Plymouth Waterfront Partnership
Board Meeting
29 May 2018, 10am-12pm
Duke of Cornwall Hotel

Attendees: Nick Buckland (NB)(Chair); Chris Robinson (ChR); Mervyn Orchard (MO); Andrew Bullivant (AB); Penny Tarrant (PT); Ben Shearn (BS); Marc Nash (MN); Craig Moore (CM) (Observer); Sarah Gibson (SG); Sky Cole (SC); Patrick Knight (PK); Cllr Pete Smith (PS)(Observer)

Apologies: Josh McCarty (JMcC); Jon Morcom (JM);

ITEM	NOTES and ACTION POINTS	By Whom	By When
MB-05/18-1.	**Apologies** Apologies were tabled. Following the change of Administration during the recent Council elections, Cllr Pete Smith was welcomed back to the Board as the Cabinet representative and Deputy Leader, Plymouth City Council (though it was noted that Cllr Smith was yet to be officially appointed to the PWP Board at the Cabinet meeting in June and he was therefore attending as an observer). Craig Moore was also welcomed to the Board as an observer and prospective Legal Director and introductions were made around the table.		
MB-05/18-2.	**Conflict of Interest Policy** No conflicts of interest were raised.		
MB-05/18-3.	**Minutes to the last meeting** The Minutes of the previous Board meeting held 24 April 2018 were approved as a true record of the meeting. The actions log was updated accordingly: **ACTION:** o NB to work with PCC to move the Hoe Foreshore report work forward. BS stepped away from the Association of Barbican Businesses (ABB)	**NB**	**26.06.18**

	after ten years of being involved as their Chair. BS would continue as a Director representing Hospitality and Licensing. CR fed back regarding the Mayflower 400 trails and confirmed that the deadline for consultation was looming. CR shared that he had tendered for the curation of the Mayflower 400 trails and was awaiting feedback from PCC. Hoe Neighbourhood Forum also feeding back into the consultation on the trails.		
MB-05/18-4.	**Hoe Foreshore** Presentation from MN delayed to the end of the meeting due to technical issues and then postponed to the next Board meeting due to running out of time.		
MB-05/18-5.	**Planning Sub Committee** Looking at Vauxhall Quay resubmission, but other than that no major applications or issues for concern.		
MB-05/18-6.	**Nominations Committee** Craig Moore invited to join the Board as Legal Director; bringing with him a wealth of legal knowledge and experience. **ACTION:** o All to feed back to BS any recommendations for a potential Finance Director	**ALL**	**26.06.18**
MB-05/18-7.	**Forward Plan / Discussion** SG gave an overview of the current status of the BID and a recap over recent work, Board objectives and projects. SG's presentation included: <u>Strategic recap:</u> Governance review; additional Directors; Board priorities (Hoe and Foreshore, recognition of Waterfront BID delivery, expand events, floral displays, Christmas and to grow income) **NOTED:** o Looking to make all future events single-use plastic-free. <u>Operational</u> – update on delivery • 23% delivered of the Waterfront BID2 Business Plan • £1.7m bids submitted (Heritage Lottery Fund / Coastal Communities Fund) • 4:1 return on investment – Business Plan targets 5:1 so work still to be done • Marketing projects underway • Expanded events programme underway • Mayflower 400 Trails in development • Blue plaques in delivery		

