

**Plymouth Waterfront Partnership
Advisory Board Meeting Minutes
23rd September 2015
The Duke of Cornwall Hotel**

Present: Sarah Gibson (nee O’Leary) (SG), Josh McCarty (JMCC), Richard Taylor (RT), Carla Williams (CW), Mike Kitt (MK), Stella Hajjiyanni (SH), Jean Lightfoot (JL), Michelle Watson (MW), David Stolton (DS), Marc Nash (MN), Emily Bullimore (EB) (part), Sky Cole (SC)

Apologies: Andrew Huckerby (AH); Thecla Keizer (TK), Clare Phillips (CPh), Daniel White (DW), Cllr Sue McDonald (SMcD), Cllr Chris Penberthy (CP), Jamie Yabsley (JY)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AB-09/15-1.	Apologies Apologies were tabled		
AB-09/15-2.	New Advisory Board Chair SG confirmed that two members had put themselves forward for the position of Chair – those two members met and discussed how they wanted to proceed. Their agreement and suggestion is that we have a Chair and a Vice Chair for the Advisory Board. Josh McCarty to be Chair and Richard Taylor to be Vice Chair – this was forward was agreed to unanimously by those at the meeting. JMCC to confirm this to the Main Board next week. AB-09/15-2.1 ACTION: JMCC	JMCC	29.09.15
AB-09/15-3.	AOB Previous minutes and transparency of funding allocations MK felt that it had been agreed at the last Advisory Board meeting that there would be full transparency of what was being spent and where – the feeling was that this was proposed and could be suggested, but not all are confident that it is the correct approach. There was a suggestion that the information about funding allocations could be put on the website by way of communication rather than email communications for example. It was also noted that what we communicate and how needs to be considered – in the newsletter for example, we could have information/a positive article on what we have achieved/what has been generated. JMCC to take the suggestion to the Main Board meeting. AB-09/15-3.1 ACTION: JMCC SG confirmed that we are already profiling the levy spend a part of our current tasks. SG already identified that 30% of the Conference Plymouth BID members’ levy goes to Conference Plymouth (circa £49k). SG will include profiling in the re-bid. NOTED Communication with voters and introductions This was discussed and it was agreed that the Advisory Board members would like a letter from them to go with the newsletter. Need to take this to the Main Board as a suggestion. AB-09/15-3.2 ACTION: JMCC	JMCC	29.09.15



	<p>Road closure signs Signs for road closures are still on lampposts from British Fireworks Championships. SG to speak with EB in the first instance and EB to flag it with us to escalate if needed. AB-09/15-3.3 ACTION: SG</p> <p>Coin slot maps It was confirmed that the maps are not the same as those on the boards and should be taken down. AB-09/15-3.4 ACTION: SG</p>	<p>SG</p> <p>SG</p>	<p>Post Meet</p> <p>Post Meet</p>
<p>AB-09/15-4.</p>	<p>Minutes to the last meeting/Matters Arising</p> <p>The minutes to the last meeting were signed-off as an accurate record of the meeting.</p> <p>It was confirmed that as previously agreed, markets in the Barbican will be on different days to those at RWY and will have different themes. NOTED</p> <p>It was confirmed that Sutton Harbour do now have a premises licence. NOTED</p>		
<p>AB-09/15-5.</p>	<p>Terms of Reference</p> <p>Name of this group It was suggested that this group be renamed as the Advisory Panel to indicate that there is no authority as such (the word 'Board' could lead some to have expectations of authority) however, the group does have influence. This suggested approach was agreed unanimously and JMcC to take the suggestion to the Main Board for sign-off. AB-09/15-5.1 ACTION: JMcC</p> <p>Expertise All agreed that each individual needs to look at their skills and determine what they can achieve – all need to write this down and bring it to the next meeting. AB-09/15-5.2 ACTION: ALL</p> <p>It was agreed again that we need to ensure that information is being fed to and from the Main Board. NOTED</p> <p>Quorate figure The ToR currently suggested a quorate figure of 50% attendance, but it was felt that this figure should be adjusted to 30% of members attending in order for a meeting to be quorate/go ahead as an official meeting. JMcC agreed to take this to the Main Board for consideration. AB-09/15-5.3 ACTION: JMcC</p> <p>Going forward, if a member is unable to attend a meeting, it was agreed that they needed to share any thought and issues via email in advance of the meeting for these to be considered/discussed if necessary. AB-09/15-5.4 ACTION: ALL</p> <p>SG and RT to work on the wording of the Terms of Reference for the next meeting. AB-09/15-5.5 ACTION: SG/RT</p>	<p>JMcC</p> <p>ALL</p> <p>JMcC</p> <p>ALL</p> <p>SG/RT</p>	<p>29.09.15</p> <p>28.10.15</p> <p>29.09.15</p> <p>Ongoing</p> <p>28.10.15</p>



