

**Plymouth Waterfront Partnership
Advisory Board Meeting Minutes
28th October 2015
The Duke of Cornwall Hotel**

Present: Sarah Gibson (nee O’Leary) (SG), Josh McCarty (JMCC) (Chair), Richard Taylor (RT) (Deputy Chair), Mike Kitt (MK), Stella Hajjiyanni (SH), Jean Lightfoot (JL), Michelle Watson (MW), David Stolton (DS), Marc Nash (MN), Daniel White (DW), Clare Phillips (CPh), Michael Connor (MC) (ENTE); Sky Cole (SC)

Apologies: Andrew Huckerby (AH); Thecla Keizer (TK), Cllr Sue McDonald (SMcD), Cllr Chris Penberthy (CP), Cllr Sue Dann (SD); Jamie Yabsley (JY), Carla Williams (CW), Ben Squire (BS)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AB-10/15-1.	<p>Apologies</p> <p>Apologies were tabled</p>		
AB-10/15-2.	<p>AOB</p> <p>Transparency – The Main Board fully support the Advisory Board’s request for more transparency, but took the view that not all information should be shared in fine detail regarding financials. JMCC offered to go through specific financials with MK should he need clarification.</p> <p>SG shared a proposed new sheet: ‘How have we invested your money?’ which was created following the Main Board meeting. This was very useful to all, but would be enhanced with ensuring the figures tie in with the original Business Plan to be clear. AB-10/15-2.1 ACTION: SG</p> <p>AB would still like to see individual events reported on as and when they happen. NOTED</p> <p>SG introduced Michael Connor, the new ENTE Coordinator, his post fifty per cent funded by PWP and fulfilling a further BID Business Plan project.</p> <p>MC to have a slot to present at the next meeting. AB-10/15-2.2 ACTION: SC</p> <p>SG explained that the ENTE Coordinator is a city-wide role, important in being able to manage more effectively the anti-social issues within the Waterfront area created within the ENTE.</p> <p>Late Night Levy – PWP had previously submitted a response to PCC in October 2013 lobbying PCC to exclude BID Voters from paying the Late Night Levy – this was originally accepted by PCC and Devon & Cornwall Police; the subject has been raised for a second time. SG is working up a draft response again to again reiterate the exclusion for BID Voters. If anyone has any additional comments, these need to be emailed to SG within a week. AB-10/15-2.3 ACTION: ALL</p> <p>If SG does not get any feedback, we will assume that everyone is happy with SGs response. ALL NOTED</p> <p>Taxis – SG circulated an email to both Boards and SG suggested that a Task and</p>	<p>SG</p> <p>SC</p> <p>ALL</p>	<p>18.11.15</p> <p>18.11.15</p> <p>04.11.15</p>



	<p>Finish Group be set up to form a response– First meeting in the next couple of weeks. Those who put themselves forward were: MW, MK, SH, JMcc, MC. AB-10/15-2.4 ACTION: SC</p>	<p>SC</p>	
<p>AB-10/15-3.</p>	<p>Minutes to the last meeting/Matters Arising</p> <p>The minutes to the last meeting were signed off as an accurate record</p> <p>Tracker</p> <p>JMcC and SG flagged the need to prioritise the tasks as these had become numerous. CA had suggested that the Advisory Board need to look at high-level priority, not the detail.</p> <p>All agreed to start with the overall priorities.</p> <p>SC to split the on BID Plan/off BID plan priorities into two different sheets. AB-10/15-3.1 ACTION: SC</p> <p>SC to number the pages. AB-10/15-3.2 ACTION: SC</p> <p>SG to cut the tasks back to what we believe are the priorities/reduce the task, but SG/SC do not want to cause disappointment that certain tasks are removed. AB-10/15-3.3 ACTION: SG</p> <p>Everyone to then comment on the refined tasks proposal. AB-10/15-3.4 ACTION: SG</p> <p>SG asked what the Advisory Board believe are the priorities for the Executive Team to be focusing on?</p> <p>Marketing</p> <ul style="list-style-type: none"> • Communications on events for example • Communications generally to the public in particular • Not enough published BID literature, needs to increase <p>Signage</p> <ul style="list-style-type: none"> • On Barbican in particular – mainly traffic signs, but also finger signs ('Barbican' removed from all brown signs is the main issue). • Signage for visitors arriving via ferry is poor • RWY – Brown signs go as far as Durnford Street, no further and needs addressing <p>Cleanliness/appearance</p> <ul style="list-style-type: none"> • Barbican appearance has gone down this year; large number of trade waste bins on the street, planters breaking and not being removed, paving slabs needing replacement, numerous A frames cluttering the pavements • West Hoe/Millbay area cleanliness and general appearance are poor. Businesses are small and they don't have funds to invest highly into the appearance of their premises. Salumi has helped, but the feel of the area 	<p>SC</p> <p>SC</p> <p>SG</p> <p>SG</p>	<p>18.11.15</p> <p>18.11.15</p> <p>18.11.15</p> <p>18.11.15</p>