	• Taxi marshals operating successfully • Award submissions: SWT, British BIDs, ATCM, Excellence in Business • Establishing regional and national links within BIDs industry • Improved BID communications • Bi-annual Plymouth Britain's Ocean City Awards to launch 2019 **ACTION:** o All to help identify further awards submission opportunities and pass information to SG.	**ALL**	
	<u>Project Development</u> <u>Joint Transport Ticket</u> – new open top bus for No 25 Bus Route due to run during peak season (dry weather only). **NOTED:** o SG confirmed the request that PWP fund the production of the timetable, also for PWP to fund the RWY extension to the route as well as assistance with an on-board interpretation system. The support for this Waterfront bus was unanimous from the Directors along with a suggestion that the PWP logo should be used as this would be a Waterfront service. o All PWP Directors recommended that, when ferry licenses come up for renewal, part of tender should be agreement to be a part of the Joint Transport Ticket offer. **ACTION:** o SG to explore costs of extending service to include RWY with Mark Collins at Plymouth CityBus and work with Urban Splash to explore potential assistance with funding.	**SG**	**June**
	AGREED: o Should link with Waterlinks and Mayflower Trails		
	<u>Floral Scheme</u> Discussion of style of Covent Garden's planting scheme; Lou Hayward would be willing to work with PWP and PCA and fund from the Pilgrim Fund. **ACTIONS:** o Board agreed with the approach and requested SG work with plant providers as well as PCA and PCC to ensure expert advice on the plants to be used.	**SG**	**June**
	o Recommended that SG explore the use of herbs that complement fish cookery for instance, as well as flowers to incorporate an education aspect to the planting.	**SG**	**June**
	o Quality should be monitored and design control should be built into the plans for the project and MN to champion this through monthly meetings with the Create Attractive Places Project Group.	**MN**	**June**
	<u>Member Benefits</u> New member benefits pack will be created by SC by end July including savings on utilities, trade waste, printing, scaffolding, Night Net Radios and more; up to 10 offers will be featured.		

	ACTIONS:		
	o Board agreed and suggested SC explore Tufcoat scaffolding wraps as they provide space for advertising.	**SC**	**June**
	o AB to join SC when visiting PCH manufacturing to look at replacement window options.	**AB**	**June**
	o SC explore possibility of a 'Plymouth Card' for BID members to access offers.	**SC**	**June**
	o SC to look at private water suppliers for utilities savings (Castle for example).	**SC**	**June**
	o All to pass any further BID member benefits recommendations to SC.	**ALL**	**June**
	<u>Christmas</u> Moving to architectural lighting rather than festoon lighting, featuring additional sites across the Waterfront BID areas and no Christmas tree, likely no switch on event to save costs and invest in lighting scheme instead. Option to work with hiring Lego style bear trail for Christmas linked to City Centre Company though viewed as expensive option; exploring purchase of an alternative festive figures trail with Jolly Roger at Bovey Tracey.		
	ACTIONS:		
	o Board agreed with broad approach to Christmas and suggested to explore options for trail figures with PCA.	**SG**	**June**
	o SG to explore options (including Plessey) for permanent architectural lighting through the year and add to the scheme for Christmas.	**SG**	**June**
	o PWP to work with the Council to establish strategic conversations with the Administration and ensure that the Foreshore is positioned as a PCC priority.	**SG/NB**	**June**
	o AB to work with Turley Associates to get a third party quote to write the spec for CIL and section 106 monies for Hoe Foreshore going forward. To be shaped through the Planning Sub Committee.	**AB**	**June**
	AGREED:		
	o Work in conjunction with Labour manifesto pledges – potential for funding through CIL and section 106		
	<u>Waterfront Investment</u> £150,000 cash target in the Waterfront BID2 Business Plan, which is additional income to grants and street trading surplus. Can be raised through landlord subscriptions, voluntary contributions and sponsorship		
	NOTED:		
	o Further to Board requests a new Waterfront Investment Prospectus will be created.		
	ACTIONS:		
	o All to read the Driving Waterfront Investment document that SG handed out hard copies of and feedback thoughts to SG via email by Friday 1st June.	**ALL**	**June**
	o Directors to create a list of their contacts who may be interested	**Directors**	**June**

