



Plymouth Waterfront Partnership Board Meeting

Tuesday 26th March 2024 from 10.00am – 12.00pm
(Womble Bond Dickinson)

Attendees: Nick Buckland (NB Chair); Jon Walton (JW); Kim Downer (KD); Craig Moore (CM); Patrick Knight (PK); Marc Nash (MN); Josh McCarty (JMcC); Kezia Lock (KL); Chris Robinson (CR); Andrew Bullivant (AB); Penny Tarrant (PT);

Apologies: Mervyn Orchard (MO); Ben Shearn (BS); Cllr Jemima Laing (Cllr JL); Amanda Lumley (AL);

ITEM	NOTES and ACTION POINTS	By Whom
1.	Welcome, Apologies and Introductions Apologies were given.	NB KD
2.	Conflict of Interest Policy NONE.	NB
3.	Minutes and Actions from previous meeting The Minutes of the previous Board meeting held on Tuesday 23 rd January were approved as a true and accurate record of the meeting. Actions completed: <u>Bins/Environmental Impact:</u> Both Jon and Kim are in communications with the Street Services Team. Patrick offered to assist if needed. <u>Invite ABB Chair Chris Warne as a guest to a meeting:</u> Agreed that Andrew Bullivant will be able to represent the ABB in his position of newly appointed Treasurer. <u>Audit-recommendation as to the way forward with DP and PCCC:</u> Awaiting costs. Some Actions are outstanding, please note matrix on the last page	NB JW ALL KD
4.	Update from Jon Walton CEO PWP: <u>Brainiac Astronaut Academy Event – Friday 29th March – Monday 1st April</u> New 4 x day event taking place over the Easter weekend, in the Brewhouse, Royal William Yard. Funded by Shared Prosperity Fund UK, this is a fun “edutainment” event for families. Tickets are Sold Out. Tickets are sold based on 1 x per family of up to 6 people. The sessions are based on 16 groups, building, and then firing their rockets at an inflatable Mars! CityBus have agreed to offer 50% off Family Tickets on all services for the Easter	JW

	Weekend. 50% of the income generated will be donated to Jeremiah's Journey. Saltash Town Council are running a trial boat ferry service on the 30th. Both Jon & Kim will be working the entire weekend to ensure the event goes smoothly and to garner feedback. <u>Pirates Weekend – Saturday 18th & Sunday 19th May</u> New Entertainment booked. We have an expanded programme for commercial wharf, West Hoe Park and Royal William Yard NEW Pirate Fun Run – we believe is a “First Ever” and we are expected to get around 800 runners on a 3K route across the Barbican and Hoe. Suzi Cumberland from Taurus Events will manage this activity. Working with our chosen charity – Jeremiah's Journey Shuttle bus – working with RWY and will approach CityBus again and Tamar Coaches. The BBC has approached us to do a feature on the history of the Pirates weekend. <u>Seafest – Saturday 14th and Sunday 15th September</u> Budgets shared with Nick, and we have consulted in more detail with the Advisory Panel for their views on the possibility of removing the chef stage, as we've had to review our budgets. We want to encourage restaurants and cafes across the waterfront to host mini-pop-up activities. We may have a smaller stage instead for live music which will draw the crowd. Quotes are being gathered for this by the Events Officer. Southside Street will be closed to traffic to allow for businesses to extend out with tables and chairs to entice customers into their businesses. They must advise us of these intentions before the event. PSNMP will have a weeklong festival planned running 16th -22nd September which will integrate with the Seafest programme. We will share PSNMP content once signed off. UPDATE further meeting planned between PSNMP and PWP mid-April Kim has secured a headline sponsor which will be announced soon. Nick asked if this was the same time as the University Graduations on the Hoe? No, it appears to be taking place in July this year. Your graduation ceremony - University of Plymouth Josh mentioned it will be the last one on the hoe this year. • 15 – 17 July 2024 – The Hoe • 19 – 21 November 2024 – Theatre Royal Plymouth • February 2025 – St Andrew's Minster Church • July 2025 and onwards – Guildhall • December 2025 and onwards – Guildhall Craig, as the Hoe isn't being used in September, this may be an opportunity for other graduation ceremonies. <u>Santa Fun Run</u> £5k monies were raised and split equally between Jeremiah's Journey and Shekinah Mission Charities, the cheque handover was held at Staddon Heights Golf club, attended by Kim and Jon.	NB JMcC CM JW
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Date confirmed for this year, Sunday 8th December, using the same route. The EMP and RA are all in place now so will be a lot easier to organise this year. <u>ENTE/ASB</u> Meetings have been repurposed and Jon also meets with Chief Inspector James Drake on a regular basis Plymouth is recognised as a “Purple Flag safe City” and we’ll continue to work with key stakeholders to maintain this accredited status. Jon and Kim will continue to forward on any cases of ASB that come from our businesses, but businesses are advised to report any incidents directly to the police via 101/on-line or of course if 999 if needed.	JW
Andrew mentioned matters concerning ASB are raised by the traders at their ABB meetings. Currently, cases are low because of the cold and wet weather, but incidents do increase once it starts to get warmer. There are two groups, genuine homeless, and individuals using drugs that can be aggressive and cause further issues.	AB
Marc agreed given his experience taking part in the soup runs. Craig mentioned there was/is some form of Protection Order issued in the early 70’s. He believed there is now a Dispersal Order in place, but businesses need clarity on how to deal or report the issues effectively. It would help if communications from enforcement/PCC were more open about these issues to gain a better understanding.	MN/C M
Penny commented that there were conversations in a previous meeting to introduce some form of reporting incidents.	PT
We already pay around £12K to provide taxi marshals on the Barbican. If we were to change this, other budgets would need to be adjusted. The PWP business plan would need to be reprioritised to reflect any commitment to resource to reduce ASB.	JW
Andrew, the Plymouth Community Homes Wardens were doing some work in this area, but the issue is that potential offenders are just moving around and going from Hoegate Street to the RBS building at St Andrews Cross.	AB
Nick, there’s to be a spectrum of need. The council need to consider the impact on tourism. Would be useful to understand how successful the Mobile Police Unit has been in the city centre.	NB
Discuss at next Destination Operations Group Meeting. Josh commented that there could be potential challenges at Seafest weekend “watching brief”, so good to record any incidents. Penny suggested we try to obtain any documentation (Safer Communities will have this) to create a framework.	PK JMcC
<u>NTIA - (Nighttime Industry Association)</u> Campaigning for the reduction of vat to 12.5% for hospitality businesses Jon attended the NTIA conference and Plymouth was cited as an example of Best Practice <u>Budget Update Year End March 2024</u> Forecast income £410,000 Expected income £390,000 (including SPFUK grant of £20,000) Forecast expenditure £390,000 expected expenditure £395,000 Britain in Bloom and planter maintenance costs rose significantly. Event costs (the	PT
	JW

