



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

Attendees: Nick Buckland (NB)(Chair); Chris Robinson (ChR); Mervyn Orchard (MO); Penny Tarrant (PT); Ben Shearn (BS); Andrew Bullivant (AB); Craig Moore (CM); Marc Nash (MN); Sarah Gibson (SG); Sky Cole (SC); Patrick Knight (PK); Cllr Pete Smith (PS)

Apologies: Jon Morcom (JM); Josh McCarty (JMcC);

ITEM	NOTES and ACTION POINTS	By Whom	By When
MB-09/18 -1.	Apologies Apologies were tabled.		
MB-09/18 -2.	Conflict of Interest Policy MO would stay for the Pirates Treasure Trail presentation, but would step outside during any further discussion due to a conflict of interest as Bluestone360 were doing the work to explore the project. MN and AB expressed a conflict of interest regarding the Sutton Harbour 20 storey building development and therefore didn't feel they could be part of the Planning Sub Committee discussions on this one.		
MB-09/18 -3.	Minutes to the last meeting The Minutes of the previous Board meeting held 31 July 2018 were approved as a true record of the meeting. The actions log was updated accordingly NOTED: <ul style="list-style-type: none"> o Meeting dates for 2019 needed to be considered in order to accommodate the diaries of current and prospective Board Directors. o The Plymouth Giants temporary instalment trial run was being done in Kent and a report was due. o The Giants Steering Group was to be created, including: PS, Lindsey Hall, Dom Jinks, Jodie Bishop, TR2 and others. o Fastnet – The City Centre Company agreed to match fund to 2019 only due to the BID renewal in 2020. o Planning Sub Committee wasn't currently working as planned and it was noted that there were conflicts of interest for MN and AB regarding the Sutton Harbour 20 storey building proposal. 		

	<ul style="list-style-type: none"> o SC confirmed that the new BID Member Benefits packs were complete and handed out hard copies for each Director – the packs were to be distributed to members over the next 10 days. o SC and SG were commended on the work done on the BID Member Benefits pack o SG confirmed that SC had been awarded her first £1k bonus for the successful delivery of the BID Member Benefits project. <p>AGREED:</p> <ul style="list-style-type: none"> o Board meetings to take place bi-monthly on the last Thursday of the month. <p>ACTIONS:</p> <ul style="list-style-type: none"> o SC to circulate 2019 meeting dates to the Board and inform Andrew Brewerton of the dates. o SG to circulate Giants trial run report. o SG and CR to set a date for the first Giants Steering Group meeting. o SG and NB to discuss how to take PWP opinion forward in relation to the Sutton Harbour 20 storey building proposal. 	<p>SC</p> <p>SG SG/CR</p> <p>SG</p>	
<p>MB-09/18-4.</p>	<p>Nominations Committee (NC)</p> <p>NOTED:</p> <ul style="list-style-type: none"> o The PWP Board still needed a Finance Director – this did not need to be a Waterfront BID member, but rather an expert in their field. <p>ACTION:</p> <p>NB confirmed that he was working with KPMG and would continue to pursue a suitable Finance Director</p>	<p>NB</p>	<p>2018</p>
<p>MB-09/18-5.</p>	<p>Planning Sub Committee (PSC)</p> <p>PK gave a summary of the paper that had been shared within the PWP Board packs regarding the INTERREG application.</p> <p>NOTED:</p> <ul style="list-style-type: none"> o PK noted that PCC agreed with PWP that the Foreshore and the Hoe were of great importance and therefore a need for investment and regeneration supported. o Submit the INTERREG application by October 2019. Will know if successful by January 2019. Will have until 2023 to deliver. o Detail of the INTERREG projects sits with PWP and PCC. o £25k ring-fenced for lighting as part of the INTERREG application to draw further match funding. o Concerns that Brexit may impact the likelihood of the success of the INTERREG application and therefore need to avoid raising expectations. o Potential opportunity around the Tinside Lido as the contract was coming up for renewal. o Also opportunities around Tinside Cove. o The scale of the project and the permissions that would need to 		

	<p>be secured would all take time and there may not be anything in place prior to 2020.</p> <ul style="list-style-type: none"> o SG met with Mark Lowry and he gave a clear steer that there are commercial opportunities for PWP and PCC to work up together. o Drone survey of the Hoe completed and now need to look at how best to use that information o The European funding would not fund foliage. o The Hoe Neighbourhood forum would have their AECOM report in time for the November meeting. o PK was thanked for the work he had done regarding the Hoe Foreshore and for getting the support from PCC. o The Planning Sub Committee had not met and work was needed to ensure regular meetings of the group <p>AGREED:</p> <ul style="list-style-type: none"> o Need to consider the environmental impact o All agreed that the Hoe Foreshore area was so critically important that something needed to be done to improve the vibrancy of the area ahead of 2020. o Wait until funding secured before establishing a sub-committee. o The Waterfront, specifically the Hoe, should become the centre of the city – propose a spatial shift to the Visitor Plan (2020-2030). o Lighting would be critical for getting people to the area year round. o Consider pedestrianising parts of the Hoe <p>ACTION:</p> <ul style="list-style-type: none"> o PK to explore art at Colonnade ahead of 2020 o PK to consider the need for further public toilet provisions ahead of 2020 o PWP to provide a letter of support for the INTERREG application o PK to provide information (in confidence) on land ownership of the Hoe Foreshore so that the Board can consider lease terms o All to discuss at next meeting strategic considerations 	<p>PK PK</p> <p>SG/NB PK</p> <p>ALL</p>	
<p>MB-09/18-6.</p>	<p>Finance Report</p> <p>NOTED:</p> <ul style="list-style-type: none"> o SG presented a four year financial forecast for project delivery. This included the ask for RORC Rolex Fastnet contribution of £12.5k in 2019 and again in 2021, the £10k contribution toward the Sutton Harbour swing bridge (which had not yet been invoiced) and £30k toward the Hoe Foreshore. o There were many asks upon the budget from new projects that were not included within the Waterfront BID2 business plan – i.e. the Plymouth Giants project and digital Pirates Treasure Trail. o To address the instruction from the Board to install new permanent architectural lighting infrastructure, using the Christmas lights budget, SG had explored the likelihood of an advance of BID Levy as a loan from PCC. A loan of up to £120k could be made available on a four year repayment term of 		

