



**Plymouth Waterfront Partnership
Board Meeting
31 July 2018, 10am-12pm
Duke of Cornwall Hotel**

Attendees: Nick Buckland (NB)(Chair); Chris Robinson (ChR); Jon Morcom (JM); Mervyn Orchard (MO); Penny Tarrant (PT); Josh McCarty (JMCC); Marc Nash (MN); Sarah Gibson (SG); Sky Cole (SC); Patrick Knight (PK); Cllr Pete Smith (PS)

Apologies: Ben Shearn (BS); Andrew Bullivant (AB); Craig Moore (CM);

ITEM	NOTES and ACTION POINTS	By Whom	By When
MB-07/18 -1.	Apologies Apologies were tabled.		
MB-07/18 -2.	Conflict of Interest Policy No conflicts of interest were raised.		
MB-07/18 -3.	Minutes to the last meeting The Minutes of the previous Board meeting held 26 June 2018 were approved as a true record of the meeting. The actions log was updated accordingly NOTED: <ul style="list-style-type: none"> o Conversations regarding the buildings at Tinside Cove progressing. o SC requested Board approval for the BID Member Benefits Pack, which had been agreed by the Advisory Panel – the Board gave their unanimous approval and commendations on work done. It was agreed to move the pack into production and circulation to members. o Potential opportunity for art and projections regarding the Giants on the Citadel wall. o CR read a portion of the letter of support received from the Lord Mayor of London's office. o Plessey may be interested in AR and VR for the Plymouth Giants o PS confirmed that he had just signed-off proposal to light the War Memorial and improve Mount Batten Tower lighting. o In order to move forward with investment conversations, SG to let the Directors know ref what contacts needed. 		

	<p>ACTIONS:</p> <ul style="list-style-type: none"> ○ Access to the water and cost fundamental to make the Waterfront more experiential. SG to speak with CityBus to discuss connectivity and invite Richard Stevens to a future Board meeting. ○ SG to explore if we could improve access between Saltram and the city via the water. ○ PS suggested that PWP needed to link with Plymouth Culture as they were considering a potential Mayflower 400 monument on Dutton's corner. SG to look into this as PWP had not yet been made aware of any proposals. ○ SC to progress with the production and circulation of the new Member Benefits packs to BID members. 	<p>SG</p> <p>SG</p> <p>SG</p> <p>SC</p>	<p>25.09.18</p> <p>25.09.18</p> <p>August</p> <p>25.09.18</p>
<p>MB-07/18-4.</p>	<p>Nominations Committee (NC)</p> <p>NOTED:</p> <ul style="list-style-type: none"> ○ Andrew Brewerton interested in joining the Board – MO noted that Andrew Brewerton's PCA connection and other relationships would be beneficial to the BID. <p>ACTION:</p> <ul style="list-style-type: none"> ○ NB and BS to pursue the possibility of Andrew Brewerton joining the Board. 	<p>NB/BS</p>	<p>August</p>
<p>MB-07/18-5.</p>	<p>Planning Sub Committee (PSC)</p> <p>NOTED:</p> <ul style="list-style-type: none"> ○ Committee met – SG shared the Hoe and Foreshore paper that was looked at during the meeting and drew attention to the second page timeline and budget. If the Board gave approval, the sum of £30k could be provided from company reserves to progress work. This would be utilised to achieve: <ul style="list-style-type: none"> - A vision document of what we would like to achieve will create a focused blueprint for delivery. Current Waterfront Masterplan doesn't go into detail on the Foreshore – this work will drill down to the specific detail and works required. - A topography survey of the Hoe Foreshore conducted by aerial drone had been commissioned. - A CIL Statement would be commissioned for presentation to PCC. - An initial sketch of the range of interest had been commissioned from ADG Architects. ○ Aim to improve the access to the water. PT and CP met with Mark Lowry and had a productive meeting. Conversations are joined up. ○ PK asked for some of the budget to put toward bid application – must be approved from BID contingency and then signed-off by the Planning Sub Committee. ○ PK presented to the Hoe Neighbourhood Forum on the Hoe Foreshore and received a very positive reception. 		

