



Board Meeting Minutes
Tuesday 26th May 2026 10am – 12.30pm
Womble Bond Dickinson, Floor 6, Ballard House, Plymouth. PL1 3BJ

Attendees: Sarah Gibson (SG); Kim Downer (KD); Penny Tarrant (PT); Patick Knight (PK); Amanda Lumley (AL);
Cllr Matt Smith (Cllr MS); Joshua McCarty (JMc);

Apologies: Craig Moore (CM); Andrew Bullivant (AB); Clare Martin (CMa);

Chaired by: Nick Buckland (NB):

ITEM	NOTES and ACTION POINTS	By Whom
1.	Welcome, Apologies, and Introductions. Apologies given. JMcC advised he would need to leave at 11am.	NB KD
2.	Conflicts of Interest, and matters arising. None.	NB
3.	Review of last meeting minutes actions. Minutes were approved as an accurate record of the meeting. Outstanding actions were reviewed.	NB
4.	Budget: 2026/27 Budget forecast: SG presented the forecast shared at the last meeting. An updated Budget Forecast will be emailed to the Board after our next finance meeting, due Friday 5 th June. We are holding firm. Cash flow is sound. The Board will be kept informed of any changes. Current Reserve position discussed and we are comfortable in managing the outcomes. AL has just reviewed DP's Reserves Policy, including Liabilities and Assets. Income generation: Raising income through sponsorship continues to be a challenge. PK reminded us to ensure we are utilising the support we have with WZ. SG has a call bi-weekly with WZ. Lower-level investment packages are being considered and with the view of selling multiples to achieve income targets. We are pursuing all avenues, including regional and national organisations. Combined Plymouth Event Sponsorship Pack has been designed and sent out to prospects as an Introduction to our city's events. A micro-grant has been applied for, and we await a decision..	SG AL KD PK SG KD PT/KD

	The Board were asked to pass on any leads.	
5.	Delivery Update: Evolution Cove – The building is now safe, and residents have been told they can start to return. The road diversion is now lifted. Businesses have been kept informed throughout the disruption, with the opportunity to chat to senior members of PCC to air their frustrations and ask questions. We continue to support the businesses with marketing the destination. City Living Framework – NB and SG sit on the City Living Framework Partnership Group. The group is going live with their survey. It will be a citywide approach. Four phases: Perimeter of city centre boundary, East, West and North. SG will keep the board updated. SG raised the reports of ASB that had taken place over the Bank Holiday weekend on the waterfront, around Commercial Wharf and the Mayflower Steps area, which has extended into the week with it being half term. The teams are engaged with the police who are urging anyone who sees ASB to report it via the 101 system for tracking. Concerns raised regarding “first impressions” for cruise visitors. This will be brought up directly with Cllr Penberthy who is portfolio holder of the waterfront. UPDATE: A wider conversation with Safer Communities and Police (PCSO’s), has now taken place. There’s been a call for reinstatement of the diving board, but insurance is the issue. Some form of adrenaline activity should be considered. A slight change in messaging on the signs should be explored. Young people were approached and some didn’t know what “tombstoning” means. They refer to it as “jumping”. Suggest we heavily promote the wide range of activities at Tinside to deter youngsters from jumping. SG advised that Cllr Penberthy is replacing Cllr Raynsford on the PWP Advisory Panel. PT mentioned issues at the former Registry Office site, where it has been advised hoarding will be put in place. Debrief, Area Meetings - • Barbican and RWY meetings have seen higher attendance. • Constructive feedback coming through. • Considering bringing all the marinas together in one session. • Next sessions will be in September. • Board Directors and Advisory Panel members are invited. Debrief - Pirates Weekends Highlights: • Successful event. Footfall estimated 22K across the waterfront – 5K Royal William Yard. • SG/KD spent time on both days visiting businesses in RWY & Stonehouse Peninsula gathering feedback. RWY told us it was the best Pirates event they have held. Budget allocated from the BID to RWY is used to enhance events already planned and this works well. • Free Aargh & Ride (25P service) + the addition of the 34A shuttle was busy, plus a free ferry was provided to take people from the Barbican to RWY – full both days. • The Pirate Raft Race drew crowds later the Sunday afternoon, where it would normally be quieter. Lots of requests for it to be returned in 2027. £440 raised for RNLI. • Positive feedback received from businesses, with several getting into the pirate spirit by dressing up and posting on social media, and visitors came out in style. • Buccaneer Bingo Trail was a great success with 400 children taking part.	KD SG PT KD

