

Plymouth Waterfront Partnership
Advisory Board Meeting Minutes
25th May 2016
The Duke of Cornwall Hotel

Present: Josh McCarty (JMcC) (Chair), Sarah Gibson (SG), Mike Kitt (MK), Jean Lightfoot (JL), Sky Cole (SC), Andrew Huckerby (AH), Stella Hajjiyanni (SH), Patrick Knight (PK), David Stolton (DS), Michael Connor (MC),

Apologies: Hannah Harris (HH), Marc Nash (MN), Thecla Keizer (TK), Cllr Sue McDonald (MD), Cllr Ian Tuffin (IT), Richard Taylor (RT), Cllr Sue Dann (SD), Dan White (DW), Carla Williams (CW), Ben Squires (BS)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AB 05/16- 1.	Apologies and Introduction Apologies were tabled		
AB- 05/16- 2.	<p>AOB</p> <p><u>West Hoe</u> Conversation held straight after the last meeting and update to follow via email from SG. ACTION</p> <p><u>A-Boards</u> Steer from the Main Board chairman that our task is to help support businesses – push back is that businesses need more signage – CA/EB steer is that we do not have time to do the review of A-Boards well and if we can't do it well, not to do it – could be part of BID2 Business Plan. - Feeling that this has been an issue for three years and nothing has been done – creates a free for all for businesses to put A-Boards up - NOTED</p> <p><u>Planters</u> Parade – 2 more planters going in A further 20 identified as being needed – CP prioritising which of 20 should be delivered within PWP's £2k budget – linking with Make a Difference Mayflower. Comms to go out inviting sponsorship for £300 each – consider a plaque on planter for sponsor Who will maintain them? – comes under contract with Soundsite Services to maintain colour throughout the year. DS and JL would like to sponsor one on West Hoe Road if other businesses would like to also. DS/JL to investigate. ACTION Some people have expressed a dislike of the style of the new planters, but ABB and the Advisory Board agreed the initial proposal. Therefore, unless given a clear steer by these groups otherwise, future planters will be in the new style (sleepers) SC to send another email letting businesses know that there is a sponsorship opportunity coming up. ACTION PK to speak with PCC re guidelines around advertising/plaques on planters. ACTION</p>	<p>SG</p> <p>DS/JL</p> <p>SC</p> <p>PK</p>	<p>22/06/16</p> <p>22/06/16</p> <p>22/06/16</p> <p>22/06/16</p>

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	<p>Exec Team will tap into key businesses to get testimonials on how they have benefitted from a specific event – look at trip advisor also. ACTION</p> <p>JMcC to feed back to Main Board that we need to capitalise more on Ambassadors and there is a need for a street team – we need to capitalise on events. ACTION</p> <p>It was suggested that we create a questionnaire for accommodation customers to complete after big events or conferences and for the BID to collate the feedback in order to identify the impact of events/understand and improve the visitor experience. NOTED</p> <p>Ambassadors pack</p> <ul style="list-style-type: none"> - Ambassador Packs distributed - SG/SC Can provide name badge and folder if required - Ambassador's requested a BID t-shirt for campaigning. ACTION 	<p>SG/SC/PK</p> <p>JMcC</p> <p>SG/SC</p>	<p>31/05/16</p>
<p>AB-05/16-6.</p>	<p>Christmas 2016</p> <p>Task and Finish Group met this morning.</p> <p>20th November switch-on on the Barbican – All to look for choirs and street activity. ACTION</p> <ul style="list-style-type: none"> - 20th November – 4pm switch-on - Cost of trees is high – suggestion that traders get involved in the decorating of the trees - MK speaking to Chris Dawson re the possibility of helping toward the cost of three trees - Need clear two-way communication with ABB to ensure that they understand that they are part of the BID, not separate. - Christmas craft market - All agreed that PWP will not fund Thanksgiving - Activities to be focused in the Barbican - Christmas lights will be the same as last year (contracted) - SG met with Emily Handslip from Urban Splash and they are having their event on 4th December to include Santa on the lifeboat and the Military Wives Choir - 	<p>ALL</p>	<p>End June</p>
<p>AB-05/16-7.</p>	<p>Next Meeting Agenda</p> <ul style="list-style-type: none"> ○ Waterfront BID2 Renewal Campaign / BID Plan update ○ Outstanding Matters ○ Ambassador Packs ○ Board Update 		

Next Meeting:

Wednesday 22nd June 2016 11am-1pm at Duke of Cornwall Hotel