PLYMOUTH WATERFRONT PARTNERSHIP

Plymouth Waterfront Partnership
Board Meeting

Tuesday 26th July 2022 from 10.00am – 12.00
(Womble Bond Dickinson)

Attendees: Nick Buckland (NB) (Chair); Jon Walton (JW); Jenny Evans (JE); Chris Robinson (CR); Mervyn Orchard (MO); Craig Moore (CM); Marc Nash (MN); Penny Tarrant (PT); Patrick Knight (PK); Amanda Lumley (AL) Josh McCarty (JMcC); Andrew Bullivant (AB)

Apologies: Ben Shearn (BS); Jackie Grubb (JG); Pat Patel (PP)

ITEM	NOTES and ACTION POINTS	By Whom
MB-07/22-1.	**Apologies and Introductions** Apologies were tabled. It was noted that the meeting is quorate without a councillor in attendance after NB and CM reviewed the governance.	
MB-07/22-2.	**Conflict of Interest Policy** No conflicts of interest were raised.	
MB-07/22-3.	**Minutes to the last meeting and matters arising** The Minutes of the previous Board meeting held on 31st March 2022 were approved as a true and accurate record of the meeting. **NOTED:** • **ACTION:** JW to secure Brompton bikes for JW and JE to use. • **ACTION:** PK has set up a meeting with Amanda Ratsey and Steve Hughes to look into Street Trading income and will keep the board informed. • **ACTION:** PK explored police additional funding, there isn't any, however he has forwarded on to JW to explore further. **Taxi Marshals** • AL noted that there was additional funding secured for the police and increased park ranger coverage, as well as Covid Marshals, but that Covid funding has now ceased. Park Rangers no longer cover the Waterfront as they are paid for by City	

	Centre Company. AL noted Taxi Marshals are needed for night time support on the Barbican. JW confirmed that Taxi Marshal support will continue on Friday and Saturday night on the Barbican. JW also noted that CSAS training has now been provided to give Marshals the same powers as police. **Waterfront Lighting Project** • PK noted that there is some budget is left in the Mayflower 400 project – but not sufficient for the scale of project proposed. PK recommended to start the project from scratch and do a full review once the new budget is known. AL noted that the Waterfront Trail is currently being launched, once completed, there may be budget left over that could go towards the lighting project • **ACTION:** NB/JW to initially discuss with David Draffan and then meet with Richard Bingley to get the scale of this project approved, as well as investigate the budget further. • **ACTION:** The Board will need to decide if this is still a PWP priority – after we know how much budget is left to allocate to the project. **Seafood Festival** • PK noted the significant budget increase for this project due to inflation. • JMcC flagged that in previous years Levy payers were not informed of the opportunity soon enough to get involved with the festival, take advantage of the best pitches or were offered sponsorship opportunities first. JW confirmed that Levy payers were given much more time this year to apply for spaces and sponsorship, but currently only 4 Levy payers had taken advantage of the opportunity. JE is to try to get some more secured for this event. • It was noted there is a need to secure more sponsorship for this festival. • **ACTION:** JW and JE to do a full review of the event after this year's festival and will liaise with Levy payers to get their opinions on the event going forwards. And to investigate both local and national potential sponsors • **ACTION:** JE to follow up with Sky Cole to find out what progress she made with the Lenkiewicz mural before leaving her PWP role. • CR gave an update on Giants project and informed the board that the artist was too ill to work on the project this year, but hoped to bring it back next year. CR also noted he had found branded polo shirts for the volunteers to wear next year for the project. • CR also noted that the Welcome to Plymouth sign is beginning to show signs of wear and enquired on the cost of the sign. **ACTION:** JW to investigate the Welcome to Plymouth sign's cost.	
MB-07/22-4.	**JW & JE Introductions** **NOTED:**	

