

# Report

Report to:	<b>Executive Committee</b>
Date of Meeting:	<b>19 December 2018</b>
Report by:	<b>Executive Director (Community and Enterprise Resources)</b>

Subject:	<b>Lanark Business Improvement District (BID)</b>
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## 1. Purpose of Report

1.1 The purpose of the report is to:-

- ◆ set out the background to the Business Improvement District (BID) for Lanark and
- ◆ seek approval to support the implementation of a BID arrangement based on the business proposal prepared by the Discover Lanark BID for the period 1 May 2019 to 30 April 2024.

## 2. Recommendation(s)

2.1 The Committee is asked to approve the following recommendation(s):-

- (1) that the Council agree to work with the BID to deliver the objectives of the business proposal prepared by the Discover Lanark BID for Lanark Town Centre and its surrounds, as set out in Appendix 1 to the report.
- (2) that the Council actively supports the BID through the measures set out in section 4 of this report.

## 3. Background

- 3.1. The nature of town centres across the UK is in a transitional stage. The range of issues involved in the challenges town centres are facing are broad and complex. Factors such as the economic downturn, internet shopping, the growth of out of town shopping malls, changes in retailer's business models and consumer expectations have resulted in a decline in town centre footfall.
- 3.2. Some of the issues are local and specific to individual towns, however, many are issues seen across the country influenced by wider economic patterns, consumer behaviour and corporate decisions.

- 3.3. Supporting our town centres remains a Council priority within the Council's economic strategy, Promote. In this respect officers continue to work closely with groups and organisations in each town through a partnership approach to ensure our town centres support the economic and social aspirations of their communities and can continue to play their part in providing communities with sustainable access to the goods and services.
- 3.4. A Business Improvement District (BID) is a business led partnership that brings businesses together to work and invest collectively in local improvements that will be of benefit to businesses whilst contributing to the wider aspirations of the local community and growing the local economy. By working together businesses can reduce costs, share risks by agreeing to invest collectively in projects, initiatives and services that the businesses consider will improve their trading environment. It is highlighted that BID initiatives deliver new and additional projects and services, they do not replace services that are already provided by South Lanarkshire Council and other statutory bodies.
- 3.5. The ballot process to establish the BID, collection of levy and management of a BID are governed by statutory instruments. BID's are developed, managed and paid for by the non-domestic sector by means of a compulsory levy, which the majority of eligible persons in the proposed BID area must vote in favour of before the BID can be established. The BID is funded by this levy from the businesses they represent which is collected on their behalf by the Council. Each eligible person/business liable to pay the BID levy will be able to vote on whether or not the BID goes ahead. In the event the ballot returns a majority in favour of the proposal, the terms of the BID and the obligation to pay the levy falls on all in the defined area whether they were in favour of a BID or not.
- 3.6. Lanark BID proposes to represent the businesses in a defined area of the town as shown in the plan at appendix 2 and to deliver a series of initiatives set out in their business plan attached in appendix 1. It is noted that appendix 1 does not include the BID's supporting documents (i.e. appendices 1 -10) and this is due to their volume, however these can be made available to members on request. The BID is established through the ballot process described above and, if successful remains in place for a period of 5 years. The proposal for the Lanark BID covers an area considerably beyond the town centre and is based on a revised BID model being promoted by Scotland's Towns Partnership as a way to broaden the influence of and participation in BIDs. Lanark is progressing as one of 2 pilot projects, along with Largs.
- 3.7. The BID objectives can be summarised as follows:-
- ◆ to establish Lanark as a thriving, vibrant and attractive town centre where customers will want to visit and where businesses will want to invest.
  - ◆ to deliver projects and services that will improve the trading environment of the BID area to benefit businesses, their customers and visitors.

- ◆ promote Lanark as a place to visit and do business
- ◆ attract more customers and drive footfall
- ◆ help businesses make cost savings
- ◆ provide access to external funding streams from the public and private sectors
- ◆ help deliver a cleaner and more attractive town
- ◆ improve and increase events in the town centre
- ◆ represent the businesses at South Lanarkshire Council and Scottish Government level.
- ◆ provide a safer, more comfortable place to visit, day and night.
- ◆ provide support and advice to help all businesses improve their digital marketing strategy

- 3.8. The aims and objectives of the BID are complementary to the Council's commitment to support our town centres through working with local communities to tailor solutions to each town as set out in the Council Plan Connect, Community and Enterprise Resource Plan, Promote the Economic Strategy, and the Local Development Plan.
- 3.9. The BID steering group, made up of local business people and community representatives, have served notice on the Council under the relevant legislation intimating their intention to hold a ballot. The legislation obliges the Council to arrange to hold the ballot. Following a similar successful model from previous BID ballots in Hamilton and Carlisle, it is intended the ballot is delivered by the Council's election team. The ballot date is provisionally agreed for 28 February 2019 with ballot papers due to be issued in mid January. The Count will take place on the morning of 1 March, in Lanark, with the result announced at the completion of the count.
- 3.10. In the event the ballot is in favour of the BID being established the BID steering group will establish the BID Company which will be responsible for delivering the business plan. This process can often take a few months during which time the governance is being put in place along with the planning and implementation of the first projects and initiatives.
- 3.11. The Council has a statutory obligation to collect the BID Levy from eligible businesses on behalf of the BID Company. The transfer of monies raised through the levy to the BID Company is also regulated by the statutory instruments regulating BIDs in Scotland. Alongside the statutory legal guidance, an Operating Agreement will be put in place which deals with the practicalities of the process of paying the Levy to the BID for the delivery of the business plan. This agreement satisfies the requirements of the Council and its statutory obligations whilst providing a suitable mechanism for the BID to manage their financial obligations. The terms of the operating agreement will closely mirror the agreements in place for the Hamilton and Carlisle BIDs and can only be finalised once the BID Company and its board are in place

