



**Plymouth Waterfront Partnership
Board Meeting
27 February 2018, 9.30am-12pm
Duke of Cornwall Hotel**

Attendees: Nick Buckland (NB)(Chair); Chris Robinson (ChR); Glenn Jordan (GJ); Ben Shearn (BS); Mervyn Orchard (MO); Jon Morcom (JM); Andrew Bullivant (AB); Marc Nash (MN); Josh McCarty (JMCC); Sarah Gibson (SG); Sky Cole (SC); Patrick Knight (PK)

Apologies: Penny Tarrant (PT);

ITEM	NOTES and ACTION POINTS	By Whom	By When
MB-02/18-1.	Apologies Apologies were tabled.		
MB-02/18-2.	Welcome and Introductions Introductions around the table were made.		
MB-02/18-3.	Conflict of Interest Policy No conflicts of interest were raised.		
MB-02/18-4.	Governance ACTION: NB to join BS and CR on the Nominations Committee to help secure Directors for Finance and Legal. BS confirmed that he had made contact ref a Legal Director and would update the Nominations Committee. ACTION: All agreed that Mem & Arts should be modified and changed following external review.	NB/BS SG/PK	27.03.18 27.03.18
MB-02/18-5.	Minutes to the last meeting The Minutes of the previous Board meeting held 30 January 2018 were approved as a true record of the meeting.		

	<p>The outstanding actions log was updated accordingly.</p> <p>PK gave an update on his action to identify a timeline for funding applications and confirmed that his team were looking at funding sources, including INTERREG Europe funding.</p>		
MB-02/18-6.	<p>Hoe Foreshore</p> <p>All agreed that the walk around the Hoe Foreshore had been a vital and valuable exercise.</p> <p>Following discussion, the Board agreed that the Hoe foreshore's regeneration should be PWP's top priority (beyond delivery of its BID).</p> <p>This led to a conversation regarding the commissioning of a report for the Hoe Foreshore. PK confirmed that his team had drafted a report, but this had not been seen or approved by PCC senior management or members.</p> <p>ACTION: NB to approach David Draffan and Antony Payne to request that the report be completed and signed off in order to move forward.</p> <p>NOTED: NB to also support PK in securing support for a potential EU INTERREG bid to secure funding towards the recommended Hoe foreshore improvements.</p> <p>ACTION: PK's team to complete the Hoe Foreshore report and, assuming PCC management approval, for PK to present the report at the next Board meeting.</p> <p>ACTION: PK to add into the report, where possible, the full list of PCC leases held and those already commercially engaged.</p> <p>Look at work done at Mount Wise as an example of best practice - must not be too prescriptive about what we'd like to see the buildings used for, to invite a mix of potential tenants and create an area of interest and generate footfall.</p> <p>ACTION: Invite Lou Hayward, Patrick Nicholson, Cllr Mike Leaves, Antony Payne, David Draffan, and Chris Penberthy to walk the Hoe Foreshore.</p>	<p>NB</p> <p>NB</p> <p>PK</p> <p>PK</p> <p>SG/SC</p>	<p>27.03.18</p> <p>27.03.18</p> <p>27.03.18</p> <p>27.03.18</p> <p>27.03.18</p>
MB-02/18-7.	<p>Trails Presentation (Catherine Arthurs)</p> <p>Catherine Arthurs (CA) and Amanda Lumley (AL) were welcomed to the meeting</p> <p>CA introduced herself and gave an overview of her role within the Mayflower team.</p> <p>CA's presentation included a breakdown of the Mayflower capital</p>		

