



Lancing Business Park

Business Improvement District

BUSINESS PLAN 2008 TO 2013



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LANCING BUSINESS PARK BID BUSINESS PLAN

WELCOME

After many months of research, consultation, planning and preparation, it is with pride that I submit to you the business plan for the Lancing Business Park Business Improvement District, the **Lancing Business Park BID**

Lancing Business Park started life as sidings and carriage works for the London, Brighton and South Coast Railway. In the 1960's when branch line railways and the British railway infrastructure was cut back dramatically the carriage works became redundant.

The land and buildings were sold off in packets as industrial development land and the Churchill Industrial Estate was born.

The estate developed and became home to a wide range of businesses from high tech electrics through furniture manufacturing to heavy steel fabrication.

In 1999, a business park steering committee was formed. The aim was to develop more of a sense of community between residents of the estate and also to apply for government funds available at the time.

A great deal was achieved during the subsequent years including re-branding the estate, the Lancing Business Park, funding the re-surfacing of the arterial roads on the park, investing over £200K through the Boundary Improvement Grant scheme, a scheme designed to encourage businesses to improve the outwardly visible aesthetics of their premises, improved signage and a community security scheme which funded regular night time security patrols of the estate.

By 2004 the government funds were coming to an end. Not wanting to see the good work wasted Iain Flitcroft, Managing Director of Manhattan Furniture and Peter Tyler, Managing Director of Finecut International, both estate residents, formed Lancing Business Park Limited. Lancing Business Park Limited is a non profit making enterprise and was established to form a hub to the business community on the park. Lancing Business Park Limited has continued the administration of the security scheme and committed further investment to a business park CCTV system and number plate registration facility, ensuring that the park is monitored 24 hours a day.

It also established the website as another important step forward in the development of a cohesive business community. There are over 150 businesses on the Business Park and over 2000 people come to work here daily along with countless others who visit as clients, customers & suppliers.



In the face of strong competition regionally, nationally and increasingly from overseas it is essential that business parks like ours work together to ensure we remain attractive and competitive for the future.

As a business on the Park, you have had the opportunity to read and learn about Business Improvement Districts.

After much talk, the moment has arrived to take you through our detailed plan to increase business investment security, safety & confidence in Lancing Business Park. In doing so we expect to lift significantly the performance and profitability of the Business Park and ultimately its businesses. The following pages explain precisely what the **Lancing Business Park BID** is all about, how it is going to positively influence not just you and your business but also your employees and your customers.

It is important that you understand how a Business Improvement District (BID) works because you have the opportunity to play a part in the process by voting for the BID and so contribute towards making a real difference to your business.

More than 30% of businesses responding to our consultation material and meetings have already pledged support to the **Lancing Business Park BID** in principle and I thank them for their enthusiastic commitment.

On March 10th 2008 we will issue ballot papers to all businesses that are responsible for paying business rates on the Lancing Business Park and invite you to give us the go ahead to launch the **Lancing Business Park BID** and take greater control of our future.

We are investing for higher standards of security, services and ultimately profitability. Most importantly, if you vote 'YES' for the **Lancing Business Park BID** then we won't be waiting for it to happen. All the preparatory work has been done and we are eager to begin delivering straight away.

M. Punter
Parafix Tapes & Conversions Ltd
BID Chairman
Lancing Business Park Limited



WHAT IS A BUSINESS IMPROVEMENT DISTRICT?

It is an arrangement under which local businesses plan how to improve their own business & trading environment. Businesses identify projects or services that will add value and agree on the level of funds that they will pay to make it happen. The duration of the deal is not more than five years.

- **Background to BIDs?**

Originally from the USA & Canada, they were successfully tested in twenty different business locations in the UK leading to legislation at the end of September 2004.