#### **4. Council's Position**

4.1. Following on from the above and whilst recognising the issues affecting town centres generally, and Lanark specifically, it is considered that the establishment of a BID, and its related activities, should provide considerable benefits to the town centre and towards addressing these challenges. On this basis, it is considered that the Council should support the BID and in turn it is proposed that the Council provides the following assistance to the BID by:-

- ◆ voting in favour of the BID in the ballot for each of the Council properties in the area
- ◆ seeking to facilitate space in suitable premises over the period of the BID at no cost to the BID company, should the BID require office accommodation for the BID management team. This arrangement has been implemented in the other BIDS. As such approval is sought for The Head of Property Services, in consultation with the Head of Administration and Legal Services, to be authorised to conclude such legal agreements if required and as necessary to continue and formalise this arrangement
- ◆ continuing to provide officer support in terms of a named liaison officer within the Planning and Economic Development Service to coordinate all Council activity with the BID along with specific input to marketing and event strategies
- ◆ managing the ballot process in line with the appropriate statutory instruments
- ◆ collecting BID Levy on behalf of the BID in line with the appropriate statutory instruments. The Council will not seek to recover the cost of collecting the BID Levy or recovering arrears from the BID Company
- ◆ providing representation on the BID Board through, up to, two Elected Members. The appointment of members will be subject to a future report depending on the outcome of the ballot

4.2. By providing the above assistance to the BID the Council will provide financial and organisational support to the BID giving it the greatest prospect of successfully delivering its objectives to the benefit of Lanark's businesses and the wider community.

#### **5. Employee Implications**

5.1. Planning and Economic Development Services will continue to be the principle point of contact with the BID and liaise on the day to day business using existing staff and resources.

5.2. Finance and Corporate resources will manage the collection and onward payment of the Levy through the non domestic rates system from within existing staff resources, in line with the current arrangements for the BIDs in Carlisle and Hamilton.

- 5.3. Finance and Corporate Resources will manage and carry out the ballot process from within existing staff resources.

## **6. Financial Implications**

- 6.1 As a property owner and occupier in the proposed area the Council will be liable to pay the appropriate levy on these premises. In common with other BID arrangements each holding Resource will be responsible for the costs associated with the premises they operate from. The total estimated cost for all Council premises is in the order of £25,000 p.a.
- 6.2 Any non-payment of the statutory levy will be dealt with under the existing procedures for managing debt within the Council. The level of bad debt provision will be kept under review with the BID Company advised periodically on collection levels. The BID Company has a provision for a non-payment in its business plan.
- 6.3. The IT collection system has a maintenance cost of £2,000 per annum. Funding for this has been identified from existing Community and Enterprise Resources' budgets.

## **7. Other Implications**

- 7.1 The risks associated with not supporting the proposal is that the BID company will not be in as strong a position to deliver the Business Plan and there will be a greater risk of failing to deliver the BID objectives. The partnership approach to supporting to Lanark Town Centre would not be delivered, leading to a loss of activity in the town centre and with potential increased calls for the Council's intervention and investment. The potential for the BID to succeed will be considerably less without the involvement of the Council. The Council's reputation could also be affected if it is not seen to actively support and encourage business initiatives and investments in Lanark Town Centre.
- 7.2. There are no issues in terms of sustainability arising from the recommendations made in this report.

## **8. Quality Impact Assessment and Consultation Arrangements**

- 8.1 This report does not introduce a new policy, function or strategy or recommend a change to an existing policy, function or strategy and therefore, no Impact Assessment is required.
- 8.2 Consultations have been co-ordinated by Economic Development Services with a range of other Council Services who have an ongoing role in delivering services and initiatives in our Town Centres. This consultation and co-operation will continue throughout the duration of the BID.

**Michael McGlynn**  
**Executive Director (Community and Enterprise Resources)**

29 November 2018

**Links to Council Values/Ambitions/Objectives**

- ◆ Improve the quality of the physical environment.
- ◆ Support the local economy by promoting the right conditions for growth, improving skills and employability.
- ◆ Partnership working, community leadership and engagement.