	JMcC attended the event and gave positive feedback. He suggested we look to secure some free tickets for families to go on to the galleon and run a competition. PT asked if we could do the same for the Big Wheel. KD will ask PCC Events Team. Considering changing the date of the Tree Festival next year so it doesn't clash with Pirates. (Dates are 8th & 9th May – subject to renewal). These dates are to tie in with Brixham Pirates which is the weekend prior, and to drive longer stays for visitors. We are awaiting stats from the South West Data Hub to see how we compare yr on yr. Seafest Weekend & Christmas • Planning is well underway for Seafest, and we have had our first Team meeting to discuss Christmas, which will be a community focused event. • Pitch fees will increase. • We will be asking local businesses (pubs, venues, theatres, marinas) to get involved by letting us know what events they have on these dates, to promote a wider programme across the waterfront. • The Art Explora Mobile Museum will be at the Royal William Yard for Seafest. • KD will gather more recipes for the digital Waterfront Way Cookbook and seek sponsorship for it. • KD we are having more conversations with the Plymouth Fishing and Seafood Association (PFSA), and they are involved in helping us shape the chef stage. South West in Bloom • Planting up the boats is underway. Thank you to The Duke and Marine Park for volunteering to help. • We are working with Plymouth Garden Centre for a third year who sponsor our plants and this year we have teamed up with The Box and members of the Beryl Cook family to create a "Beryl Boat" which, when created - will be an interpretation of a painting which shows Beryl buying plants from their garden centre. This will bring extra publicity to the trail and be a great photo opportunity for all involved. • Sound Site Services have planted up the planters on Southside Street. • We are investigating micro grants to support this project. • Building on relationship with Covent Garden Horticulture Director to bring about ideas on design and planting for BID4. Curation of Public Realm through our planting.	JMcC PT KD
6.	BID Fourth Term : Agenda was altered to allow for Cllr MS to see the proposed plan. JMcC left the meeting at 11am Councillor Matt Smith was welcomed by the Board at 11am Introductions. CllrMS looking forward to working with PWP and is familiar with what we do. SG updated on process and progress so far. • Stage One Consultation Surveys • Feedback from surveys which has helped shape projects for BID4 Plan • Area Meetings to keep businesses informed • MR/KD working on the data set – work is ongoing to ensure contacts are correct • Stage Two Consultation Survey – Live, deadline 9th June to respond. Thanks to all who have contributed to constructing this survey. • Review survey responses • Present plan for sign off at extra meeting with the board on 23rd June (virtual). Please	SG CllrMS SG

