



**Plymouth Waterfront Partnership  
Board Meeting  
30 May 2017, 10am-1pm  
Duke of Cornwall Hotel**

**Attendees:** Roy Martin (RM); Chris Arscott (CA); Josh McCarty (JMcC); Ben Shearn (BS); Jon Morcom (JM); Chris Robinson (ChR); Sarah Gibson (SG); Patrick Knight (PK); Sky Cole (SC);  
**Apologies:** Glenn Jordan (GJ);

ITEM	NOTES and ACTION POINTS	By Whom	By When
<b>MB-05/17-1.</b>	<b>Apologies</b>  Apologies were tabled. It was noted that Gavin Marshall had resigned from the Board and would no longer be in attendance.		
<b>MB-05/17-2.</b>	<b>Conflict of Interest Policy</b>  No conflicts of interest were raised.		
<b>MB-05/17-3.</b>	<b>Minutes to the last meeting</b>  The minutes to the last meeting were signed-off as a true record of the last Main Board meeting held on 28 March 2017.  SC confirmed that the July meeting was scheduled to include: Richard Bara and Richard Grant from Paul Barnard's PCC Planning team to discuss the Plymouth and South West Devon Joint Local Plan and current strategic development plans across the Waterfront area.  Charles Hackett for a formal introduction and to provide an update on progress for Mayflower 400; he had been on leave for today's meeting.  Patrick Knight and Emily Bullimore would present on the current plans for Street Trading.  <b>The Hoe Foreshore</b> SG updated the Board on the Hoe Foreshore further to discussion at the last Board meeting where it had been prioritised. Following discussion at PCC's DMT meeting in May, SG had been invited to work with PCC officers to coordinate production of a prioritised, costed and timed proposal recommending improvements for the Hoe Foreshore; this		

<p>would be presented to DMT on 5 July 2017. There would be a second part to the proposal put forward to DMT, for consideration and ratification of the creation of a vision or feasibility study for future enhancements to the Hoe Foreshore to improve accessibility, in accordance with the Waterfront BID2 Business Plan.</p> <p>ChR suggested costings should be sought for bringing the vacant buildings back into use. Circa £1m had already been invested by PCC within the location of Tinside East.</p> <p>The recommendations of the Waterfront Masterplan would need to be considered, which identified uses for the empty units.</p> <p>ChR recommended that work be done to engage with prospective tenants for the empty units – PK confirmed that his Economic Development team had already gone out to the market during 2016 to attract occupancy for one unit and had found an interested party. Before prospective tenants could be encouraged to invest or move into the units, further work was needed to defend the units against the elements and be clear on the door / shutter requirements. SG to circulate Economic Developments report to the Board Directors.</p> <p><b>ACTION</b></p>		
<p>It was suggested and agreed that the focus should be on short term investment in advance of Mayflower 400 and then look at long term use as the next phase.</p>		
<p>SG was drafting the presentation for DMT and would circulate to the Board for comment over the next two weeks. <b>ACTION</b></p>	SG	06.06.17
<p>SG thanked PK and his team for championing the Hoe Foreshore within PCC on behalf of the BID. <b>NOTED</b></p>		
<p>The Directors agreed to follow PK's advice to be more proactive. They acknowledged the need for the Board to be clearer on priorities and stick to them. <b>AGREED</b></p>		
<p>Reading from the Waterfront BID website, SG recapped the five key priorities that the Board had agreed within the September 2016 Board meeting. These had been:</p> <ul style="list-style-type: none"> <li>• Quality Inn Hotel site</li> <li>• Hoe Foreshore including connectivity</li> <li>• West Pier and the lock bridge</li> <li>• Cruise Terminal</li> <li>• Marsh Mills / the Embankment</li> </ul> <p>CA had subsequently shared these priorities with Anthony Payne.</p> <p>Following discussion the Board agreed that the Hoe Foreshore would become the number one priority.</p> <p>JMcC requested that the swing bridge (lock bridge) be considered as a</p>	SG	20.06.17