**Previous References**

- ◆ None

**List of background papers –**

- ◆ Business Improvement District proposal

**Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:- Iain Ross, Project Manager, Planning and Economic Development

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Appendix 1

**Lanark**

**BUSINESS IMPROVEMENT DISTRICT**

**Business Proposal**

**Term 01/05/2019 – 30/04/2024**

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## **BID Proposal Compliance with Legislation**

In accordance with Business Improvement District (Scotland) legislation we acknowledge, as the BID Proposer, we must submit to South Lanarkshire Council and Scottish Ministers the following in respect of BID Proposals, Renewal Proposals and Alteration Proposals:

### **1.0 A document which demonstrates a cross section of at least 5% of the electorate, within the BID area supports the BID Proposals.**

Please refer to Appendix 1 (Support for the BID) and Section 7.2 Page 19 details of Business Survey of this Proposal. Following the surveys of the businesses our canvassing confirmed that 36 by number were in favour of the BID. **Appendix 1** details evidence of positive commitments towards the BID objectives from 36 eligible businesses. This represents a 9.47 % support from the BID area's circa 380 businesses.

### **2.0 Summary of the consultation Town BID has undertaken with those eligible to vote.**

The Discover Lanark BID Steering Group oversaw the process of consultation with the businesses. The consultation took the form of hard copy surveys, Digital Surveys, meetings, drop in sessions, events, letters, telephone calls, newsletters, emails, local newspaper reports, website, social media and one to one consultations. Over 300 Business Surveys were hand delivered, this backed up by a digital version available on the Discover Lanark Website, Lanark life website and various social media platforms including Discover Lanark and Lanark Development trust Facebook pages

Please refer to Appendix 2 (Details of Consultation) and Section 7.0 The Consultation Process on page 17 of this Proposal for a summary of the consultation.

### **3.0 The Proposed Business Plan**

A copy of the BID Business Plan which will be issued to all the BID electorate is provided with this Proposal document – Please refer to Appendix 3 (BID Business Plan).

### **4.0 The Financial Arrangements of the BID body.**

Please refer to Section 13.2 Financial Management Arrangements on page 34 of this Proposal.

### **5.0 The Arrangements for periodically providing the LA and billing body with information on the finances of the BID body (i.e. after a successful ballot)**

The BID finances will form an integral part of a monthly report issued to the BID Board of Directors. Two representatives from South Lanarkshire Council will sit on the BID Board and will automatically be provided with the BID finance details. It is also expected that regular finance meetings with South Lanarkshire Council will be held. An independent review of the BID finances will also take place through an independent auditor.

### **6.0 The names and addresses of all those eligible to vote and a description (address) of each relevant property.**

Please refer to Appendix 4 (Database).

**7.0 A notice in writing requesting that the local authority hold the ballot.**

In accordance with legislation, the attached 56-day letter, (Request to Hold a Ballot) Please refer to Appendix 5 will be issued to South Lanarkshire Council by the Chair Graeme McLeish of the steering group on or before the 56 day deadline of 4<sup>th</sup> January 2019 in order to go to ballot for 28<sup>th</sup> February 2019

**8.0 Provide the LA and billing body with such information as they shall reasonably require satisfying themselves that the BID Proposer or the BID body has enough funds to meet the costs of the BID ballot.**

South Lanarkshire Council has agreed in their letter to the Discover Lanark BID Steering Group to pay for the costs of the ballot. Please refer to Appendix 8.

**9.0 A statement of the works or services to be provided, the name of the person responsible or body for the implementation (delivery) of these works and services and the status of such person/s; both on and after the date the BID Proposals come into effect.**

Please refer to Appendix 3 (BID Business Plan) for the proposed works and services.

On a successful ballot outcome, a BID Company (not for profit company limited by guarantee with no share capital) will be formed with directors elected from the eligible persons (the levy payers), limited to one eligible person from each eligible property. They will oversee and direct the delivery of all the projects and services, see full details in section 6.3 Management of the BID on page 16 of this Proposal. They will recruit staff to deliver the day-to-day BID projects and services.

**10.0 A statement of existing baseline services provided by the local authority, police and other agencies.**

Please refer to Appendix 6 (Baseline Services). Details can also be seen in section 11.1 on page 16 of this document.

**11.0 A precise description of the geographical area of the BID, including a map which defines exactly the boundaries of the BID area.**

Please refer to Section 5.1 The BID Map and Streets on page 15 of this Proposal for a map and list of streets in the BID area.

**12.0 A statement providing details of any additional financial contributions, or additional actions for the purpose of enabling the projects specified in the BID Proposals, i.e. where a BID project is expected to cost £X and the proposed levy raises a smaller amount £Y then the BID Proposals must state how that funding gap £X - £Y s to be met and by whom.**

The projects specified in the BID Proposal (Please refer to Section 13.3 Discover Lanark BID Projected Income and Expenditure on page 34) have been identified and the levy calculated and apportioned to deliver the projects as defined in the Proposed Projects section of this Proposal, without the requirement for additional contributions in years two to five. South Lanarkshire Council have agreed to additional financial contributions to the BID for year 1. They are currently considering additional financial contributions for years 2 -5. It is hoped that the additional financial contributions of year 1 will be continued across years 2 -5. It is expected that the BID will attract additional funding from other sources including the local authority however this has not been allowed for at this stage.

