



**ANNUAL REPORT**  
**YEAR TO 31<sup>st</sup> MARCH 2011**

**JANUARY 2012**

# **ANNUAL GENERAL MEETING**

**of**

**Lancing Business Park Ltd**

**Wednesday 8<sup>th</sup> February 2012  
6.00 to 7.00 pm**

**Venue: Shoreham Vehicle Auctions  
Chartwell Road**

## **Agenda**

- 1. Apologies for absence**
- 2. Chairman's report**
- 3. Coordinator's report**
- 4. Financial report**
- 5. Election of committee**
- 6. AOB**
- 7. A word from the sponsors**
- 8. Special guest presentation**

## **Agenda item 1 - Apologies for absence from Committee Members**

Apologies were received from:

Iain Flitcroft, Les Fuller,

## **Agenda item 2 - Chairman's report (Mike Punter)**

Mike Punter, Managing Director Parafix Holdings Ltd, called the meeting to order. He thanked the management of Shoreham Vehicle Auctions for the use of the restaurant and the people present for attending the meeting, and outlined the purpose of the meeting. He continued by advising the meeting that the current BID comes to an end in August 2013 and that he was of the belief that the BID levy would be reduced for the next term although this was dependant on the initiatives suggested by members during the pre-ballot consultation period. . He then asked Ken Green, followed by Euan Cameron to present their reports on our activities and finances for the year.

## **Agenda item 3 - Coordinator's report (Ken Green)**

### **AGM REPORT 2012**

"The year started with the disappointing knowledge that our roads were not going to be resurfaced after all. WSCC, like virtually all other local authorities, had suffered major budget cuts and as a consequence all departments had their individual budgets cut including highways.

There were many meetings held between LBP and WSCC officers, councillors and even our local MP Tim Loughton. At each occasion the importance of this business park to the local economy was highlighted and the message pushed home with some vigour. Seemingly the pressure exerted paid off, and additional funds were found to enhance the planned maintenance budget enabling extended lengths of the roads to be resurfaced and effective repairs made to the remaining areas that did not receive a coat of Tarmac.

There are a number of people who we canvassed in our attempt to get the result that we wanted for the roads, and clearly the additional funding came as a result of their influence in their respective budget discussions. However I am going to single out and thank one person, Councillor Angie Mills, for all her help and support because it is my belief that she was the most influential voice of all.

Safety on our roads is a big concern, especially as we recently had one very serious accident where a cyclist suffered injury. Just last week we had a police presence on the business park, in Chartwell Road to be precise, to carry out what is termed Operation Airwalk. This is a multi-agency roadside education for drivers and passengers who are not wearing a seat belt, and drivers who are using a mobile phone whilst driving or simply speeding. The education is offered instead of the fine and/or penalty points, and it is hoped that the hard hitting educational videos shown discourage the offender and change their attitude and behaviour. This operation took place over 4 hours starting at 8.00 am with some interesting results (shared with those present).

Operation Airwalk is purposely educational; however the sting in the tail is that it is followed up with an enforcement operation in the same place after a period of time has elapsed.

Turning now to the four main BID projects with:

### **Project 1 - SAFE**

The CCTV system has been in place for over a year now and there have been many requests for footage to be viewed following incidents on the park.

The system has been upgraded this year with the renewal of the DVR (that's the device that receives and stores the images) to a more up to date unit capable of providing clearer images and also able to accept images from HD cameras as well as the existing analogue cameras. It also has a greater capacity and can accept images from a limited number of additional cameras from other premises on the business park.

Almost at the same time as this unit was installed, one of the analogue cameras failed and this was replaced with an HD camera. The benefit of this modern technology is to provide exceptionally clear images meaning that there is a greater chance of being able to identify persons or objects.

### **Project 2 - ACCESS**

In June last year the local council advised that the existing postal addresses in use on LBP did not comply with BS7666 and that they, as the appropriate authority in this case, intended to right this wrong! This British Standard states that all premises should be allocated with a street number, and by doing so it makes it easier for the blue light services to locate an address quickly especially in the case of an emergency.

The re-numbering exercise presented an excellent opportunity to complete the Access project, and on display today are the proposals for the new signs across the park that includes the provision of the newly allocated number for premises to display.

The new signage information along with the fact that premises are now numbered consecutively should make it far simpler for the visitor and the delivery driver to find their destination. It is a costly project but very necessary and one that needed to be right first time. A steering group was set up specifically for this reason and I would like to thank all involved in that group for their help so far and their help to come. It is hoped to complete this project by the end of May.

