

Halebank

A Secure Future 2008-13

A Business Plan for a Business Improvement District on
Halebank Industrial Estate, Widnes, Halton.

Draft Version: HALEBANK BUSINESS PLAN V3

Produced by:
Halebank Business Steering Group,

The Halebank Industrial Business Group is supported by:



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Industrial Estate Business Improvement District.....24**

1.0 Open letter from Chair of the

Dear Business Owner/Manager,

Yours sincerely,

Dave Farrell
Hough Green Garage
Chair of the Halebank Business Steering Group

Insert picture of Dave

2.0 Introduction

2.1 Halebank

The Halebank Business Steering Group has been representing the interests, concerns and issues of businesses and property owners on the Halebank Industrial Estate since its establishment in 2004. Over this period of time the group and its partners have delivered a range of significant improvements that have enhanced the trading environment for local companies both small and large.

However, the funding that has enabled the development and management of the Halebank Industrial Estate in recent years is time limited and will cease in March 2008.

Beyond March 2008, businesses on the estate have to take responsibility for the future development of the industrial estate, over and above the statutory services that are provided by the public sector. In order for the Halebank Industrial Estate to meet the needs of companies on the estate in the future, the Business Steering Group has chosen to utilise a concept that is growing across the UK, and has been successfully implemented in many countries including the USA, Canada, Australia and Singapore. The concept is that of Business Improvement Districts (BIDs).

The consultation exercises that have been undertaken have demonstrated a wide spread demand and need for the services and projects delivered through the Halebank Business Steering Group. What is required now is for companies across Halebank Industrial Estate to embrace Business Improvement Districts as a mechanism to enable:

1. Consolidation of services and projects that have proved effective.
2. Introduction of new services and projects that will further enhance the trading environment for businesses on the estate.
3. The management of the estate, in a pro-active manner through the Halebank Business Steering Group and an Estate Manager.

What is a Business Improvement District (BID)?

A Business Improvement District enables groups of businesses to commission projects that will lead to improvements in their local trading environment, funded through a local increase in business rates. The funding cannot be used to support or pay for services that are a statutory provision of the public sector. Once collected, the money is ring fenced locally and used to fund, commission and deliver the project or services demanded by local companies.

There are currently 55 Business Improvement Districts operating in the UK and over 200 across America.

For more information on BIDs visit www.ukbids.org.uk.

The nearest industrial estate based BID is located just sixteen miles from Halebank Industrial Estate on Winsford Industrial Estate, Vale Royal, Cheshire. Visit www.winsford1-5.co.uk for further information. The nearest retail BID is located in Liverpool City Centre www.citycentralbid.com.

2.2 “Delivering Results on Halebank Industrial Estate” - Our Successes 2004 - 2007

Since 2004, the improvements delivered by the Halebank Business Steering Group have resulted in:

- **Insert and crime statistics form Cheshire Constabulary**
- Introduction of new and consistent name plates
- Installation of a company sign board with map
- Installation of 10 fully functioning high speed dome cameras to monitor the industrial estate
- Installation of litter bins
- Grants available to fund external enhancements to business sites and improve security

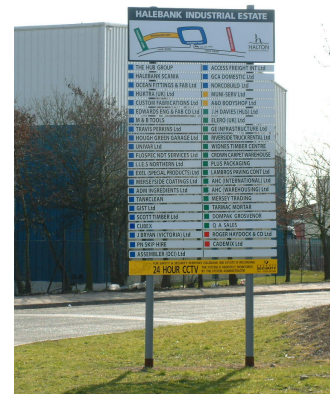
The pictures below show just a few of the real improvements delivered through the Halebank Business Steering Group to date.

New Entrance Signage

Before



After



New Name Plates

Before



After



New Security Features – Estate-wide CCTV system (10 fully functional high speed dome cameras installed)



Estate Co-ordinator – Gareth Bennett

Improved access to Business Support Agencies. Environment Connect Visit

Workplace Health Connect

Business Grants

Before



After



Quote from Company about the improvements to the estate -TBC

"The whole mood of the estate has been lifted and confidence and pride in the location is better than ever. Companies are now talking to each other with a common goal of community improvement. More than ever, companies are speaking with one voice to better the locality and we now get to know each other as companies through the process of working together."

3.0 Business Consultation

This proposal for a Business Improvement District on Halebank Industrial Estate was developed between July and October 2007. Each of the themes, and their content has been selected following feedback from businesses through a number of consultations and events.

The response rate to the consultations has been high (37% of companies responding). The types of companies who have responded range from micro companies employing less than 5 people to some of the largest employers on the estate.

The consultation for This Business Improvement District proposal was undertaken in two stages. These stages were an open consultation undertaken by Groundwork in November 2006 (BID Feasibility Study) and a consultation workshop in July 2007, which informed the development of a draft business plan. The second stage of consultation was then undertaken in September 2007 on the draft business plan.

3.1 1st Stage of Consultation – BID Feasibility Study

The first consultation, the BID feasibility study, identified the following key priorities from businesses:

1. General industrial estate improvements (94%)
2. Crime and security (82%)
3. Estate steering group (77%)

37% responded to the BID Feasibility Study.