**13.0 A statement of which aspects of the BID Proposals and or Business Plan may be altered without the need for an alteration ballot to be undertaken.**

The BID Board of Directors will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot.

Please refer to section 6.3 Management of the BID on page 16 of this Proposal for the statement.

**14.0 A statement of the proposed start and end dates of the BID Arrangements and the term of the BID. The BID arrangements must commence no later than a year after the date of the statement.**

Following a successful ballot on 28/02/2019 the Discover Lanark BID will commence its activities on 01/05/2019. As the Discover Lanark BID will be for a term of five years, it will cease its activities on 29/04/24.

**15.0 BID Proposals shall specify the apportionment of BID levy in respect of relevant properties and who will be liable to pay the levy: - proprietors, tenants, occupiers or if appropriate a specific business sector or sectors or businesses who will participate. It is advisable to include caps, thresholds, or other arrangements reflecting local circumstances or ability to pay.**

The BID improvement levy will be paid by the occupier (the eligible person liable to pay the non-domestic rate), however, the property owner will be liable to pay the levy where a property is vacant or empty on the day the levy invoice is issued and for all the period thereafter when the property is vacant.

Please refer to Section 9 The BID Levy on page 24 of this Proposal for full details of the BID Levy.

**16.0 Confirmation that the levy is to be calculated as a % of the RV or how the charge was arrived at.**

It has been agreed by the BID Steering Group (please refer to the meeting minute – (Appendix 9)) that the levy rate will be a fee structure based on the rateable value of the property on the day of the ballot 28/02/19 and throughout the 5-year term of the BID. Please refer to Appendix 10 (Operating Agreement) and Section 9 The BID Levy on page 18 of this Proposal for full details of how the charge was arrived at and details of the BID Levy.

The BID Board of Directors agreed that the levy would be applied to properties with a Rateable value of £2500 and above. Various band levels have been applied with a maximum banding at £100,000 plus. For Properties with a rateable Value over £100,000 the Levy will be capped at £3500 per annum.

**17.0 Confirmation that the % levy or fee is to be calculated on the RV of the property on the date of the ballot or, if not, another date that is the date, which will be used to calculate the levy or fee over the term of the BID.**

The fee structure is based on the rateable value of the property on the day of the ballot 28/02/19

Please Refer to Section 9 The BID Levy on pages 24 of this Proposal for full details of the BID Levy.

**18.0 The apportionment of the levy between proprietors, tenants and occupiers – providing the BID is including tenants and proprietors in its proposals.**

The BID Proposal does not include proprietors (property owners) except where the eligible property is vacant or empty when the property owner will be liable for the payment of the levy.

The occupier (the eligible person liable to pay the non-domestic rate) will be liable for the payment of the levy.

Please Refer to Section 9 The BID Levy on page 24 of this Proposal for full details of the BID Levy.

**19.0 A statement as to how the steering group arrived at who will pay the levy, the percentage levy and how the levy will be split between proprietors, tenants and occupiers.**

The BID Steering Group set the levy fee; the streets included in the BID and voted on who will pay the levy. A copy of the minutes of the meeting at which this was decided is attached as Appendix 9. The geographic boundary is based on the Lanark area. The levy amount is based on the estimated budget required to carry out the projects in the business plan and discussions with businesses on what they believe is reasonable. The levy will be paid by the occupier (the eligible person liable to pay the non-domestic rate).

The decision to adopt the levy table and BID area was taken with the agreement of all the members of the Steering Group. Please refer to Appendix 9 (Steering Group Minutes) and Appendix 7 (Steering Group Agreement.)

Please also refer to Section 9 The BID levy on page 24 of this Proposal for full details of the BID Levy.

**20.0 Whether any future re-assessment of RV of the property by the Rates Assessor will or will not be considered in the calculation of the levy**

It has been agreed by the BID Steering Group that the levy fee, calculated on the Rateable Value of the properties in the BID area on the day of the ballot 28/02/2018 will not change during the 5-year term of the BID or change should there be a revaluation of the properties (2022) or during the term of the BID.

#### **21.0 A statement on why groups or individual businesses are exempt or receive a levy discount**

Please refer to Section 9.2 Exclusions on page 25 of this Proposal for full details of all exemptions to the levy. The steering group agreed (please refer to Appendix 7 Steering Group Agreement and Steering Group Minutes Appendix 9) that the properties exempted would receive no benefit from the BID projects and services.

The Steering Group discussed the benefits the BID would provide to all businesses within the BID boundary. It was decided that the following would gain no benefit and will be removed from the ballot and paying of any subsequent levies. All places of worship and associated halls, sport and community clubs, non-retail charities and food banks. (A place where stocks of food, typically basic provisions and non-perishable items, are supplied free of charge to people in need.) For clarity, the Board of directors agreed to give an exemption to foodbanks within the levy area.

#### **22.0 A statement on whether the levy will be index linked.**

The Board of Directors decided that the levy would not be indexed linked during the period of the BID. The levy applied to each property would remain the same for the duration of the five-year period.

