



**Plymouth Waterfront Partnership
Advisory Panel Meeting Minutes
18 April 2018, Duke of Cornwall Hotel**

Present: Marc Nash (MN) (Chair), Sarah Gibson (SG), Hannah Harris (HH), Alex King (AK), Clare Phillips (CP), Cllr Sue Dann (SD), Mike Kitt (MK), Jean Lightfoot (JL), Thecla Keizer (TK) (part), Sky Cole (SC),

Apologies: Patrick Knight (PK), Emily Bullimore (EB), Cllr Chris Penberthy (CPe)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AP 04/18- 1.	<p>Apologies and Introduction</p> <p>Apologies were tabled.</p> <p>SG formally welcomed MN as Chair of Advisory Panel – press release due to be issues to formally announce MN as Chair and HH and AK co Vice Chairs</p> <p>All thanked for time and commitment in process to recruit new chair</p> <p>ACTION: SC to invite Nick Buckland to the next Advisory Panel meeting for a formal introduction.</p>	<p>SC</p>	<p>25.07.18</p>
AP- 04/18- 2.	<p>Minutes to the Last Meeting</p> <p>ACTION: SD to pick up conversations with PCC ref coaches parking on the Barbican and enforcing the agreed wait time</p> <p>ACTION: SG to create a Waterfront Charter for sustainability and responsibility in the next six months.</p> <p>NOTED: Commercial Wharf pontoon – tender for survey works went out and dates closed.</p> <p>ACTION: AK to follow up on Commercial Wharf maintenance and SLA and continue to drive forward.</p> <p>ACTION: SG to email Paul Barnard for a formal update and report on the swing bridge for SG to share at the next meeting.</p> <p>ACTION: CP to speak to Amanda Lee ref the signage plans and discussions held at the ABB – potential for AA signage.</p> <p>NOTED: SG confirmed that PWP funded £600 worth of initial signage.</p> <p>NOTED: SG working with McLaren to ensure carpark C at Bretonside is open during evenings to support trade to Bretonside businesses.</p> <p>ACTION: SD to speak with Mike Artherton ref making the loading bay at Bretonside into parking bays during the day.</p>	<p>SD</p> <p>SG</p> <p>AK</p> <p>SG</p> <p>CP</p> <p>SD</p>	<p>22.05.18</p> <p>24.10.18</p> <p>22.05.18</p> <p>25.07.18</p> <p>22.05.18</p> <p>22.05.18</p>

	<p>ACTION: SG to investigate potential change to Drake Circus opening times.</p> <p>ACTION: CP to keep the Advisory Panel updated on the progress of the work on additional bicycle parking spaces on the Waterfront area.</p> <p>ACTION: SC to create an actions log attached to future minutes avoiding the need to run through the previous minutes in full at each meeting</p>	<p>SG</p> <p>CP</p> <p>SC</p>	<p>22.05.18</p> <p>22.05.18</p> <p>Complete</p>
<p>AP-04/18-3.</p>	<p>AOB</p> <p>There were no items raised for discussion</p>		
<p>AP-01/18-4.</p>	<p>Patrick Knight's Team Services</p> <p>PK was unable to attend the meeting, so SG have an update on PK's team</p> <p>Five members in PK's team: Emily Bullimore, Paul Vann (Hoe Foreshore work – Chair has draft of Foreshore Plan), Patrick Bowes (Mayflower walks) and others. PK's team to drive the grant bid process – conversations to take place at Board level.</p> <p>NOTED: MN asked who responsible for pavements, policing and enforcement? SG confirmed that this was Lou Hayward who presented at the Board previously and was to be invited back into the Board this summer.</p> <p>ACTION: SG to feed back to Lou Hayward the Advisory Panel concerns about enforcement and policing and request a report on what schedule is in place for enforcement and management of issues in the public realm to achieve a consistent approach across the city.</p> <p>ACTION: SC and SG to follow up on training for the staff manning the BID Hotline</p>	<p>SG</p> <p>SC/SG</p>	<p>22.05.18</p> <p>22.05.18</p>
<p>AP-04/18-5.</p>	<p>Project Group Updates.</p> <p>SG provided a hard copy handout of SG handed out of the Project Delivery Monitoring spreadsheet, showing 49% deliver for quarter 1, with three projects fully delivered.</p> <p>ACTION: SG to add a date for latest update/movement on each project on the Project Delivery Monitoring sheet and add a column to show where action outstanding currently sits.</p> <p>AGREED: Attendance at Project Group meetings and not been good from the Advisory Panel members and Council officers not attending. Need better communication between the groups</p>	<p>SG</p>	<p>15.05.18</p>
<p>AP-04/18-6.</p>	<p>Next Quarter Project Delivery Plan</p> <p>SG handed out a hard copy proposal for the next quarter project delivery.</p> <p>ACTION: PK and team to explore additional funding opportunities for the Hoe Foreshore as a 'plan B' should the INTERREG bid be unsuccessful.</p> <p>ACTION: SG to email CP the pledge to reduce single use plastics.</p> <p>NOTED: TK updated that there were a lot of options regarding NFC tags and these could be included on signage</p>	<p>PK</p> <p>SG</p>	<p>25.07.18</p> <p>22.05.18</p>

