



**Plymouth Waterfront Partnership
Board Meeting
29 November 2016, 10am-1pm
Duke of Cornwall Hotel**

Attendees: Chris Arscott (CA); Sarah Gibson (SG); Roy Martin (RM); Jon Morcom (JM); Glenn Jordan (GJ); Josh McCarty (JMcC); Patrick Knight (PK); Sky Cole (SC);

Apologies: Gavin Marshall (GM); Charlotte Malcolm (CM); Comron Rowe (CR); Chris Robinson (ChR);

ITEM	NOTES and ACTION POINTS	By Whom	By When
MB-11/16-1.	Apologies Apologies were tabled		
MB-11/16-2.	Conflict of Interest Policy No conflicts of interest were declared at the start of the meeting.		
MB-11/16-3.	Minutes to the last meeting The minutes to the last meeting were signed-off as a true record of the last Main Board meeting held on 10 August 2016.		
MB-11/16-4.	Advisory Board Update <u>Mount Batten Pontoon</u> Concern from Advisory Board members that the suggested timeframe for works to be carried out on the pontoon were unrealistic and causing frustrations. A request for the BID to lobby PCC – to be raised with Lou Hayward later on the agenda. NOTED <u>Christmas</u> The cost and funding for the Barbican Christmas activities were queried by one Advisory Board member – SG had a breakdown of the full costs and the shortfall identified, along with the process undertaken to achieve additional funds (Crowdfunder). SG to have a meeting with Mike Kitt. ACTION Snowflake trail and marketing materials were in the Board Packs for information. It was noted that #findthesnowflakes was not on the leaflet, but #findthenutcrackers was there. NOTED	SG	02.12.16

<p>It was felt that more promotion was needed – SG working with the marketing team. GJ asked for some more Snowflake Trail leaflets – SG to provide them to GJ. ACTION</p> <p><u>Coach Station Access and Trade Waste Issues</u> There had been an issue with hotel guests not being able to access the coach station and trade waste overflowing in the service lane. RM had images on his phone highlighting the issues. Being picked up through Emily Bullimore and PCCC. NOTED</p>	SG	02.12.16
<p><u>Evening Ambassadors</u> Michael Connor has recruited voluntary Criminology students to assist and they would be present in the Barbican over the Black Eye Fridays in December.</p> <p><u>Business Plan</u> Feedback given regarding the language needing to be less committal to delivery – needed to be clear that the BID would be a facilitator/supported, not responsible for things being delivered. Front Cover – Advisory Board want an image that shows the whole Waterfront, not so Barbican/Sutton Harbour focused. SG and SC had been working on finding a suitable image and had received options from Trevor Burrows. RM confirmed that he received feedback that the BID was a Barbican BID, not a Waterfront BID and PHA members had left – RM to send a list of members to SG for SG to meet with them 1:1. ACTION</p>	RM	09.12.16
<p><u>A-Boards</u> Letters were sent from Amey/PCC to traders – the BID and Emily Bullimore were not informed. Richard Taylor wrote back to Amey requesting consistency in the approach across the Waterfront, but had not received a response to date. The BID was invited by PCC to join a discussion regarding outdoor seating licences and work was ongoing. CA had given a steer not to progress any movement on A-Boards prior to the end of BID1, but Amey had now taken action. It was agreed that there were excessive numbers of A-Boards and acknowledged the issues this could cause for pedestrians. A discussion developed about possible solutions, including PCC/PWP subsidising the cost of replacing all A-Boards with hanging signs – PK to explore quotes from local businesses for them to deliver/install hanging signs. Need quality, standardised signage –shop front scheme. ACTION</p>	PK	31.01.17
<p>PWP to assist in negotiating a deal and covering the cost. ACTION BID to write to members to confirm that their BID was putting</p>	SG/CA	31.01.17