#### **23.0 A statement on whether any of the costs incurred in developing the BID Proposals, holding of the ballot or implementing the BID arrangements are to be recovered through the BID levy.**

All costs incurred in the development of the BID proposals and implementation of the BID arrangement will be covered by Discover Lanark BID Ltd. The costs of holding the ballot will be covered by South Lanarkshire Council.

#### **24.0 The constitution of the BID Company to be formed and its legal status. A statement on who will administer the BID, details regarding the BID board and the BID body and those who drew up BID Proposals and Business Plan.**

Please refer to section 6.3 Management of the BID on page 16 of this proposal for details on how the future BID Company will be formed and administered.

The BID Company Discover Lanark BID will be a not for profit limited liability company and will be administered by the Board of Directors who will be drawn from the eligible persons (liable to pay the levy) but restricted to one eligible person per eligible property. Nominations of directors from outside of the BID, who do not pay the levy and who may or may not represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors. The projects will be delivered by the BID team recruited by the Board of Directors. For full details please refer to Section 6.3 Management of the BID on page 16 of this

Proposal document. Gary Winning of Discover Lanark prepared the Discover Lanark BID Proposals and Business Plan in full consultation and support from the Discover Lanark BID Steering Group.

## **25.0 The methodology for BID levy payers to nominate themselves or others to the BID Board of Directors and the proposed make-up of the BID Board.**

Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from within the BID area to be elected onto the new Company Board. Directors will be limited to one eligible person per eligible property. Nominations of directors from outside of the BID, who do not pay the levy and who may or may not represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors

Please refer to section 6.3 Management of the BID on page 16 of this Proposal for full details on how levy payers can participate on the future Town Company Board of Directors.

## **26.0 A statement on how the BID Proposals will be publicised prior to the ballot.**

The BID Proposer will send a copy of the BID Business Plan to all persons eligible to vote on the Proposals. Should any eligible person require a copy of the BID Proposal, a copy will be provided on request. The Proposal and Business Plan will also feature prominently on the Discover Lanark BID website at [www.discoverlanark.co.uk](http://www.discoverlanark.co.uk)

## **1.0 Foreword by BID Steering Group Chair Graeme McLeish**

In recent years business owners in small towns across the UK have faced an ever-increasing range of challenges, Lanark with its wonderful scenery, historic past and links to New Lanark has fared better than many others. However, in coming years I fear this pressure may intensify and believe now is the time to put in place plans to secure Lanark's future.

Supporting Discover Lanark BID is a great opportunity for the town to work together and make the changes we all want. As a collective we will have the opportunity to access external assistance and funding not available to individual businesses, size also gives us a much stronger voice to make our wishes known and take back some control of our town.

Discover Lanark is about more than retail, it's about embracing all parts of the town's economy. It's about delivering benefits to all the towns businesses and crucially, it's about giving businesses of all sizes a unified voice.

The Steering Group has carried out a wide range of consultations with local businesses and their customers – the results confirm, a real desire for Lanark to succeed and a realisation that for this to be achieved, real change is required.

Your opinions and suggestions are reflected in this business plan, and once the BID is established we will continue to take our lead for new projects from the towns business owners. I have no doubt that through working and investing together, our aspirations to improve our working and living environment will become a reality.

You can find more information on our website [www.discoverlanark.co.uk](http://www.discoverlanark.co.uk), or for more general or national information refer to [www.bids-scotland.com](http://www.bids-scotland.com).

The ballot closes at **5pm on 28/02/19** Ballot papers received after this date and time will be null and void.

I have been involved in business in Lanark for many years and know a lot of the business people in the town. I would ask you all to vote YES so that we can work together to make Lanark a better place to Work, Play and spend Time. Lanark's Town Centre is the Heart Beat to our Town and can influence many aspects of our Lives, from securing employment to our individual House Prices.

Business' or variations of the word 'business' are used throughout this document. The word 'business' in this context refers to property owners or tenants and occupiers of properties who are liable to pay the non-domestic rate (NDR), whether they pay business rates or not. This includes all properties itemised on the Scottish Assessors Association Portal (website) with a non-domestic rateable value, many of whom may be a charitable organisation, public sector organization, social enterprise or community group who may not consider themselves a 'business.'

Graeme McLeish, Chair – Steering Group

## **2.0 Executive Summary**

### **2.1 Mission Statement of the Discover Lanark for Business BID**

To establish Lanark as a thriving, vibrant and attractive town Centre where customers will want to visit and where businesses will want to invest.

### **2.2 Aims and Objectives of the Discover Lanark for Business BID**



The principle aim of the BID is to deliver projects and services that will improve the trading environment of the BID area to benefit businesses, their customers and visitors.

The objectives of the BID are:

- Promote Lanark as a place to visit and do business
- Attract more customers and drive footfall
- Help businesses make cost savings
- Provide access to external funding streams from the public and private sectors
- Help deliver a cleaner and more attractive town
- Improve and increase events in the town centre
- Represent the businesses at South Lanarkshire Council and Scottish Government level.
- Provide a safer, more comfortable place to visit, day and night!
- Provide support and advice to help all businesses improve their digital marketing strategy

Without the BID, the best-case scenario could be the empty shops, unkempt closes, reduced footfall and dilapidated buildings remaining as they are, however in reality the situation is more likely to deteriorate further.