	<p>budget</p> <p>There were three trails being designed – all to start at the Mayflower steps</p> <ul style="list-style-type: none"> • Mayflower Trail – Plymouth during the Elizabethan era • The City Centre Trail – the rest of the history of Plymouth • The Waterfront Trail – Plymouth and the relationship with the rest of the world <p>NOTED: Feedback from the Board that the trails must go as close to the water as possible and take advantage of all access, particularly at Millbay.</p> <p>CR recommended that a Hoe walk also be included and historic facts be checked as accurate.</p> <p>ACTION: CA to work with CR on the historic information and routes for the Trails.</p> <p>NOTED: Query whether or not RWY could be included – AL explained that there was a finite capital budget, but the team were working to engage with Urban Splash and get their buy-in.</p> <p>Four public realm projects being worked on as primary focus areas</p> <ul style="list-style-type: none"> • Prysten House • Sir John Hawkins Square • Entrance to Southside street • Mayflower Steps <p>NOTED: PCC about to spend £27m in the City Centre on public realm. Also another £1.5m investment into the Waterfront public realm.</p> <p>NOTED: Feedback from the Board that the Sir John Hawkins Square should be rethought due to the level of activity in connection with the Law Courts on a daily basis</p> <p>ACTION: CA to investigate further regarding public realm focus on Sir John Hawkins Square.</p> <p>NOTED: Concern was raised regarding bringing attention to the issue of slavery historically – CA confirmed that 20m people in slavery today, versus 1.3m 400 years ago.</p> <p>Mayflower focusing on Elizabethan House as a key attraction for regeneration and investment</p> <p>CA gave a presentation on the proposed plans for Elizabethan House.</p> <p>NOTED: Feedback from the Board that the quality of the experience would be key and year round interaction needed to be the aspiration.</p> <p>About to go into a twelve month development phase for the project to build on the baseline operating model.</p>	<p>CA</p> <p>CA</p>	<p>24.04.18</p> <p>24.04.18</p>
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	<p>In early 2019, begin exhibition design and interpretation, with aim of opening the exhibition in early 2020.</p> <p>NOTED: Merchants House - options appraisal being done, but Elizabethan House to be the priority and completed before Merchants House work funded.</p> <p>NOTED: New trails to connect and link with the existing trails such as the Sutton Harbour Trail and South West Coast Path</p>		
<p>MB-02/18-8.</p>	<p>Marketing Plans 2018 (Amanda Lumley)</p> <p>AL introduced herself and introductions were made around the table</p> <p>Two papers (Briefing note Mayflower 400 International Marketing Activity and Updated Mayflower 400 Scrutiny Report) circulated with the Board papers and in the hard copy Board packs.</p> <p>AL gave a presentation and explained that Destination Plymouth initial data was commissioned in 2008, now ten years on.</p> <p>Grow visitor numbers – tracking on target Grow visitor spend – tracking on target</p> <p>AL key objectives currently: Develop a Mayflower visitor marketing campaign Develop capital projects</p> <p>AL gave an update on International marketing (Briefing note)</p> <p>Commissioned a survey of potential visitors from America – Plymouth the second destination after London that Americans would likely visit.</p> <p>NOTED: Further £500k secured via DEF for development of US marketing activity up to 2019.</p> <p>NOTED: Visit Britain Trade website – Plymouth Boat Trips and Le Vignoble only two bookable products listed currently.</p> <p>ACTION: AL to send her Marketing presentation to SG/SC for the Board.</p> <p>Anyone wanting to see the Box, hard hat tours being conducted from viewing platform.</p> <p>ACTION: SG to look at dates for the Board to have a tour of the Box.</p> <p>ACTION: AL to share Destination Plymouth Visitor Research presentation electronically.</p> <p>NOTED: AL thanked PWP for the commitment to DP and the support.</p>	<p>AL</p> <p>SG</p> <p>AL</p>	<p>27.03.18</p> <p>27.03.18</p> <p>27.03.18</p>

<p>MB-02/18-9.</p>	<p>PWP Forward Plan</p> <p>NOTED: As part of the budget forecast, a proposal to expand SC's role and increase SC's salary was to be discussed and SC was excused from the meeting for this. SC re-joined the meeting.</p> <p>SG ran through the current budget forecast for 2017/18 and also the budget forecast for 2018/19 – both documents were provided as part of the hard copy Board packs.</p> <p>SG also shared a summary of the Giants project budget forecast, including current spend to date. NOTED: A clear shortfall in the budget for the temporary installation.</p> <p>NOTED: The temporary installation was discussed and it was felt that this needed to be part of the project to ensure that the public get to comment and to generate media interest.</p> <p>NOTED: Suggestion to look at extending the temporary installation beyond the planned 8 weeks to ensure that it is there for the summer. ACTION: SG to look into funding over the next month and viability of the full project. ACTION: Board to make a final decision about the project at the next meeting.</p> <p>NOTED: SG shared recommendation from Plymouth Culture that PWP should not continue with the project and that it wasn't supported by other organisations in the city. SG questioned whether 2018 was the right year for the Giants project or should it be postponed to 2019 and suggested that the Board needed to decide where the prioritisation should be.</p> <p>AGREED: PWP to confirm the priorities going forward and decide whether or not to move away from the Business Plan, i.e. proceed with projects such as the Plymouth Giants. ACTION: NB asked that the focus of the next meeting be the priorities for PWP and that there be no external presentations at the April meeting.</p> <p>NOTED: Need to consider the perception publically ref the investment into the Lenkiewicz mural reparation.</p>	<p>SG</p> <p>ALL</p> <p>SC/SG</p>	<p>27.03.18</p> <p>27.03.18</p> <p>27.03.18</p>
<p>MB-02/18-10.</p>	<p>Planning Policy</p> <p>Suggestion that PWP should either be ambivalent, neutral or positive – this was discussed. AGREED: The Responding to Planning Applications document was the right approach and therefore supported to ensure that the businesses community angle/voice considered.</p>		