	the brakes on Amey's approach to removing A-Boards with a view to finding an alternative, more constructive solution if BID2 was voted in. ACTION	SG	23.12.16
MB-11/16-5.	<p>BID2 Renewal</p> <p>CA gave a summary that the Draft BID2 Business Plan had been well received and the BID had gone through a lengthy consultation process.</p> <p>SG added that the BID had consulted for seven week through various means and secured circa one hundred direct views on the Draft Waterfront BID2 Business Plan.</p> <p>SG had prepared a presentation with full details of the consultation feedback should the Directors wish to refer to it and a brief summary for the meeting – All agreed to proceed with the brief summary.</p> <p>SG ran through the DRAFT Business Plan Consultation Feedback Summary (4A, P2 of Board Pack).</p> <p>Directors feedback:</p> <ul style="list-style-type: none"> ❖ Needs to be more visual than text content ❖ Need Instagram's ❖ Need to list where information can be found ❖ Remove 'Waterfront Office' from the map <p>SG drew attention to the Waterfront BD2 projections (4A, P1 of Board Packs)</p> <p>All supported the inclusions of MOD establishments, dental surgeries and nurseries. NOTED</p> <p><u>World Host Training Contribution</u></p> <p>Directors discussed and agreed that World Host Training should be removed from the Business Plan to save £5k. NOTED</p> <p><u>New DP Structure</u></p> <p>CA explained the new DP structure and confirmed that PWP was no longer represented and therefore no longer engaged – this raised concern that PWP should be included and be aware of what was happening at DP level, particularly where PWP was contributing.</p> <p>It was noted that the new system made sense, but the lack of communication opportunities was concerning.</p> <p>CA to speak to Adrian Vinken regarding PWP representation at DP level. ACTION</p> <p><u>DP Contribution</u></p> <p>It had previously been discussed by the Main Board and the Directors had agreed to a £10k contribution. CA felt that £20k was too much and this was supported by the Directors.</p> <p>Directors unanimously agreed to proceed with a £10k</p>	CA	31.01.17

<p>contribution to DP, subject to having a voice at DP level/being engaged. NOTED</p> <p><u>Hoe Foreshore Study</u> CA was waiting for information from Anthony Payne regarding potential monies available for Public Realm investment. There was a Cabinet meeting being held (29.11.16) to look at the city-wide Public Realm schemes. The Directors discussed and agreed that the potential for repair and reuse of buildings had been outlined in the Waterfront Master Plan. Therefore, £20k should be ring-fenced in the Business Plan for a Hoe Foreshore Study over the next five years, to explore the reused of building and the enhancement of the area. This may encourage individuals or businesses to come forward with proposals/ideas. NOTED</p> <p><u>CMT</u> SG and PK had attended a CMT meeting and received excellent support for BID2 – Tracey Lee had offered to be an active BID Ambassador. CMT had expressed concern in the increase in the number of businesses (hereditaments) within the new BID boundary. TL recommended a review of the staffing numbers and 15-20% of the additional Levy income be allocated to additional resources. The Directors discussed this and the area that additional skills could be useful, i.e. a digital marketing expert. The Main Board unanimously supported the need for additional resources for the Executive Team and £20k increased allocation to resourcing. NOTED The Directors asked that SG shape how to allocate the monies and bring details to the next meeting. ACTION</p>	<p>SG</p>	<p>31.01.17</p>
<p><u>Conference Plymouth Contribution</u> In BID1, PWP contributed £60k, but in the new Business Plan, the projected contribution was significantly reduced. JM asked that this be reconsidered – SG to work with JM to look at the figures again. ACTION</p>	<p>SG/JM</p>	<p>09.12.16</p>
<p><u>BID Voter Conference – 25 Jan 2017</u> SC has received four responses from Board Directors – RM and BS unable to attend due to leave two Directors confirmed as able to attend. SG explained that 25 Jan made sense in terms of the timeline for renewal/ballot – All agreed to 25 Jan 2017 and all to attend. NOTED</p>		
<p><u>BID Ambassadors</u> SG reiterated that there were now 850 businesses to be allocated to Ambassadors for them to engage with. SG to share details of Ambassadors and key businesses for them to engage with. ACTION</p>	<p>SG</p>	<p>09.12.16</p>