Since then over 60 commercial & industrial areas have voted for a BID in their locations. This will bring in over £100m of additional investment in the next five years. Another 100 BIDs are in the pipeline in the UK

- **Is it a just another Tax?**

No, the money does not go to the Central Government or the Local Council. Funds are ONLY for the project(s) agreed and voted for & controlled by the participating businesses

- **What sort of services will the BID levy cover?**

Anything the businesses choose - it can be from creating a "clean and safe" environment to marketing and promotion to attracting further investment.

- **Why should businesses get involved?**

It enables them to have control over projects that directly affect the performance of their business. Those businesses who pay the BID levy have a voice and a vote.

- **If businesses already pay rates, why should they pay again?**

The BID levy is a specific levy for projects identified and controlled by the businesses. It can only provide ADDITIONAL improvements and benefits to services already provided by local authorities. It cannot SUBSIDISE or SUBSTITUTE the existing provision by public agencies

- **Do the funds go to the local authority in any way?**

No, the money is collected by the local authority and is transferred to the BID organisation to spend ONLY for projects identified by the BID. In addition, the BID will also seek Baseline Agreements from the local authority and other public agencies such as the Police to ensure that businesses are getting value for money on existing services provided by them within the BID area.

- **Is it only existing business rate payers who will contribute to BID?**

No, contributions will be sought from other organisations and individuals such as commercial property owners/landlords who will benefit from an enhanced environment. More money could also be sought from Public Sector Agencies.

- **Is it the Tenants or the Property Owners that Pay?**

With the UK legislation it is whoever is liable for the Business Rates, usually the tenant.



- **What about businesses who vote against the BID Project & Plans?**

The legislation requires that 51% of businesses who vote must be in favour in numbers and in terms of rateable value, of the BID project & plans. If this is the case then the levy is mandatory on all in the BID area.

In the 60 or so BID areas that have gone to a vote there has been an average turnout of 50% with 75% voting in favour.

WHAT IS Lancing Business Park BID and WHY DO WE NEED IT?

Lancing Business Park BID will be run via Lancing Business Park Limited, a company limited by guarantee who will control and manage the delivery of the requested additional services and projects. It will be led by a private sector board elected by all BID levy payers.

The proposer of the Lancing Business Park Business Improvement District (**Lancing Business Park BID**) is the Lancing Business Park Limited which is a private, not for profit organization.

There are significant challenges facing ageing Business Parks. They include increasing competition, attracting the right businesses & clients, safety & security and the quality of environment in which we trade. The current arrangements whereby Lancing Business Park Limited raises funds and carries out work on an ad hoc basis has a finite capability and allows only very limited business planning. The **Lancing Business Park BID** is seen as a necessary step to safeguard the future competitiveness and prosperity of Lancing Business Park.

By collecting a very modest BID levy from all businesses, the **Lancing Business Park BID** will generate over half a million pounds of dedicated funding to be spent improving the Business Park over the next five years, in addition to the services and spend from the public sector in the same period. These improvements will be decided and controlled by you, the businesses. The Lancing Business Park Limited Company Board will be elected by you to represent you and direct what happens with your BID levy contribution.

Over 80% of businesses on the Park will pay the equivalent of a cup of coffee a day in a BID Levy

This relatively small amount will collectively generate a sound and powerful investment through the projects outlined later in this plan.

The improvement projects set out in this Business Plan are the result of comprehensive consultation exercise that has included responses from previous surveys, the results of the **Lancing Business Park BID** questionnaire sheet sent out to all businesses, street meetings and numerous face to face meetings. All in all over half of the business have been directly involved in the consultation



Our absolute priority is to have a small number of projects that will be high impact, high quality and high profile and be deliverable quickly.

As a result of the consultations the four core project areas or themes we will tackle are:

- 1) Lancing Business Park **Safe**
- 2) **Access** Lancing Business Park
- 3) **Clean Up** Lancing Business Park
- 4) **Connected** Lancing Business Park

Details of each of these important action areas can be found in the projects section.

HOW WILL THE Lancing Business Park BID WORK?

This business plan highlights the additional services we intend to deliver within the **Lancing Business Park BID** area. It also spells out our goal to see **Lancing Business Park BID** become a safer, easier and more profitable and pleasant place to do business.