	<p>ACTION: Planning team to provide a monthly overview of the major applications in the Waterfront for review at meetings.</p> <p>AGREED: Need to populate a Planning Sub Committee from the Board. NOTED: MN, CR and AB all volunteered. ACTION: In addition to MN, CR and AB, Directors to come forward to sit on the Planning Sub Committee via email.</p> <p>ACTION: CR's comments ref the residential planning application to be discussed by MN, CR and AB to agree whether or not CRs comments should be submitted on behalf of PWP.</p>	<p>SG</p> <p>ALL</p> <p>CR/MN /AB</p>	<p>27.03.18</p> <p>27.03.18</p>
<p>MB-02/18-11.</p>	<p>AOB</p> <p>ACTION: Press release required for MN coming onto the Advisory Panel as Chair and the two Vice Chairs.</p> <p>NOTED: Mayflower walks need work in order to improve their impact.</p>	<p>SG</p>	<p>27.03.18</p>
<p>MB-02/18-12.</p>	<p>Next Meeting Agenda</p> <ul style="list-style-type: none"> • PWP Priorities • Plymouth Giants Project – final decision • Amended Mem & Arts 		

Next Board Meetings:

Tuesday 27 March 2018, 10am – 12pm, Duke of Cornwall
Tuesday 24 April 2018, 10am – 12pm, Duke of Cornwall
Tuesday 29 May 2018, 10am – 12pm, Duke of Cornwall
Tuesday 26 June 2018, 10am – 12pm, Duke of Cornwall
Tuesday 31 July 2018, 10am – 12pm, Duke of Cornwall
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
28.11.17	ML and SG to do monthly walk around on the Barbican to monitor the waste issues	ML/SG	CFWD	Ongoing
28.11.17	JMcC and MO to work with SG to get the comms right for the Giants Project	JMcC/MO/SG	CFWD	Ongoing
30.01.18	SG to add NB to Companies House.	SG	27.02.18	Ongoing
30.01.18	KD to share the Conference Plymouth Business Plan via email.	KD	27.02.18	Ongoing
30.01.18	SG to provide KD with the Arkenford data.	SG	27.02.18	Ongoing
30.01.18	KD to share conference information for 2018 with the Board via SC.	KD/SC	27.02.18	Ongoing
30.01.18	SG and NB to work with PCCC to encourage financial support for Conference Plymouth.	SG/NB	27.02.18	Ongoing
30.01.18	SW to email the Boulevard presentation to SC for the Board's eyes only.	SW	27.02.18	Ongoing
27.02.18	NB to join BS and CR on the Nominations Committee to help secure Directors for Finance and Legal.	NB/BS	27.03.18	
27.02.18	All agreed that Mem & Arts should be modified and changed following external review	SG/PK	27.03.18	
27.02.18	PK's team to complete the Hoe Foreshore report and, assuming PCC management approval, for PK to present the report at the next Board meeting.	PK	27.03.18	
27.02.18	PK to add into the report the full list of leases held and those already commercially engaged.	PK	27.03.18	
27.02.18	MN and AB to work with PK and his team to build upon the Hoe Foreshore report.	MN/AB/PK	27.03.18	
27.02.18	NB to approach David Draffan and Antony Payne to request that the report be completed and signed off in order to move forward.	NB	27.03.18	
27.02.18	Invite Lou Hayward, Patrick Nicholson, Cllr Mike Leaves, Antony Payne and Chris Penberthy to walk the Foreshore	SG/SC	27.03.18	
27.02.18	CA to work with CR on the historic information and routes for the Trails.	CA	24.04.18	
27.02.18	CA to investigate further regarding public realm focus on Sir John Hawkins Square.	CA	24.04.18	

27.02.18	AL to send her Marketing presentation to SG/SC for the Board.	AL	27.03.18	
27.02.18	SG to look at dates for the Board to have a tour of the Box.	SG	27.03.18	
27.02.18	AL to share Destination Plymouth Visitor Research presentation electronically.	AL	27.03.18	
27.02.18	SG to look into funding over the next month and viability of the full project.	SG	27.03.18	
27.02.18	Board to make a final decision about the project at the next meeting.	ALL	27.03.18	
27.02.18	NB asked that the focus of the next meeting be the priorities for PWP and that there be no external presentations at the April meeting.	SC/SG	27.03.18	
27.02.18	Planning team to provide a monthly overview of the major applications in the Waterfront for review at meetings.	SG	27.03.18	
27.02.18	In addition to MN, CR and AB, Directors to come forward to sit on the Planning Sub Committee via email.	ALL	27.03.18	
27.02.18	CR's comments ref the residential planning application to be discussed by MN, CR and AB to agree whether or not CRs comments should be submitted on behalf of PWP.	CR/MN/AB		
27.02.18	Press release required for MN coming onto the Advisory Panel as Chair and the two Vice Chairs.	SG	27.03.18	