

**Plymouth Waterfront Partnership**  
**Advisory Board Meeting Minutes**  
**23<sup>rd</sup> December 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), Jean Lightfoot (JL), Cllr Sue Dann (SD), Marc Nash (MN), Clare Phillips (CPh), Andrew Huckerby (AH), Michael Connor (MC) (ENTE), Sky Cole (SC), David Stolton (DS), Cllr Ian Tuffin (IT)

Apologies: Cllr Sue McDonald (SMcD), Ben Squire (BS) Michelle Watson (MW), Emily Bullimore (EB), Carla Williams (CW), Dan White (DW), Stella Hajianni (SH), Thecla Keizer (TK), Jamie Yabsley (JY)

ITEM	NOTES and ACTION POINTS	BY WHOM	BY WHEN
AB-12/15-1.	<p><b>Apologies</b></p> <p>Apologies were tabled</p>		
AB-12/15-2.	<p><b>AOB</b></p> <p>Advisory Board representative attendance at meetings; SC asked to collate the summary of attendance and present at the next meeting. <b>ACTION: SC</b></p> <p>Waterfront Masterplan – consultants LDA have begun reviewing the geographical area of the Waterfront BID; half day stakeholder workshop is being scheduled for February. All to read information provided by email link before next meeting. <b>ACTION: ALL</b></p> <p>March 2016 Clean Week planner was discussed; many thanks for expressed for EB’s work in designing this, all accepted the plan and it was agreed. EB’s progress on removing past notices was also acknowledged and appreciated.</p> <p>NB: Heras fencing still down on West Hoe and graffiti still at Devil’s Point – need photos of both. IT offered his support if Cc’d into emails to PCC. <b>ACTION MK/IT</b></p> <p>Billboard on Exeter Street needs smartening up, belongs to SHH and needs feeding back. <b>ACTION: RT/JMcC</b></p> <p>AH shared that he was no longer working for Rhodes @ The Dome; he was returning to consultation and had set up his own business. Brief discussion took place and it was unanimously agreed that AH should remain on the Advisory Board as long as he would continue to represent the Restaurateur sector for the Barbican and Hoe, visiting premises and sharing information. This was agreed.</p> <p>Planters in the Barbican were raised. Confirmed this project was moving forward. Images of proposed new planters were shared and use of railway sleepers was agreed. Intention of some planters being high enough to create shields for on street trade waste bins. SG shared that Sutton Harbour Holdings were also considering contributing to the scheme to extend onto their land and ensure consistency across the Barbican and Sutton Harbour. Designs were agreed by all for this area but acknowledged they may not be suitable for the entire</p>	<p>SC</p> <p>ALL</p> <p>MK/IT</p> <p>RT/JMcC</p>	<p>20/01/16</p> <p>20/01/16</p> <p>Ongoing</p> <p>Ongoing</p>



	<p>Waterfront BID area, e.g. Royal William Yard. CP was driving the project on behalf of PWP and would continue to report back. <b>ACTION: CP</b></p> <p>A boards and signage remained a priority for review and reduction.</p> <p>Barbican Parade burger van was raised as an ongoing concern. IT offered to check the legal position within PCC on working to prevent illegal trading on the highway and feedback. <b>ACTION: IT</b></p> <p>SC was asked to invite PCC's Head of Licensing to a future meeting. <b>ACTION: SC</b></p> <p>Shuttle bus for the Waterfront area – SG had begun reviewing with Citybus to scope out a prospective project for Waterfront BID2 (2017-2022)</p>	<p>CP</p> <p>IT SC</p>	<p>Each mtg</p> <p>20/01/16</p>
AB-12/15-3.	<p><b>Minutes to the last meeting/Matters Arising</b></p> <p>The minutes to the previous meeting were signed off as a true record.</p>		
AB-12/15-4.	<p><b>Update from Main Board and Agreed Priorities- JMcC</b></p> <p>Communications were gradually improving, more frequent and targeted. SG and SC had begun visiting businesses each week. CA was working with the Leader to ensure high level PCC support for stronger Waterfront BID messaging around successes in the Waterfront area. BID questionnaire and newsletter will be completed in January.</p> <p>The Visit Plymouth website would be receiving a £30k investment (including a £5k contribution from PWP, a £5k contribution from the City Centre Company BID and £20k from PCC). This would completely redesign the structure and format of the website, ensure enhanced content and new imagery. Delivery date April 2016.</p> <p>SG had previously shared the 2016 Events plan via email with all. Two workshops will be provided to BID voters to attend to ensure they make more of events. Dates will be released in January. <b>ACTION: SG</b></p> <p>NB: conferences should be included within the events list and circulated to BID voters.</p> <p>Waterlinks work: ensure BID voters understand that PWP has driven this work and funded its production.</p>	SG	31/01/16
AB-12/15-5.	<p><b>2016 Marketing Plan</b></p> <p>All to review the 2016 Marketing Plan and feedback to SG. <b>Action: All</b></p> <p>Challenge to a need for a DP website queried by several representatives. JMcC offered to query with Amanda Lumley in January. <b>ACTION: JMcC</b></p> <p>AH and CP agreed to meet with SG to review Visit Plymouth website and city map. <b>ACTION: AH/CP/SG</b></p>	<p>ALL</p> <p>JMcC</p> <p>AH/CP/SG</p>	<p>20/01/16</p> <p>31/01/16</p> <p>16/01/16</p>
AB-12/15-6.	<p><b>ENTE Coordinator Update - Michael Connor</b></p> <p>MC gave a summary of achievements over the past four weeks. There had been a good response from the majority of businesses, door staff, security teams and the Police had praised the Evening &amp; Night Time Economy (ENTE) Coordinator work.</p>		

	<p>Late Night Levy (LNL) could help to fund the ENTE from areas outside of the BIDs. LNL consultation is ongoing and MC is working with SG to lobby hard for exclusion of BID businesses contributing toward the LNL should it be implemented.</p> <p>All thanked MC and commended him on the work done so far and reiterated the value of his post.</p>		
<b>AB-12/15-7.</b>	<p><b>Progress Report from Advisory Board members</b></p> <p>Thank you to PWP team for progress.  JL and MW working together to plan a mtg for January.  JMcC held a coffee morning at the NMA and spoke with two Charity members.  CP working with other representatives, no meetings with members yet though a key role in ABB.</p>		
<b>AB-12/15-7.</b>	<p><b>Next Meeting Agenda</b></p> <ul style="list-style-type: none"> <li>▪ Advisory Board view of BID's geographical area</li> <li>▪ Late Night Levy update</li> </ul>		

Next Meeting:

**Wednesday 20<sup>th</sup> January 2016 2pm-4pm at Duke of Cornwall Hotel**