	• NB thanked PK for standing in for PWP before JW and JE were in post.	
MB-07/22-5.	**CEO Update – JW & PK** **Overview** • JW has spent his first month in post trying to be as visible as possible to Levy payers – he has seen nearly 70 businesses so far, which includes the full area of the Waterfront, from some of the largest Levy payers, right the way through to tiny independents. From Sutton Harbour to Royal William Yard • JW commented that PWP wouldn't be entering Britain in Bloom this year, but would need the funds to continue to maintain the planters on the Barbican. • JW noted that as part of his business visits, he met with Cap'n Jaspers, who were not happy with the BID. While there JW experienced abusive behaviour. • JW received reports of antisocial behaviour at the Wet Wok – young people had been jumping off the roof of the building into the sea at low tide. JW flagged the behaviour to the police and it is now being dealt with. • JW noted the general consensus from his visits to Levy payers, is that businesses want more regular events all year round as well as spreading the events across the Waterfront and not just the Barbican. • It was noted that while in post, Diane Mansell and Sky Cole were very visible tp the businesses in the Waterfront. JW and JE want to continue that legacy but to use their time more effectively. • Transparency is really important to JW – he wants Levy payers to understand the challenges the BID has, as well as the tight budget PWP works to, to help build trust and understanding amongst the businesses. • JW noted to the board that the value that Scott Grenney and his business, Eddystone Media, provides to PWP is invaluable. • JW also noted that more businesses signed up to the SailGP window dressing competition after JE went to chat to businesses, after his initial discussions but JE was very effective in getting them to commit! • JW emphasized that administration had been a challenge, but slowly is being resolved. • AL suggested JW &JE meet with her colleague Jessica Emm about Solomon training. • JW and JE to organise a Levy payer meeting – JW invited the board to the event so they can interact with the Levy payers too. This will take the form of a morning and evening meeting over one day in the Crowne Plaza and then spread throughout the waterfront area. • Drop in sessions will be reviewed after the Levy payer meeting, to see if that is the optimal use of time.	

	Barbican Bins Project • JW that the approach to the issues with the bins is twofold, the first being a tactical approach to the day to day misuse issues, which needs to be a daily monitoring exercise. Then the other side is more strategic, with a focus on sorting out bin stores – JW made particular note of how brilliant Sarah Easton is on this matter. • JW also met with Sutton Harbour, who want to move the toilets on the Barbican to create a bin store for their own traders only. JW suggested sharing and more bin stores being created. • AB didn’t understand why PWP is involved with bins. The hope is the BID will be able to sort the bin store and therefore not have to focus on this issue at every board meeting in the future. • MN suggested an approach he has witnessed in other cities, where a rubbish collector comes by every 30 minutes on a bike, alternating between general waste and recyclables every 30 minutes. • PT asked that the peddle bins concept be kept in mind as a longer term solution to the Bins Project, as it is quick cheap and efficient. She noted that we already own the cargo bikes to deliver the service. • AB suggested that PWP should work with Sarah Easton to unify all bin payments so that a daily service could be organised for the Barbican businesses, as currently they all pay different providers. • PK noted that Sarah Easton has already spoken to all of the Barbican businesses and is almost at the stage of implementing the bin stores. PK confirmed that Sarah Easton is open to looking at cycling collections in the future, but simplifying and unifying the bins needs to be the priority for now. The cooperation of Sutton Harbour in this is essential. • AB noted that Sutton Harbour may be uncooperative on the bins issue and sharing their land with other businesses for now. Sutton Harbour are in negotiations with PCC and until outside issues are resolved, the Bins Project may not be fully resolved. • PT also noted that legislation is to be changed in 2025 around food waste collection, it will then need to be collected separately from other waste, which will be a good opportunity to review the success of the Barbican Bins Project. • AL noted that alongside the bin stores being created, it would be worth looking at reducing antisocial behaviour by installing barriers or posts on some of the side streets after dark to limit the disruption for residents and businesses alike. • **ACTION**: MN and PT to follow up with JW on the Barbican Bins Project. • **ACTION**: JW to lead the board on future strategy for the bins with Sarah Easton and JE with monitoring the situation	

