

**Plymouth Waterfront Partnership
Advisory Board Meeting Minutes
24 May 2017
The Duke of Cornwall Hotel**

Present: Josh McCarty (JMCC) (Chair), Sarah Gibson (SG), Cllr Penberthy (CPe), Jean Lightfoot (JL), Carla Williams (CW), Mike Kitt (MK), Richard Taylor (RT) Marc Nash (MN)

Apologies: David Stolton (DS), Thecla Keizer (TK), Stella Hajiyianni (SH), Patrick Knight (PK), Ben Squire (BS), Hannah Harris (HH), Stacey Allen (SA), Clare Phillips (CP), Michael McGregor (MM), Michael Connor (MC) (ENTE), Cllr Sue Dann (SD), Cllr Ian Tuffin (IT), Emily Bullimore (EB), Alex King (Observer) (AK)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AB 05/24- 1.	Apologies and Introduction Apologies were tabled. It was noted that Cllr Sue McDonald had now succeeded Cllr IT within the Advisory Panel.		
AB- 05/24- 2.	Minutes to the Last Meeting CPe requested an amend to the Minute of AB-04/25-3 to alter Hoe Residents Association to instead read Hoe Neighbourhood Forum.		
AB- 05/24- 3.	AOB <u>Parking</u> Advisory Panel representatives reported much discontent across the Waterfront. CPe suggested individuals should lobby Cllr Bowyer and Cllr Ricketts direct. CPe reported that he had been notified there will be no changes to the Parking Modernisation plans. <u>Plymouth Pirates Weekend</u> The weekend was a great success and good to see West Hoe Park included. CPe notified SG that the payment for the Land Train was outstanding from PCC. SG to follow up. ACTION <u>Plymouth Seafood Festival</u> Need to define the budget – the forthcoming Events Project Group would need to prioritise. <u>Planters</u> Maintenance of planters was required in the Barbican and West Hoe, more flowers were needed. Request for larger plants, not just primulas. Community groups to be asked to arrange and maintain planters. Stonehouse Residents' Association, Friends of West Hoe Residents' Association, Hoe Residents' Association and Mariners Court could all be asked to support. NOTED	SG	



	<p><u>Events Strategy</u> RT suggested amends should be made to the draft PWP Events Strategy document and used to monitor future decisions on funding requests for events and activities. Following discussion, amends to the document included the consideration of legacy, the addition of measurable benefits examples, equitable distribution across the entire Waterfront BID area and request information on the event organiser’s overall budget. The proposal should not be rigid and allow for flexibility, and should request reporting on the number of visitors attracted.</p> <p><u>Dinghy Proposal</u> Following discussion it was unanimously agreed to support the event with a £500 contribution and the organisers should provide an invoice to PWP.</p>		
<p>AB-05/24-4.</p>	<p>Code of Conduct JMcC reminded all present of the existence of the Code of Conduct and its requirements. Agreed it should be circulated again to all representatives within the Advisory Panel along with the minutes to this meeting. ACTION</p> <p>CPe suggested there should be greater clarity of the balance between partner organisations. NOTED</p>	<p>SC</p>	
<p>AB-05/24-5.</p>	<p>Update from the Board <u>Governance</u> JMcC gave an update on the current approach to governance, including an update on the resignation of Chris Arscott as Chair of the PWP Board, and explained that he would be continuing with PWP for a few months whilst the next Chair was recruited. Roy Martin was supporting Chris by taking on a role of Interim Chair and supporting the Executive Team. JMcC handed to SG for the way forward from here.</p> <p>SG outlined the new approach with four key areas:</p> <ol style="list-style-type: none"> 1) Get project delivery underway 2) Recruit to the main Board 3) Recruit to the Advisory Panel 4) Get the BID Accredited and the team officially certificated by British BIDs <p>It was acknowledged by all this was a pivotal moment and exciting time for the Waterfront BID. The Advisory Panel would be looking to the main Board to make the most of every opportunity to further the Waterfront over the next few years. The Advisory Panel would need to ensure the business plan was delivered to the best of their ability. This approach was supported unanimously by all present. It was acknowledged by MK that all this was ‘a wonderful thing’, JL suggested that once certificated the executive team may offer paid consultancy to other BIDs to generate income for PWP. There was a request that both the PCC and PWP work roles should be more clearly defined. NOTED</p> <p><u>Hoe Foreshore Project</u> SG gave an overview of the current project to review the Hoe Foreshore, led by PWP and engaging PCC officers to prioritise remedial works, fully cost those</p>		



	<p>works and propose a timeline for delivery. SG and the executive team would report back to PCC's DMT on 5th July.</p> <p>MN requested sight of the priorities and it was agreed that once the proposal had been put together this would be shared with the Advisory Panel. ACTION</p> <p>MN suggested that the landscaping should be pushed forward as a priority. NOTED</p> <p>CPe recommended that, once DMT had agreed the way forward that Ward Councillors should be briefed before public announcements of the works were made. NOTED</p> <p>All welcomed this new project.</p>	SG	<p>Before 5th July</p>
<p>AB-05/24-6.</p>	<p>Project Groups</p> <p>SG shared the latest drafts of the project group formations, proposed a timeline for five year delivery of these projects, suggested time commitment requirements for the Project Group Champions and the Project Group Members and suggested an allocations and volunteer recruitment process. This was all based upon feedback from the Advisory Panel during the course of the past three months' meetings. All supported the proposals and agreed that recruitment should proceed. Volunteers should put themselves forward for Champion or Member roles for their preferred area of project group work. ACTION</p> <p>SG gave an overview of current delivery progress, including the DRAFT and confidential Invitation to Tender document for the Plymouth Street and Taxi Marshal Service. This had been drafted and was due to be agreed with main Board. Discussion of the document resulted in some revisions including the proposal to remove the 'Tombstoning' and 'Major Events' area of work. The advice was to focus on the Taxi Marshal programme during the evening and night time rather than Street Marshals during the day. NOTED</p> <p>SG also updated that the end of year financial audit for 2016/17 would soon be underway and that PWP were proposing to the Plymouth City Centre Company that a joint role should be created to provide additional Operational support to both BIDs and unify work streams across both geographical areas. This 'Operations Manager' role was proposed to be full time and its costs split 50/50 between both BIDs. SG would keep the Advisory Panel updated on feedback. ACTION</p>	<p>ALL</p> <p>SG</p>	<p>Sep 2017</p> <p>Ongoing</p>
<p>AB-05/24-7.</p>	<p>BID Street Operations & Trading Manager Forward Plan</p> <p>EB was unable to attend today's meeting however had provided an update on progress to date and plans going forward, SG circulated this in hard copy format to all present. NOTED</p>		
<p>AB-05/24-8.</p>	<p>Next Meeting Agenda</p> <p>No requests</p>		

Next Meeting:

Wednesday 28 June 2017 11am-1pm at Duke of Cornwall Hotel