	<p>2.75% interest, totalling £8,100. This was included in the four year financial forecast.</p> <p>AGREED:</p> <ul style="list-style-type: none"> End of year audit to be signed off by the Board at the November meeting as the PCC Finance team were clarifying reserves figures with Bromhead. 		
<p>MB-09/18-7.</p>	<p>Christmas Plan</p> <p>Christmas and the proposed four year plan for investment were discussed.</p> <p>SG gave a round up presentation on the work that had been done on exploring the new and permanent architectural lighting options and a new polar bear trail proposal.</p> <p>NOTED:</p> <ul style="list-style-type: none"> After discussion it was noted that the lights, switch on events and the trails that PWP invests in were vital to the community, to the Independent traders in the Barbican in particular. It was suggested that we look to have animation with a theme, Dickensian for example. Weighing up the options and feedback from Council representatives and some Barbican traders, the Directors requested more time to consider the lighting proposal. It was suggested that PWP look to light the Barbican area throughout the year and then leave any additional festive decorations for Christmas to the traders. <p>AGREED:</p> <ul style="list-style-type: none"> Finance Director would need to provide final sign-off on any proposed loan so this was delayed until this post was filled. The Board continued to uphold the need for permanent architectural lighting and creation of a trail and invited SG to present a further case for both over email. <p>ACTION:</p> <ul style="list-style-type: none"> SG to put forward further case for lights and a trail over email. 	SG	
<p>MB-09/18-8.</p>	<p>Advisory Panel Update</p> <p>Richard Bara gave an updated presentation on the Millbay Boulevard plans.</p> <p>NOTED:</p> <ul style="list-style-type: none"> Consultation between 28th September and 9th November – three opportunities to engage in the city centre. <ol style="list-style-type: none"> Union Street Party – Sunday 30 September from 12(noon) till 4 pm, Plymouth City Market, West End – Monday 1 October from 10 am till 4 pm 		

	<p>3. Plymouth City Market, West End – Wednesday 3 October from 10 am till 4 pm.</p> <ul style="list-style-type: none"> ○ The Board queried what was planned for Millbay to warrant the focus on the connectivity between the city centre and this part of the Waterfront – Richard confirmed that there was a hotel in the planning stages as well as mixed use buildings with restaurants etc. ○ Further information on the project held on the PCC website: www.plymouth.gov.uk/bigbuildup/millbayboulevard 		
	<p>NB Time had over- run during the meeting and the Pirates Treasure Trail presentation would be moved to the next meeting.</p>		
<p>MB-09/18-9.</p>	<p>Next Meeting Agenda</p> <ul style="list-style-type: none"> ○ Pirate Treasure Trail presentation ○ 2017/18 Financial year end audit sign off ○ Strategic considerations, including parking and other key aspects of connectivity between the city centre and Waterfront. 		

Next Board Meetings:

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

Meeting	Action	By Whom	By When	Status
	Public Realm Planters: JMcC to share Kew Gardens' native plant report with SG	JMcC	CFWD	Ongoing
26.06.18	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		Ongoing
31.07.18	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
	Hoe Foreshore			
24.04.18	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		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	January	Ongoing
25.09.18	PK to explore art at Colonnade ahead of 2020	PK		Ongoing
	PK to consider the need for further public toilet provisions ahead of 2020	PK		
	PWP to provide a letter of support for the INTERREG application	SG/NB		
	PK to provide information (in confidence) on land ownership of the Hoe Foreshore so that the Board can consider lease terms	PK		
	All to discuss at next meeting strategic considerations	ALL		
	Waterfront Investment			
27.03.18	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		Overtaken
24.04.18	BID Members SC explore possibility of a 'Plymouth Card' for BID members to access offers.	SC		2019
	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		2019
	SG to circulate Giants trial run report.	SG		Complete
	SG and CR to set a date for the first Giants Steering Group meeting.	SG/CR		In progress
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		2019
31.07.18	Events Fastnet: Explore the possibility of an additional event within the event for previous participants with the potential to drive private sector investment. Suggested that PWP and PCCC collaborate and shape a joint list of conditions to draw down the Levy investment	SG / VA / SH	CFWD October	Complete
	Christmas: SG to put forward further case for lights and a trail over email.	SG	October	Complete

31.07.18	<p>Planning Sub-Committee 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>SG and NB to discuss how to take PWP opinion forward in relation to the Sutton Harbour 20 storey building proposal.</p>	<p>PK</p> <p>PSC</p> <p>SG/NB</p>	<p>CFWD February 2019</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Complete</p>
26.06.18	<p>Marketing 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>VA/Ale</p>		<p>2019</p>
25.09.18	<p>SC to circulate 2019 meeting dates to the Board and inform Andrew Brewerton of the dates.</p>	<p>SC</p>	<p>October</p>	<p>Complete</p>
25.09.18	<p>NB confirmed that he was working with KPMG and would continue to pursue a suitable Finance Director</p>	<p>NB</p>		<p>Ongoing</p>