Upcoming Event Updates

- JW noted the importance of speaking to the Levy payers after all of the events coming up. JW will be walking around businesses on Sunday 31st July and JE on Monday 1st August to reflect on Sail GP success. JW & JE to take this strategy forward for the upcoming Seafood festival.
- **ACTION:** MN to send through potential sponsors for the Seafood festival from Advisory board meeting to JW and JE
- JW noted that PWP owns the festoon lighting on the barbican, but was advised in 2021 not to purchase any other lighting in the future, as they are expensive to recondition. JW recommended a full review of lighting to enable a 4-year tender in 2023
- JW noted that due to the late notice this year, Christmas lighting will be arranged as a 1 year tender, but next year, for the remaining 4 years of BID3, lighting will be organised on a longer term tender.
- JW noted the intention to use Parade Street for entertainment at Christmas as well as the plan to add trees and lighting to the area.
- CR noted that the Barbican Trust organise a lot of lights and trees to be displayed on New Street each Christmas.
- JW noted that a key priority is generating additional income – for both events as well as the wider BID. JW emphasized the need to get more sponsors, but also commented on what great statistics the BID can access to use to sell to potential sponsors around footfall and qualitative impact sponsoring events has.
- JW met with Laura Kriefman (Barbican theatre) about busking spaces across the Waterfront. It was agreed that most buskers won't need power, which has freed up budget to be used elsewhere. This was supported by Hannah Harris of Plymouth Culture

Governance

- JW asked the board how they would like to receive reports in the future. NB asked that future reporting be formatted against the BID's business plan, so it is clear to see what has been achieved.
- PT noted that there is a PWP planning subcommittee that can meet and discuss any Waterfront planning applications further.

Beryl Bikes

- PK confirmed next year that 30-50 Mobility Hubs are due to be installed across Plymouth, including electric cars and Beryl Bikes, after PCC secured millions in HMG investment.
- AL noted that some Beryl Bikes were available at the Big Blue Splash event to

test.

- AL requested that Mark Summers attends the next board meeting to report on the Mobility Hubs project and progress.
- AB enquired if sponsorship could be added to the bikes to raise additional income for PWP and the Waterfront as a whole.
- AL noted that businesses formally complained about footfall at the Big Blue Splash event this year. It was noted this may be due to the combination of road closures, weather and the timing of the event falling within the first week of the school summer holidays.
- AB and MO both noted they would like to see scooters, as well as bikes available.
- CM noted that he would personally love to see Southside Street completely pedestrianised. PK suggested the potential for a trial could be tested with PP.
- CR noted that businesses in Southside Street need deliveries and likely won't have the spending power or sway to demand a delivery slot early in the morning or later in the evening.
- AL suggested from 10am-4pm Southside Street could be pedestrianised successfully.
- **ACTION:** Beryl Bikes & Pedestrianisation of Southside Street to be discussed at the next meeting and added as an agenda item.
- **ACTION:** Mark Summers to be invited to the next board meeting to discuss the Mobility Hubs project.

Budget

- JW noted that the Commercial Wharf Signage needs to be tweaked design wise before this is approved, as currently it doesn't create the impact desired.
- It was noted that the Commercial Wharf signage will cost £7k – originally, JW planned to use the Britain in Bloom budget allocation to pay for this, but it was discovered that this budget line actually covers the planter maintenance throughout the year.
- PK commented that he may be able to find grant funding for the signage from another grant, but he needed to explore this further.
- **ACTION:** JW and PK to look at the budget to find money for the Commercial Wharf signage.
- JW also noted that he could not find any budget allocation for the Street Ambassador role. He raised his concerns about this, as it is a PWP business plan commitment.
- PK also noted concerns about how tight the 5-year budget is, especially in light of inflation.
- NB emphasised the need for sponsorship to be a focus for PWP. He also agreed

