**Advisory Board Minutes**

**3 July 2013**

**National Marine Aquarium**

Present: Chris Arscott (CA), Sarah O’Leary (SOL), Annette Laurie (AL), Comron Rowe(CR) Richard Taylor (RT), Chris Price (CP), David Kewell (DK),Nigel Ledger (NL), Kate Sparshatt (KS), Marc Nash (MN), Nina Sarlaka (NS), Norman Holmes (NH), Yannick Loue (YL), Chris Evans (CE), Mike Kit (MK), Derek Smith (DS), Martin Jones (MJ), Thecla Keizer (TK), Martin Bush (MB), Carla Williams (CW), Cllr Sue McDonald (SM), Cllr Chris Penberthy (CP)

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| **ITEM** | **NOTES and ACTION POINTS** | **LEAD** |
| **1.** | **APOLOGIES**  None were received |  |
| **2.** | **WELCOME & INTRODUCTIONS**  The Advisory and attending members of the Board of Directors were introduced, and welcomed by CA |  |
| **3.** | **MINUTES OF PREVIOUS MEETING – MATTERS ARISING**  Details arising from Annual Review discussed  NS requested Amanda Lumley give a presentation of role and proposals for the future  Bay of Morlaix stand not happening – a French leaflet has been prepared for their TIC in lieu  Comms – PWP e-newsletters are now distributed weekly – feedback on future e-comms is requested from Advisory Board members | **SOL** |
| **4.** | **ROLE OF THE ADVISORY BOARD**   * CA outlined responsibilities of interim representatives in the past and aspirations for the elected Advisory Board going forward. * Advisory Board needs to elect its own Chairperson who will sit as non-executive Director on the Main Board for input, feedback and transparency. There will also be a position for an Observer to attend; this will be a different Advisory Board member each month. * Advisory Board meeting will meet monthly with times alternating between morning and afternoon and changing days, to enable flexibility for members from different sectors. Members will be advised of new arrangements * From July onwards, minutes from Main Board will also be published on Waterfront website * Main Board agenda will have an item for Advisory Board updates * Main Board should reinstate a nominating Committee, with new Directors sought, based upon their skill sets and should continue to replace those standing down, e.g. – Ed Heynes, with planning expertise, has recently stood down and a successor will need to be re???????????? * Board of Directors will have short biographies and pictures, in the same way as the Advisory Board, to go on the BID website. Advisory Board members to check their biographies and let AL have updates highlighting their own skills sets. * There will be a Terms of Reference created for each Board, with the roles and responsibilities and posted on the BID website. * Upcoming situations vacant for the Boards will be shown on the website. * Questions arising from Annual Review – CA confirmed all Advisory Board members will receive a copy of the review by email. * 3 members did not receive an agenda by email – all members confirmed they would be happy for their email details to be disclosed to other members of Board for clearer communications. All agreed communications to be sent only by email. All members to confirm/decline attendance at future meetings when new dates/times sent out. AL to monitor. * Future Advisory Board Agenda to include item for Main Board feedback * Quarterly, SOL will give a financial update to the Advisory Board * Applications for planning – agreed AL will send weekly lists to all members when received, highlighting any applications in Waterfront BID area when relevant. * Task & Finish groups to be set up with members by SOL – to focus on different projects discussed later in agenda. | **AL**  **AL**  **AL**  **CA/SOL**  **AL**  **SOL**  **SOL**  **SOL**  **AL**  **AL**  **SOL**  **AL**  **SOL** |
| **5.** | **BID AREAS & SECTOR UPDATES**  It is proposed to have sector teams for future meetings, to report on current issues or opportunities in their areas:  Sutton Harbour & Bretonside –   * Cleansing issues – bins not large enough or emptied quickly enough * No events at all at North side of the Harbour * Waterfront walkway prevents walking around the Harbour   Hoe & Barbican –   * No events information on The Hoe * Foreshore is overgrown and scruffy, fencing falling down * Smashed bins removed 2 weeks ago and not replaced * Trade is taken away by events * Informed street entertainment would go in street trading sites * Street trading sites – food stalls will undermine existing traders * Fireworks events – should proactively