Last Meeting</b></p> <p>The minutes of the previous Advisory Panel meeting held 17 July 2019 were approved as a true record of the meeting.</p> <p><b>NOTED:</b></p> <p><u>Thanksgiving:</u></p> <ul style="list-style-type: none"> <li>• SGr made apologies for not following up looking at possibility of using open top bus during Thanksgiving celebrations to tour the Waterfront – will complete by the next meeting</li> </ul> <p><u>Events:</u></p> <ul style="list-style-type: none"> <li>• SG made apologies for not following up previous action from last board meeting; to make introductions to City College Plymouth and Plymouth College of Art</li> <li>• SG provides update to speaking to the council for lighting up Smeaton's Tower for Christmas and Illuminate – this was completed</li> <li>• <b>Plymouth afloat project:</b> SG introduced potential plans for the project – boats will be made locally in Plymouth – more to follow in the next meeting</li> <li>• SG has not yet met with Horizons to discuss possibility of including them in the Plymouth Afloat Project, but has however, made contact</li> </ul> <p><u>Highways Improvements – Southside Street:</u></p> <ul style="list-style-type: none"> <li>• SG discussed revamp to Southside street road, including developments with the road works</li> <li>• SG explained time frame put in place for Southside street deliveries (between 8-10am) and access on the weekends</li> <li>• SD added that wider works and further Southside street developments will not take effect until 1 November 2019</li> <li>• RK brought up questioning as to why roadworks have started now, as it is still the summer holidays – SG addressed this: it's an achievement to even get the roadwork developments going regardless of unfortunate timing</li> <li>• Everyone agreed on the need to have safety first with roadworks</li> <li>• Rumble strip, speed pillars, cobbles and bumps were discussed for</li> </ul>		

#### Southside Street

- MK passed comment on the possibility of this limiting motorcyclist footfall to Captain Jaspers – he added that wheelchair users could find new terrain an issue too
- SD stressed the high cost and huge planning for Southside street developments and everyone must be aware of this – this is a one off and never done before

#### Highway Enforcement:

- MK explained need for continued enforcement that needs to be done surrounding road works and developments – paving is costing a lot of money
- SG has not written formal note yet, setting out the Advisory Panel's recommendations regarding highways and the requests to improve safety – needs ideas discussed before it is set out in writing
- SD suggested separate meeting to fully discuss wider enforcement issues – potentially a date set in October

#### Mayflower 400:

- SG discussed possibility of getting Waterfront Wardens or Ambassadors who would great people as they came off the cruise liners (see later notes on Waterfront Wardens discussion)
- SD suggested that BID members may want to see exactly what PCC are doing and spending – millions are being spent for Mayflower 400 and it is only fair to praise PCC's efforts publicly
- SG states how Charles sat Sarah and Steve down and asked if they can plan something to create animation in the city surrounding Mayflower
- **SG confirms that 16 September is the main day that pinpoints Mayflower 400 – big evening in Plymouth** – there will be representation from Holland, America and British Royal Navy

#### Waterfront Lighting and Illuminate:

- MN met with Anthony Payne – discussed lighting scheme for hoe foreshore - Also met with Nina from investment team who is very excited about proposals noted within the masterplan - she will support any ideas to get inward investment: this is an ongoing plan
- MN commented: people come to Plymouth as people want to come to the Waterfront (crown jewels) – prioritise the Waterfront / Hoe and its appearance to visitors
- MN thinks investment needs to be made on Barbican instead – board should discuss with Illuminate to have lighting for rest of the year
- SG in conversation with Sutton harbour group in order to create projection onto the water – a lot of planning and permission needed for this however
- SG had discussion with Sutton harbour group to see if they would be comfortable splitting costs of area called Sea-Side Walk (not to include West Pier) using the 17 lamp posts there
- SG has drafted tender and planned to go ahead - SG will include this meeting's discussion in the planning for the tender
- SG is working closely with Rio and Illuminate to get right lighting in place – but requires consistent support from the board
- SG explains negative reaction from a previous meeting she had with ABB - Received a very hostile reception – SG is not convinced that we have full support of ABB