<p>MB-11/16-6.</p>	<p>Lou Hayward and Gareth Harrison-Poole Presentation on Modernising Waste, Street Scene and Parking</p> <p>Lou Hayward introduced herself and gave a brief overview of her background and role as Assistant Director for Street Services at Plymouth City Council.</p> <p>LH ran through her presentation (much of which had been published in the local news and were therefore publicly available).</p> <p>LH gave particular focus to the elements that would impact the Waterfront.</p> <p>Click here to download the presentation</p> <p>LH confirmed that the Parking proposal would be going to Cabinet in December, then out for consultation in January for 21 days, then back to Cabinet in February.</p> <p>Waste – alternate week collections would start on 8 May 2017.</p> <p>Barbican/Notte Street Due to the nature of the area being particularly tricky regarding the balance needed between domestic and trade waste, LH would approach this as a mini project. Bins in the lanes reduced the cleaning access – Stokes Lane for example. LH and SG to explore options to address the wider issues.</p> <p>ACTION</p> <p>LH asked if there were any questions. The feedback was that the Directors were excited to see a fresh approach being taken and were positive about the modern approach being taken The Directors discussed with LH their support for the increase in Hotelier Permit charges from £2 to £5, feeling that this was still a reasonable charge and the additional income to PCC could be reinvested into the community.</p> <p>The Directors were particularly supportive of the introduction of evening tariffs (excl. Hoe Foreshore), but asked if the timing could be extended from 8am to 10pm – this would have a very positive impact on the evening and night-time economy, which would generate support from licenced premises.</p> <p><u>New Coach Station & Waste Issues</u> LH was asked what was going to be done to address the waste issues at the new coach station/in the service lane. LH confirmed that her team were working on the Waterfront area first, but would be moving their attention to the city centre.</p> <p>NOTED</p> <p><u>Green City Partnership</u> The Directors felt that the Green City Partnership needed to be</p>	<p>LH/SG</p>	
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	<p>more apparent, which LH agreed. NOTED</p> <p><u>Couch Parking for Hoteliers</u> RM made LH aware of an incident that had occurred in the summer where a coach had been issued a ticket and could deter coach companies from wanting to bring tours to Plymouth. SG to forward details of the incident to LH for investigation. ACTION</p> <p><u>Mount Batten Pontoon</u> The pontoon was due to be replaced/updated, but there were concerns that the timeframes being proposed were not realistic/work was not being progressed swiftly enough. SG to send all queries to LH for investigation and response. ACTION</p> <p><u>A-Boards</u> LH asked if the removal of A-Boards would be enforced following the letter sent to traders by Amey. LH confirmed that she was working with Mike Artherton to pull together a city-wide policy and how to approach the policy/its consistency in advance of April 2017. LH to email SG, SG to share with the Main Board. ACTION</p> <p><u>Temporary Coach Parking</u> SG to discuss with LH. ACTION</p> <p><u>SLAs</u> PK and LH to catch up and finalise the SLAs for BID2. ACTION</p> <p>LH to put together a plan for all parking, particularly overnight parking timings, to share with the Main Board. ACTION</p> <p><u>Free Christmas parking across the city</u> This was proposed by the Directors – LH shared that the feedback for Plymouth was that it didn't work when it was trialled previously and didn't drive the desired footfall, though LH could explore again for 2017 onwards. This was discussed and the Directors recommended that it may work for Plymouth to offer free Park and Ride over Christmas instead of free parking – this would encourage shoppers to come into the city, but leave their cars on the outskirts of the city. LH felt this was worth exploring and would look into it. NOTED</p> <p>All thanked LH for her time and for the information shared.</p>	<p>SG/LH</p> <p>SG/LH</p> <p>LH/SG</p> <p>SG/LH</p> <p>PK/LH</p> <p>LH</p>	<p>23.12.16</p> <p>23.12.16</p> <p>23.12.16</p> <p>09.12.16</p> <p>23.12.16</p>
MB-09/16-8.	<p>AOB and Next Meeting Agenda</p> <p>There was no other business discussed</p>		

Next Meeting:

Tuesday 31 January 2017, 10am – 1pm, Duke of Cornwall