We have determined what extra services are necessary by scrutinising the current provision and setting new, higher standards for them over the next five years.

The cost of these services, managing them, promoting them, plus collecting the levy has been calculated over the full five year period, then we have worked out exactly what it will cost each business. This unit cost has been expressed in bands based on the Business Rates list in force currently.

In March 2008, businesses within the **Lancing Business Park BID** area (see page 11 for a map showing the details) will be asked to vote on whether or not they wish **Lancing Business Park BID** to become operational, supported by the set annual levy.

Provided that 51% or more of eligible businesses voting, cast their vote in favour (by number and by rateable value) the agreed levy will apply to all. To minimise administrative costs and demonstrate fiscal propriety, the BID levy will be collected via the business rates system by Adur District Council. A separate, distinct bill will be issued and all the money collected will be passed directly to the **Lancing Business Park BID** on a monthly or quarterly basis to be spent on the projects you have nominated.

A projected budget is shown on page 23



Once agreed the **Lancing Business Park BID** area and levy cannot be altered without another vote. The projects agreed by you can, within reason, be modified by the Lancing Business Park Limited Board of Directors that you elect, but only to reflect business priorities and conditions at the time. Should there be any project changes of this kind, all BID levy payers will be consulted and if more than 30% of BID levy payers object in writing no changes will be made.



THE VOTING AND THE LEVY ARRANGEMENTS

Adur District Council (or its appointed agent such as Electoral Reform Services) will carry out the ballot. It will be conducted through an independent and confidential postal vote. Ballot papers will be sent out to the appropriate person/organisation with any relevant documentation on 10 March 2008, to be returned no later than 07 April 2008 by 5pm. The result will be announced the following day

Each business ratepayer will have a vote provided they are listed on the National Non Domestic Rates (NNDR) List for the defined area on 1 March 2008 by Adur District Council. Where a hereditament (rateable property) is vacant, undergoing refurbishment or being demolished, the liable party on the NNDR list will be entitled to vote.

Each person entitled to vote will have one vote in respect of each hereditament in the defined area where business rates are payable.

A proxy vote is available and details will be sent out with ballot papers.

The vote will have to meet two tests for **Lancing Business Park BID** to go ahead. First a majority in favour (51%) of those that vote is required and secondly the aggregate rateable value of those that vote in favour must be greater than the aggregate value of those that vote no. The BID will last for five years.

Where the liable party for NNDR changes during the year, the BID Levy will be apportioned between the previous and new liable party.

New businesses and developments that fall inside the BID area will become eligible to pay the additional levy when they appear on the NNDR register.

The BID levy payment schedule is set out below. The BID amount payable will be set at the start of each BID financial year based on the NNDR list. In other words businesses will pay the same amount of BID levy each year for the whole five years.

BID Levy Schedule

Rateable Value	No of Businesses	What You Will Pay (pa)	Total
Over £100,000	12	£2,500	£30,000
£50k - £100k	20	£750	£15,000
£10k - £50k	109	£500	£54,500
Less than £10,000	70	£250	£17,500
Totals	211		£117,000



There will be no exemptions.

The Lancing Business Park Limited Board of Directors will in exceptional circumstances consider granting relief. The criteria for such relief will be developed in consultation with Adur District Council and will be required to be fair and equitable although such cases will be considered on individual merit and on production of appropriate independent evidence. Lancing Business Park Limited Board of Directors in consultation with Adur District Council will approve cases for legal action where there is non payment of the BID levy.

At the end of a financial year the Lancing Business Park Limited Board of Directors in consultation with Adur District Council will approve any write off with regards to the non payment or non collection of the BID Levy.

Lancing Business Park Limited will endeavour to supplement the BID levy payment by raising finance from land and property owners, local authorities (on top of their BID levy as land/property owners), the Regional Development Agency and other relevant funding streams.

THE Lancing Business Park BID TEAM

The Lancing BID team will comprise one half time member of staff who will be responsible for delivering the aims, projects and aspirations of the Lancing Business Park BID.