## **2.3 Key Findings**

The BID Steering Group has overseen considerable research to discover what the businesses of Lanark would like a BID to deliver. The research established the need for a BID and confirms that the following key aspects have been completed to deliver a successful ballot and a successful BID.

- Local need for a BID is strongly identified.
- The BID area is logical and clearly defined.
- Support of the Local Authority at both officer and political level.
- Support of Police Scotland.
- Support of Historic Scotland.
- The BID levy with local authority support in year one is sufficient to deliver the projects in the business plan.

## **3.0 Introduction**

### **3.1 What is a Business Improvement District (BID)?**

A Business Improvement District (BID) is a geographically defined area, where businesses come together and agree to invest collectively in projects and services that the businesses believe will improve their trading environment. BID projects are new and additional projects and services; they do not replace services that are already provided by South Lanarkshire Council and other statutory bodies.

BIDs are developed, managed and paid for by the non-domestic sector by means of a compulsory levy, which the eligible persons in the proposed BID area must vote in favour of before the BID can

be established. Each eligible person liable to pay the BID levy will be able to vote on whether the BID goes ahead.

*Any mention of Business or Businesses within this document refers to any properties liable to pay the non-domestic rate, whether they pay the Rates or not.*

## **3.2 Background to BIDs**

BIDs first started in Bloor West Village, Toronto, Canada nearly 40 years ago, by the Town's business community. The Town's businesses were increasingly under pressure from the new shopping centres that were being developed on the outskirts of the Town, diverting shoppers away from the traditional Town centre out to the new shopping malls. As a result, some businesses were forced to cease trading and the Town started to look tired and neglected.

To stop the haemorrhage of deserting shoppers, local businesses fought back to revitalise the Town. They successfully lobbied for legislation for all the businesses in the proposed BID area to pay a levy. The levy money was used to improve the physical appearance of the Town, and then promote the Town centre as a vibrant, attractive and safe place to work shop and live. The strategy paid off, as shoppers started to return to the Town centre in large numbers.

The success of the Bloor West Village BID paved the way for future BIDs, not only in Toronto; but spreading throughout Canada, and the USA in the late 1960's and 1970's. Today there are over 1700 successful BIDs worldwide.

An additional measure of BIDs success is in the renewal process. Most BIDs run for a period of five years and approximately 99% of businesses vote in favour of continuing the BID when they come up for renewal. In Scotland, to date, sixteen operational BIDS have successfully renewed their mandate for second or third BID terms demonstrating that the businesses value the projects and services delivered by the BIDs. BIDs can support regeneration, grow local economies, create local employment and create a cleaner, safer trading environment. A key element to their success is that the local businesses take ownership and responsibility for their trading environment, identifying the projects necessary to resolve common problems and issues, and overseeing their implementation, whilst also contributing to the future direction of the town and its future development.

BID legislation was passed in Scotland in 2006 with the Scottish Government funding 6 pilot projects in March 2006. The Scottish Government fully supports the development of BIDs in Scotland.

As of summer, 2018 there are 38 fully operational BIDs in Scotland with a further 22 in development including our BID.

## **4.0 Lanark 's Position**

### **4.1 Why does Lanark need a BID?**

If we do nothing, then nothing will be done.

Lanark has experienced significant changes over recent years. From being the administrative centre for Clydesdale, the town, as with many towns throughout Scotland now has significant issues. The relocation of public services from Lanark has affected the town. Increased competition from out of town developments both office and retail, the internet and from surrounding towns, including those with operational BID companies, has led to new businesses locating elsewhere and a reduction in footfall.

It is projected that by the end of the financial year 2019 there will be 50 operational and developing BIDs in Scotland and 150 by the end of 2025. Should Lanark not take advantage of this opportunity now?

Traffic management and access issues are a problem for a lot of businesses. The continuing rise of energy costs are putting more pressure on businesses. Lanark requires a coordinated response from all businesses to address these problems.

The retail sector has suffered from increased competition from retail parks and the growth of online shopping.

After consultations with businesses from a range of sectors and geographic locations, it became clear there was commonality in the problems that they had. There was a desire to see Lanark prosper and a real appetite to embrace a new way forward and to change and make improvements.

There are lots of voluntary groups in the town, there is no shortage of community spirit and can-do attitude! However, these groups can suffer from a lack of funds and dedicated staff time. The BID is the opposite of this. It can help local groups to achieve more with staff resources and access to funding.

There is a desire from a range of sectors to see the town improve its marketing activity. The BID would work alongside Visit Scotland and the local environmental groups to deliver an increase in visitor numbers.

The BID provides a unique opportunity for local businesses across all sectors to work together, invest collectively and undertake projects which can contribute positively to improving the economic viability of businesses in the town and securing investment in the town.

