

Plymouth Waterfront Partnership
Advisory Board Meeting Minutes
20TH July 2016
The Duke of Cornwall Hotel

Present: Josh McCarty (JMcC) (Chair), Richard Taylor (RT) (Part), Sarah Gibson (SG), Jean Lightfoot (JL), Clare Phillips (CP), Stella Hajiyanni (SH), Mike Kitt (MK) (Part), Cllr Sue Dann (SD) (Part), Ben Squires (BS), Hannah Harris (HH), Patrick Knight (PK), Chris Arscott (CA); Sky Cole (SC)

Apologies: Thecla Keizer (TK), Cllr Sue McDonald (MD), Andrew Huckerby (AH), David Stolton (DS),

| ITEM | NOTES and ACTION POINTS | BY WHOM | BY WHEN |
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| AB 07/16- 1. | <p>Apologies and Introduction</p> <p>Apologies were tabled.</p> | | |
| AB- 07/16- 2. | <p>AOB</p> <p><u>Plymouth Hospitality Association Meeting Update</u></p> <p>CW had attended a PHA meeting and been asked to bring the following points to the attention of the Advisory Board</p> <ul style="list-style-type: none"> • Speed bumps around West Hoe – the road had been resurfaced and the speed bumps had been removed, but not replaced. This was causing an issue with people racing around the roads and there had already been crashes into parked cars as a result. SD to raise the issues with PCC. ACTION • Parking – A coach visiting Plymouth had received a ticket whilst parked outside a hotel to pick up passengers/load luggage – this had resulted in the coach company considering no longer coming to Plymouth. It was suggested that the city did not need coach bays outside the hotels, accommodation providers instead wanted an understanding from the Parking Team to allow loading/unloading. PK to speak to Mike Artherton, Parking & Marine Service Manager at PCC and feedback to the Advisory Board via email. ACTION • Car park at the back of Pier Street – The PHA wanted to understand why PCC staff were allowed to park in the car park, but it was closed to residents and businesses. PK to raise with Mike Artherton, Parking & Marine Service Manager at PCC and update via email. ACTION The PHA would potentially like someone from Parking to attend a future PHA meeting. PK noted. • Bins – A number of bins were removed from the West Hoe area and few were replaced – there was a need for more bins in the area. PCC had pushed back regarding the bins being removed stating that the capacity was the same and there was no PCC money available for additional bins. CW to provide the number of bins needed and pass to PK. ACTION PK to establish the cost for the number of bins required. ACTION • Pier Street Development – the work had been ongoing for over two | SD PK PK PK CW PK | 24/08/16 24/08/16 24/08/16 24/08/16 24/08/16 24/08/16 |



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| | <p>years and the PHA asked that PCC put pressure on the developers to speed the work up. PK to discuss with his colleagues in PCC and feed back to all. ACTION</p> <ul style="list-style-type: none">• Street Cleansing – it was felt that street sweeping was not happening as often as it used to and there had been fly-tipping of UPVC window frames near Pier Street – SG referred to EB's update on Street Operations which demonstrated the amount of work being done in the Pier Street area. It was agreed that there was a need to engage with the community and educate them on waste management /litter disposal. NOTED• The home at the end of Pier Street – there was frustration that no action was being taken to improve the disrepair of the property, despite notices being served and warrants for arrest being made public. MC shared that he was aware that the Anti-social Behaviour Team was working on the issue and MC would get an update to share via email. ACTION | PK | |
| | <p><u>Coach stop/parking near TIC</u></p> <p>CP asked for an update on what work was due to be done outside the TIC and when, following the closure of Bretonside Bus Station – SG and PK agreed to get an update from Andy Sharp, Public Transport Manager at PCC. ACTION</p> | MC | 24/08/16 |
| | <p><u>Bike parking</u></p> <p>There was a need for more, secure bike parking around the Barbican as bikes had been stolen. CP suggested that the area outside the TIC, where taxis stopped currently, could be used for bikes. SG and PK to discuss with Andy Sharp. ACTION</p> | SG/PK | 24/08/16 |
| | <p><u>Drains</u></p> <p>The unpleasant smell had returned to the Barbican – CP shared that South West Water and Amey had checked the drains previously, but the issue was back. SG to follow up. ACTION</p> | SG/PK | 24/08/16 |
| | <p><u>Waterfront Master Plan released</u></p> <p>MN noted that under Transport/access to the Waterfront in the draft Waterfront Masterplan, Vauxhall Street, Notte Street and Bretonside had been ignored and were not highlighted in the plan. All agreed that the Advisory Board should feedback as a group – All to send comments to SG and CA for consideration by the Main Board. ACTION</p> <p>MN also noted that the City Plan had been made public and was advocating more wild/coastal planting; MN felt that there may be views on whether or not the proposed planting was characteristic of Plymouth/appropriate – CA agreed that he was not convinced by the coastal planting proposed. NOTED</p> <p>SG shared that the Executive Team were working on other projects as well as the BID Renewal, including:</p> <ul style="list-style-type: none">• Planters – SG shared that CA had given a steer that we continue with the planters and although the BID could not afford to do all of the planters in one go, SG had given the authority to proceed with a further ten in the Barbican area. SG also thanked DS for his help with four more planters to go into the Millbay/West Hoe area. NOTED SG confirmed that the planters would have plaques on them. | SG | 24/08/16 |
| | | SG/CA | 24/08/16 |