<p>AB-09/15-6.</p>	<p>Emily Bullimore Update</p> <p>Christmas EB had a conversation with JY before the meeting and confirmed that JY and/or Sarah Lynn will attend the next meeting to provide an update on Christmas.</p> <p>Street Trading Proposal EB confirmed that this was awaiting sign-off from the Licencing Committee. EB to send the information she can share via email. AB-09/15-6.1 ACTION: EB</p> <p>EB confirmed that the intention is to get the pricing of pitches in line with those for the city centre – EB is suggesting a daily rate, a weekly rate and a monthly rate to allow people to try a pitch for a short period before committing to a longer licence.</p> <p>It was noted that street trading on the Waterfront is seasonal and to encourage people to consider the Waterfront, EB is suggesting a rate of circa £10 per day.</p> <p>EB will provide an update and circulate the report once the legal team come back to her/have signed it off. AB-09/15-6.2 ACTION: EB</p> <p>EB offered to email the proposed pricing plan to those interested in seeing it. NOTED</p> <p>Street Trading surplus – circa £20k – we pay 40% of EB’s core costs, the rest is spent in the Waterfront area.</p> <p>EB to define any potential increase in income we could generate. AB-09/15-6.3 ACTION: EB</p> <p>EB confirmed that there are 8 pitches available for non-food traders – EB assesses applicants on an individual basis.</p> <p>EB confirmed that it would be possible to offer free pitches for a short period as a taster, given that we are not receiving any income on the pitches and it may encourage traders to try the Waterfront area.</p> <p>EB was asked about the design standards for traders and confirmed that as part of the application process, EB will continue to ask for visuals and work with SG/SC.</p> <p>MN offered to work with EB to make the wording of the application more inspiring – EB and MN to work together. AB-09/15-6.4 ACTION: EB/MN</p> <p>If there are any ideas for traders in RWY, these need to be taken on an individual basis – MW confirmed that Urban Splash like quirky things. EB to send the application form to MW for her to look at also. AB-09/15-6.5 ACTION: EB</p> <p>Clean Team Photo Update – Pete Crocker will be identifying a date in the next couple of weeks. NOTED</p>	<p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p> <p>EB</p> <p>EB/MN</p> <p>EB</p>	<p>Post Meet</p> <p>Mid Oct</p> <p>28.10.15</p> <p>28.10.15</p> <p>Post Meet</p>
---------------------------	---	--	---



	<p>Bins audit – an audit was done and EB identified 8 or 9 bins that need to be removed or replaces – EB waiting for funding availability.</p> <p>EB confirmed that the red bin CW identified should now be removed and if not already gone, will be done this week.</p> <p>It was suggested that the stainless steel bins on Millbay Road are much more attractive than the big black plastic bins.</p> <p>Pier Street to the Duke of Cornwall roundabout needs looking at. EB NOTED The bus stop on West Hoe Road is used much more now that there has been an increase in residents in the area, but there needs to be a decent/safe crossing point. SG to raise with PCC. AB-09/15-6.6 ACTION: SG</p> <p>Pest control issues – EB gave an update and confirmed that there was a pest control plan in place, which looks at the whole year – EB doing a walk around in October to review. NOTED</p> <p>EB gave an update on unauthorised traders.</p>	<p>SG</p>	<p>28.10.15</p>
<p>AB-09/15-7.</p>	<p>Signage Guidelines</p> <p>A-Boards – EB confirmed that premises are allowed 1 A-Board if there is no other way to advertise their business; that board needs to be within the licenced seating area if the premises hold said licence or touching the premises, leaving a gap of no less than 1.2m between the board and the edge of the pavement. Amey are enforcing this. NOTED</p> <p>SG still needs to meet with the relevant officer – SG to email the guidelines out in the next 4 weeks. AB-09/15-7.1 ACTION: SG</p> <p>Need a Barbican Review Task and Finish Group to look at signage and other matters, to discuss what is achievable in terms of railing colour and paving etc.</p> <p>It was noted that RWY have a specific model which works – the rest of the Waterfront needs to also find a model which works (not necessarily the same as RWY, but need to create consistency). NOTED</p> <p>It was suggested that he guidelines could link with the mini destinations. NOTED</p> <p>Those who put themselves forward to be a part of the Task and Finish Group were RT and MK – RT to lead the Barbican Review Task and Finish Group. AB-09/15-7.2 ACTION: RT</p> <p>SC to put out an invitation to all Advisory Board members for 28th or 29th September so that anyone interested can attend. AB-09/15-7.3 ACTION: SC</p> <p>Task and Finish Group need to then put their findings into a strategy document. AB-09/15-7.4 ACTION: RT</p>	<p>SG</p> <p>RT</p> <p>SC</p> <p>RT</p>	<p>21.10.15</p> <p>Ongoing</p> <p>02.09.15</p> <p>28.10.15</p>



