

Plymouth Waterfront Partnership Advisory Panel Meeting Minutes 25 July 2018, Ballard House

Present: Marc Nash (MN) (Chair), Sarah Gibson (SG), Hannah Harris (HH), Cllr Sue Dann (SD), Cllr Ian Tuffin (IT); Mike Kitt (MK), Jean Lightfoot (JL), Emily Bullimore (EB), Sky Cole (SC), Andy Hillier (AH) (Observer)

Apologies: Patrick Knight (PK), Alex King (AK), Clare Phillips (CP), Thecla Keizer (TK),

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AP 07/18- 1.	<p>Apologies and Introduction</p> <p>Apologies were tabled.</p> <p>Andy Hillier from Harbourside Fish and Chips was welcomed to the meeting as an observer.</p>		
AP- 07/18- 2.	<p>Minutes to the Last Meeting</p> <p>The minutes of the previous Advisory panel meeting held 18 April 2018 were approved as a true record of the meeting.</p> <p>MN asked if there were any key points for discussion and ran through the actions log, which was updated accordingly.</p> <p>NOTED:</p> <ul style="list-style-type: none"> SD gave an update that she was working with Mike Artherton at PCC regarding enforcing the agreed wait time and this was being addressed SG updated that the Drake Circus opening times would not be changing SD confirmed that the section of Commercial Road, between Mayflower Steps and Lambhay Hill, was to be made one way and the bollards would be removed from the 'turning circle' creating an open event space A social between the Board and Advisory Panel had not been forgotten and would be arranged. <p>AGREED:</p> <ul style="list-style-type: none"> SG shared that there was a great deal of work underway and it was agreed that in the interest of time, an update on this and the team's progress against actions from the last meeting, would be provided in the report to the Advisory Panel and Board via email. 		
AP- 07/18- 3.	<p>AOB</p> <p>MK was concerned about the frequency of meetings as he felt that meetings should be held more regularly; this was discussed.</p>		

	<p>NOTED:</p> <ul style="list-style-type: none"> The Advisory Panel members would like to be kept informed about which projects each group was progressing on a regular basis <p>AGREED:</p> <ul style="list-style-type: none"> The Advisory Panel meetings should remain as quarterly The Advisory Project Groups were to continue monthly It was agreed that the Executive Team did not have capacity to take notes at the Project Group meetings. <p>ACTION:</p> <ul style="list-style-type: none"> Bullet point notes to be taken by a member of the Advisory Panel at each Project Group meeting and passed to SC for onward distribution. 	ALL	Going forward
AP-07/18-4.	<p>Update from PWP Board Meeting</p> <p>SG and MN gave an update on the key points discussed at the Board meeting in June, including an overview of the agreed actions.</p> <p><u>Plymouth Giants Project</u></p> <ul style="list-style-type: none"> Support for the project from Lord Mayor of London via letter Steering Group to be created – PCA and Pete Smith on board from PCC <p><u>Waterfront Shuttle</u></p> <ul style="list-style-type: none"> No. 25 open top bus launching 26.07.18 <p><u>Fastnet</u></p> <ul style="list-style-type: none"> Request for funding from PCC – ask was £25k for two events Board made conditional offer – events must meet our criteria and be match funded by the City Centre Company Conversations ongoing between PCC and RORC regarding the events <p><u>Hoe Foreshore</u></p> <ul style="list-style-type: none"> MN gave a presentation to the PWP Board on his view of Plymouth’s Waterfront & the Future of the Hoe Foreshore with a focus on attraction, access and activity for improvements and delivery. MN offered to share the presentation with those who would like to see it <p><u>Planning Sub Committee</u></p> <ul style="list-style-type: none"> Committee set up and have met Aerial drone survey commissioned to identify topography. Commissioned independent CIL statement for Hoe LDA working on detail of the plan for the Hoe, but MN and others working to ensure that the focus continues down to the water and right across the Foreshore. Once plan in place, will be going out to consultation. <p><u>Marketing and Events</u></p> <ul style="list-style-type: none"> Victoria Allen and Amanda Lee from PCC presented to the Board Plymouth should be an experiential city It was agreed that we need to ‘lift’ the marketing and PR for Plymouth The Board were awaiting an update following that meeting SG ran through the arising actions from the Board meeting 		