Furthermore, the study identified that a majority of businesses (65%) would be prepared to consider a Business Improvement District levy to support estate improvement projects. This number, however, was exceeded by the percentage of companies who reported that they are interested in participating in the future development of the estate (82%).

These priorities along with feedback from a consultation workshop held in July 2007 were used to direct in the development of the draft business plan. The draft business plan was then sent out for consultation in September 2007.

3.2 2nd Stage of Consultation - Consultation on the Draft Business Plan

- Feedback results
- Graphs showing businesses opinion of the draft business plan

Some of the specific feedback on the business plan from companies on the estate is quoted below:

- To be completed

4.0 The Proposed Business Improvement District

Safe and Secure 2008-13

"To develop Halebank Industrial Estate as a safe and secure environment from where companies can grow and prosper, by working in partnership to focus on our three themes for improvement:

1. Increasing business security and preventing crime
2. Image enhancement measures across the estate
3. Providing a range of support functions that will benefit all businesses

The business improvement district will deliver the following benefits for your company through our four joined up themes of work:

Reduced levels of crime – Every business will be provided with property marking systems to deter theft and enable the recovery of property, business watch service will be continued to warn of crime incidents as and when they take place. The development of the existing CCTV system, the provision of a response to alarm activations/incidents and keyholding service will enhance the level of response and will further deter and prevent crime. High profile signage will also be installed to act as a deterrent.

Halebank Industrial Estate Manager – Locally based and working for you.

Connected Business Community – Networking, estate newsletter, business watch, business directory and nearly £1,500 per annum of additional in-kind funding support for Halebank Industrial Estate from Halton Borough Council.

Business support – Greater access to a range of business support services provided by local, regional and national organisations to support you company to grow and prosper. The estate manager will have a key role in signposting your business to these services to ensure you know about these and benefit.

Investment support – Lobbying, promoting and developing the estate to improve your trading environment.

Business Led Partnership – Working with you, for you.

Enhanced image for Halebank Industrial Estate – New plantings and landscape improvement schemes, gateway signage, improved maintenance programme, business frontage charter.

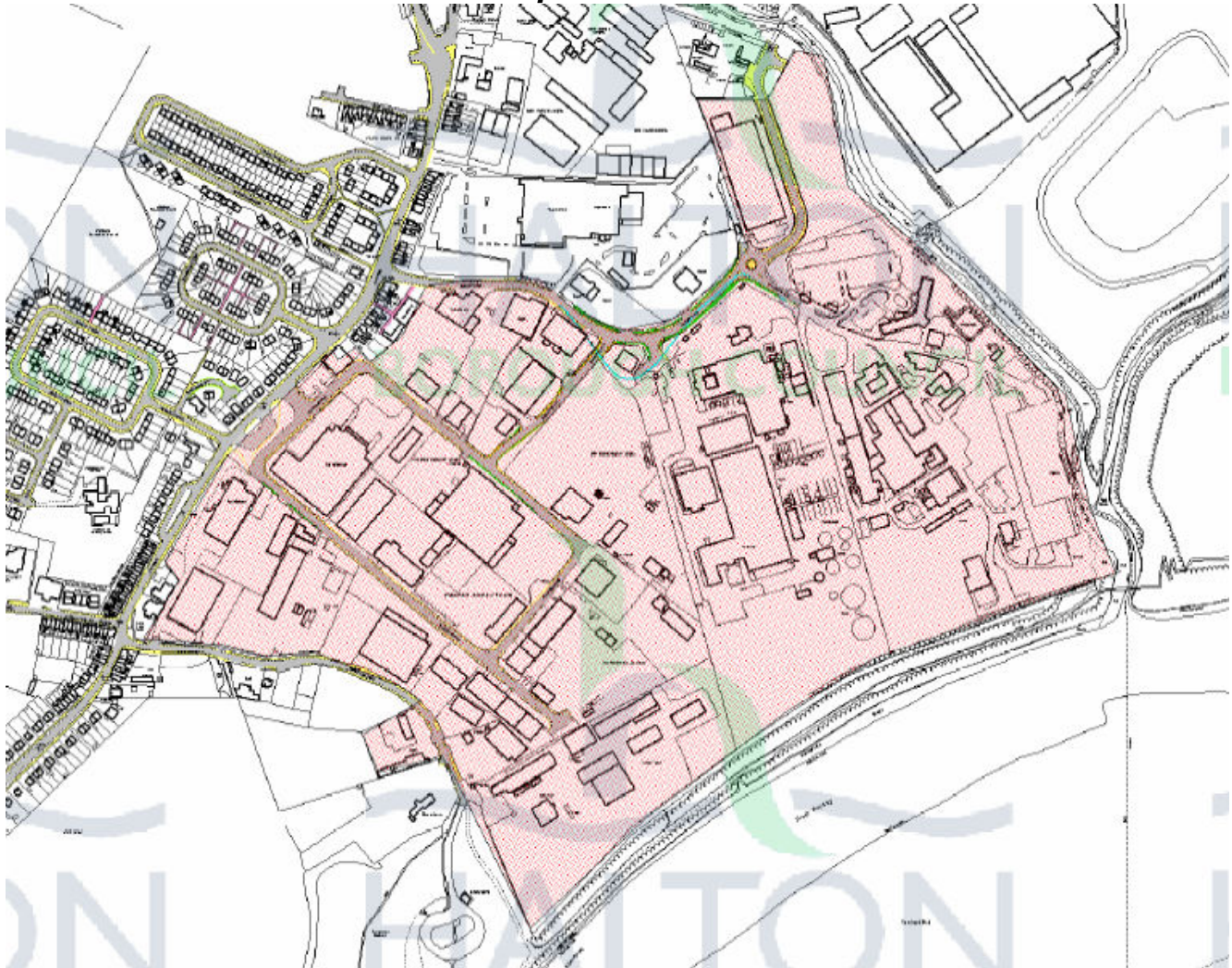
£40,000 of funding support from Halton Borough Council –