<p>AB-09/15-8.</p>	<p>Communications to voters and Renewal Questionnaire shaping</p> <p>What do we want to communicate, i.e. key engagements and transformation projects.</p> <p>Need to make the BID Plan tighter for the next BID – have less projects.</p> <p>It was suggested that there needed to be a box at the bottom of the questionnaire for further comments/recommendations.</p> <p>AB-09/15-8.1 ACTION: SG</p> <p>Our current themes and priorities are: Marketing, Managing, investing</p> <p>Marketing Need auditable statistics that show the benefits of the BID – have people’s priorities changed? – We need BID levy payers to say what their priorities are.</p> <p>We need measurable objectives – need to audit the objectives. SG to get from AL. AB-09/15-8.2 ACTION: SG</p> <p>Defining why the BID has been worthwhile and what has been done to improve the Waterfront: Events create a draw to the area; want more people from outside the city to visit.</p> <p>We need to ask the accommodation sector what their occupancy has been like this year versus that of last year. AB-09/15-8.3 ACTION: SG</p> <p>Need to establish what the suggestions would be if we could only deliver 10 large projects across 5 years.</p> <p>Need to be clear if we want 20 projects (5 per year), or 10 projects with 2 done each year really well, such as lighting the Hoe foreshore or creating vibrant spaces. NOTED</p> <p>We have identified key projects in the work we have done on the Waterfront Vision – we should use that to determine what projects should be done. AB-09/15-8.4 ACTION: SG/ALL</p> <p>We don’t want to drop the work done so far on the Waterfront Vision and need a way of continuing the work started/headway achieved. NOTED</p> <p>It was agreed that Mayflower 2020 should be tied in to the new BID Plan.</p> <p>SG to speak with the Art School and Ocean Studios to ask them to come forward with proposals. AB-09/15-8.5 ACTION: SG</p> <p>SG working on an 18 month communications planner for the Main Board – we want to questions out before Christmas 2015. NOTED</p> <p>It was felt that 7 delivery areas is too many for the BID renewal, but we need to determine how many is right? AB-09/15-8.6 ACTION: SG</p>	<p>SG</p> <p>SG</p> <p>SG</p> <p>SG</p> <p>SG/ALL</p> <p>SG</p> <p>SG</p>	<p>28.10.15</p> <p>28.10.15</p> <p>28.10.15</p> <p>Ongoing</p> <p>Post Meet</p> <p>Ongoing</p>
---------------------------	---	--	--



	<p>It was agreed that the questions is not about how many projects there should be, as regeneration can take a decade – we need to see what the ideas are and then pick the right projects.</p> <p>Questionnaire needs to help people think outside the box – SG to redraft the questionnaire and share it electronically for input. AB-09/15-8.7 ACTION: SG</p>	SG	Post Meet
AB-09/15-9.	Christmas 2015		
AB-09/15-9.	Next Meeting Agenda <ul style="list-style-type: none">▪ Barbican Review Task and Finish Group Update (RT)		

Next Meeting:

Wednesday 28th October, 11am – 1pm at Duke of Cornwall Hotel