	in investing, meeting with them and establishing how much those contacts would be interested in investing. Aim to create case studies and advocates		
	o SG to share the portfolio of opportunities already identified	**SG**	**June**
	o Directors to join SG for meetings with prospective investors.	**Directors**	**July**
	AGREED:		
	o Postpone the event planned for 26th June until early 2019.		
	o Pick up the work to develop the Waterfront Investment Prospectus in Autumn 2018, once a few investors have been established and testimonials become available.		
	<u>RORC Rolex Fastnet</u>		
	PCC put together a package and invited PWP to contribute £25k from BID Levy. The proposal was to secure two events for 2019 and 2021. It was confirmed that the proposal met the PWP's Event Strategy criteria, created by the Advisory Panel, and would be eligible for funding.		
	AGREED:		
	o The Board gave support for the event moving back to the Sutton Harbour/QAB side of the water.		
	o PWP to help facilitate the event in terms of covering parking for the teams, berthing costs etc, but not in providing funding to the organisers of the event.		
	o Plymouth would benefit from being the start of the race rather than the finish.		
	o Plymouth should also host the 2023 event, believed to be the 50th race and 100th anniversary for the RORC Fastnet Race, proposal should be expanded to include.		
	o PWP do not have budget to cover £25k, but have ideas for a quality event and there is potential for PCCC to match fund. PWP would prefer to invest £10k, but would reach to £12.5k if it can be matched and the BID's recommended approach to the event, including its increased marketing and banner dressing of the public realm activity to give greater visibility to the event, is adopted.		
	o Need to understand economic impact of the event.		
	ACTION:		
	o SG to establish if the City Centre Company was being asked for a contribution to Fastnet also as it was agreed that the City Centre BID should be investing equally.	**SG**	**19.06.18**
	o Explore the possibility of an additional event within the event for previous participants with the potential to drive private sector investment.	**SG**	**June**
	o Suggested that PWP and PCCC collaborate and shape a joint list of conditions to draw down the Levy investment.	**SG/BS**	**July**
	o SG to reply to Victoria Allen via email with a summary of the Board's requests, including that Plymouth host Fastnet for 2019, 2021 and 2023 also.	**SG**	**30.05.18**
	NOTED:		
	o Ideas about what could replace Fastnet should RORC move the event away from Plymouth were discussed – Invictus games on		

	the water was suggested. o A lot more to be done in terms of the signage and banners/ Marketing ref the event and the association with Rolex, denoting a quality event for the city. o SG had measured the request for funding against PWP's BID Area Events Strategy and proposed that the event ticked the boxes and we should invest. o BS gave details of a 'Supergatta' that he was subsidising in the hope of drawing further interest for 2020, the concept of which was supported by AB. o The request for funding from PCC was put to PWP at very short notice to the negotiation deadline with RORC.		
MB-05/18-8.	**AOB** Cllr attendance at meetings **AGREED:** o Beneficial to have continuity when Administrations change within PCC, suggestion that the shadow cabinet member should also join the Board; PWP is a-political. **ACTION:** o NB to explore shadow cabinet Board representation with Tudor Evans. CR attended a Livery event in London and gave a letter written by SG and information pack to Lord Mayor of London ref Gog and Magog figures coming to Plymouth's Lord Mayor's Day parade in 2019. PT now joint Chair of Ocean City Task Force and co-leading on the Plan for Plastics – Plymouth very close to being the first city in the UK to achieve Surfers Against Sewage accreditation as a Plastic Free Coastline (single use plastic-free). All encouraged to sign up businesses to the pledge. **ACTIONS:** o PT to resend the Plan for Plastic pledge form to Directors. o Directors to sign their businesses up to the pledge.	**NB** **PT** **Directors**	**June** **30.05.18** **30.05.18**
MB-05/18-9.	**Next Meeting Agenda** • MN Presentation on Hoe Foreshore		

Next Board Meetings:

Tuesday 26 June 2018, 10am – 12pm, Duke of Cornwall
Tuesday 31 July 2018, 10am – 12pm, Duke of Cornwall
Tuesday 25 September 2018, 10am – 12pm, Duke of Cornwall
Tuesday 27 November 2018, 10am – 12pm, Duke of Cornwall