The Business Improvement District will deliver its services for a five-year period from the 1st April 2008 (commencement of BID arrangements) until 31st March 2013.

The Business Improvement District will deliver services and projects on Halebank Industrial Estate. The area covered by the Business Improvement District cover the following roads:

- Pickerings Road
- Broughton Way
- Foundry Lane
- Mersey View Road
- Waterside Lane
- Hale Road (Co-op only)

Halebank Industrial Business Improvement District Area



The area in red is the area of the industrial estate that will be supported by the Business Improvement District.

4.1 Theme One – Safe and Secure

The Halebank Business Steering Group believes that preventive and deterrent measures are the best way to tackle crime and security on the estate. In past years the estate has been subject to significant levels of criminal activity. However, these significant levels of crime are likely to continue, unless a co-ordinated approach to tackling crime is developed and maintained.

Therefore, this proposal for a Business Improvement District will deliver the following measures that will seek to prevent and reduce crime, along with ensuring that businesses are equipped to deal with crime should it occur.

Development of the existing Closed Circuit Television (CCTV) Camera Systems

The existing CCTV system will be further developed to provide greater coverage of the estate through the installation of additional cameras at key access points to the estate. In addition, the existing dome cameras will be made more intelligent through the installation of passive infrared (PIR) detectors, which will enable the cameras to zoom in on movement and provide a much-enhanced coverage of incidents on the estate.

This enhanced CCTV system will act as a greater deterrent, and provide evidence as and when crimes do occur.

Alarm/Incident Response Service and key holding service

The BID will also fund an alarm/incident response and key holding service. This service will be linked in with a monitoring contract for the CCTV system, and will enable alarm activations and incidents on the estate to be responded to by a professional security company. The key holding service will ensure that alarm activations* are swiftly acted upon, and should your staff attend the incident, they will do so knowing that a security guard is on hand to provide assistance.

* The draft business plan is presently configured to include an average of 4 callouts to each premise per annum.

Bulk purchase of intelligent DNA based forensic property marking for all companies.

The Business Improvement District will provide each company with a unique (to their business) DNA based forensic property marking system, that cannot be removed from equipment, and ensures that stolen property can be traced back to its owner, criminals linked to crime scenes and prosecutions brought.

As with the CCTV system, the prime aim of the DNA based forensic property marking system will be to deter and prevent criminals from considering Halebank Industrial Estate as an 'easy target'. Signs will be displayed at all entrances to the estate promoting the use of the property marking system, and every company will be provided with window stickers and signs along with other promotional items to raise awareness of the property marking systems use in their own company and across the estate.

Business Watch

The BID will work with Cheshire Police in order to further develop and maintain a Business Watch service for Halebank Industrial Estate. This will include:

- Email network to share intelligence regarding potential crime or security threats.

Purchase of additional crime prevention signage.

The Halebank Business Steering Group will continue to work in partnership with Business Watch. In order to promote the Business Watch and all security measures on the estate (detailed above), additional signs will be purchased and installed across the estate, to further act as a deterrent.

KPI's	Baseline	Target	Source for information
Number of reported crimes	36 in 2006	18 in 2013	Police criminal statistics
% of companies who have suffered physical criminal damage in the last 3 years	76% in 2007	30% - 2013	Business Survey
% of companies feeling vulnerable to crime	82% in 2006	30% - 2013	Business Survey

<p>The potential benefits for your business from this theme:</p> <ul style="list-style-type: none"> ✓ <i>Reduced insurance premiums.</i> ✓ <i>Reduced levels of crime.</i> ✓ <i>A safer environment in which employees can travel to work.</i> ✓ <i>Ability to quickly and efficiently find out about security threats to your business premises.</i> 	<p>“Whilst we have made improvements in our own business to improve security, the joined up thinking and crime deterrent measures that will come with the Business Improvement District are essential if companies on Halebank Industrial Estate are to continue to tackle the crime head on, and present a united front in the fight against crime”.</p> <p>Quote from Company on the estate</p>	<p>Picture of Business Manager giving the quote</p>
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4.2 Theme Two –Image Enhancement

Continue the development of the Industrial Estate to ensure it can attract new companies, employees and is a location where your company is proud to bring its customers.