## **4.2 The History of BIDs in Lanark**

Lanark Community Development Trust Executive were introduced to the BID concept in January 2016. A decision was taken by the Executive that dedicated staff time and increased investment were required for the town Centre to maintain its competitiveness and build on the historic value of the area. The initial development of the BID is being undertaken by the Discover Lanark Steering Group which reports directly to the LCDT Executive, if successful Discover Lanark BID and its steering group will operate as a separate entity. The support of the Scottish Government and South Lanarkshire Council has been integral to this development.

The BID was initially developed to include all the businesses in the town. Through consultations with businesses, the local authority and BIDs Scotland, the steering group decided to pursue a BID and that the levy monies raised in the town Centre are spent in the town Centre and ensuring there is a clear focus on the issues affecting businesses within the town. There will be projects and services that all Lanark's Businesses can benefit from, and a close working relationship will be established.

## **4.3 How will Lanark benefit from a BID?**

All businesses in the town will benefit from the projects and services that the BID will deliver. With a BID, there will be:

- Support for existing groups and organisations
- The first time Lanark's business community will have a unified and collective voice.
- A clear vision and brand for Lanark.
- An improved customer perception of accessibility and parking availability
- Improved customer knowledge of goods and services in town
- Increased marketing to local, regional, national and global customers
- Access to funding to reduce property improvement costs
- Cost reduction through professional negotiation on utility bills
- Cost reduction through collective investment and joint promotion
- An increased number of visitors
- Access to funding and support not available to individuals or businesses
- A local voice for businesses - business opinions included in local policy and local developments.
- Better trained staff to improve customer service
- Increased B2B sales opportunities
- Increased networking opportunities
- Improved signage
- Increased use of technology to solve local problems
- Projects to increase shop diversity and lower vacant unit rates
- A continued safe trading environment with increased sense of security and less stock loss
- An improvement in Closes and Vennels to improve access to High Street from Car Parks
- A Free Electric Bus Scheme to transport Visitors between New Lanark and Lanark
- A vehicle to attract external investment from Council, Government and other key agencies.

## **4.4 Local Authority Support**

A BID is a business led regeneration strategy but contributes to the wider regeneration aspirations of the public sector and the local community. It is essential to have the support of the local authority and access to its expertise throughout the development of the BID.

South Lanarkshire Council have been supportive of the development of the BID with representation from two South Lanarkshire officers.

A crucial element of the BID is to establish a Baseline Service Agreement (an agreement on which services are already provided to the area by South Lanarkshire Council, to ensure that any project or service provided by the BID is additional to the statutory services that the local authority already provides.

The BID Steering Group has agreed that South Lanarkshire Council as a public body subject to external scrutiny should manage the formal ballot on behalf of the BID Proposer.

## 5.0 The BID Area

**The BID area is generally focused on the historical town centre. Through one-to-one consultations, it became clear that there were common issues crossing different sectors.**

The BID team have calculated that this equates to circa 380 properties, the eligible person of which will be entitled to vote on 28/02/2019. Following a successful ballot all eligible persons within the BID area will be required to pay the BID levy.

### 5.1 The BID Map and Streets

#### Why was this area chosen?

The following streets were chosen to be included in the BID area as consultations with businesses in this area highlighted several common issues of concern that could be addressed by a BID.