	same content as before but spread further), have risen by around 20% and is the reason we need to reduce costs for this year, for both Seafest and Christmas. Nick, good result. Jon to circulate updated accounts to the Board. <u>Budget Update Year End 2025</u> Projected income £388,000 Projected expenditure £392,500 No street trading income of £20,000 for this year Marketing and events £183,000 (includes event team costs and Christmas lighting contract as well as £10,000 contingency for event contributions) Operational £32,000 (planting, taxi marshals, commercial wharf signage etc) Business support £40,000 (includes social media and PR contract and contribution to PCC ED) Operating costs £ 135,000 (staff, H and S/HR, storage unit, training) Contingency £ 2,500 Forms for levy payers now in place for them to apply for support funding for events/activations. Craig, agreed with Patrick it would be good to understand the 5-year outlook once confirmed. Josh added we could consider a specific project to invest in. Penny suggested reintroducing the Ambassador Role.	NB JW CM JMcC PT
5.	BLM – Kim Downer Update: <u>Feedback from Meet, Eat & Learn workshops.</u> We hosted two sessions in February, one on the Barbican, one in RWY, to make it as easy as possible for levy payers to attend. Attendance was good and we had several businesses attend that hadn't engaged with the BID for a long time. More importantly the overall feedback from those that did attend was very positive, and productive follow-up meetings have been facilitated. We will host our next workshop in May, post Pirate Weekend, with new content. <u>Britain in Bloom 2024</u> – We will not be entering the BID category, as the RHS don't fully understand how BIDs operate and the work involved. Instead, we will offer the opportunity out to our businesses to enter and provide them with appropriate support. <u>Waterfront Awards 2024</u> – PWP would like to re-instate this event but will need to ensure the event is cost neutral. Originally planned for October 24, the decision by the Advisory Panel to consider Feb 2025 seems a more sensible option. It is hoped that if we run this event, that PCCC may get involved in future years. Josh asked if we would outsource event management, to consider Taurus Events. Craig highlighted that there are a lot of award ceremonies running, so businesses are tight on funds. May be worth partnering with another awards event. We will consult with One Plymouth about a partnership.	KD JMcC CM JW

Date By:	ACTIONS/MATTERS ARISING	Assigned To:	Completed
28 th May	Workshop Sessions: JW to connect with JMcC to get this moving. Update next meeting	JW/JMcC	
	Plymouth's cultural programme: JL will bring information to present at the next meeting if available	Cllr JL	
	Heritage Pub Trail APP: AL to follow up with JW. Jon to pick up with Hannah Pooley on what has already been created. UPDATE: Needs some work, but not far away	AL/JW	
	Risk Register: Jon to share at the next Board Meeting.	JW	
	PWP Representation on the Destination Plymouth Board. UPDATE: This has been refused by the chairman of DP. Nick and Craig to pick this up and report back at next meeting.	NB/CM/AL	
	PSNMP Subgroup Meeting: Kim to put out Doodle Poll request for availability	KD	DONE