

**Plymouth Waterfront Partnership
Advisory Board Meeting
Wednesday 5 September 2012, National Marine Aquarium,
2pm – 4pm**

Attendees: Chris Arscott (Chair of PWP) Sarah O’Leary (Waterfront Manager), Gemma Selley (Project Officer), John Buckley (The Navy Inn), Chris Unwin (The Cider Press, The Three Crowns, Black Jacks, The Loft), Cllr Penberthy, Lizzy Evans (Funky Poppy), John Cabello (Parade Antiques), David Kewell (Athenaeum Lodge), Anne Anderson (Sea Breezes Guest House), Carla Williams (Edgcombe Guest House), Andrew Ashley (Enterprise Plymouth), Nina Sarlarka (City College), Chris Price (Queen Anne’s Battery Marina) Peter Cuddehay (Bretonside Copy), Rosamund Duff (Maritime Pub), Ian Duff (Maritime Pub), Roy Martin (Board Director PWP)

Apologies :

Cllr Sue MacDonald, Kate Sparshatt, Comron Rowe.

ITEM	NOTES and ACTION POINTS	LEAD
I.	<p>Welcome to Chris Arscott (CA)</p> <p>CA highlighted that the Advisory Group had an important in the PWP and asked the group if they felt the current Advisory Group was truly representative of all the businesses and areas.</p>	
I.1	Group agreed to set up a working group to find out the best way to structure the Advisory Group so that it is truly representative. Chris Price (CP) will lead on setting up this working group.	CA/ CP
I.1.1	Group agreed that proposals for Advisory Group structure will be put forward at next Advisory Group meeting in November with the aim that the agreed plan will be put into place by the end of the calendar year.	CA/CP
I.2	<p>Members of group noted that they had some issues contacting some of their sector via email. GS reported that the support team had worked to find correct email addresses and contacted all businesses by phone to retrieve missing emails. Some businesses do not have email addresses.</p> <p>Action Point: GS to work with support team to do further check on email addresses across the BID.</p>	GS



2.	<p>Minutes of Last Meeting</p> <p>Sarah O’Leary (SoL) updated the group.</p>	
	<p>Minute Note 2.1 Dog bins – Now to be installed.</p> <p>Cllr Penberthy noted that Parks Department had mentioned a plan for dog bins to be combined with general waste across the city.</p> <p>Action Point: SOL to check.</p> <p>Action Point: Check that it is explicit in future meeting invites that all people in the group are invited to Task and Finish Group meetings.</p>	<p>SOL</p> <p>SOL</p>
	<p>Minute Note 3. Cllr Chris Penberthy reported that no specific issues reported to the councillors since the last meeting.</p> <p>SOL confirmed that various issues will now be forwarded to the Councillors for their support to resolve issues.</p> <p>Discussion on how this process should roll out and Cllr Penberthy confirmed that he is happy to be copied in all issues that arise that Plymouth City Council need to resolve.</p>	
	<p>Minute Note 3.1 Action Point: Make sure the most up to date Business Directory is on the website.</p> <p>PWP Team is having a discussion about the ways that the Business Directory can be content managed by BID members themselves but SoL confirmed that in this financial year, the budget for assets like the website must be carefully spent and content management systems are expensive.</p> <p>Action Point: In the next newsletter ask for businesses to check their details on the business directory and contact PWP with any changes.</p> <p>Action Point: Agreement on minutes – now upload to website.</p>	<p>GS</p> <p>GS</p>
3.	<p>Structure and Elections</p> <p>Action Point: Construct letter regarding Advisory Group structure asking for opinions also to remind them to contact us if they are not receiving emails and also change their spam filters to accept emails from PWP and their Advisory Board members.</p>	<p>SoL</p>