Gateway and Physical landscape improvements

Introduce a programme of physical landscape improvements onto the estate over the five years of the programme. The above artists drawing provide a guide as to the types of image and landscaping improvements that the Business Improvement District will deliver, which will initially focus on gateway improvements to Halebank.

Maintenance

The Business Improvement District will manage a programme of maintenance for the estate over and above the statutory provision provided by the Council. It is proposed that the BID will manage a small maintenance programme to ensure high standards of maintenance, which will include maintaining gateway / landscaping improvements implemented through the BID and increased frequency of street cleansing. The BID Manager and Halebank Business Steering Group will also continue to lobby the Local Authority to ensure that standards of grass cutting, street cleansing etc are maintained and were feasible improved.

Business Frontage Charter

Launch and promote a business frontage charter. The Halebank Business Steering Group recognises that it is not just estate wide actions that are required to improve the image of the estate. Individual companies have a responsibility to maintain their sites, and accordingly the BID will develop and promote a 'Business Frontage Charter' for companies to sign up to, which will set basic standards of maintenance and appearance that all companies will seek to achieve.

The benefits for your business from this theme:

- ✓ *Enhanced company image*
- ✓ *Increased property values*
- ✓ *Attractive environment for employees to work from*
- ✓ *Maintenance of the assets (name plates, planting and welcome signs) that the Halebank Business Steering Group has invested in to date.*

KPI's	Baseline	Target	Source for information
% of companies considering the image of the estate to be good	12%	50%	Business Survey
% of companies considering the image of the estate to be good or acceptable	65%	90%	Business Survey
% of companies planning to leave the estate	24%	5%	Business Survey

“Looks count, an attractive estate attracts quality businesses, and creates a positive impression with customers, employees and suppliers alike. The proposals within the Business Improvement District will go a long way to help create a quality trading environment for all companies on the estate”. Quote from Resident business on image enhancement

4.3 Theme Three – Co-ordinated Industrial Estate

The business support theme has been developed to ensure the estate continues to prosper, attract inward investment and develops its image as an excellent place to work and invest.

Halebank Business Steering Group - Your Business Champion

The Halebank Business Steering Group will champion the businesses on the estate to ensure that the estate receives the appropriate level of service it is entitled to from public sector and other agencies.

This will include applying for sources of funding and lobbying for improvements to the estate in areas such as crime prevention and security, estate cleaning and maintenance, development of facilities and amenities on the estate for employees including transport improvements, public transport provision and highways improvements.

This will be achieved through the Halebank Industrial Estate Executive and the Project Management Organisation. In particular, the Business Improvement District will monitor baseline agreements received from Halton Borough Council, and ensure that they are adhered to. This will include ensuring that the following services are delivered in line with baselines established by Halton Borough Council:

- Highway and footpath Cleansing
- Cleansing of entrance signs
- Grass cutting
- Litter picking
- Litter bin emptying
- Business watch and Community Support Police Officers

Estate Manager

The Business Improvement District will provide an estate manager, who will be employed through the Project Management Organisation. The estate manager's role will be to:

- Act as a first point of contact for businesses on issues and opportunities on the estate,
- Act as a first point of contact for external agencies wishing to engage companies on the estate,
- Provide regular email newsletter for companies on new estate developments,
- Provide introductions to the estate and guided tours to companies wishing to invest in the industrial estate.

Halebank Industrial Estate Bulletin

Regular newsletters will be produced every year about the Halebank Industrial Estate and new development. The newsletters will be used to promote the estate and also share information on estate news and events that are of relevance to companies.

Car sharing web site. The Business Improvement will link into Halton Borough Council's lift share web site. This will enable employees to log their travel details onto a web site, which will then match them up with other employees who undertake similar journeys at similar times. The web site will be promoted to all employees, and monitored to ensure that it is used. The benefits from the initiative will be to reduce congestion at peak times and reduce employees travel costs. This is a low cost initiative, which has the potential for reducing traffic and congestion.

Annual Bus Timetable Review. Working with Halton Borough Council, the Halebank Business Steering Group will undertake an annual assessment of bus timetables to identify if these meet the needs of employers/employees. This will ensure that bus timetables are aligned with shift patterns on the estate, and can provide a reliable and practical service. Following on from the annual review, an estate specific leaflet will be produced and made available to employees, detailing the business services to and from the estate.

The potential benefits for your business from the business support theme:

- ✓ *A single voice will be maintained representing Halebank Industrial Estate and its interests.*
- ✓ *Forum for engaging with public sector and other business support agencies.*
- ✓ *A forum to meet your neighbouring businesses and inter-trade.*
- ✓ *One point of contact for your queries in relation to your business and its trading environment.*
- ✓ *Quick and easy mechanism for accessing information from public sector bodies.*
- ✓ *An additional resource to champion your businesses issues and opportunities to other companies and organisations.*
- ✓ *Access to external business support services.*
- ✓ *Regular updates on developments on the estate.*
- ✓ *Easier access to the estate for employees from an improved public transport service*

KPI's	Baseline	Target	Source for information
Business Support satisfaction rating	1 st year evaluation of project will set baseline	80% of businesses reporting that the business support from the BID is good or excellent.	Annual business survey

"I have really valued the business support received to date through the Halebank, and I am keen to support the Business Improvement District to ensure that my company and others across the estate continue to receive the benefits from this service. This support is vital if the estate is to continue to prosper and attract inward investment after April 2006".