	<p>priority as it was currently closed causing increasing concern for the National Marine Aquarium, Plymouth's largest visitor attraction. It was agreed that SG should look into the issues of connectivity between the Aquarium and the Barbican via the lock bridge. <b>ACTION</b></p>	<b>SG</b>	<b>20.06.17</b>
<b>MB-05/17-4.</b>	<p><b>Chairman's Update</b></p> <p>CA suggested that this be moved to the end of the meeting when SG, PK and SC would be asked to leave to allow the Board Directors to have a separate closed meeting. <b>NOTED</b></p>		
<b>MB-05/17-5.</b>	<p><b>Governance of Waterfront BID2</b></p> <p>CA suggested that this item should also form part of the Board Directors' separate closed meeting once SG, PK and SC had left the room. <b>NOTED</b></p>		
<b>MB-05/17-6.</b>	<p><b>Strategic Priorities</b></p> <p>RM and SG had committed to deliver this agenda item. However, CA requested that SG deliver this section of the agenda.</p> <p><b>Operations Manager Role</b></p> <p>Within the Board pack, SG shared a draft proposal for an Operations Manager for consideration. This was pitched at both Plymouth BIDs to assist with operational delivery across both BID areas, to unify the work streams of both BIDs.</p> <p>SG explained that the role would be separate from Emily Bullimore's current role as BID Street Operations (and Street Trading) Manager.</p> <p>ChR raised concerns that there was more money going to salaries.</p> <p>SG expanded upon reasoning for the additional investment and the benefits to both BIDs of having the role. This included benefits of:</p> <ul style="list-style-type: none"> <li>- Increased contact with BID Levy Voters across an expanded PWP BID area;</li> <li>- Improved contract tendering &amp; management, e.g. Christmas lights;</li> <li>- Expanded team to assist with project delivery;</li> <li>- Income generation and raising revenue at lower levels;</li> <li>- Enable BID CEOs to be more strategic and less operational.</li> </ul> <p>SG suggested that the role should be employed within PWP to 31 March 2020, as PCCC would be heading into renewal and match funding beyond this date couldn't be guaranteed. <b>AGREED</b></p> <p>The proposal would next be discussed with Doug Fletcher and representatives of PCCC.</p> <p>SG was also looking into creating a Community Engagement Champions scheme and would provide more information for the next</p>		

	<p>Board meeting. <b>NOTED</b></p> <p>The Board Directors were asked to support the proposal to recruit an Operations Manager and voted unanimously in agreement. SG was given the go ahead to proceed with creating the role with PCCC's support. <b>NOTED</b></p> <p>SG was tasked to ensure that there were no strategic elements included in the role spec. <b>ACTION</b></p> <p>RM suggested that SG should ensure that there would be a clear SLA for the role agreed with PCCC, as there would be an even 50/50 split in costs and delivery between the two BIDs and their geographical areas. <b>ACTION</b></p> <p><b>Street and Taxi Marshals</b>  SG summarised the Safe section within in the Waterfront BID2 Business Plan; £12k pa had been allocated for a Street and Taxi Marshal service and referred to the DRAFT and confidential Invitation to Tender document included within the Board packs.  The Evening and Night Time Economy Co-ordinator role had now concluded, as no match funding had been committed from other parties.</p> <p>The £12k pa had been included within this year's 2017/18 budget and it was hoped that it could be used to lever additional funds from partner organisations.</p> <p>It was felt that there was too much being asked of the role in SG's draft proposal.</p> <p>All supported the Taxi Marshal element of the role, however there was concern that individuals would not have power to stop Tombstoners for example.</p> <p>It was suggested that the Taxi Marshals should operate between 9pm and 2.30 am. <b>AGREED</b></p> <p>SG should remove 'Street' and reduce the service to Taxi Marshals specifically, within the invitation to tender. The rationale for this was to specify that the requirement was for Taxi Marshals only as door staff and the Police should be responsible for the street issues such as Tombstoners. <b>AGREED</b></p> <p>SG to make the agreed amends in the next two weeks and share with the Board for sign off, before sharing with partner organisations. The target date is to go out to tender in the next three weeks. <b>ACTION</b></p>	<p><b>SG</b></p> <p><b>SG</b></p> <p><b>SG</b></p> <p><b>SG</b></p>	<p><b>25.07.17</b></p> <p><b>25.07.17</b></p> <p><b>20.06.17</b></p>
--	--	---	--

<p><b>MB-05/17-7.</b></p>	<p><b>Finance Update</b></p> <p>SG summarised the Projected Waterfront BID2 Year One 2017/18 Budget Allocations presented within the Board packs. This was provisional and based upon conservative projections of income.</p> <p>JM suggested there should be an increase in Conference Plymouth membership which may generate some additional income.</p> <p>Improve cleansing - £1k instead of £2k projected – All agreed to uniform provisions, but not provision of a new BID dustcart. <b>ACTION</b></p> <p>BS suggested that SG budget for PWP name plaques on the new planters 'Supplied by PWP' – under Create Attractive Places: Cleansing and Flowers. <b>ACTION</b></p> <p>British BIDs - £795 membership agreed; £195 conference agreed; £1400 CiBM training agreed for SG and noted that there would be a total of ten days away from the business between June and October. SG to defer the £1500 accreditation fee for at least twelve months and until the Operations Manager was established in post, to ensure that the BID would be fully independently accredited during the BID's second renewal. <b>ACTION</b></p> <p>CA queried the Reserves figure of £1,500 as he had thought that there would have been more – SG explained that the figures were conservative at this stage due to final preparation of year end accounts and SG was due to meet further with the Finance team next week.</p> <p>The Executive Team reiterated that there had been additional spend agreed within the BID's renewal campaign including numerous revisions to the business plan, which led to a reduction in the projected reserves figure. The Board accepted the reduced figure and noted that it was money well spent as the BID Renewal had been successful. <b>NOTED</b></p> <p>SG reported that Bromhead would be visiting to audit the 2016/17 financial accounts w/c 19 June 2017.</p> <p>The Board supported the proposed financial allocations and SG was given the go-ahead to progress work with the Advisory Panel and their delivery groups for projects. <b>AGREED</b></p> <p><b>Hoe Neighbourhood Forum</b></p> <p>SG gave an overview of the live planning application submitted by Penny Tarrant, Chair of the Hoe Neighbourhood Forum, proposing creation of a Hoe Neighbourhood Forum and Development Plan, presented within the Board packs.</p> <p>It was suggested that importance should be placed upon the relationship and strategic collaboration between PWP and the Hoe</p>	<p><b>SG</b></p> <p><b>SG</b></p> <p><b>SG</b></p>	<p><b>25.07.17</b></p> <p><b>25.07.17</b></p> <p><b>25.07.17</b></p>
---------------------------	--	--	--