#### Miscellaneous:

- SG yet to have catch up with Katherine Arthurs regarding proposals for

	<p>next year for the Plymouth sign made from flowers – they will be long term flowers, needing less water – visible from boats and the water</p> <ul style="list-style-type: none"> <li>• SG discusses signage issues with Mayflower Steps – lady in charge back from leave next week – tbc</li> <li>• MK suggested some sort of experiential walk-way around the Barbican – allows people to see the Hoe and the promenade in a fun way - similar to Torquay promenade, in order to increase footfall</li> </ul> <p><b>AGREED:</b></p> <ul style="list-style-type: none"> <li>• Unnecessary to follow up on requests to add historic ‘wear and tear’ to Mayflower steps – the sea will do this anyway</li> <li>• PCC &amp; PWP needs better communication regarding roadworks and highway enforcement – closure signs need to state that shops are still open and operating</li> <li>• Board needs a simple list / timeline of Mayflower 400 events and how they impact the Waterfront – so that we can prepare</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• SG to keep board in the loop (via email) – hopefully see some signage going up soon</li> <li>• SGr and CP to discuss thanksgiving updates in the next meeting – SGr to look at possibility of using open top bus during Thanksgiving celebrations to tour the Waterfront</li> <li>• SG to make introductions to City College Plymouth and Plymouth College of Art</li> <li>• SD to discuss highway enforcement issues raised, with relevant bodies – to pass comments across to Council – and will follow up discussions in next meeting</li> <li>• SD to also pick up on West Pier traffic / enforcement issues, and follow up in next meeting</li> <li>• SG to email out to the rest of the board, the list of Mayflower 400 events that she is aware of thus far</li> <li>• SG to speak to Tom Cox on what exactly the council are doing and spending on for Mayflower 400, and report findings back to board in next meeting</li> <li>• SG to contact Chris Watkins for map and design of cobbled street ideas for Southside Street</li> <li>• SGr to provide a draft of a BID delivery infographic to SG within the next two weeks</li> </ul>		
<p><b>AP-08/19-3.</b></p>	<p><b><u>EVENTS:</u></b></p> <p><b>NOTED:</b></p> <p><u>Pirates:</u></p> <ul style="list-style-type: none"> <li>• SG to bring back survey team who did surveys – will do a comparison</li> <li>• October is the time for briefing so board has time to think about any suggestions for Pirates</li> </ul> <p><u>Seafood festival:</u></p> <ul style="list-style-type: none"> <li>• SG discusses new artwork for Seafood – will be unaffected by road works on Barbican</li> <li>• Whole seafood has new style to it – new brand and look – Mackerel design</li> <li>• Artwork has started to go out including marketing and posters / banners</li> <li>• SG comments on concerns to events about lack of seafood content and traders – Newquay’s event coincides with ours (could be issue with footfall?)</li> <li>• Seafood Festival will be unaffected by road works on Barbican - road</li> </ul>		

	<p>closure on parade put in place on the Friday, and on Monday road closure will lift</p> <ul style="list-style-type: none"> <li>• MK discusses idea of dropping Seafood Festival due to its high costs – MK believes the last two festivals has not seen an increase in dwell time in and around the Barbican – restaurants actually state business is taken away – is it value for money?</li> <li>• MK suggests changing into Fisherman’s day so that it can include the water taxis, Boats, sailing schools and include more local businesses</li> <li>• CD suggested the need to have strict policy and statement of being plastic free – we must be stricter, as we make ourselves a target on social media when there is evidence of plastic and littering – Fastnet and Rolex village is an example; there was major evidence of plastic and littering on social media</li> <li>• SG mentions Pub Watch meeting – pubs want to create own reusable cup – MK suggested that this is done imminently (we aren’t fully plastic free and we need to be!)</li> </ul> <p><u>Polar Bear Trail:</u></p> <ul style="list-style-type: none"> <li>• WWF and NMA on board again</li> <li>• Polar Bears to be painted by schools</li> <li>• SG announces that trail will run from 1 December 2019 to 1 March 2020, and includes National Polar Bear Day</li> </ul> <p><u>Christmas lights switch-on:</u></p> <ul style="list-style-type: none"> <li>• Still looking for a contractor – looking for best possible fit and lighting design</li> <li>• SG plans it will be sorted within the next 3 weeks</li> </ul> <p><u>Plastic:</u></p> <ul style="list-style-type: none"> <li>• UOP Graduation day had lots of plastic issues – we must pass on the severity of the issue to the University</li> </ul> <p><b>AGREED:</b></p> <ul style="list-style-type: none"> <li>• All aware and understand that all traders for Seafood Festival have signed an agreement to be plastic free and recycle</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• SG to finalise with partners and get the plastic free ball rolling</li> <li>• The board must review Seafood Festival and give feedback in October’s advisory panel meeting</li> <li>• SG to give board notification on Polar Bear workshop’s correct date – it is potentially 2 September 2019 – needs to clarify</li> <li>• SG to send email to University of Plymouth with regards to reducing their plastic waste contribution, after Graduation Day demonstrated high levels of littering – SG must challenge the University</li> </ul>		
<p><b>AP-08/19-4.</b></p>	<p><b><u>BRETONSIDE PROJECT AND WATERFRONT SIGNAGE:</u></b></p> <p><b>NOTED:</b></p> <p><u>Bretonside:</u></p> <ul style="list-style-type: none"> <li>• Cider house to make more signage for Bretonside road – businesses have suffered from roadworks surround The Barcode – create visual identity for Bretonside area – built around the Breton history – different to barbican etc.</li> <li>• 3 recommendations were sent to PWP and SG – all three backed by many retailers</li> <li>• Board agreed to budget of £5000 – SG to reinvest budget and how to offset budget from other financial year</li> </ul>		