He/She will report to a Board of Directors (up to a maximum of 15) who will be elected by you annually. The composition of that Board will be:

6 elected from business paying the BID levy (*ideally 1 from each of the six streets in the Lancing BID area*).

1 senior representative from the District Council

The Memorandum and Articles of Association for Lancing Business Park Limited can be downloaded from our website



The Lancing BID Area



A database of all eligible businesses can be found on our website.

The Lancing Business Park BID area comprises the following streets:

**Blenheim Road
Chartwell Road
Commerce Way
Marlborough Road
Peter Road
Spencer Road**



Lancing Business Park BID PROJECTS

As a result of paper consultation, 10 sector meetings and numerous individual meetings the following areas have been identified as priorities by our respondents.

- 1) Lancing Business Park **Safe**
- 2) **Access** Lancing Business Park
- 3) **Clean Up** Lancing Business Park
- 4) **Connected** Lancing Business Park

Lancing Business Park BID -THE BENEFITS....FOR YOU AND THE BUSINESS PARK

The primary focus of the **Lancing Business Park BID** is to deliver greater safety & security. Alongside this it will try to improve access to & within the park, clean it up and help to drive business costs down, all aimed at improving the way we do business and ultimately the bottom line.

Businesses will benefit from the additional services you have identified in the following ways:

- Improved security will reduce theft and damage as well as offer a safer environment for you, your staff and any of your property (including staff cars and company vehicles)
- Better access arrangements and road improvements designed to save you time and thus money.
- Better cleaning & maintenance of the park will provide a more appealing environment for you, your staff and your clients
- Centralised negotiating for services such as waste disposal and a recycling service could help drive your business cost down.
- A strong and effective business voice to lobby on wider issues such as the A27
- The Business Park will have a higher profile.
- Property owners will have their assets protected and enhanced giving stronger tenant demand, increased income and added value

The process of improvement has already started and some fringe benefits are already available to all businesses in the **Lancing Business Park BID** area, before any payments have been requested. The act of scrutinising existing service provision in readiness for the vital Baseline Agreements has identified efficiencies to be made and higher standards introduced under the existing structure. On-going dialogue with our many partners is revealing hidden strengths and allies with greater co-operation and commitment.

The following pages provide details of the Lancing BID Projects under the 4 headings



Lancing Business Park BID Projects

Project One: - LANCING BUSINESS PARK SAFE

✓ **What is it?**

The vast majority of businesses want to see further safety & security measures introduced. 95% of respondents to the consultation named safety & security as the top priority. 51% of business have suffered some form of criminal damage within the last 3 years. 86% would like to see a co-ordinated CCTV system.

The proposed measures comprise 2 distinct elements

1. Monitored CCTV

The existing CCTV system currently covers the main vehicle entrances to the park and includes a number plate recognition facility. It is proposed that the existing system be serviced and maintained by a reputable nationally recognised company and that the option of being able to add additional cameras be incorporated. The addition of further camera coverage will be investigated to provide greater security in areas to be identified as being of benefit to the whole park.

2. Security Initiatives

A variety of visible security measures will trialled, these may include random patrols at high risk times, visible deterrents such as signs warning of CCTV coverage and web based security scheme where all members and police etc can report criminal or suspicious activity in an area. Crime reduction campaigns and information on preventative measures will be promoted. A closer and better working relationship will be sought with the local police to ensure that security within the park area remains a high priority.

✓ **When will it happen?**

CCTV:	September 2008 and ongoing for duration of BID
Security Initiatives	September 2008 and ongoing for duration of BID

✓ **How much will it cost?**

CCTV:	£5,000 pa
Security Initiatives	£5,000 pa



✓ **Performance Indicators?**

Reported & Recorded Crime Statistics
Monitoring of Business Loss Through Theft & Damage

✓ **How will it benefit my business?**

Crime and the fear of crime costs us all money. You, your business and your staff will feel safer and the same goes for your possessions, vehicles & premises. Direct costs such as insurance, theft & damage, reduces margins. Our actions should have a tangible effect on this and consequently your bottom line profit.