promote other vantage points * PA system at events should not stop at Madeira Road * Parks needs to cut around brown signs where there is a lot of green growth * Events on The Hoe over the weekend of 27-29 June –excellent – although lots of dog ends * Electronic display information boards still required on the Hoe (currently one at Pavilions) This item to go on next Agenda – Cllr CP said Destination Plymouth should be dealing with disused info boards on The Hoe * Departure Banners required – advertising next event and inviting people back * DQHM should be invited to monthly event meetings * Restricted access to Southside Street to be considered by Advisory Board at next meeting – Cllr CP indicated “massive backlash” from residents   West Hoe, Millbay & Royal William Yard –   * Produce localised events brochures (including local food market) together with history of area and buildings. SOL confirmed there is to be a separate flyer in future detailing all markets. Something other than visitor guide and website is required * Museum at RWY –SOL to check with TIC – agenda item for next meeting * Promote coastal path linkage to RWY – confirmed no current walkway via Stonehouse Barracks * No signage to Royal William Yard – SOL to check * No public toilets at Royal William Yard – although there are some at Devils Point * Toilets closing at 5pm at West Hoe are disgusting * Gallery on Waterfront website, last dated Easter – link into VisitPlymouth * Blank picture on front of Business Investment Guide – Plymouth has more to offer * Yacht races – yachts could come into Royal William Yard * West Hoe Pier is being renovated, can ferries stop by en route to Royal William Yard   SOL thanked all members for their input. Issues raised will be taken away and reviewed. SOL requested all members to think about issues in their area and bring a minimum of 3 – positive or negative – back to the Advisory Board for consideration next month | **AL**  **AL**  **AL**  **SOL**  **SOL/AL**  **AL**  **AL**  **SOL**  **SOL**  **SOL**  **SOL**  **SOL**  **AL**  **SOL**  **SOL**  **SOL**  **AD BOARD** |
| **6.** | **PROJECT DEVELOPMENT & UPDATE**  Street Trading - Discussion on 2 street trading applications felt there was no clear value and there is a need to see businesses that add value, together with indications from Cllr CP – Main Board will be informed that Advisory Board do not support these applications for (a) newsagent and (b) hot potato stall  Members informed Astroturf outside Boathouse Café is temporary and that decking and seating area does have planning permission  Request for street trading map and details of consultation process for next Advisory Board – AL to update or invite public protection  Advisory Board Chairman – it was requested that CA should consider chairing the Advisory Board temporarily until new Chair is appointed. Nominations will be sought by email until 5pm next Wednesday 10 July. Voting will open at 6pm and then close at 5pm on Monday 15th July 2013.  Dates of Main Board meetings to be sent to Advisory Board  Evening & Night Time Economy – Cllr CP suggested an all or nothing approach to Night Time Levy (NTL) by BID levy payers. The levy will be applied to all businesses operating between 12.30am and 6am. Cllr CP stated, for BID members to be excluded from paying NTL, both city BIDs must contribute £65,000 towards funding. SOL requested a breakdown of the £65,000. from Cllr CP. PWP has currently allowed £10,000 as has City Centre BID. PWP will lobby to exclude BID levy payers from paying NTL fees. A task and finish team with 2 representatives from each BID area is required from the Advisory Board.  Christmas – Due to lack of time, AL will send presentations by email to Advisory Board members, together with lighting considerations for 2013. | **AL**  **AL**  **SOL**  **AL**  **CP**  **SOL**  **AL** |
| **7.** | **AOB**   * Item 28 on RAG rated list of 42 projects – Tidy Britain Group – very important, the 24 hour hotline is not able to deliver a 1 hour response time at night. * Landline number for clean team to be given to Advisory Board members * Financial queries to go to SOL for onward to Charlie Mark, PWP Director * Chamber – crunchy breakfasts, SOL to request a ten minute speaker slot | **SOL**  **AL**  **SOL** |

Next meeting: 7th August 2013 2 – 5pm – Duke of Cornwall Hotel

Please note, due to close proximity, this meeting has been left as arranged, all future meetings will be re-scheduled and emailed to members.