	<ul style="list-style-type: none"> <li>• MK believes building developers should pay for it rather than PWP for all the road closures – they should put the signage up</li> <li>• What have we done for Bretonside members? Nothing – needs TLC and focus</li> </ul> <p><u>City centre finger post signs:</u></p> <ul style="list-style-type: none"> <li>• Add two Cremyl Ferry signs to Armada Way in the city centre – to direct footfall to Waterfront</li> <li>• An additional nine other signs will also be introduced to various areas within the in city centre, to direct footfall to Waterfront – including one outside The Barcode</li> </ul> <p><b>AGREED:</b> Must support Bretonside in as much as we can – full support from board</p>		
<p><b>AP-08/19-5.</b></p>	<p><b><u>INCOME GENERATION UPDATE:</u></b></p> <p><b>NOTED:</b> <u>Grants:</u></p> <ul style="list-style-type: none"> <li>• MK queries whether there is a grant scheme for BID members</li> <li>• Is it possible to encourage members to find a bit of money to get their buildings / businesses refurbished and painted – perhaps propose a day where Waterfront members are encouraged to take part in a communal restoration day</li> </ul> <p><b><u>ACTION:</u></b></p> <ul style="list-style-type: none"> <li>• MK to explore BID member grants and if they exist</li> </ul>		
<p><b>AP-08/19-6.</b></p>	<p><b><u>WATERFRONT WARDENS:</u></b></p> <p><b>NOTED:</b> <u>Wardens:</u></p> <ul style="list-style-type: none"> <li>• SG discusses applying Waterfront Ambassadors / Wardens to Waterfront – to be eyes and ears on the ground</li> <li>• They will be connected with police</li> <li>• Be SIA qualified – can move people on and deal with issues</li> <li>• John Cobello to calculate cost for PWP – if feasible, SG will bring along details to the board</li> <li>• Would just be a seasonal role around busy times</li> <li>• MK believes it is down to enforcement and therefore a £6000 waterfront warden is wasted money</li> <li>• Would just be Hoe, Hoe Park, Foreshore and Barbican – they would be moving around constantly</li> <li>• Potentially more than one person for this role?</li> <li>• City Centre wardens can interlink and be Waterfront wardens too</li> <li>• ‘Heart of the city Wardens’ – interlink both bid areas – can we shape a service on this area, could potentially start saving money – SG has begun exploration</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• SG to sit down with Steve Hughes and others, to discuss new way of working with regards to shared BID ambassadors / wardens</li> </ul>		
<p><b>AP-08/19-7.</b></p>	<p><b><u>PWP MID-TERM REVIEW:</u></b></p> <p>SG opens up discussion to board for any new additions to the BID documents and business plan – are we covering all basis of what the advisory panel want?</p> <p><b>NOTED:</b></p> <ul style="list-style-type: none"> <li>• MK would like mid-term report with a clearly identifiable format that</li> </ul>		

	<p>people can understand straight away</p> <ul style="list-style-type: none"> <li>• SGr suggests splitting events up and what each individual event brings in to the Waterfront, and the benefits they provide for retailers</li> <li>• SD believes it must include hard work and progress from PCC surrounding the Waterfront – even the simple things that would please BID members</li> <li>• PCC has online videos for their executive summaries – copy this idea</li> </ul> <p><b>AGREED:</b></p> <ul style="list-style-type: none"> <li>• Must have documentation and impact statements in writing – need to do one every quarter to let people know what we do – how have we told people about PWP efforts?</li> <li>• Simplify a list and summary of the wins and what PWP has actually done – perhaps use the back table of last week’s board meeting as a possible framework</li> </ul> <p><b>ACTION:</b></p> <ul style="list-style-type: none"> <li>• SG to clarify with Chris Price, exactly what he wants with regards to QAB and the ongoing friction with traders – how can we move forward and improve relations with QAB members?</li> </ul>		
<p><b>AP-08/19-8.</b></p>	<p><b>Next Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>• BID2 Mid-Term Review</li> </ul>		

Next Meeting: **Wednesday 18 September – 2pm – 3.30pm @ The Duke of Cornwall Hotel**

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