	<p>Safety</p> <ul style="list-style-type: none"> RWY CCTV – need coverage outside the yard to cover from Devil’s Point (narrow lane). Would also help with traders pitching up outside of the yard - MW is working with EB as issues have occurred. <p>Connectivity</p> <ul style="list-style-type: none"> Water link connection to Millbay makes sense. Waterfront Bus needed – even if only seasonal. SG already meeting with CityBus to discuss the possibility of a Waterfront shuttle and to establish costs and possibility of discounts for members. Want to see a Waterfront bus within the next 12 months – need to look at options other than CityBus if they do not want to fund it. AB-10/15-3.8 ACTION: SG <p>Funding</p> <ul style="list-style-type: none"> In danger of moving existing money from one area to the other (Barbican and RWY). Priority to bring visitor money in from outside the city to spend in the Waterfront. Need to improve communications between the Main Board and Advisory Board with BID levy payers re how money is spent in areas and why <p>Illegal traders</p> <ul style="list-style-type: none"> SH to continue to work with EB to move it forward. SH NOTED <p>Advisory Board members need to look at the three areas separately and consider the issues for each area/look at the overlapping issues.</p> <p>All in area groups to meet together and pull together bullet points so that those points can be raised. The representatives need to meet within their three areas and gather information as those from the Barbican and Hoe have already started. AB-10/15-3.9 ACTION: ALL</p>	<p>SG</p> <p>ALL</p>	<p>18.11.15</p> <p>18.11.15</p>
<p>AB-10/15-4.</p>	<p>Main Board Update</p> <p>It was the first Main Board meeting for JMCC</p> <p>Name of this Group – The Main Board support a change of name to the Advisory Panel, however JMCC and RM have since discussed and agreed to leave the name as is for now, but review it for the next BID/as part of the renewal.</p> <p>Financials – Main Board are happy to share headline information and generate a positive message, but financials are shared at Annual Reviews and they do not agree with the need to share all spend in detail.</p> <p>New MOU with Plymouth City Council and the City Centre Company for Destination Plymouth – The MOU has looked at the relationships, delivery and how DP core costs are funded.</p> <p>BID area – Looking at cost:benefit analysis of any potential changes to the BID area. The BID area must be continuous and without breaks.</p>		



	<p>sight of the five year Destination Plymouth Plan.</p> <p>All to follow @PWPBID on Twitter. AB-10/15-5.4 ACTION: ALL</p>	ALL	
<p>AB-10/15-6.</p>	<p>Christmas 2015</p> <p>SG handed out the draft brief from the PWP Events Team for all to read and come back by the end of Friday 30th should they have any feedback.</p> <p>AB-10/15-6.1 ACTION: ALL</p>	ALL	30.10.15
<p>AB-10/15-7.</p>	<p>Barbican Review Task and Finish</p> <p>RM, MK, CP met and walked around the Barbican looking at the area from the perspective of a visitor.</p> <p>RM gave a brief overview of the report which they had drafted.</p> <p>Signage – too many A boards, which can't be seen when the area is busy. Brown signs do not feature Barbican from Marsh Mills.</p> <p>Bins – 86 trade waste wheelie bins – majority on public highway. Alpha:Logic have subcontracted the contract to PCC and collections are happening outside of the guideline hours up to 5pm.</p> <p>Planters and flower beds – 5 damaged or unplanted, which need to be removed. Awaiting instruction from ABB. CPh to liaise with EB to get contract gardeners to remove any broken planters and maintain the ones which are intact.</p> <p>AB-10/15-7.1 ACTION: CPh</p> <p>Suggestion that businesses take some responsibility for maintaining planters outside their premises.</p> <p>Looked at surfaces. Found a general feeling that we have let the area go and we aren't presenting the Barbican at its best.</p> <p>The Barbican Review Task and Finish group have now put together a proposal for potential solutions.</p> <p>The Barbican Review Task and Finish Group need to engage with the ABB in order to get changes made in the Barbican. CPh to take the proposal to the ABB next meeting as a PWP Advisory Board representative. AB-10/15-7.2 ACTION: CPh</p> <p>Entrance to Southside Street – bins are ruining the image of the area.</p>	CPh	Post meet
<p>AB-10/15-8.</p>	<p>Events 2016</p> <p>SG handed out a copy of a draft press release regarding events.</p> <p>SG shared that in the Herald today there is a supplement re the City and Waterfront Awards, which was a successful event – SH was congratulated on her award.</p> <p>Plymouth Seafood Festival – Feedback from the Barbican traders is that the event was successful in terms of footfall, but there was disappointment amongst traders as there was a lack of stalls selling fresh seafood – need more fish. SH to</p>		Next ABB



	<p>feed back to Sarah Lynn at PCC via email. AB-10/15-8.1 ACTION: SH</p> <p>Need better advertising with flags in the Barbican for example as there weren't enough banners etc. drawing visitors in and they were asking where the event was being held.</p> <p>MW aware of around three traders who sell fish and would have liked to have a stall at the Plymouth Seafood Festival. SG to feed back to SL. AB-10/15-8.2 ACTION: SG</p> <p>A music event had been proposed as part of the Transat 2016 (Rhythm, Jazz and Blues style). Andy Howard approached PCC to deliver an event and requested £10k from PCC. No money available so the ask came to PWP. An option of £5k could be provided, all unanimously supported the £5k contribution to the Transat music event. SG to elevate to Main Board for sign off. AB-10/15-8.3 ACTION: SG</p> <p>Need a meeting with PCC Events Team, SG, ABB. AB-10/15-8.4 ACTION: SC</p>	<p>SH</p> <p>SG</p> <p>SG</p> <p>SC</p>	<p>18.11.15</p> <p>18.11.15</p> <p>18.11.15</p> <p>18.11.15</p>
<p>AB-10/15-9.</p>	<p>Next Meeting Agenda</p> <ul style="list-style-type: none">▪ Advisory Board view of BID's geographical area▪ Updated list of BID Voters▪ Michael to have 20 minutes – update on CCTV review and other activities		

Next Meeting:

Wednesday 18th November 2pm-4pm at Duke of Cornwall Hotel