- Christmas – MK and SH had helped give a steer regarding Christmas.
 - The ABB had agreed to dressing the trees
 - MK had secured three trees; one for the Barbican, one for RWY and one for West Hoe. Note: the location of the last tree was queried as the original suggestion had been Hawkins Square – therefore, there may be a need for a forth tree. **NOTED**
 - A snowflake trail was being explored – this would be large lit snowflakes in shop windows at a maximum cost of £150 to those businesses forming the trail. SG and SC had met with Festive Lighting and agreed a plan going forward, including the continued lights in Whimple Street, St Andrews and Bretonside.
 - SG to share lighting/Christmas proposal with the Advisory Board.
- ACTION**
- As previously agreed, the next Events Task and Finish Group meeting would be held in August, before the next Advisory Board meeting and would only go ahead with someone from the PCC Events Team there. SC to set up. **ACTION**
- PK to investigate a possible reduction in the cost of the installation of the trees with PCC. **ACTION**

SG

24/08/16

SC

24/08/16

PK

24/08/16

Brest International Maritime Festival

- SG and SC had travelled to Brest to set up the stand at the beginning of w/c 11 July.
- SG, SC and Patrick Bowes, a fluent French speaker from PCC's Economic Development Team, then travelled out on Friday 15 July and worked through to the end of the event; returning on Tuesday 19 July in the evening.
- USB sticks, Visitor Guides, a Welcome to Plymouth leaflet translated into French and other hand-outs were taken to the event; the team answered questions and introduced Plymouth to many.
- The team met key individuals and shared the information about Plymouth, Britain's Ocean City for it to be forwarded on to a significant national contact.
- Over one million people were believed to have attended the event over the week
- SG and SC had learnt a lot about large scale event management.
- SG and SC both felt that the trip had been worthwhile
- The Lord Mayor and Cllr Brian Vincent had attended and were keen to see relationships between Brest and Plymouth grow.
- An observation SG had made was the lack of litter at the event – Brest had an excellent approach to waste management, which Plymouth as a city could learn from. **NOTED**
- MK shared photos of litter issues around the Barbican; MK confirmed that one of the pictures showed litter at 9am on Sunday morning and that same litter was still there on the Monday morning. SG to share with EB. **ACTION**
- HH shared that Plymouth College of Art had hosted students from Brest colleges and they too were keen to improve the connections between the twinned cities, working on SMART City and FAB city status. SH and HH to work together. **ACTION**