Meeting	Action	By Whom	By When	Status
27.02.18 24.04.18 29.05.18	PK's team to complete the Hoe Foreshore report and, assuming PCC management approval, for PK to present the report at the next Board meeting. PK to add into the report the full list of leases held and those already commercially engaged. MN and AB to work with PK and his team to build upon the Hoe Foreshore report. Create a steering group to drive progress. PK to explore possibility of one of the Hoe Foreshore buildings being used by the wild swimmers for an annual fee. NB to work with PCC to move the Hoe Foreshore report work forward.	**PK/MN/AB/ PT** **PK** **MN/AB/PK** **PK** **NB**	**CFWD to June** **26.06.18**	**Ongoing**
27.02.18 24.04.18	Invite Lou Hayward, Cllr Pete Smith, Cllr Sue Dann, Antony Payne and Chris Penberthy to walk the Foreshore PT of the Hoe Neighbourhood Forum to join the Hoe Foreshore walk with Lou Hayward and others	**SG/SC**	**CFWD to June**	**Ongoing**
27.03.18 24.04.18	Look to solicitors/large businesses for sponsorship. Agree date, venue, what we're asking for from the sponsorship event – SG to shape and share with Board over next few weeks. SG to create Waterfront investment and event pack working with Victoria Allen (PCC Head of Events and Marketing).	**SG**	**CFWD to June**	**In progress**
27.03.18	BID to be a catalyst to celebrate the city – we do not have capacity to do it all – get Chairs and CEO's together to discuss.	**NB/SG**	**CFWD to June**	**In progress**
27.03.18 24.04.18	Publicise the fact that the BID is making these changes and that they are positive. SG, JMcC and SC to arrange circulation of positive changes to BID members.	**SC** **SG/JMcC**	**CFWD to June**	**In progress**
27.03.18	Following the election results – NB to send a letter to Leader to move forward with a solution to resolve trade waste issues.	**NB**	**CFWD to June**	**In progress**
27.03.18	SG to explore for 2019 the potential for the different areas to become 'rivals' for events such as Pirates Weekend – provosts, pirates, smugglers.	**SG**	**CFWD to June**	**In progress**

24.04.18	PWP and HNF to identify strategic alignment to ensure consistent and united voice regarding the Hoe – Planning Sub Committee to work with PT in the first instance, to create a Strategic Planning Statement for the Hoe Foreshore.	**Planning Sub Committee**	**CFWD to June**	
24.04.18	SG and PT to create a map of both the BID area and the HNF area. SG to propose dates for the Planning Sub Committee to meet on a regular basis.	**SG / PT** **SG**	**CFWD June to**	**In progress** **In progress**
27.03.18	SG to explore links between Plymouth and the livery companies Explore options and costs for bringing the Gog and Magog wicker Giants to Plymouth for next year Lord Mayor's day in Plymouth and temp installation for Lord Mayor's Day in May. JMcC and MO to work with SG to get the comms right for the Giants Project	**SG** **JMcC/MO/SG**	**2018**	**In progress**
29.05.18	All to feed back to BS any recommendations for a potential Finance Director	**ALL**	**June**	
29.05.18	All to help identify further awards submission opportunities and pass information to SG.	**ALL**	**June**	
29.05.18	SG to explore costs of extending (new open top bus) service to include RWY with Mark Collins at Plymouth CityBus and work with Urban Splash to explore potential assistance with funding.	**SG**	**June**	
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	window options. SC explore possibility of a 'Plymouth Card' for BID members to access offers. SC to look at private water suppliers for utilities savings (Castle for example). All to pass any further BID member benefits recommendations to SC.	 **SC** **SC** **ALL**	 **2018** **June** **June**	
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29.05.18	NB to explore shadow cabinet Board representation with Tudor Evans.	**NB**	**June**	
29.05.18	PT to resend the Plan for Plastic pledge form to Directors. Directors to sign their businesses up to the pledge.	**PT** **Directors**	**30.05.18** **30.05.18**	Complete Complete