	that the Ambassador role to should be a priority if possible. • JW suggested a Kickstarter approach for the Ambassador role to save funds. • PT noted that the organisation Plymouth Artists Together could be utilised to help reduce some of the Waterfront graffiti issues – something that the Ambassador role used to help with. • **ACTION:** Conversation to be had with Cllr Chris Penberthy about Waterfront graffiti issues. • Is there any way to tap into S106 funding? PK suggested exploring with PP whether the NMP could be one of the 5 priorities for CIL (Community Infrastructure Levy) funding, as this could benefit the Waterfront as a whole. • AL suggested using funding for the capital budget from Mayflower 400 instead of the Waterfront Lighting Project. • NB recommended a meeting with PP expediently. • JW noted that auditors still haven't signed off the BID's end of year accounts, so it is unclear what the BID's financial reserves are. • **ACTION:** JW and PK to meet with PP and Chris Penberthy. The ambassador project was funded by ERDF monies but is a business plan commitment without any budget currently – this is a key priority for PWP. • NB noted that JW has performed very well in his first month and thanked JW for his work so far. • JW thanked PK for all the work and support he has given JW and PWP to date.	
MB-07/22-6.	**NMP Update – PK** PK updated the Board on the NMP. • PK feels that good progress is finally being made and noted the Big Blue Splash and SailGP events. The NMP team is now in place to engage and experiment with activities and events during the Horizons Award 'development phase'. PK noted that £1m of funding had been granted purely to experiment with new ideas. • Capital improvements at all of the gateways and community access points are planned across the Waterfront, the grant application will be submitted in June 2023 for this. PK noted the detailed and tight plan being written to achieve this. • PK noted that there will be a public consultation between the 23rd Sept – 3rd Nov this year for the project. The consultation will be targeting a mixture of venues and deprived communities to present plans and secure feedback. Other stakeholders will be engaged including PWP as part of this. PK noted that the lottery funding supporting this has emphasised the importance of the public having a voice in the project. • PK noted that if successful, a further £9m will then be unlocked. He also noted that £20m of levelling up fund will shortly be applied for too. • If these funds come through, PK noted that the NMP will be in a stronger position to deliver on the scale of its/PWP's ambitions. • AB noted that petrol chemicals leaking into the water by parked cars will be an	

	issue that arises from the NMP. He raised the need for shorter term solutions for parking for businesses by the water. • Both AB and PK emphasised the importance of appointing a business planning representative that has a good focus on making the plans commercially viable. • CR asked if marine organisations are engaging with the NMP. PK noted that now the new CEO is appointed, this should happen, but it may take time as she is still embedding in her new role. • PK suggested at some point the NMP team could come and present to a future board meeting, it was suggested this be in 2 board meetings from now. • MN requested that a NMP board meeting could be a special meeting so it doesn't take over a whole board meeting. • PT flagged concerns about community access to the Waterfront going forwards – PK noted there will be a community briefing on the NMP soon. • **ACTION:** PK requested PT email to remind him about the Waterfront community concerns.	
MB-07/22-7.	**BID3 Board Governance - NB** It was noted that Board Governance had been covered earlier in the meeting.	
MB-07/22-8.	**PWP BID Ambassador Recruitment** It was noted that securing additional funding is key to this being achieved.	
MB-07/22-9.	**AOB** **24 New Street** • PK was approached by a BID property owner three months ago requesting assistance for help in making repairs to her listed building – 24 New Street. The business now has building and planning consent. The owner has asked for a £5k grant from PWP. • PK believes it will be a good thing to upgrade the shopfront/building and would continue to improve the Barbican area. • CR agreed the plans are fantastic but didn't think the BID could support the proposal, as PWP couldn't afford to do it for other businesses. CR suggested that the owner speak to the Barbican Trust instead. • CM and MN agreed with CR. • AL suggested that if Heritage Action Zone funding comes up again, then PWP could apply for a fund to help improve a whole area, rather than focusing on individuals. It was agreed that as a solo case it would open up others to suggest favouritism for one business and an avalanche of other applications. • JMcC noted that for PWP the risk exposure is too much for a £5k grant. • **ACTION**: PK to revert to the owner of 24 New Street and say we cannot support their refurbishment with a grant on this occasion. . • MN noted that the landscaped area at the front of 24 New Street needs to be completely redone. PCC owns the land. • AL noted that due to the different levels in that area, it would be quite costly to landscape the area.	

- **ACTION:** AL to discuss with PK the landscaping in front of 24 New Street.

Britain's Ocean City

- AL updated the board on the review underway of the Britain's Ocean City branding. 30 calls have been made to key organisations as part of this process. The aim is to benchmark ten years on from when it was conceived. Several board members have fed into this consultation process. It was noted that there have been no suggestions to change the strap line as part of the consultation.