	<p>ACTION: TK to email the project group with details of NFC options.</p> <p>ACTION: SC to combine Reduce Business Costs Project Group with Attract More Visitors Project Group.</p> <p>ACTION: All to review the proposed project plan for the next three months and email SG with any additions or comments.</p> <p>ACTION: SG to number each project on the Business Plan and transfer to the project delivery plan for each quarter.</p>	<p>TK</p> <p>SC</p> <p>ALL</p> <p>SG</p>	<p>22.05.18</p> <p>15.05.18</p> <p>15.05.18</p> <p>15.05.18</p>
<p>AP-04/18-7.</p>	<p>Update from the PWP Board Meeting</p> <p>AK and SG gave an update on the Board meeting, which was focused on the prioritisation of time and budget investment for PWP for the year ahead.</p> <p>NOTED: Board looked at value of continuing with five of the key projects and their associated circa £42k budget.</p> <p>Decision to move away from annual City and Waterfront Awards and create a bi-annual Plymouth Britain's Ocean City Awards – this to be run by the BIDs and delivered through PCC</p> <p>Board agreed for an event to be created for prospective sponsors of Waterfront portfolio (including events and projects).</p> <p>PWP to save £2k per year by not providing portaloos at bank holidays beyond May 2018.</p> <p>Following local election result announcements – PWP Chair will be writing to the Leader about trade waste issues.</p> <p>£5k contribution toward RWY organised events was agreed.</p> <p>ACTION: 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.</p> <p>ACTION: All to provide their steer on Plymouth Giants project and whether it should sit with the BID or elsewhere.</p> <p>AK felt that the Board meeting was positive and productively focused.</p> <p>ACTION: SG and SC to explore the possibility of a social between the Advisory Panel and Board Directors, possibly on the Hoe Foreshore.</p>	<p>Chris Robinson /SG</p> <p>ALL</p> <p>SG/SC</p>	<p>22.05.18</p> <p>29.05.18</p> <p>25.07.18</p>
<p>AP-04/18-8.</p>	<p>Next Meeting Agenda</p> <p>All to email SG with their requests for next meeting's agenda.</p> <ul style="list-style-type: none"> • Nick Buckland, Chair of PWP Board – Formal Introduction • Emily Bullimore – SLA Monitoring Sheet Update 		

Next Meeting:
Wednesday 25 July 2018 2pm – 4pm Ballard House

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18.04.18	SC to invite Nick Buckland to the next Advisory Panel meeting for a formal introduction.	SC	25.07.18	Complete
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18.04.18	SG to create a Waterfront Charter for sustainability and responsibility in the next six months.	SG	24.10.18	
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18.04.18	SG to feed back to Lou Hayward the Advisory Panel concerns about enforcement and policing and request a report on what schedule is in place for enforcement and management of issues in the public realm to achieve a consistent approach across the city.	SG	22.05.18	
18.04.18	SC and SG to follow up on training for the staff manning the BID Hotline	SC/SG	22.05.18	
18.04.18	SG to add a date for latest update/movement on each project on the Project Delivery Monitoring sheet and add a column to show where action outstanding currently sits.	SG	15.05.18	Complete
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