	attend. • Present to Cabinet The plan is well designed. Businesses will be able to prioritise what projects are important to them. The dataset has been distilled to remove duplicates. We are contacting the Nationals. We will need to chase some businesses to complete the survey. Feedback will help finalise what goes in the plan along with the changes proposed for the threshold and levy. Business Plan Content – presentation enclosed with the minutes SG/KD have been working up the projects for the Draft Business Plan, with the aim to bring 30 projects down to 10. A Place for Life is the working title. 1. Assisting Our Businesses (benefits / employee benefits / group buying / training) 2. Restoring Our Heritage (Conservation Areas / CWS / public realm / SSSIs) 3. Feeling Secure (Access for All / ENTE / inclusivity / PARC / VAWG) 4. Telling Our Stories (Curation / events / Cook + Lenkiewicz + Giants / trails) 5. Spreading the Word (Cruise / Group & Travel Trade / place marketing) 6. Moving People Around (monoliths / NMP interpretation / signage / transport) 7. Championing Our Blue & Green (bloom/marine access/native species/plankton) 8. Reducing What We Use (plastic / recycling / solar / trade waste bins) 9. Getting Outdoors (foreshore: bean bags / gym / loungers) 10. Shaping Our Place (City Living Framework: regeneration / strategic planning) Project Development & Timeline • Survey is live – closes 9th June • 23rd June – Board meeting sign off • 2nd July – papers to Cabinet • 13th July - Cabinet • August – Plan circulated in hard copy • 14th Sep – Ballot opens • 15th Oct – Ballot closes SG received positive feedback from the Board members in the room. All agreed to move forward with the plan. Draft Business Plan will be presented at the next meeting for sign off by the Board on Tuesday 23rd June. CllrMS, added that it's a well thought through, ambitious and exciting plan. Stakeholder support will be crucial to the delivery. Key element to include is the benefit to the businesses this plan will deliver in terms of increasing footfall. Correlation between investing and what's the ROI for my business? PT suggested we see if there are any case studies from Copenhagen or Malmo for comparison. Messaging around the projects will be key, consider using a simplified approach. Use city's narratives. AL commented that the diagram, which is very similar to the one used by the World Tourism Organization, in support of sustainable communities and sustainable development of tourism economies, and it's called the VICE model. VICE stands for visitors, industry, community, and environment, and what it sets out is that those things all have to be in balance to create sustainable places. Visit England's have a brand-new regenerative tourism framework, which is available, offering some great guidance for places and destinations. SG asked the Board if they are comfortable for us to proceed with our approach. YES AGREED.	SG Cllr MS NB PT AL SG/All
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	SG presented the Vision – presentation enclosed. Asked all to complete the Stage Two Survey. Turnout for the ballot has dropped since Covid. 40% turn out is considered good, this is turnout not the final result. Confident we will renew. Some meetings still to be had with some BID members.	SG
7.	Engagement: Council and Partners We will reinstate a meeting with all the marina's SG has attended the DMT Forum to raise SLA's and introduced a soft deadline of 1st June for responses. Many meetings have taken place with council officers. The work around Evolution Cove has helped in bringing key officers together. There are 19 new council members. Cabinet Members, and Tudor Evans are kept informed. Partner organisations, including representatives from Destination Plymouth, City Centre Company, Plymouth Culture and other partners have been asked to assist us in adopting the important message, to vote Yes for the BID. Emphasis is on One Plan for the waterfront. Ballot starts 14th September SG asked if the board had any concerns regarding reaching out to this forum. All agreed to proceed with setting up a meeting. SG will share dates to bring the Partners together. AL suggested mid-level officers be included so they gain a better understanding of the BID and direction of travel in terms of members. Scrutiny Meeting took place on 29th March. Third Sector & Charities SG proposed using the existing forum created for City of Culture BID to engage with Third Sectors and Charities and will approach that group to see if this will be possible. Our 2nd Stage Survey has been sent to the group for feedback.	SG ALL SG AL SG
8.	Planning Application SG presented to application for Freeman's Wharf. NB asked Cllr MS if he has a conflict of interest with this? No conflict. All agreed PWP would support this application.	SG NB/CllrMS ALL
9.	Plymouth Sound National Marine Park Update: Now approximately 2.5 years into a 5-year programme. Delivery to date has been largely positive and on track, particularly in early phases. Marine Citizenship has performed extremely well. Strong feedback from rangers across the city, initially in waterfront areas and now expanding city-wide. 100 active volunteers, demonstrating high levels of resident engagement. Launch of new "Stay Salty" campaign: Designed to engage people on a sliding scale of participation – from basic responsible behaviour (e.g. litter disposal) to deeper involvement (volunteering, campaigning, arts engagement). A digital programme is in development to support this (not yet fully reported on). Tinside Lido - near completion, currently in snagging phase. Budget slightly over but broadly	PK

	within acceptable margins. Mount Batten Centre - construction progressing well and on schedule overall. Requires some design revisions, likely impacting completion timelines. Mount Edgcumbe - all works now tendered, contractor details pending. Future Sustainability (Post-Programme) - increasing focus on long-term funding and operating models. Exploring hybrid funding approaches due to decline in government grants and reduced sponsorship availability. A formal review is planned: CIO/charity board meeting scheduled. Potential to engage external consultants for detailed analysis. Continued effort in grant applications (ongoing with key team members). Overall Position Programme delivering strong community engagement and visible progress. Capital works broadly advancing, though with emerging technical challenges. Financial sustainability beyond 5 years remains a key risk and area of focus. SG commented that it's good to hear it referred to as the "park" immediately feels connected.	SG
10.	Destination Plymouth Update: AL had to leave the meeting	AL
11.	AOB: PT, Register Office site - despite the forum request for committee review it was refused under delegated powers, it is a pivotal site. There's a risk the site will remain unused, with owners incurring ongoing maintenance costs. Proposal for hoardings around the site (advised by police), with potential for: • PWP-designed artwork/branding to enhance the waterfront setting. • Ongoing concern about anti-social behaviour at the location. Belvedere ("Wedding Cake") - new petition launched to refurbish the structure. Potential to pursue joint funding bids with Historic England, using the neighbourhood forum as a partner. St Lukes Guiding Lighthouse Trail – understand there may be difficulties with planning for the lighthouses. KD/SG are not aware of any at this time but will check with St Lukes. Meeting closed at 12.25pm.	PT KD/SG
	Future Meetings: 23rd June (virtual) 28th July, 29th Sept, 24th Nov (AGM) 2027 – 26th Jan, 30th March	

Date By	ACTIONS/MATTERS ARISING	Assigned To:	Completed
ASAP	ASB Incidents in and around the waterfront: Raise with Cllr Chris Penberthy asap.	SG	
ASAP	Partners Meeting: SG to circulate dates to DP/PCCC/PC/PCC Officers & NB/CM	SG	