



(Additional) Board Meeting Minutes
Tuesday 23rd June 2026 10.30am – 11.30am
Virtual Meeting

Attendees: Sarah Gibson (SG); Kim Downer (KD); Craig Moore (CM); Patrick Knight (PK); Penny Tarrant (PT); Joshua McCarty (JMcM); Mark Payne (MP);

Apologies: Amanda Lumley (AL); Andrew Bullivant (AB); Councillor Matt Smith (Cllr MS); Wiesiek Zienkiewicz (WZ); Clare Martin (CM);

Chaired by: Nick Buckland (NB);

ITEM	NOTES and ACTION POINTS	By Whom
1.	Welcome, Apologies, and Introductions. Welcome to Mark Payne GM of Crowne Plaza. NB added that this meeting wasn't quorate. SG advised that it had been agreed she will be having a separate meeting with Cllr MS to ensure he is fully briefed.	NB SG
2.	Conflicts of Interest, and matters arising. None.	SG
3.	Waterfront BID Fourth Term: SG shared the results of our recent consultation survey - Survey was circulated to every levy payer by post and sent out digitally. - Reponses were chased, via calls, emails and visits. 52 Survey responses representing 87 'hereditaments' (96% were the actual voter) - Engagement with a further 145 businesses in person/over phone 20 further businesses completed early survey - Total 252 engagements on BID's fourth term (48% of 527 business premises) - Whilst the official deadline has passed, we have kept the survey running and continue to ask for feedback. 81% support the vision and mission - Events both existing and new were ranked as key priorities 87.5% thought that the projects were the right priorities overall - Place was ranked as the most important theme followed by People - Half of the respondents said they were 'satisfied' or 'very satisfied' with the BID - Just under a half thought the BID was good Value for Money - Two thirds would vote 'yes' to the BID and 18% were not sure	SG

	JMcM asked whether we had a clear understanding of what the “not sure’s” meant? SG added it’s a mix in some cases, but we are following this up directly with those businesses. SG Shared the outcomes & priorities from the survey: 90% + • Intro new events • Place marketing • Existing events • Transport 80% + • Illuminations • Strategic planning • Business promotion • Waste • Reuse, repurpose, recycle • Celebrate local food • Signage • Public realm maintenance • Day, evening and night-time security • Heritage • Blue and Green economy • Trading 72.5% + • Rapid response • Scientific interest • Local artists • Recruitment pipeline • Digital connectivity • Events grants • Operating resilience • Restore • Bloom 72% - • Gateways • Access via water • Swim rafts • Empty units • Plymouth Sound (diver trail & Giants) KD shared our working plan title; A Place for Life Aims: Place, People, Planet, Explained how feedback gathered from the first survey Dec/Jan lead us create 30 projects. Results from our second survey has enabled us to define this to then 10, and consultation with our Advisory Panel have resulted in creating our final four projects, which are: 1. Celebrating Our Vitality – 48% Events, Illuminations, marketing, National Marine Park 2. Moving People Around - 8% Monoliths refresh, Visit Plymouth refresh, signage, multi-modal Transport Review 3. Shaping Our Place – 5% Bloom, waste & bin stores, Conservation areas, City Living Framework 4. Supporting Our Businesses – 19% SEEDL.com, VAWG Training, Safety & Security, Love Plymouth Gift Card, Improved service for all	JMcM SG SG KD
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	Boundary Considerations • Explored various boundary extensions • Recommendation to remain with current BID3 boundary Agree BID Levy rules • Same boundary • 1.9% levy on 2026 rateable value throughout five years • No inflation applied on the levy • Minimum threshold of £9,000 Waterfront BID4: SLA's • FOCUS: Enhanced monitoring and management of the SLAs c.£7.3m 5yr PCC baseline value c.£1.5m levy contribution value 3 new agreements: PSNMP CIO and Horizons Project Community Connections: Violence Against Women & Girls NB thanked SG/KD for presenting the plan and asked if there were any questions? All agreed the plan was good. PK asked that we need to have approval on the SLA's before full agreement can be given. NB: Agreed. SG/PK are working through this at pace. SG gave a reminder of the timelines: <table> <tr> <td>23rd June</td> <td>Board Approvals</td> </tr> <tr> <td>24th June</td> <td>Letter to PCC to request ballot is held</td> </tr> <tr> <td>13th July</td> <td>Cabinet Approvals</td> </tr> <tr> <td>14th July</td> <td>Design of BID4 Plan begins</td> </tr> <tr> <td>22nd July</td> <td>Allocation of Voters – 'don't knows' prioritised</td> </tr> <tr> <td>26th Aug</td> <td>Circulate BID4 Plan to Voters</td> </tr> <tr> <td>1st Sep</td> <td>Notice of Ballot dispatched</td> </tr> <tr> <td>14th Sep</td> <td>Ballot papers dispatched</td> </tr> <tr> <td>15th Sep</td> <td>Canvass for one month!</td> </tr> <tr> <td>15th Oct</td> <td>Ballot closes</td> </tr> <tr> <td>16th Oct</td> <td>Ballot declared by PCC</td> </tr> </table>	23 rd June	Board Approvals	24 th June	Letter to PCC to request ballot is held	13 th July	Cabinet Approvals	14 th July	Design of BID4 Plan begins	22 nd July	Allocation of Voters – 'don't knows' prioritised	26 th Aug	Circulate BID4 Plan to Voters	1 st Sep	Notice of Ballot dispatched	14 th Sep	Ballot papers dispatched	15 th Sep	Canvass for one month!	15 th Oct	Ballot closes	16 th Oct	Ballot declared by PCC	SG SG NB ALL PK NB SG/PK SG
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4.	AOB: NONE Meeting concluded at 11.30am Please note the next meeting will be Tuesday 28th July Future meeting dates: Tuesday 29th September, Tuesday 24th November + AGM 2027 Dates to follow.	NB SG																						