Insert Picture of Business person giving quote

Quote from Local Business about business support

5.0 Governance, Management, and Delivery of the Business Improvement District

5.1 *The Halebank Business Steering Group and Governance of the Business Improvement District funds*

The Business Improvement District (BID) will be governed through the established Halebank Business Steering Group. However, in order to ensure appropriate governance, a constitution for the Group will be established. To date the Halebank Business Steering Group has been open to any company that wishes to join. Under the proposed Business Improvement District, every company that is located within the BID area and, therefore, contributes towards the cost of the BID, will become a member of the Halebank Business Steering Group. Each company will be able to appoint a representative, who will then have voting rights at Halebank Business Steering Group meetings including the Annual General Meeting.

Members of The Halebank Business Steering Group will be responsible for:

1. Overseeing the Business Improvement District and ensuring it delivers its services and improvements as identified within the business plan.
2. Ensuring the finances raised from the Business Improvement District are used on items of expenditure as identified within the Business Improvement District business plan.
3. Electing a chair and treasurer at the annual general meeting who will lead the executive committee.
4. Electing on an annual basis up to four further executive members, who will join the executive committee to oversee the delivery of Business Improvement District.
5. Appointing auditors to audit the accounts of the Business Improvement District.
6. Approving the financial regulations for delegated authority for approval of expenditure under the Business Improvement District.

The Executive committee will be responsible for:

1. Guiding and directing the appointed project management organisation in the delivery of the Business Improvement District.
2. Ensuring that the appointed project management organisation is held accountable for expenditure of BID monies.
3. Approving eligible expenditure in line with the delegated powers detailed within the financial regulations that have been approved by the members of the Halebank Business Steering Group.
4. Monitoring and reporting to members of the Halebank Business Steering Group on the achievement of key performance indicators and expenditure.

The Halebank Business Steering Group will meet three times a year. The first meeting of each financial year (April – March) will also act as an annual general meeting. For the Halebank Business Steering Group meeting to be quorate at least seven members must be present. The Halebank Business Steering Group will also invite selected public and private sector representatives. Only members of the group will have a vote on any proposals tabled at Halebank Business Steering Group meetings.

The executive committee will meet once every two months. For the executive committee to be quorate, at least three members will be required to be present. Halton Borough Council will be invited to attend each executive committee in an advisory capacity. The project management organisation will also be invited to attend each executive committee meeting in a reporting and advisory capacity. Only elected members of the executive will have a vote on any proposals tabled at the executive meeting. The executive committee will only have the rights to approve proposals tabled that are within the delegated powers detailed within the financial regulations that have been approved by the members of the Halebank Business Steering Group.

5.2 The Business Improvement District Delivery Body –

The Economic Regeneration Service at Halton Borough Council will act as the accountable body for the Business Improvement District. The Economic Regeneration Service will be responsible for managing the project and ensuring that the funds collected by the Local Authority are spent in line with the Business Improvement District Proposal.

The Economic Regeneration Service will act as the BID Body, on behalf of the Halebank Business Steering Group. The key responsibilities of the Economic Regeneration Service at Halton Borough Council will be:

1. To manage the receipt of income from Halton Borough Council and ensure that this is spent in line with the business plan.
2. Produce quarterly claims accounting for project expenditure and reporting on the delivery of the BID against key performance indicators and milestones.
3. Provide secretariat support for the Halebank Business Steering Group and the Executive Committee.
4. Produce an audited statement of expenditure, detailing income received from the Business Improvement District and the expenditure defrayed against this income.
5. Present progress reports at the Halebank Business Steering Group meeting and to the Executive committee meeting.
6. Employ an estate manager.

6.0 Business Improvement District Costs, Timings and Baselines

6.1 Income, Expenditure and Cash flow

The Business Improvement District will last for a five-year period. The income and expenditure breakdown for the proposed Business Improvement District is detailed below.