	<p>Neighbourhood Forum.</p> <p>It had previously been suggested that Penny Tarrant be invited to join the Advisory Panel, however, SG's recommendation was that Penny Tarrant be considered as a PWP main Board Director instead, due to the strategic importance of the Neighbourhood Development Plan.</p> <p>ChR queried why PWP received no CIL (Community Infrastructure Levy) monies?</p> <p>PK explained that in order to qualify, the Waterfront would need to be in the top five priorities for CIL – the City Centre's Public Realm was in the top five.</p> <p>Need to understand the criteria to qualify for the top five – PK to investigate potential of CIL and 106 monies. <b>ACTION</b></p> <p>PK and SG to meet with Penny Tarrant. <b>ACTION</b></p>	<p><b>PK</b></p> <p><b>PK/SG</b></p>	<p><b>25.07.17</b></p> <p><b>20.06.17</b></p>
<p><b>MB-05/17-8.</b></p>	<p><b>Advisory Panel Update</b></p> <p>JMcC confirmed that Richard Taylor's health was visibly deteriorating and requested a small sum for an afternoon tea for him and the Advisory Panel as a thank you for all his efforts to date in contributing toward the BID. The Board agreed to £200.</p> <p>JM offered a free Tea At The Top experience for Richard Taylor at the Duke of Cornwall Hotel – JMcC to pass this invitation on to Richard Taylor. <b>ACTION</b></p> <p>SG to include £200 in the budget for 2017/18. <b>ACTION</b></p> <p>Plymouth Dinghy Regatta – SG had submitted a proposal for the National event and the Advisory Panel had agreed a gesture sum of £500 toward the event this year.</p> <p>An Events Strategy document to measure against all requests was being finalised by the Advisory Panel.</p> <p>Street and Taxi Marshals – The Advisory Panel had expressed similar opinions to those of the Board and their views supported the removal of 'Street' as discussed earlier in this meeting.</p> <p>Code of Conduct – The Advisory Panel members had agreed to make their point once and then move on, rather than the same topics/opinions being raised and re-raised by some members.</p> <p>Additional Update given by JMcC: Golden Globe – on behalf of the National Marine Aquarium, JMcC had met with the organisers of the event, which was looking to link with traders and was expected to have a positive impact on the Waterfront</p>	<p><b>JMcC</b></p> <p><b>SG</b></p>	<p><b>06.06.17</b></p> <p><b>25.07.17</b></p>

	<p>community.</p> <p>Illuminate – on behalf of the National Marine Aquarium, JMcC was attending meetings and there had been a suggestion to work with local suppliers instead of bringing external burger vans etc. There was ambition to focus on Britain's Ocean City and the event spreading onto the water.</p> <p><u>Advisory Panel Project Delivery</u> JMcC presented the structure of the new Advisory Panel and its nine project delivery groups, created by SG and informed by leading representatives of the Advisory Panel. These were presented within the Board packs.</p> <p>CA thanked JMcC for all the work he had done with the Advisory Panel and how he had improved their focus and impact. <b>NOTED</b></p>		
<p><b>MB-05/17-9.</b></p>	<p><b>AOB and Next Meeting Agenda</b></p> <p>SG – Plymouth Pirate Weekend – the event was a huge success, official estimate of c.17,000 visitors across the Barbican, Sutton Harbour and West Hoe event locations.</p> <p>BS – The Association of Barbican Businesses (ABB) – The ABB were prioritising their asks of the BID, such as signage at the entrance of Southside Street.</p> <p>The ABB were also looking at a permanent Pirate Trail made up of large pirate figures – the figures would be large, but not high cost and therefore replaceable by ABB if damaged or vandalised.</p> <p>ChR – Mayflower Giants – ChR requested £2k - £3k for an artist to create the Mayflower Giants – the intent was to create a temporary impression of the Giants in the first instance and then look at more permanent options. The Directors supported the request and ChR was tasked to find out the exact sum required by the artist and feedback to the Board. A sum of up to £3k was allocated from the projected 2017/18 financial year surplus. <b>ACTION</b></p> <p>SG to include the figure provided by ChR in the budget for 2017/18. <b>ACTION</b></p>	<p><b>ChR</b></p> <p><b>SG</b></p>	<p><b>25.07.17</b></p> <p><b>25.07.17</b></p>

**Next Board Meetings:**

Tuesday 25 July 2017, 10am – 1pm, Duke of Cornwall