	<p>Also investigate using the e-flyer system for all emails to try and avoid undeliverable issues.</p> <p>Confirmed agreement for Chris Price to set up working group for Advisory Group Structure and Elections.</p> <p>Point of note: Request from the Advisory Group that information such as new board directors is sent to the Advisory Group before information is released to the press.</p>	
5.	<p>Evening and Night Time Economy</p> <p>SoL referred to Operations Task and Finish Group and the comments made by those that were present.</p> <p>SOL asked group if they would like the ENTE Co-ordinator to be sat within the Civic Centre (but with direct access to the Police and other services) on Floor 11 in the Civic Centre working alongside Sarah and Clint.</p> <p>Chris Unwin, John Buckley and Ian Duff commented that this person needs to be independent. They were concerned they the ENTE co-ordinator may end up acting more on behalf of the residents in the area.</p> <p>Agreement: Group agreed that ENTE sits on floor 11 in the Civic Centre and works with Clint Jones and SOL.</p>	
5.2	<p>SOL asked if the group is happy to put a separate working stakeholder group together to progress the recruitment of the ENTE. It will need two reps of the restaurant and licensee sector.</p>	
5.2.1	<p>Rosamund asked if this ENTE working group could put their plans through the Advisory Group for discussion. They would effectively be a sub-group.</p> <p>Agreement from group to go ahead and set up this group.</p>	
5.2.2	<p>SOL confirmed she would be present on this ENTE working group.</p>	
5.3	<p>SOL confirmed that the ENTE Co-ordinator would have PWP and the City Centre Company as clients and would report to the Visitor and Information Manager and be employed by Destination Plymouth.</p>	
5.4	<p>Chris Penberthy noted: Be careful with language you use during the process of recruitment and objectives eg: the use of the word “licensing” and its definition within the law and who is legally able to make decisions.</p>	
5.5	<p>SOL confirmed that in order to fund the ENTE post long term, the plan is to approach partners who have a vested interest in the night time economy</p>	



	<p>across the city for financial support. PWP as part of Destin system will be rolled out to enable PWP to approach other businesses outside of the BID for in kind or financial support for all manner of projects that could also benefit them.</p>	
5.6	<p>SOL asked if group would agree to start recruitment in January and have the co-ordinator in place by April.</p>	
5.6.1	<p>Chris Arscott: Advise taking time to get the process and the individual right. Possible for someone from Advisory Group to be involved in the selection process.</p>	
5.6.2	<p>Group felt that the role was large for just one person as they would be asked to look at the whole of Plymouth. However, one person is better than no one.</p> <p>Agreement to recruit for April 2013.</p>	
6.	<p>Plymouth Seafood Festival Update</p> <p>SOL confirmed three elements:</p> <p>Quayside Market Cookery Theatre (15 guest chefs, 10 of whom are BID members) Seafood Trail</p> <p>and showed the group the brochure.</p> <p>Chris Unwin asked why choice of location. Sol explained budget limitations meant using tried and tested event locations and the infrastructure in place for the Blue Mile.</p>	
7.	<p>Summer Marketing Campaign Update</p> <p>Next Marketing Task and Finish Group to gather with whole Advisory Group invited. Should be mid October.</p> <p>Action Point: arrange Marketing Task and Finish group meeting</p>	SoL
7.1	<p>Update on campaign: Two and a half million people have been targeted. Increase in unique visitors to visit Plymouth since upgrade.</p>	
8	<p>AOB</p> <p>Andrew Ashley : Concern over the fact that there was no response from his sector about their representation. (Chris Price confirmed he will lead on working group)</p> <p>Chris Unwin :</p>	



Toilets: Complaints they are shut on Bank Holidays and are generally a disgrace.

Weather: plan for future events to have wet weather protection.

Anne Anderson:

Complaints from accommodation providers about no protection for the queues in the rain at the National Marine Aquarium.

Peter Cuddehay:

Concern on communication with Council.

Chris Arscott said PWP was working the Council quite hard now with issues that they need to resolve quickly.

Lizzy Evans:

Asked if Operations Task and Finish Group minutes can be circulated. SOL had copies at meeting for group which were then circulated.

Roy Martin:

Concerns over traffic warden actions in West Hoe area.