PLYMOUTH
WATERFRONT
PARTNERSHIP

Board Meeting Minutes
Wednesday 1st October 10.00am – 12.00pm
Womble Bond Dickinson

Attendees: Sarah Gibson (SG); Kim Downer (KD); Abbie Jolly (AJ); Patrick Knight (PK); Craig Moore (VC CM); Joshua McCarty (JMcC); Andrew Bullivant (AB); Clare Martin (CM);

Guests: Mel Richardson, Mel Richardson Consultancy (MR); Elaine Hayes CEO Plymouth Sound National Marine Park (EH);

Apologies: Penny Tarrant (PT); Ben Shearn (BS); Mervyn Orchard (MO); Amanda Lumley (AL); Chris Robinson (CR); Cllr Sally Hayden (CllrSH)

Chaired by: Nick Buckland (NB);

ITEM	NOTES and ACTION POINTS	By Whom
1.	**Welcome, Apologies, and Introductions** Apologies given	NB KD
2.	**Conflicts of Interest, and matters arising.** No matters arising	NB
3.	**Review of last meeting minutes actions.** See matrix	KD

4.	**BID Renewal/Introduction –** Copy of Mel's presentation was circulated with the minutes. Mel introduced herself and highlighted her previous experience within BID renewal. She gave a review of current business plan, and outlined key points which were discussed and emphasised the positive result from last ballot. Mel shared the proposed timelines and invited questions from the Board.	**MR**
	Craig agrees that the proposed ballot date is appropriate but raises the question of where the communications go when sending ballot information and how to check this.	**CM**
	Mel reassures the Board that the right person to send the ballot paper will be identified before ballot, drawing from Kim and Sarah's knowledge of the businesses as a starting point.	**MR**
	Josh raised questions about proposed dates for Ballot. He highlighted the recent news regarding the impact of investment in Plymouth's defense sector, and that we consider a review of our current boundary.	**JMcC**
	Claire suggested we review the date for Ballot to link with the new Britain's Ocean City Make Life an Adventure narrative.	**CM**
	Andrew mentions that because of the recent improvement in communications and marketing around Plymouth as a destination that BID needs to be more ambitious.	**AB**
	All agreed further consultation and collaboration with the Board required.	**ALL**
	Nick asked for ratification on the above from Cllr Sally Hayden (not present).	**NB**

5.	**Governance**	**SG**
	Sarah introduced this agenda item by explaining her two main reasons for wanting to return to the BID; the opportunities arising from the Plymouth Sound National Marine Park and possible integration of activities with the Plymouth Waterfront Partnership BID and wanting to see the BID renewed for a fourth term to operate from April 2027 – March 2032. Sarah spoke of three priorities: refresh, reconnect and reposition, and discussed what that would involve and outlined her vision for the next business plan. She acknowledged the work ahead and the long-standing commitment of the Advisory Panel and Board members and welcomed new faces, emphasising the importance of continuity and fresh perspective and consideration given to attracting key individuals from wider sectors, e.g. NHS. Finally, Sarah highlighted the need to expand activity around income generation, with priority to focus within the current financial year. After discussion within the Board, all of the proposals were supported.	
	Nick would review and pursue the actions required for the Board.	**NB**
6.	**Budget** A draft budget was shared. Final version to be circulated once confirmed.	

7.	**Priorities and Forward Plan** Sarah emphasised members' active involvement in the upcoming ballot process, including designing the consultation survey and championing the BID at workshops. Sarah highlighted the importance of integrating BID activities with Plymouth Sound National Marine Park, stressing the need for clarity on brand identity and boundary considerations. Nick agrees on complying to the current constitution, with the opportunity to re-elect. Craig suggests the attendance of a next generation member to further diversify the Board. Nick agreed but added their availability may be an issue.. Josh expresses concern about whether representatives outside of the city will have enough knowledge of Plymouth to adequately contribute to the Board. Sarah suggested that the expertise required to innovate the BID plan would not be found currently within the city. This was acknowledged. Sarah's closing note for Priorities and Forward plan is to request that the Board focuses on strategy going forward. Sarah clarifies this point by highlighting that the Board is to approve the budget where we set the course of delivery for the BID renewal plan, and the Advisory Panel executes it. Nick confirms and describes the Board as being 'eyes on, hands off'.	 **NB** **CM** **NB** **JMc** **C/SG** **SG** **NB**
8.	**Plymouth Sound National Marine Park** Elaine gave her presentation and welcomed suggestions of how Plymouth Sound National Marine Park could better engage and integrate with Plymouth Waterfront Partnership. Elaine acknowledges the upcoming BID renewal and highlights the importance of making sure were all aligned. Issues getting people from the north, especially Derriford, Roborough community of the city to the waterfront. Could a conversation with Plymouth CityBus, and Enhanced Bus Partnership help with this? A copy of Elaine's presentation was circulated with the minutes.	 **EH**
9.	**AOB** Sarah advises the Board that herself, Kim, and Abbie will soon start working on producing a summary overview document for BID 3 which will include our plan up to 2032 and presents an infographic and project spreadsheet summary from BID 2 as an example. Nick mentions the importance of demonstrating the benefit we bring to our levy payers. Sarah finishes by guiding the Board to focus on value, and what value we bring to our levy payers. Clare suggested the University may be able to support with print. Meeting concluded at 12.20pm	 **SG** **NB** **SG** **CM** **NB**

Date By	ACTIONS CARRIED FORWARD FROM LAST MEETING	Assigned to:	Completed
Nov meeting	**Joint F2F Meeting PWP/PSNMP Boards**: Agreed Nick and Craig will represent PWP. Update: Nick and Craig to circulate dates with PSNMP.	**NB/CM**	
Nov meeting	**Plymouth Giants:** Scope out a plan for a permanent installation	**KD/SG/CR**	
Date By	**ACTIONS/MATTERS ARISING**	**Assigned To:**	**Completed**
Fri 31st Oct	**Christmas Get Together for the Board, Advisory Panel and Partners. Proposed date Wed 3rd December 4pm drinks & nibbles:** Please email your availability to Abbie by Friday 31st October.	**ALL**	
ASAP	**Sea for Yourself campaign:** Invite Hannah Harris CEO of Plymouth Culture to present at a future meeting.	**SG**	
Nov meeting	**Constitution - Refresh of Board Directors:** Nick to speak with and send a letter/email to long-standing directors inviting them to step down.	**NB**	