

Plymouth Waterfront Partnership
Advisory Board Meeting Minutes
18th November 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 Hajiyianni (SH), Jean Lightfoot (JL), Cllr Sue Dann (SD), Carla Williams (CW), Marc Nash (MN), Daniel White (DW), Clare Phillips (CPh), Andrew Huckerby (AH), Thecla Keizer (TK), Michael Connor (MC) (ENTE), Andy Sharp (part), Sky Cole (SC)

Apologies: Cllr Sue McDonald (SMcD), Cllr Chris Penberthy (CP), Ben Squire (BS) Michelle Watson (MW), Emily Bullimore (EB)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AB-11/15-1.	Apologies Apologies were tabled		
AB-11/15-2.	Nest Steps – 18.11.15 until Christmas SG shared and ran through a Next Steps list for the remainder of the year, which confirmed our priorities and focus. Point of note: the Matters Arising Tracker/outstanding tasks had been parked as agreed by the Main Board – there were no challenges/objections to this from the Advisory Board. NOTED All supported the ‘less is more’ approach now adopted.		
AB-12/15-3.	AOB CPh had shared the Barbican Review report with the ABB – the report was received positively and CPh has feedback to share with RT. The planters in the Barbican are being addressed by Emily Bullimore and our contracted gardeners (Soundsite Services). A suggestion was made that that funding from PCC could be considered also, as many issues are on PCC land. NOTED SG confirmed that we will work with and involve Mayflower 400 – PWP created an 84 project RAG list, which the PCC Renaissance Group are using as a basis for work to be done – the list needs to be refined and we will need task and finish groups. SG reminded all that we also created a Waterfront Vision with 88 projects, which has informed the Waterfront Masterplan work. TK queried what was happening with the Quality Hotel site – There was no known update – SD to follow up with PCC. AB-12/15-3.1 ACTION: SD	SD	23.12.15



	<p>MN would like to see action plan and time lines for the Waterfront Masterplan – SG will circulate the information once received. AB-12/15-3.2 ACTION: SG</p> <p>CW noted that street cleaning/leaf clearing had not been happening frequently enough in the Pier Street area and was felt to be falling short of the agreed SLA's. SC to get the SLA's onto the website again. AB-12/15-3.3 ACTION: SC</p> <p>All were reminded that there is a BID hotline number which should be used when there are street cleaning issues etc. in the BID area – the number is: 08451114400. ALL NOTED</p> <p>SD would like to meet with SG to understand the SLA's and identify areas of influence for SD. AGREED</p> <p>JK noted general housekeeping should be improved to create a better first impression, such as the entrance to Southside Street and visitor's currently being welcomed by multiple bins which are overflowing. NOTED</p> <p>JK reminded all that there was a new attraction on the Hoe – Beatle Bums</p> <p>MK asked about email contact details for BID members – A lot of work had already been done and this was now with CPh's team who were updating the list.</p> <p>Still an issue with illegal traders – SG to follow up with Darren Stoneman at PCC again. SG NOTED</p>	<p>SG</p> <p>SC</p>	<p>25.12.15</p>
AB-11/15-4.	<p>Minutes to the last meeting/Matters Arising</p> <p>The minutes to the previous meeting were signed off as a true record.</p>		
AB-11/15-5.	<p>Coach Drop Off/Pick Up Update - Andy Sharp</p> <p>Andy Sharp introduced himself as Public Transport Manager and ran through the current suggested plans for coach drop-off and pick-up points, in response to the changes within Bretonside.</p> <p>Feedback to Andy Sharp was:</p> <ul style="list-style-type: none"> - PCC need to consider pedestrian traffic issues/health and safety issues where multiple coaches drop passengers off. - The proposal for the Barbican would be an improvement in provision of space for coaches, but the aspiration of the Advisory Board is for more than what was presented/suggested. - Could Royal Parade be reconsidered for coaches only as part of the City Centre Master planning? - There is a concern that Bretonside was sold and not enough funds have been allocated to replacements. - Need to consider the first impression the visitor will get if other coach drop-off/pick-up areas proposed were to go ahead. <p>All to pass any additional comments/recommendations to SG/SC for consideration by the Board next week. AB-11/15-5.1 ACTION: ALL</p>	<p>ALL</p>	<p>23.12.15</p>



<p>AB-11/15-6.</p>	<p>BID Renewal</p> <p><u>5 Questions for representatives to ask in their areas</u> JMcC held a coffee morning with the businesses he presents and found it to be very useful. It was suggested that each area hold a coffee morning and Advisory Board members should attend also – All agreed to both aspects. NOTED</p> <p>JMcC to share the 5 questions he asked for others to use when holding coffee mornings. AB-11/15-6.1 ACTION: JMcC</p> <p>SG shared an infographic ‘How have we invested your money?’ – SG to expand on the acronym ‘GMB’ and changed the wording to ‘Top 10 investment achievements’ – SG NOTED</p> <p><u>Advisory Board view of BID’s geographical area</u> SG to send a follow up email with the numbers highlighting the red areas, what businesses are there and how much Levy would be generated. AB-11/15-6.2 ACTION: SG</p> <p>SG to profile the possibility of charities within the BID area without a retail outlet being considered for exemption from Levy. AB-11/15-6.3 ACTION: SG</p> <p>SC had created a new list of businesses which was shared within the packs and available on the website as a download. All to update the list as and when they are aware of changes and share these with SC. NOTED</p> <p>It was felt that the Advisory Board representative’s contact details should be on the website – All to send SC an email with the preferred contact details if they are happy for them to be shared on the website and SC will add these as soon as they are received. AB-11/15-6.4 ACTION: ALL</p>	<p>JMcC</p> <p>SG</p> <p>SG</p> <p>ALL</p>	<p>23.12.15</p> <p>23.12.15</p> <p>23.12.15</p> <p>23.12.15</p>
<p>AB-11/15-6.</p>	<p>ENTE Coordinator Update - Michael Connor</p> <p>Michael Connor shared the purpose of his role, what he had done in the 6 weeks since he was recruited and his account of the evening of Saturday 31st October, which made front page news.</p> <p>MC is exploring the possibilities of the Red Cross and St Johns Ambulance providing additional first aid and support.</p> <p>The CCTV review meeting was now happening in December – MC taking his findings from conversations with businesses and his personal observations</p> <p>MC offered assistance to anyone wanting support in explaining the ENTE role to the businesses in their area. ALL NOTED WITH THANKS</p> <p>MC working toward getting patrol groups together as a pilot and gave some details of their prospective roles and responsibilities.</p> <p>All thanked MC and commended him on the work done so far/the value of his post.</p>		

AB-11/15-7.	Next Meeting Agenda <ul style="list-style-type: none"> ▪ Advisory Board view of BID's geographical area ▪ Progress report from Advisory Board members on contact with businesses in their area ▪ Update on agreed priorities ▪ Future BID documents ▪ CCTV Review 		
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Next Meeting:

Wednesday 23rd December 11am-1pm at Duke of Cornwall Hotel