Project Two: - ACCESS LANCING BUSINESS PARK

✓ **What is it?**

Road congestion, parking on pavements & locating businesses were the main areas of concern. Although a number of ideas were proposed most were prohibitive in terms of cost and technical implementation. These will still be pursued, if appropriate by Lancing BID with the appropriate partners and funding bodies. The projects Lancing BID will undertake to carry out are as follows:

1. Signage

To purchase and have erected new direction signs. These will display and direct traffic in clear simple terms to street addresses. I.e. Commerce Way, Peter Road, Chartwell Road, Spencer Road, Marlborough Road West, Blenheim Road, Marlborough Road East. A Contract will also be given for the maintenance and upkeep of the signs. All old colour zone signs will be removed.

2. Parking Campaign

Working with WSCC highways & Sussex Police specific measures to be introduced to enforce parking in areas where major congestion or hazards are present. Working with local businesses to encourage sharing of surplus parking capacity. Encourage more use of public transport, car sharing and alternative methods of getting to & from work.

✓ **When will it happen?**

April 2008 and ongoing for duration of BID

✓ **How much will it cost?**

£12,000 year 1 capital cost less 50% matched funding secured on basis of successful Yes vote for BID £6,000
Ongoing Maintenance £500 pa

✓ **Performance Indicators?**

Business consultation

✓ **How will it benefit my business?**

The intention of this project is to address the issues of congestion, parking and ease of movement on the Park. It will make access easier for clients, contractors and staff.



Project Three: - CLEAN UP LANCING BUSINESS PARK

✓ **What is it?**

In the consultation 68% of business were unhappy with the general cleanliness of the Park. It is intended to set up a Clean Up Lancing Fund.

This project aims to improve the working environment of the Park. Primarily this will involve landscaping and litter clearance of the 'grey areas' i.e. those not the responsibility of a private business or required to be done by the local authority.

The project will be supported by a campaign to encourage private businesses to keep their premises and yards looking tidy. Grant aid may be made available for this.

With monitored CCTV and other security measures it will also be easier to reduce and hopefully stop fly tipping and other acts of vandalism and damage to ensure that the look of the estate improves.

✓ **When will it happen?**

September 2008 and then continually monitored and improved

✓ **How much will it cost?**

£10,000 pa

✓ **Performance Indicators?**

Business Survey
Grant Take Up

✓ **How will it benefit my business?**

During the consultation process it became apparent that people were concerned that the look and feel of the Park can have an impact on the ability to win business. Graffiti etc can also make an area feel unsafe for both staff and visitors. Lancing Business Park BID aims to combat this over the period of this BID, not only to engender pride but also to achieve a positive environment in which to win business. With all the projects combined, demand on a 'good, secure' Park is also likely to increase values of properties.



Project Four: - *CONNECTED LANCING BUSINESS PARK*

✓ What is it?

1. Connected Lancing will involve the promotion of the business park to the outside area and also encourage and promote inter-estate trading. This will be facilitated through networking events on the park, regular communication i.e. newsletters and other promotional activities such as the continued association with Splash FM. Where possible Inter-Estate Trading will be developed and encouraged aiming to take advantage of the wide range of skills & services already on offer on Lancing Business Park as well as in relation to property/equipment buying and selling. Through the Lancing Business Park BID, the aim is to create an easy accessible and preferably real time method of communicating needs and wants. Where practical prices for the supply of common services used throughout the park will be negotiated using the combined buying power of over 100+ companies to get reduced costs.

2. During consultation it was highlighted that there is a requirement for centralised waste and recycling services on the business park.

It is proposed that the BID will supply a recycling service to every property on the business park. Initially this service will be for paper and cardboard and will involve every unit being issued with a recycling container and being supplied with a weekly collection. (size of container will be proportionate to rateable value and for practical reasons shared properties may be issued with communal bins). Expansion of the service to other materials will be investigated if demand and success of service dictate.