Expenditure	2007/08	2008/09	2009/10	2010/11	2011/12	2012/13	Totals
Business Support							
Project Management	£ -	£ -	£ -	£ -	£ -	£ -	
Meeting Costs	£ -	£ 525.00	£ 525.00	£ 525.00	£ 525.00	£ 525.00	
Estate Manager @ 1.5 days week	£ -	£ 8,850.00	£ 9,115.50	£ 9,388.97	£ 9,670.63	£ 9,960.75	
Sub total	£ -	£ 9,375.00	£ 9,640.50	£ 9,913.97	£ 10,195.63	£ 10,485.75	£49,610.85
Administration							
BID Levy collection	£ -	£ 1,836.00	£ 1,836.00	£ 1,836.00	£ 1,836.00	£ 1,836.00	
Re-vote costs	£ -	£ -	£ -	£ -	£ -	£ 5,000.00	
Evaluation costs	£ -	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 3,000.00	
Postage costs	£ -	£ 100.00	£ 100.00	£ 100.00	£ 100.00	£ 100.00	
Estate Bulletin (4 editions a year)	£ -	£ 600.00	£ 600.00	£ 600.00	£ 600.00	£ 600.00	
Audit and Accounts	£ -	£ 300.00	£ 300.00	£ 300.00	£ 300.00	£ 300.00	
Sub total	£ -	£ 4,836.00	£ 4,836.00	£ 4,836.00	£ 4,836.00	£ 10,836.00	£30,180.00
Security							
CCTV	£ 26,280.00		£ -	£ -	£ -	£ -	
Maintenance	£ -	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	£ 1,000.00	
Property marking	£ 2,720.00	£ -	£ -	£ 250.00	£ -	£ 250.00	
Transmission cots	£ -	£ 3,675.00	£ 3,675.00	£ 3,675.00	£ 3,675.00	£ 3,675.00	
Key holding,	£ -	£14,076.00	£ 14,076.00	£ 14,076.00	£ 14,076.00	£ 14,076.00	
Incidents response/Alarm costs	£ -	£ 604.80	£ 604.80	£ 604.80	£ 604.80	£ 604.80	
	£ -	£ -	£ -	£ -	£ -	£ -	
Signage Costs	£ 4,000.00	£ -	£ 1,500.00	£ -	£ 500.00	£ -	
Sub total	£ 33,000.00	£19,355.80	£ 20,855.80	£ 19,605.80	£ 19,855.80	£ 19,605.80	£132,279.00
Image Enhancement							
Entrance features for totem poles	£ 7,000.00	£ -	£ -	£ -	£ -	£ -	
Entrance planting	£ -	£ -	£ -	£ 2,000.00	£ -	£ -	
Enhancement maintenance	£ -	£ -	£ -	£ 500.00	£ 1,000.00	£ 1,000.00	
Landscape architect	£ -	£ -	£ -	£ 1,000.00	£ -	£ -	
Sub total	£ 7,000.00	£ -	£ -	£ 3,500.00	£ 1,000.00	£ 1,000.00	£12,500.00
Total	£40,000.00	£ 33,566.80	£ 35,332.30	£ 37,855.77	£ 35,887.43	£ 41,927.55	
Project Contingency @ 15%	£ -	£ 5,035.02	£ 5,299.85	£ 5,678.36	£ 5,383.12	£ 6,289.13	
Grand Total	£40,000.00	£ 38,601.82	£ 40,632.15	£ 43,534.13	£ 41,270.55	£ 48,216.69	£252,255.33

Income

Business Levy £ Contribution @ 2.25% of RV LEVY	£ -	£46,440.00	£46,440.00	£46,440.00	£46,440.00	£46,440.00	£232,200.00
Halton BC £ Contribution	£40,000.00	£ -	£ -	£ -	£ -	£ -	£40,000.00
Grand Total	£40,000.00	£46,440.00	£46,440.00	£46,440.00	£46,440.00	£46,440.00	£272,200.00
Surplus (prioritised for non-payment of BID Levy)	£ -	£7,838.18	£ 5,807.86	£ 2,905.87	£ 5,169.45	-£1,776.69	£ 19,944.67

All businesses that pay non-domestic rates and property owners (when vacant) on Halebank Industrial Estate will be affected, including new business developments. A list of the businesses and property owners on the Local Authority ratings list that will receive a BID levy can be found in appendix one. No relief is being offered to businesses, charities or particular sectors. The cost applied to each business will be done so on a banding system. The bandings will be as follows:

Hereditaments Rateable Value	Annual Levy
> 400,000 RV	
RV = 250000-400000	
RV = 100000-250000	
RV = 50000-100000	
RV 25000 - 50000	
RV 10000-25000	
RV = 5000-10000	
RV < 5000	

Where changes in local circumstances occur, programme budgets can be altered by the managing agent, with the approval of the Executive Committee (within the financial regulation approved by the members) or by a majority vote of the members of the Halebank Business Steering Group at a scheduled or extraordinary meeting of members.

The budget proposes to develop a surplus by way of a contingency to cover any additional cost including non-payment of the BID levy. The partnership of Halton Borough Council and the Halebank Business Steering Group are committed to delivering a cost effective bid. Where this commitment generates a surplus, it will be the responsibility of the Halebank Business Steering Group to approve proposals for how this surplus is managed.

Gift in Kind contributions have been secured for the Business Improvement District from Halton Borough Council totalling £1,500 per annum. Actual cash contributions from Halton Borough Council have been secured which total £40,000, which be transferred to the Halebank BID if a successful vote is achieved. The contribution from the Council must be spent prior to the formal commencement of the BID on April 1st 2007, which will be used for the purchase and installation of capital equipment (CCTV, property marking and signage).

Halton Borough Council will only be obligated to pass over the value of funds collected through the business rates department, less any charges incurred in collecting monies from hereditaments to the Economic Regeneration Service within Halton Borough Council, who will be acting as the accountable body for the BID.