Business Improvement

- MN wanted to explore how PWP can encourage certain businesses to improve their products on the waterfront. Waterfront is being marketed as a destination. But he felt a significant number of existing businesses don't invest in their infrastructure. Duttons, The Corinthian and The Terrace were noted in particular.
- AB noted the improvements being made currently to Clyde Quay, with 10 incubator units for restaurateurs being installed, with the likes of Rick Stein as a potential new tenant too.
- AL suggested mystery shopping at businesses and using a scoring system to mark businesses against. The best will then win awards and be invited to an awards evening, this will be a way to build pride and get businesses to invest back into their infrastructure.
- CR noted that PCC need to take ownership of the buildings and areas they are responsible for on the Waterfront too.
- City Waterfront Awards ended at the start of Bid 2. JW noted that this was a good way to engage with the community and businesses in the area.
- **ACTION** - JW to investigate the viability of bringing the City Waterfront Awards back.
- PT also raised previous awards like Fish to Fork.

Brexit

- CR raised the issue of Brexit and how much it has impacted shipping to the EU for his own business and has decided against shipping to the EU

Neighbourhood Improvement

- PT gave an update on the Neighbourhood Improvement scheme and confirmed the scheme had been renewed for another 5 years.
- PT thanked AL for her support with the international Town Crier event and noted that she will be looking for support in the future to make the Town Crier official.
- CR noted the importance of having a Town Crier.
- **ACTION**: PT to revert back with a report on funding needed for the Town Crier**.**
- **ACTION**: JW to liaise with the Hoe Neighbourhood Forum.

DATE	ACTIONS ARISING	DONE
31/3	• **ACTION:** JW to secure Brompton bikes for JW and JE to use.	
31/3	• **ACTION:** PK has set up a meeting with Amanda Ratsey and Steve Hughes to look into Street Trading income and will keep the board informed.	
26/7	• **ACTION:** PK explored police additional funding, there isn't any, however he has forwarded on to JW to explore further.	
31/3	• **ACTION:** NB/JW to initially discuss the Waterfront Lighting Project with David Draffan and then meet with Richard Bingley to get the scale of this project approved, as well as investigate the budget further.	
26/7	• **ACTION:** The Board will need to decide if the Waterfront Lighting Project is still a PWP priority – after we know how much budget is left to allocate to the project.	
26/7	• **ACTION:** JW and JE to do a full review of the event after this year's Seafood festival and will liaise with Levy payers to get their opinions on the event going forwards. And to investigate both local and national potential sponsors	
26/7	• **ACTION:** JE to follow up with Sky Cole to find out what progress she made with the Lenkiewicz mural before leaving her PWP role.	
31/3	• **ACTION:** JW to investigate the Welcome to Plymouth sign's cost.	
26/7	• **ACTION**: MN and PT to follow up with JW on the Barbican Bins Project.	
26/7	• **ACTION**: JW to lead the board on future strategy for the bins with Sarah Easton and JE with monitoring the situation.	
26/7	• **ACTION:** MN to send through potential sponsors for the Seafood festival from Advisory board meeting to JW and JE	
26/7	• **ACTION:** Beryl Bikes & Pedestrianisation of Southside Street to be discussed at the next meeting and added as an agenda item.	
26/7	• **ACTION:** Mark Summers to be invited to the next board meeting to discuss the Mobility Hubs project.	
26/7	• **ACTION:** JW and PK to look at the budget to find money for the Commercial Wharf signage.	
26/7	• **ACTION:** Conversation to be had with Cllr Chris Penberthy about Waterfront	

	graffiti issues.	
26/7	• **ACTION:** JW and PK to meet with PP and Chris Penberthy. The ambassador project was funded by ERDF monies but is a business plan commitment without any budget currently – this is a key priority for PWP.	
26/7	• **ACTION:** PK requested PT email to remind him about the Waterfront community concerns.	
26/7	• **ACTION**: PK to revert to the owner of 24 New Street and say we cannot support their refurbishment with a grant on this occasion.	
26/7	• **ACTION:** AL to discuss with PK the landscaping in front of 24 New Street.	
26/7	• **ACTION** - JW to investigate the viability of bringing the City Waterfront Awards back.	
26/7	• **ACTION**: PT to revert back with a report on funding needed for the Town Crier**.**	