### **Project 3 - CLEAN UP**

This is very much an on-going project and of course the replacement gas main work not only caused disruption but also left the park scarred in many areas. Our contractor, Mike Nea Landscapes, has undertaken a lot of work to repair these damaged areas by either making good or re-landscaping such as the area outside Garden Xtras in Chartwell Road. He also works with the staff of Adur and Worthing Council Services in maintaining the overall areas and has overseen some of the additional cleansing work that we have requested from them.

Litter is a constant enemy and usually emanates from open skips and poor waste management. It is worth mentioning that under legislation every business has an obligation to ensure that waste derived from that business is properly contained, and one or two businesses may have to be reminded of this duty of care responsibility in the future.

Of course it is incumbent on property owners to maintain their property to a good standard, but this is something that can only be achieved through them along with possibly some encouragement!

The Triangle entrance has already had a makeover with the removal of the overgrown shrubs and the introduction of the sleeper beds. This will soon be further enhanced by the sponsored sculpture currently being 'created' by the pupils of Oak Grove College. LBP approached them along with the Sir Robert Woodard Academy tasking their pupils to come up with a suitable design for the Triangle depicting the previous use of the business park, the Lancing Carriage Works. It is hoped that the sculpture will be finished and installed in June this year.

#### **Project 4 - CONNECT**

This year saw the introduction of the revised website that was more user friendly and informative than the previous version and whilst this is still an important tool, it relies on the user visiting the site in the first place to seek the information. So to enable faster communication with and between members of the Business Park and employees of those businesses, Facebook and Twitter have been introduced. This social media platform will be used to forward alert messages, news items, and opportunities for everyone who is involved with the business park. This is very much an instant and up to the minute way of obtaining and sharing information, and we hope that this facility will be well used and supported'. To follow us on facebook and twitter, we are @lancingbid.

In my role as Coordinator I work closely with the committee who all willingly give up their time to attend meetings and help out where necessary, such as providing the printed matter for this AGM, courtesy of Fine Cut, and I want to thank them all for their help and assistance over the past twelve months.

I would also like to say a special thank you to Tracie who is the face behind [admin@lancingbusinesspark.co.uk](mailto:admin@lancingbusinesspark.co.uk) and who undertakes most of the IT work.

Tracie works for the Worthing and Adur Chamber of Commerce and for LBP one morning a week. This is an excellent arrangement that we have with the chamber especially as their aims and objectives are very much aligned with those of the LBP BID, and it is no surprise that both organisations often work together. Last year we put on a breakfast meeting here at this venue where we heard about the new apprenticeship schemes available through Northbrook College.

I would like to hold more of these networking activities but they do need to have the support and backing from members and of course held at the right time of the day, if indeed there is a right time of the day that suits everyone! Hopefully those of you that attended or exhibited at the preceding trade show today found it both informative and useful, and again a similar event can be organised if there is desire from members to hold one. I'm very much open to suggestions on either issue  
So this year:

- You will see the improved direction signs around the park
- You will be able to follow LBP issues on facebook and twitter
- We shall be looking to increase the range of items for recycling

- We shall investigate the viability of the ultimate vision of being able to provide a managed service for all waste including landfill. As it stands at the moment, all landfill waste (with the exception of food waste) collected by AWCS from premises on the park is taken into Rabbit for processing thus reducing the distance it is taken, and that is an important factor when considering the carbon footprint of such an activity.
- We will be able to gaze upon the sculpture on the Triangle
- We will continue with the drive to improve the aesthetics of the business park.

I'm looking forward to the forthcoming year and helping to make LBP the premier business park in Sussex, and with your help and assistance, we will get there."

#### **Agenda item 4 – Financial report (Euan Cameron)**

Euan addressed the meeting and introduced the accounts (appendix 1) for Lancing Business Park:

Lancing Business Park generated a surplus of £48k in the year ending 31 March 2011, with current assets standing at £82k.

The breakdown of expenditure was explained at the AGM to illustrate the annual use of BID levy receipts. Capital investment, recycling, grounds maintenance & security account for c. 94% of the total purse.

The CCTV project concluded at the start of the year. The full capital cost was £61k which will depreciate over 5 years. The final capital project will see a signage project delivered in 2012 and will consume the cash reserves of the BID. Ongoing security maintenance will be incurred to ensure that the assets are well maintained.

