

Bathscape Partnership Board (BPB)

Key notes and actions from meeting held 10.00am Monday 24th April 2017 at the Museum of Bath Architecture

Attended by: Tom Boden – acting chair in Absence of Marion Harney (NT), Mark Minkley (B&NES), Lucy Rogers (AWT), Sarah Jackson (B&NES), Simon Smith (Cotswolds Conservation Board), Denice Burton (B&NES) Dave Dixon (B&NES) Caroline Kay (Bath Preservation Trust), Dan Merrett (Bathscape), Lucy Bartlett (Bathscape)

Apologies: Kristin Doern (Bath Spa University), Alison Rasey (Wiltshire Council) Sarah Moss (Curo), Marion Harney –Chair (University of Bath), Ruth Barden (Wessex Water), Tony Crouch (B&NES) Mark O’Sullivan(FoBRA) David James (Visit Bath)

Item		Actions
1.0	Welcome to Dan Merrett and Lucy Bartlett	
2.0	Actions from previous meeting(s)	
Dec 2016	Link to new Bathscape Dropbox sent to Board to share key documents.	
	Logo is being designed by local company. Steering Group to be consulted on final design.	
Jan 2017		
3.1	Decision taken not to have June business launch.	
3.0	Chairperson role	
3.1	Latest Chair proposal was circulated to the group at the meeting. Further comments were made and it was agreed to revise draft and circulate for final agreement.	SJ to circulate amended version All to forward suggestions of potential Chair to SJ
3.2	Agreed that it is important for the Board to have the right to remove the Chair if necessary.	SJ to amend governance Terms of Reference to address governance/appointment of Chair. (Completed)
3.3	Agreed to set up a Chair recruitment working group to recruit Chair July 2017. LR and TB offered to be on the working group –others to be asked to consider being on group. TB offered for NT to lead on administration of the recruitment.	SJ to email inviting others to join working group.
3.4	Agreed to check if HLF should be invited to have a representative on the interview panel and whether there were any HLF stipulations on the recruitment of a Chair.	SJ to check with HLF officer (HLF confirmed do not need or able to be involved)
3.5	In discussing role of Chair agreed the need for position statement regarding planning and transport proposals. Agreed final version to	CK and TB to draft a position statement for agreement. (Completed)

	be added to FAQ on Bathscape web page.	
4.0	Bathscape scheme update	
4.1	DM & LB outlined the progress for the first 8 weeks in post with a focus on finalising and sending out the 7 briefs for contracted works with latest deadline 28 th April, meetings with key stakeholders and preliminary options for pilot study works.	
4.2	DM outlined that in future the progress of the LCAP would form a key part of works and that following the advice of the HLF monitor Board members would, where appropriate, be asked to write specific sections of the LCAP with guidance given on content and word count.	DM to circulate HLF LCAP guidance and set out which sections Board members best placed to write.
5.0	Bathscape pilot walking festival	
5.1	LB outlined the progress of plans for the walking festival running from the 16 th – 24 th September, starting potentially with a walk hopefully involving the Mayor, then culminating in the Julian House Circuit of Bath walk.	
5.2	DB asked whether as part of the festival work the Active10 App could be promoted. She highlighted that as it would be downloaded it could provide data on interest by counting the number of downloads.	LB to note for potential link from walking festival webpage
5.3	Agreed good if all Bathscape partner organisations were able to raise a team of walkers for the Julian House fundraising walk.	LB to circulate Julian House link (Completed)
5.4	DB suggested using the walking festival to help recruit/network walk leaders and understand what support people need to lead walks.	LB to explore and build into evaluation
6.0	AOB	
6.1	Key Communications Contact sheet circulated for partners to add/amend contact details for their organisation and add in-house publications and copy deadlines	All – send details to DM
7.0	Date of next meeting:	
	13th July 2pm – 3.30pm (Venue TBC Beckford Tower) and 19th Oct 2-3.30pm (Venue TBC)	CK to confirm venue