	<p>ACTION:</p> <ul style="list-style-type: none"> ○ Planning Sub Committee to review Sutton Harbour Holdings proposal for a 20 storey building. ○ PK to submit proposal for funds to Planning Sub-Committee 	<p>PSC</p> <p>PK</p>	
<p>MB-07/18-6.</p>	<p>Street Scene – Cllr Sue Dann, Lou Hayward and Adrian Trim</p> <p>Cllr Sue Dann, Lou Hayward and Adrian Trim were welcomed to the meeting and introductions were made around the table.</p> <p>Sue Dann gave an overview of her new portfolio – responsible for blue and green environment and infrastructure.</p> <p>NOTED:</p> <ul style="list-style-type: none"> ○ Concentrating on getting the basics right: - domestic bins, litter bins, grass cutting. ○ Looking at what people see from when they step out of front door. ○ Want to get things right first time and manage expectations as Council do not have the budgets – with 1,040km of pathways, PCC don't have resources to do everything all the time. ○ SD also a PWP Advisory Panel representative with operational insight. SD gave an overview of some of the things raised by the Advisory Panel and identified on their walk around the Waterfront: <ul style="list-style-type: none"> ○ Commercial Road to be one way and bollards to be removed – to prevent vehicles from turning and improve safety. ○ Coaches and enforcement of waiting times – enforcement now being implemented. ○ Tarmac infills – going to lift cobbles from non-historic areas and replace cobbles in the Barbican /remove the sticky tar where possible. ○ Trails – once trails agreed, SD / PCC will ensure regular maintenance of those routes. ○ Several requests for dropped curbs in the Barbican area – these will be explored. ○ Street cleaning and litter bins – trying to be more demand led, but proactive – work being done to address the number of bins required. ○ Trade waste – radical change required, including enforcement. SD felt that this should go through PWP as that's where there is a relationship. Need an option that everyone can adopt. The area must improve as other towns can do it. ○ Potential project to put a path to the war memorial – SD identified unwanted bushes to improve the vista if a path not being taken forward at this stage. ○ Trade Waste – Must be service based and environmentally focused – LH will need to work with PWP and waste collectors as well as traders. LH confirmed that PCC can be an enforcer and 		

no bins to be on the street apart from agreed collection times. Preference would be to speak with waste contractors. Public protection service would be in a position to enforce on Sutton Harbour land at the same time.

- PCC are enforcers and also contractors.
- Could look to have one provider to do all types of collections – more difficult as multiple contracts in place and can take time – PCC could not lead, but could bid for the contract.
- Could look at underground waste storage – would still need a contractor to do the collections.
- PCC looking at enforcement in Barbican, Notte Street, around to Wet Wok.
- If bins on the street outside of collection times, the bin would be removed and a fine applied.
- PT re-raised the potential for pedal bins amongst the options for solutions – PT and BS would need to discuss separately.
- SD confirmed that all options must be cost neutral to PCC.
- All options and bids for tender should be on the table and considered.
- **Litter** – MO asked where the plan was in terms of litter education around the Waterfront – SD confirmed that grounds maintenance was being looked at.
- **Signage** – Don't want cars driving through the Barbican, then need local/destination signage to improve. JMcC highlighted the fact that Plan for Plastic is changing the language and there is opportunity to communicate to the public. MN suggested that there's an opportunity to be 'house proud' and all take responsibility for their space.
- Explore Hoe Park volunteers as an option – SD getting open spaces network to be active again.
- SD working on comms and 'love your city' – want to go beyond picking up litter. Looking for comms plan from PCC (Mandy).

AGREED:

- PCC needs to be a consultee 'when PWP does stuff' – SD also looks after the Marine Park.
- SG confirmed that during conversation with Tudor Evans and David Draffan, agreed that we need to plan together and work collaboratively between PWP and PCC.
- PT confirmed that Mark Lowry was supportive of working together on the Registry Office site.
- MN – Better Places Plymouth – Board requested more information on how PWP can be included in the consultation process going forward.
- Preference to give 3 months' notice regarding trade waste (legally required to give 28 days).
- PWP to lead on communications with the traders regarding trade waste as PWP has the relationship.
- Cobbles will be ongoing and regularly monitored by all.