✓ When will it happen?

September 2008 and then continually monitored and developed.

✓ How much will it cost?

1. £ 5,000 pa
2. £40,000 pa

✓ Performance Indicators?

Attendance and take up of networking events

No of companies using service and recorded volumes of material collected



✓ **How will it benefit my business?**

Inter trading with other companies on the park can benefit a business with reduced transport costs for delivery, reduced marketing and support costs and hopefully increased sales volumes.

Weekly recycling collection of paper and card to every business will reduce amount of material to be added to waste bins therefore reducing the cost of disposal.

The Business Park and individual companies can use the service to promote a green image.



KEY PERFORMANCE INDICATORS (KPIs)

As experienced business people, we understand the requirement to monitor the progress of **Lancing Business Park BID**. Close scrutiny of our activities will allow us to control it, redirecting resources to where they will be most effective and ensuring that we sustain a value for money approach.

Hard performance data will be given to you as investors in the **Lancing Business Park BID** Company, as evidence that we are delivering what we promised and that you are enjoying a return on the levy paid into the BID. Setting performance targets will motivate our staff and give us solid news of progress about the **Lancing Business Park BID**.

Set out below are **five** different KPIs to be constantly monitored to verify that we are heading the right direction, spending your money on the things you value most:

1. Recorded Crime Figures
2. Business Trading Index
3. Business Mix
4. Property Values
5. Business Satisfaction Surveys

Formatted: Bullets and Numbering

A regular online bulletin and quarterly newsletter will keep you up to date with what's happening and the progress we are making. The Lancing Business Park BID will also be operating an 'open door' policy so you can come and see us anytime.

BASELINE AGREEMENTS.....THE FACTS

We have no intention of and indeed are not allowed to ask you to pay for services that are already covered by your Business Rates (although this tax is collected locally it is handed over to central government with only part of the total collected returned to the local authority to offset some of the costs of local services). This essentially only pays for a certain standard of cleansing & maintenance of the highways and the emergency services in the case of Lancing Business Park.

Although the various services provided by the Council and other public agencies (and some that there is no legal obligation to provide) could be marginally improved through more effective management and working practices, they would still fall far short of the expectation of most local businesses.



It is important that the existing baseline services against which we have drawn up the additional **Lancing Business Park BID** projects remain constant and consistent. Working

with the providers of our services, we have defined baseline agreements that clearly define the scale, extent and frequency of their activities in future.

The Baseline Agreements cover the following areas in this case:

Adur District Council

Graffiti, Fly Tipping, Litter Picking, Sweeping, Litter Bins, Shrub Removal, Tree Work, Grass Verge Cutting

West Sussex County Council

Gritting, Street Lights, Signs & Signage Cleaning, Weed Spraying, Potholes, Public Highway Maintenance

Sussex Police

Provision of personnel & response to Lancing Business Park BID area.

The precise details of these Baseline Agreements can be viewed in the **Lancing Business Park BID** offices or on-line on our website. Their existence will allow the **Lancing Business Park BID** Company to monitor service effectiveness on your behalf to ensure consistency and compliance.



MARKET RESEARCH & CONSULTATION

Between September 2007 & February 2008 all businesses within the Lancing BID area were asked to consider what improvements could be made to the Business Park under the BIDS process. Companies were then asked select their top areas for improvement. This consultation process involved collecting information in the following three ways :-

- Consultation Sheets delivered to all businesses
- Face to face meetings
- Street meetings

The outcome of this consultation process is that over 50% of businesses gave their opinions on what improvements they would want delivered. The results of the consultation process are as follows :-

95% of respondents name security as top priority

51% of businesses have suffered some form of criminal damage within the last 3 years.