6.2 Business Improvement District Timings

The Business Improvement District (BID) arrangements would begin in April 2008. The funding for the BID arrangements to be put into place in time for the BID proposal to begin delivering services on the 1st April 2008 is already secured from Halton Borough Council. The Business Improvement District proposals are timed to last for five years between the 1st April 2008 and the 31st March 2013.

6.3 Baseline Agreements

To ensure that the Business Improvement District does not fund any statutory services provided by the Local Authority or Cheshire Police, a number of baseline commitments have been provided by Halton Borough Council and Cheshire Police. These baselines relate to:

- Highway Cleansing
- Cleansing of entrance signs
- Grass cutting
- Litter picking
- Litter bin emptying

- Business watch and Community Support Police Officers

Copies of these agreements can be obtained from the Gareth Bennett in the Economic Development Unit at Halton Borough Council.

7.0 The Business Improvement District ballot, levy, collection and alterations of arrangements.

7.1 The Business Improvement District Ballot

Ballot papers will be dispatched by Electoral Reform Services, on behalf of Halton Borough Council, on or after the 5th November. The ballot papers must be returned to and have been received by Electoral Reform Services on the 6th December 2007, which is the formal day of the ballot.

A non-domestic ratepayer (business ratepayer) will be entitled to vote if they were listed as a non-domestic ratepayer on the date the notice of ballot is published. In the case of an empty, partly refurbished property, the property owner will be entitled to vote.

Each business ratepayer entitled to vote shall have one vote in respect of each hereditament (premises/building with an individual rateable value) in the geographical area of the Business Improvement District on which non-domestic rates are payable. For the Business Improvement District to proceed there must be:

1. A majority voting in favour of the proposal from the number of votes cast,
2. A majority in level of rateable value from votes cast in favour of approving the proposal.

7.2 Collection of the Business Improvement District fund

The Business Improvement District levy will be charged in March/April in 2008, and annually from 2008 until 2012 (the last year when a charge will be levied from this proposal.) Halton Borough Council will be responsible for billing and collecting the levy on behalf of the Business Improvement District. The payment of the BID levy from companies to Halton Borough Council will be expected within 30 days of the BID levy demand being issued.

The existing recovery procedures for the standard Business Rates bill will be utilised for any non-payment of the BID levy.

All premises in the Halebank Industrial Estate BID area as identified on Halton Borough Councils rates listing will receive a levy for the Business Improvement District. All organisations in occupation of premises on the 1st April will receive a BID levy. Where premises become vacant, the landlord/owner will have responsibility for paying the BID levy. The justification for the BID levy falling to the property owner/landlord is that the Business Improvement District will be carrying out work which will support the landlord/property owner to attract companies to their vacant premises. Therefore, it is considered appropriate that due to the landlord/property owner receiving a benefit from the BID that they should contribute financially through payment of the BID levy.

7.3 Alterations of arrangements

The BID area and the overall BID percentages and bandings can only be altered via an alteration or renewal ballot.

All other arrangements may be altered within the constraints of the overall BID budget without the need for a ballot.

8.0 Further information

For further information on this proposal for a Business Improvement District on Halebank Industrial Estate please visit www.Halebank.org.uk or contact:

Gareth Bennett or Steve Clarke
Halton Borough Council
Economic Regeneration
The Heath Business and Technical Park
Runcorn
Cheshire
WA7 4QX

Tel: 01928 516123

Email: gareth.bennett@halton.gov.uk

For more information and examples of UK Business Improvement Districts, you can visit the following web sites:

Winsford Industrial Estate BID

www.1-5bid.co.uk

www.winsford1-5.co.uk

Segensworth Industrial Estate BID

www.sbfl.co.uk

London Riverside BID

www.londonriversidebid.co.uk

Appendix One – List of business premises affected by the BID Levy (Draft as of July 2007)

A & D BODYSHOP LTD
MUNI-SERVE (NORTHERN) LTD
GE WATER & PROCESS TECHNOLOGIES
CRODA CHEMICALS EUROPE LTD
RANCHDART LTD T/A CROWN DISCOUNT CENTRE
DECCO LTD
NRG AUTOMATION LTD
JH DAVIES (HAULAGE) LTD
MR MANCUSO
UNITED NORWEST CO-OP LTD
CADEMIX LTD
NORTH WEST EXPRESS HAULAGE
UNIVAR LTD
ROGER HAYDOCK & CO LTD
QA PRODUCTS
J BRYAN (VICTORIA) LTD
HALTON TRAVELLER
ACCESS FREIGHT INTERNATIONAL
ALBION CHEMICALS LTD
THE HUB GROUP
EDWARDS ENGINEERING & FABRICATION CO LTD
GIST
HOUGH GREEN GARAGE
HUKTRA (UK) LTD
IIES (NORTHERN) LTD
J BRYAN (VICTORIA) LTD
M & B TOOLS LTD
MERSEYSIDE COATINGS LTD
PN SKIP HIRE LTD
QA PRODUCTS
HALEBANK SCANIA
RON HAMMOND T/A HAMMOND PROPERTY
DHL EXEL SUPPLY CHAIN
TRAVIS PERKINS TRADING CO LTD
UNIVAR LTD
CHEMCARE LIVERPOOL LTD
EASTSIDE DEVELOPMENTS