SG

24/08/16

SG/HH



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| | <ul style="list-style-type: none">RT asked why PWP went to Brest instead of the Destination Plymouth Manager? This was noted as a valid point and as something that Destination Plymouth ought to have been responsible for, but PWP had stepped in and filled the void for the city where it couldn't have been covered otherwise. The International Maritime Festival in Brest was every four years and all agreed that it was very important/it was PWP's priority to drive footfall for our businesses. In addition to the Plymouth stand, there had been music, dance and culture from Plymouth. <p><u>Trading on The Barbican Parade</u> SG, Mark (burger van owner), Ivor Edmunds and SH met to discuss the issues around the Barbican Parade – SG confirmed that a solution was now in place for a temporary way forward.</p> <ul style="list-style-type: none">SH to have tables cleared by 20:30 to make way for Mark/the burger vanMark to trade between 21:00 and 03:00 and move the van outside of these operating hoursMark to use something to collect the waste grease and reduce the grease left behindMark also agreed to find another location and stop trading on the Parade in the next six months.SH confirmed that she was happy with the temporary solution. <p><u>Signage</u> MC shared that the Spirit of Discovery sign on Union Street was outdated. PK to pick up with PCC. ACTION</p> | | |
| AB-07/16-3. | Minutes to the last meeting/Matters Arising Minutes to the last meeting were approved | PK | 24/08/16 |
| AB-07/16-4. | Ambassador Pack As requested, SG shared six key facts/successes for all BID Ambassadors to have to hand when speaking with BID members. SG thanked for the information. What else would be needed? <ul style="list-style-type: none">T-shirts with possible "I'm backing the BID" message on the backCar stickersWindow stickers for businesses to display. ACTION | SG/SC | |
| AB-07/16-5. | Waterfront BID2 Renewal An Extra Board Meeting had been held where SG, SC and PK presented an update on the direction of travel of the draft Waterfront BID2 Business Plan – SG proceeded to share the same update with the Advisory Board. SG confirmed that the proposed new boundary had been approved by the Main Board. | | |



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| | <p>SG would share the draft Waterfront BID2 Business Plan with both Boards by 22nd July and all to feedback by Friday 29th July, ready to be unveiled in the second week of August. ACTION</p> <p>SG thanked the Main Board for their support and commitment to the process.</p> <p>It was noted that the funding pot project had been dropped, but the BID would be a facilitator.</p> <ul style="list-style-type: none">• A meeting had been held with Hannah Sloggett from PCC regarding crowd funding as an idea to help fund community projects.• PK had been brought on-board to access additional funding• The BID would provide pointers and assistance on how to access funding. <p>Campaign Communications Update</p> <p>SG shared the draft Renewal Campaign PR Planner – all to feedback if it was right for the Waterfront BID2 Renewal. ACTION</p> <p>If the budget allowed, more paid for columns were requested. NOTED</p> | ALL | PLYMOUTH WATERFRONT PARTNERSHIP 29/07/16 |
| AB- 07/16- 6. | <p>New Advisory Board Representation</p> <p>BS confirmed that he was fully committed to the BID now and would be able to attend meetings going forward. NOTED</p> <p>JMcC confirmed that there had been a request from Rockets and Rascals to attend/join the Advisory Board asked if they could be included – All supported a shared cover of the Sports and Leisure sector, to include Rockets and Rascals.</p> <p>It was agreed that they be invited to the next meeting. ACTION</p> | SC | 24/08/16 |
| AB- 07/16- 7. | <p>BID Street Operations Update</p> <p>EB had sent her apologies for the meeting, but had provided an update paper which everyone had a copy of.</p> <p>All thanked EB for a comprehensive update. NOTED</p> <p>Maritimo had been asked to remove a flag by PCC, but as Chris Evans held the lease for the pier, he did not have to remove the flag – it was suggested that there needed to be a more coordinated approach by the various teams within PCC regarding permissions etc. SG to follow up. ACTION</p> <p>There was still a disabled portaloo next to the Glassblowing House. SG noted. NOTED</p> <p>All were reminded that the BID Hotline was the number to call for the clean team, or a direct email to EB in urgent cases. NOTED</p> <p>It was felt that the needed to be an improvement to the cleaning on weekends and the general cleansing of the Barbican – needed to check that the BID was still getting the SLA service since the changes to the clean team – SG to have an informal conversation with EB in the first instance. ACTION</p> | SG | 24/08/16 |



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| | <p>Residents' wheelie bins on Cliff Road were an issue.</p> <p>Waste was thought to be an issue generally – SG and EB had met with waste managers regarding possible bin stores in the Barbican area and a proposal was being drafted – this was to be shared through the Boards once available. ACTION</p> <p>SG also shared that project 11 of the draft Waterfront BID2 Business Plan was designed to address the issues around waste.</p> <p>It was agreed by all that there needed to be a change in culture when it came to waste and responsibility for it in the Barbican and Hoe/West Hoe in particular.</p> <p>NOTED</p> | SG/EB | |
| AB- 07/16- 8. | Next Meeting Agenda <ul style="list-style-type: none">○ Christmas/Events Task and Finish Group Update | | |

Next Meeting:
Wednesday 24th August 2016 11am-1pm at Duke of Cornwall Hotel