95% name prevention of property damage and theft as priority

86% would like to see a coordinated CCTV system

Accessibility voted as next highest priority

71% wanted better car parking

90% better traffic management and flow

85% better signage and location mapping

Environment

General satisfaction with current state of the business park was low with

68% being less than satisfied with general cleanliness

82% dissatisfied with landscaping

71% unhappy with litter

Centralised services

Overall interest in centralised services was low with interest below 50% in all cases except waste disposal and recycling.

71% of respondents were interested in a waste management and recycling programme.

26% of respondents trade with other companies on the park.



Other Consultation

We have also consulted widely on the explicit issue of the **Lancing Business Park BID** over the same period.

Consultees include:

- Lancing Business Park businesses
- Lancing Business Park Limited
- Adur District Council
- West Sussex County Council
- West Sussex Economic Partnership
- Sussex Police

Over 60% of business consulted have indicated that they are in favour of a BID in principle. The consultation process on the Business Plan will continue until the vote. Lancing Business Park BID, through Lancing Business Park Ltd propose to continue consulting with the BID levy payers to ensure value for money.



Lancing Business Park BID

Income & Expenditure Accounts - 2008-2013

	2008-09	2009-10	2010-11	2011-12	2012-13
	£	£	£	£	£
INCOME					
Bid Levy	117,000	117,000	117,000	117,000	117,000
Voluntary Contributions*	6,000				
TOTAL INCOME	123,000	117,000	117,000	117,000	117,000
EXPENDITURE					
Projects					
Safety & Security	10,000	10,000	10,000	10,000	10,000
Access	12,000	500	550	600	650
Lancing Clean Up Fund	10,000	10,000	10,000	10,000	10,000
Centralised Services	45,000	45,000	45,000	45,000	45,000
Staff Cost**	23,000	24,000	25,000	26,000	27,000
Training	-				
Post, Stationery, Telephone	1,000	1,100	1,200	1,300	1,400
Travel	500	550	600	650	700
Office costs (incl IT support)	1,000	1,000	1,000	1,000	1,000
Insurance	500	500	500	500	500
Legal/Professional	4,000	4,000	4,000	4,000	4,000
Market Research					
Levy Collection Fees	1,350	1,350	1,350	1,350	1,350
Bank Charges	1,000	1,000	1,000	1,000	1,000
Reserve***	12,000	12,000	12,000	12,000	12,000
TOTAL EXPENDITURE	121,350	111,000	112,200	113,400	114,600
NET PROFIT	1,650	6,000	4,800	3,600	2,400
CUMULATIVE	1,650	7,650	12,450	16,050	18,450

* Voluntary contributions and matched funding from outside sources

**The Staff Cost will cover 1 part time member of staff (20 hours per week, including on costs)

***Reserve to protect against non payment of BID Levy & also for payment of clawback



THE Lancing Business Park BID TIMETABLE

Launch of Lancing BID Business Plan	February 2008
Ballot Notice Sent Out	February 2008
Ballot Papers By	10 March 2008
Lancing BID Ballot Date	07 April 2008
Official Launch of Lancing BID	September 2008

- Lancing Business Park Limited Board will meet monthly from September 2008 to review operations and business plan
- Lancing BID projects will continue as defined in subsequent years (and improved) unless alterations agreed
- Monthly Online Newsletter
- Quarterly 'Surgeries' for all Lancing BID members
- Regular events such as newsletter, surgeries, board elections, AGM and market research will take place at the same intervals each year.

The contents of this Business Plan are entirely the work of the Lancing Business Park Limited. While every effort has been made to ensure the accuracy of its contents, we cannot accept liability for any errors or omissions that may have appeared in the course of its preparation.

CONTACT DETAILS

If you have any questions or comments about this plan or the BID process itself, then please do not hesitate to contact:

Mike Botting
Lancing Business Park Ltd
c/o Manhattan Furniture
Blenheim Road
Lancing Business Park
West Sussex
BN15 8UH

Tel: 07739 713723

Email: mikebotting@lancingbusinesspark.co.uk

If you require more information about the overall BIDs process and its broader application within the UK then there is a wealth of detail available through the national BIDs pilot website on: www.ukbids.org