Recycling, which has been in place from the start of the BID term continues to be a successful project with many Companies enjoying considerable benefits. Possible additions to the service may be considered in future years.

Ground Maintenance commenced in the financial year which has delivered significant aesthetic improvements around the Business Park. This is an ongoing initiative and will continue on a monthly basis.

Lancing Business Park contracts the services of an administrator, but the committee work on a voluntary basis with many resources (office space, IT support, CCTV support etc) donated. Internet support, including the costs incurred in the year of implementing a new website, was subcontracted and the cost is likely to reduce in future years.

## **Agenda item 5 – Election of committee**

Ken Green was asked to introduce this item and started by thanking the committee for their work over the past year.

The first post for consideration was the chairman, and Mike Punter confirmed that he was happy to continue with this roll and was duly elected.

The existing committee had also expressed their willingness to continue in their positions for a further year and were elected en bloc.

Eddie Finch from Auditel had been nominated to stand as a committee member by L & S office Supplies. Eddie confirmed that he was willing to stand and represent the smaller companies on the park. He was duly elected.

## **Agenda item 6 – Any Other Business**

The chairman then asked the floor for any other business. As no further items were raised he concluded the formal section of the meeting and introduced the speakers from our sponsors to present their companies.

## **Agenda item 7 – A word from our sponsors**

### **Sutton Winson**

Noel Preston from Sutton Winson outlined how his company can help and assist in providing suitable cover for insurance and risk management purposes.

### **Russell New**

Chris Checkley from Russell New outlined how his company can help with tax issues and organisational strategy.

### **H R Smart**

Heidi Rush from HR Smart outlined how her company can help with all human resources matters affecting all businesses.

## **Agenda item 8 – Special guest presentation**

Mike Punter then introduced Martin Perry, Chief Executive from Brighton and Hove Albion FC who talked about the new training facilities they were hoping to provide in Lancing.

At the end of his presentation the Chairman thanked all the speakers for their input and all present for attending on what was probably the coldest day of the year so far.

The meeting closed at 7.45 pm.

## APPENDIX 1

**LANCING BUSINESS PARK LIMITED**  
**ABBREVIATED ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2011**

<b>PROFIT &amp; LOSS</b>	<b>Year End 31/03/11</b>	<b>Year End 31/03/10</b>
<b>Income</b>	£127,451	£118,892
<b>Expenses</b>		
Salaries	£18,746	£21,911
Recycling services	£27,076	£24,498
Grounds Maintenance	£9,357	£0
Software	£4,546	£1,250
Security	£9,838	£1,879
Professional Fees	£1,279	£2,166
Sundry	£986	£1,036
Stationary / Post	£592	£181
Bank charges	£48	£276
Depreciation	£12,499	£6,424
HP Interest	£1,124	£1,124
	(£86,092)	(£60,745)
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<b>Operating Surplus</b>	£41,359	£58,147
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<b>BALANCE SHEET</b>	<b>Year End 31/03/11</b>	<b>Year End 31/03/10</b>
<b>ASSETS</b>		
<b>Fixed Assets</b>	£63,645	£42,804
<b>Current Assets</b>		
Trade Debtors	£21,388	£14,779
Other debtors	£1,452	£15
Cash at Bank	£58,331	£41,131
	£81,171	£55,925
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<b>Current Liabilities</b>		
Trade Creditors	(£13,952)	(£5,350)
Finance Leases	(£4,843)	(£8,717)
	(£18,794)	(£14,068)
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<b>Total Assets less Current Liabilities</b>	£126,021	£84,662
	<hr/>	<hr/>
<b>Financed by:</b>		
Reserves (Company limited by guarantee no share capital)	£126,021	£84,662
	<hr/>	<hr/>
	£126,021	£84,662
	<hr/>	<hr/>



## **NOTES TO THE ABBREVIATED ACCOUNTS**

### **Accounting Policies**

#### **Basis of accounting**

The financial statements have been prepared under the historical cost convention.

#### **Cash flow statement**

The directors have taken advantage of the exemption in Financial Reporting Standard No 1 (Revised 1996) from including a cash flow statement in the financial statements on the grounds that the company is small.

#### **Turnover**

Income represents subscriptions paid by members during the year, exclusive of Value Added Tax.

#### **Fixed Assets**

The asset value at 31 March 2011 includes the capital purchase of CCTV equipment with a value of £60,745. A project to revamp the Business Park signage is in development and will utilise the cash reserves of the Company. It is anticipated that this will be delivered in 2012.