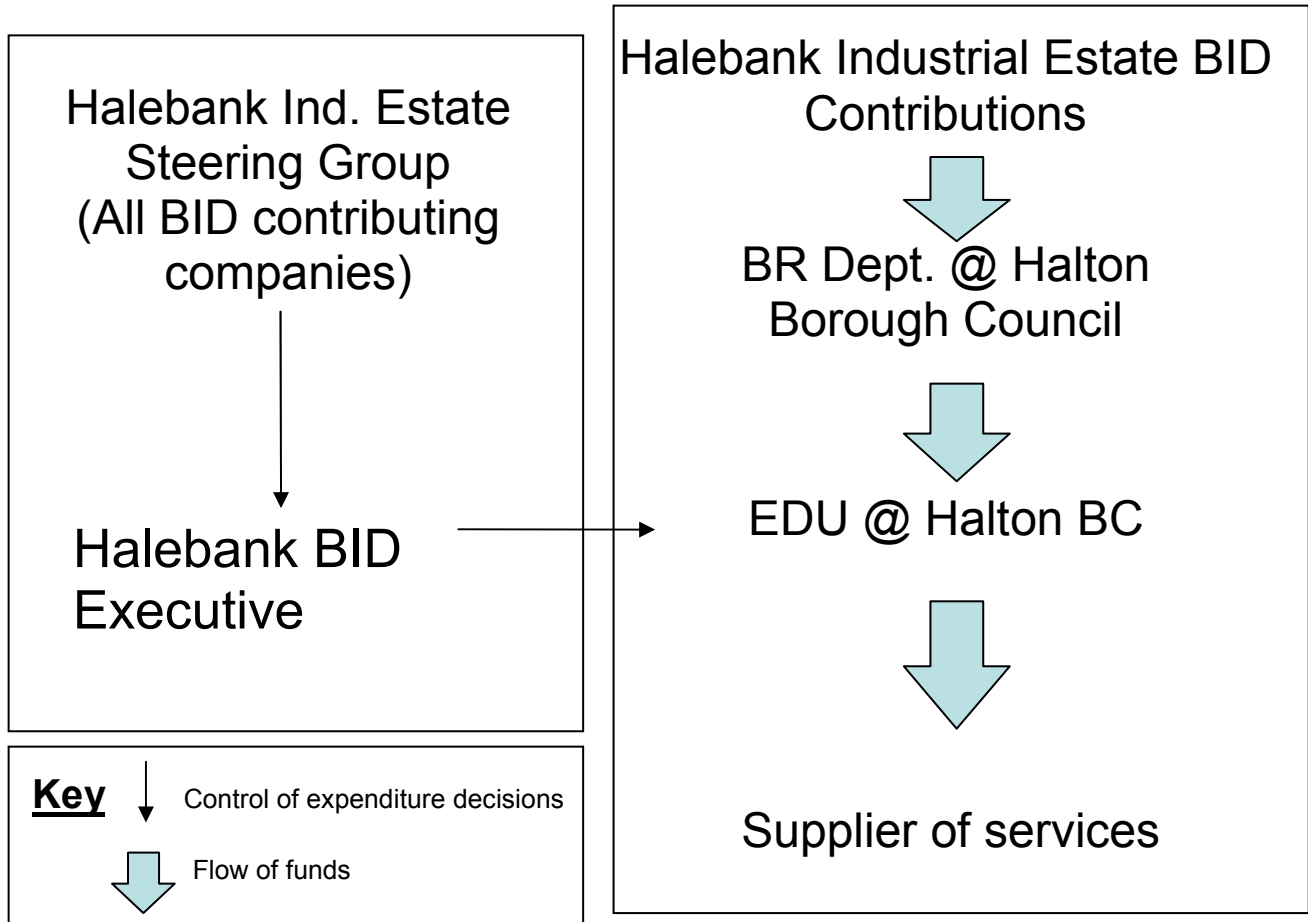
Appendix 2 – Proposed meetings dates for Halebank

Timetable of meetings for the Halebank Industrial Estate Steering Group and the appointed executive management board.

		April	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar
2008	Halebank Executive Meeting												
	Halebank Industrial Estate Steering Group Meeting		AGM										
2009	Halebank Executive Meeting												
	Halebank Industrial Estate Steering Group Meeting		AGM										
2010	Halebank Executive Meeting												
	Halebank Industrial Estate Steering Group Meeting		AGM										
2011	Halebank Executive Meeting												
	Halebank Industrial Estate Steering Group Meeting		AGM										
2012	Halebank Executive Meeting												
	Halebank Industrial Estate Steering Group Meeting		AGM										

Appendix 3 – Proposed management structure for the Halebank Industrial Estate Business Improvement District

Management structure and flow of funds from businesses to service provision.



EDU = Economic Development Unit

BR Dept = Business Rates (Non domestic rates) Collection Department