	<p>ACTIONS:</p> <ul style="list-style-type: none"> ○ PWP Panning Sub- Committee to provide PWP's position for the consultation regarding a possible pathway to the war memorial on the Hoe. ○ Collaborative approach between PWP and PCC regarding public realm and an aligned plan for the Waterfront. ○ SD and LH to put a plan on a page for how to remove bins from the street – strategic action plan about what to be done and by whom. Then look at solutions. ○ SG proposed that a Task & Finish Group be created to ensure focus and collaborative working ref the Barbican – PCC and the Board supported the approach and SG to take forward. 	<p>PSC</p> <p>PWP/PCC</p> <p>SD/LH</p> <p>SG</p>	<p>August</p> <p>25.09.18</p>
<p>MB-07/18-7.</p>	<p>Architectural Lighting Proposal: LITE</p> <p>Tim Plumb and Paul Taylor from LITE were welcomed to the meeting.</p> <p>LITE gave a presentation on their business; the products they use, some previous successes, different lighting options and possible lighting ideas for PWP to consider.</p> <p>NOTED:</p> <ul style="list-style-type: none"> ○ On a site visit, 27 prospective locations for architectural lighting were identified within the Waterfront BID2 boundary. ○ In addition to architectural lighting, LITE presented ideas for lit sculptures which could be positioned on land or floated on a pontoon. ○ In answer to a question regarding the demonstrable return on investment of architectural lighting, LITE confirmed that Blackpool had invested £2m and seen a £270m profit from tourism. <p>AGREED:</p> <ul style="list-style-type: none"> ○ The strategic choice of lighting for the Barbican, for Christmas 2018 onwards, is to permanent architectural lighting rather than temporary festoon lighting ○ If the proposal from LITE is supported, PWP will need to allocate budget. <p>ACTIONS:</p> <ul style="list-style-type: none"> ○ LITE to provide a quote for the lighting and SG to bring to the next meeting. 	<p>SG</p>	<p>25.09.18</p>
<p>MB-07/18-8.</p>	<p>Forward Plan / Discussion</p> <p>SG shared the budget forecast which had highlighted cells showing where the biggest changes had occurred.</p> <p>NOTED:</p> <p>This financial year:</p> <p>£374,500 income to date</p>		

	<ul style="list-style-type: none"> ○ £53,971 conservative company reserves ○ £291,683 Levy collected to date (98.9%) ○ Some expenditure figures were yet to be confirmed ○ NB requested a cash flow projection ○ SG raised that some work was being commissioned through ADG and Bluestone outside of PWP's procurement policy – this work was being debated and agreed in open forums and advanced expertise was required. SG felt comfortable with procedures in place and levels of transparency. After discussion it was agreed that the PWP procurement policy did not require alteration. ○ Conference Plymouth management and delivery – JM, KD and SG reviewed Conference Plymouth. KD no longer able to provide in-kind support to Conference Plymouth as her role was changing. It was recommended that the most workable solution would be to sub-contract the work to be managed through PWP – maximum cost of £6k annually from the existing £8k budget allocated already to Conference Plymouth activity. ○ SG was commended on a very positive financial position of the BID. <p>AGREED:</p> <ul style="list-style-type: none"> ○ £25k allocated for festive lighting and a possible £100k would be available. ○ PWP to continue to work with pre-existing service providers. ○ All confirmed the £30k allocation from company reserves for the Foreshore work. ○ The work with ADG and Bluestone was building on previous work conducted and therefore a saving in time and design costs as not starting from scratch – this was justification in and of itself for PWP to continue to work with pre-existing service providers. ○ New Conference Plymouth role and £6k annual budget allocation agreed - need individual operational by October. 		
<p>MB-07/18-9.</p>	<p>Advisory Panel Update</p> <p>NOTED:</p> <ul style="list-style-type: none"> ○ Waste was a large part of the conversation and covered by SD in the Street Scene section of this meeting. ○ Swing bridge temporary solution raised as a concern that it may not work. ○ BID Member Benefits Pack was presented and the offers to be included were discussed and agreed. 		
<p>MB-07/18-10.</p>	<p>Next Meeting Agenda</p> <ul style="list-style-type: none"> ○ Christmas lighting 		

Next Board Meetings:

Tuesday 25 September 2018, 10am – 12pm, Duke of Cornwall

Tuesday 27 November 2018, 10am – 12pm, Duke of Cornwall

Meeting	Action	By Whom	By When	Status
31.07.18	Governance/Nominations Committee NB and BS to pursue the possibility of Andrew Brewerton joining the Board.	NB/BS	August	In Progress
26.06.18	Public Realm Planters: JMcC to share Kew Gardens' native plant report with SG	JMcC	CFWD	Ongoing
31.07.18	SD and LH to put a plan on a page for how to remove bins from the street – strategic action plan about what to be done and by whom. Then look at solutions.	SD / LH	25 September	
	SG proposed that a Task & Finish Group be created to ensure focus and collaborative working ref the Barbican – PCC and the Board supported the approach and SG to take forward.	SG	25 September	Ongoing
24.04.18	Hoe Foreshore PK to explore possibility of one of the Hoe Foreshore buildings being used by the wild swimmers for an annual fee.	PK	7 August	Ongoing
	NB to work with PCC to create a steering group and move the Hoe Foreshore report work forward.	NB	7 August	Ongoing
29.05.18	PWP and HNF to identify strategic alignment to ensure consistent and united voice regarding the Hoe. SG and PT to create a map of both the BID area and the HNF area.	Planning Sub Committee	August	Ongoing
31.07.18	SG to explore if we could improve access between Saltram and the city via the water.	SG	25 September	Ongoing
	PS suggested that PWP needed to link with Plymouth Culture as they were considering a potential Mayflower 400 monument on Dutton's corner. SG to look into this as PWP had not yet been made aware of any proposals.	SG	25 September	Complete
	SC to progress with the production and circulation of the new Member Benefits packs to BID members.	SC	25 September	Complete

27.03.18	Waterfront Investment Look to solicitors/large businesses for sponsorship.	SG	Ongoing	In progress
24.04.18	SG to create Waterfront investment and event pack working with Victoria Allen (PCC Head of Events and Marketing).	SG/VA	CFWD to Autumn 2018	
	BID Members			
24.04.18	SC explore possibility of a 'Plymouth Card' for BID members to access offers.	SC	2018	
	Partner Liaison PCC:			
27.03.18	Plymouth Giants SG to explore links between Plymouth and the livery companies Explore options and costs for bringing the Gog and Magog wicker Giants to Plymouth for next year Lord Mayor's day in Plymouth and temp installation for Lord Mayor's Day in May.	SG	2018	In progress
	JMcC and MO to work with SG to get the comms right for the Giants Project	JMcC/MO/SG		Ongoing
26.06.18	SG and CR to work with Plessey and Plymouth University /games design businesses to explore VR and AR to bring the Giants to life for children and as a Plymouth mythology education aid.	SG/CR		
31.07.18	Connectivity Access to the water and cost fundamental to make the Waterfront more experiential. SG to speak with CityBus to discuss connectivity and invite Richard Stevens to a future Board meeting.	SG	CFWD October	Ongoing
29.05.18	Events Christmas: SG to speak with Urban Splash to explore lighting of Civic Centre when discussing architectural lighting.	SG	August	Complete
31.07.18	LITE to provide a quote for the lighting and SG to bring to the next meeting.	SG	25 September	Complete
	Fastnet: Explore the possibility of an additional event within the event for previous participants with the potential to drive private sector investment.	SG / VA / SH	CFWD October	Ongoing

	Suggested that PWP and PCCC collaborate and shape a joint list of conditions to draw down the Levy investment			
31.07.18	<p>Planning Sub-Committee Planning Sub Committee to review Sutton Harbour Holdings proposal for a 20 storey building.</p> <p>PK to submit proposal for funds to Planning Sub-Committee</p> <p>PWP Panning Sub- Committee to provide PWP's position for the consultation regarding a possible pathway to the war memorial on the Hoe.</p>	<p>PSC</p> <p>PK</p> <p>PSC</p>	<p>August</p> <p>CFWD February 2019</p> <p>August</p>	Ongoing
26.06.18	<p>Marketing Position the Waterfront in all city marketing and PR.</p> <p>Plymouth should be presented as an experiential city to visit, not a shoppers' destination – need to promote the history and the culture.</p> <p>VA and ALe to look at the diary element of the Visit Plymouth website to make it more accessible and user friendly.</p> <p>Need to give Chamber / Womble Bond Dickinson / corporates something that they can push out to staff with positive messages and Plymouth Britain's Ocean City brand values.</p> <p>SG to review the PWP marketing budget with the aim of increasing the contribution for 2019.</p> <p>VA and ALe to provide a quarterly report on marketing for the PWP Board.</p>	<p>ALe/VA</p> <p>ALe/VA</p> <p>VA/ALe</p> <p>VA/ALe</p> <p>SG</p> <p>VA/ALe</p>	<p>July</p> <p>July</p> <p>July</p> <p>CFWD November</p> <p>31 July</p> <p>September</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>