	<p><u>PWP Chair's Meetings</u></p> <ul style="list-style-type: none"> Board Chair meeting with Leader and senior PCC officers to progress conversations Quarterly Chairs meetings between PWP and PCCC now <p>NOTED:</p> <ul style="list-style-type: none"> Recommendation from the Advisory Panel that audio and /or written tour guide should be on board the Waterfront Shuttle giving local information Paul White of SHH looking to move Fastnet vessels to SH <p>AGREED:</p> <ul style="list-style-type: none"> Hoe/ Foreshore plans need to link with Mayflower projects and need a consistent approach to plan and design language required Works in the Waterfront must be maintainable – products used and maintenance plans <p>ACTION:</p> <ul style="list-style-type: none"> Advisory Panel members wishing to receive MN's Hoe Foreshore presentation to contact MN to arrange a suitable time. 	ALL	Aug/Sept
AP-07/18-5.	<p>Project Group Updates.</p> <p><u>New BID Member Benefits Pack</u></p> <ul style="list-style-type: none"> SC gave a presentation to provide an update on the project, including the offers submitted and for approval and those still being worked on. <p>NOTED:</p> <ul style="list-style-type: none"> Subject to Advisory Panel approval, SC planned to present the project to the Board with a view to going to print by end August <p>AGREED:</p> <ul style="list-style-type: none"> Trade Waste – Need all businesses to have the same trade waste provider with regular collections on waste. Need a proper discussion and come up with a solution to present to the traders, therefore Trade Waste to be removed from the pack and pursued separately. All felt that there was a direct conflict between SMARTA and IU Energy. PWP had a pre-existing relationship with SMARTA, therefore the IU Energy Workshops could not be endorsed by PWP All supported the work done and approved the project, agreeing that it should be presented to the Board for sign-off SD to lead on finding a trade waste solution for PWP to sell it to businesses <p>ACTION:</p> <ul style="list-style-type: none"> SC to present the new BID Member Benefits Pack to the Board for sign-off on 30.07.18 and progress to design and print <p><u>Create Attractive Places</u></p> <ul style="list-style-type: none"> Trade Waste was discussed at length Plan being created with traders to maintain the planters. Needs to be a short term solution and a long term plan to manage the waste issues in a more civilised way. 	SC	30.07.18

AP-07/18-6.	<p>Formal Introduction to Nick Buckland OBE, PWP Board Chairman</p> <p>Nick Buckland was welcomed to the meeting and introductions were made around the table.</p> <p>NB gave a brief update on his background in Plymouth and his involvement in other organisations and boards</p> <p>NOTED:</p> <ul style="list-style-type: none"> • NB is passionate about Plymouth and improving the experiential aspects of the city • Meeting Tudor Evans next week • Meeting Tracey Lee regularly • Meeting Antony Payne and David Draffan <p>The Advisory Panel felt that it was great to have the Board taking a strategic approach that will be taken seriously by other organisations and thanked NB</p>		
AP-07/18-7.	<p>BIDs Street Trading and Operations Manager Update</p> <p>EB handed out a hard copy update report</p> <p>NOTED:</p> <ul style="list-style-type: none"> • All were very supportive of the fact that the team were working with Shakina and probation team, including: repainting, repairing and improving <p>EB and the team were thanked for everything that they were doing</p>		
AP-07/18-8.	<p>Next Meeting Agenda</p> <p>All to email SG/SC with their requests for next meeting's agenda.</p>		

Next Meeting:

Wednesday 24 October 2018 11am – 1pm Ballard House

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	AK to follow up on Commercial Wharf maintenance and SLA and continue to drive forward.	AK	CFWD	Ongoing
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	CFWD	Ongoing
18.04.18	CP to speak to Amanda Lee ref the signage plans and discussions held at the ABB – potential for AA signage.	CP	CFWD	Complete
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	TK to email the project group with details of NFC options.	TK	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.	SG/SC	2018	Ongoing
25.07.18	Bullet point notes to be taken by a member of the Advisory Panel at each Project Group meeting and passed to SC for onward distribution.	ALL	Going forward	Complete
25.07.18	Advisory Panel members wishing to receive MN's Hoe Foreshore presentation to contact MN to arrange a suitable time.	ALL	Aug/Sept	Complete
25.07.18	SC to present the new BID Member Benefits Pack to the Board for sign-off on 30.07.18 and progress to design and print	SC	30.08.18	Complete