#### PRIMARY ZONE

The following streets are included within the Discover Lanark BID Boundary-

<a href="#">ALDER LANE</a>	<a href="#">ABBOTSFORD TERRACE</a>	<a href="#">ARMADALE ROAD</a>
<a href="#">ALBANY DRIVE</a>	<a href="#">AUCTIONEERS WAY</a>	<a href="#">BANKHEAD TERRACE</a>
<a href="#">BANNATYNE STREET</a>	<a href="#">BATTISMAINS</a>	<a href="#">BAXTER LANE</a>
<a href="#">BEECHWOOD COURT</a>	<a href="#">BEECHWOOD GATE</a>	<a href="#">BELLEFIELD CRESCENT</a>
<a href="#">BELLEFIELD LANE</a>	<a href="#">BELLEFIELD ROAD</a>	<a href="#">BELLEFIELD WAY</a>
<a href="#">BELLS WYND</a>	<a href="#">BERNARD'S WYND</a>	<a href="#">BIDDERS GAIT</a>
<a href="#">BIRKS PLACE</a>	<a href="#">BLOOMGATE</a>	<a href="#">BONNET ROAD</a>
<a href="#">BONNINGTON AVENUE</a>	<a href="#">BRAEDALE ROAD</a>	<a href="#">BRAIDFUTE</a>
<a href="#">BRAXFIELD ROAD</a>	<a href="#">BRAXFIELD TERRACE</a>	<a href="#">BRIERYBANK AVENUE</a>
<a href="#">BROOMGATE</a>	<a href="#">CAMERONIAN COURT</a>	<a href="#">CARMICHAEL COURT</a>
<a href="#">CLEGHORN ROAD</a>	<a href="#">CARTLAND VIEW</a>	<a href="#">CASTLEGATE</a>
<a href="#">CHAPLAND ROAD</a>	<a href="#">CLEGHORN AVENUE</a>	<a href="#">CLEGHORN DRIVE</a>
<a href="#">CLYDE CRESCENT</a>	<a href="#">COUNTY DRIVE</a>	<a href="#">CROSSLAW AVENUE</a>
<a href="#">CROSSLAW GARDENS</a>	<a href="#">DELVES ROAD</a>	<a href="#">DOVECOT LANE</a>
<a href="#">EAST FAULDS ROAD</a>	<a href="#">FORREST ROAD</a>	<a href="#">FORSYTH COURT</a>
<a href="#">FRIAR'S LANE</a>	<a href="#">FRIAR'S WYND</a>	<a href="#">FRIARS PARK</a>
<a href="#">FRIARSDENE</a>	<a href="#">FRIARSFIELD DRIVE</a>	<a href="#">FRIARSFIELD ROAD</a>
<a href="#">GALLOWHILL ROAD</a>	<a href="#">GAVEL GROVE</a>	<a href="#">GAVEL LANE</a>
<a href="#">GILROY CLOSE</a>	<a href="#">GLASGOW ROAD</a>	<a href="#">GLEBE DRIVE</a>
<a href="#">GRANGE COURT</a>	<a href="#">GREENLADY WALK</a>	<a href="#">GREENSIDE LANE</a>
<a href="#">GREYFRIARS COURT</a>	<a href="#">GUSCHET PLACE</a>	<a href="#">HALL PLACE</a>
<a href="#">HARDACRES</a>	<a href="#">HAZEL GARDENS</a>	<a href="#">HIGH STREET</a>
<a href="#">HIGHBURGH AVENUE</a>	<a href="#">HIGHBURGH COURT</a>	<a href="#">HILLHOUSE FARM GATE</a>
<a href="#">HILLHOUSE FARM ROAD</a>	<a href="#">HYNDFORD ROAD</a>	<a href="#">JERVISWOOD ROAD</a>
<a href="#">KAIRNHILL COURT</a>	<a href="#">KENILWORTH ROAD</a>	<a href="#">KILDARE DRIVE</a>
<a href="#">KILDARE PLACE</a>	<a href="#">KILDARE ROAD</a>	<a href="#">KINGS MYRE</a>
<a href="#">KIRKLANDS ROAD</a>	<a href="#">LADYACRE ROAD</a>	<a href="#">LAKE AVENUE</a>
<a href="#">LAVEROCKHALL</a>	<a href="#">LEECHFORD</a>	<a href="#">LIMPETLAW</a>

<a href="#"><u>LINTHILL</u></a>	<a href="#"><u>LOCKHART DRIVE</u></a>	<a href="#"><u>LYTHGOW WAY</u></a>
<a href="#"><u>MAINS COURT</u></a>	<a href="#"><u>MANSE ROAD</u></a>	<a href="#"><u>MAPLE GATE</u></a>
<a href="#"><u>MARKET END</u></a>	<a href="#"><u>MARRS WYND</u></a>	<a href="#"><u>MELVINHALL ROAD</u></a>
<a href="#"><u>MOUSEBANK ROAD</u></a>	<a href="#"><u>MUIR GLEN</u></a>	<a href="#"><u>NEMPHLAT HILL</u></a>
<a href="#"><u>NEW LANARK ROAD</u></a>	<a href="#"><u>NEWLANDS STREET</u></a>	<a href="#"><u>NORTH FAULDS ROAD</u></a>
<a href="#"><u>NORTH VENNEL</u></a>	<a href="#"><u>OLD MARKET ROAD</u></a>	<a href="#"><u>PARK DRIVE</u></a>
<a href="#"><u>PARK PLACE</u></a>	<a href="#"><u>PORTLAND PLACE</u></a>	<a href="#"><u>POTTERS WYND</u></a>
<a href="#"><u>QUARRYKNOWE</u></a>	<a href="#"><u>RHYBER AVENUE</u></a>	<a href="#"><u>RIDGEPARK DRIVE</u></a>
<a href="#"><u>ROSEDALE STREET</u></a>	<a href="#"><u>ROWAN VIEW</u></a>	<a href="#"><u>RUSSELL ROAD</u></a>
<a href="#"><u>SCARLETMUIR</u></a>	<a href="#"><u>SHIELDS LOAN</u></a>	<a href="#"><u>SILVERDALE COURT</u></a>
<a href="#"><u>SILVERDALE CRESCENT</u></a>	<a href="#"><u>SKYE WALK</u></a>	<a href="#"><u>SMIDDY COURT</u></a>
<a href="#"><u>SMYLLUM PARK</u></a>	<a href="#"><u>SMYLLUM ROAD</u></a>	<a href="#"><u>SOUTH VENNEL</u></a>
<a href="#"><u>SPRINGFIELD GARDENS</u></a>	<a href="#"><u>ST KENTIGERNS ROAD</u></a>	<a href="#"><u>ST LEONARD STREET</u></a>
<a href="#"><u>ST LEONARD'S ROAD</u></a>	<a href="#"><u>ST MARYS COURT</u></a>	<a href="#"><u>ST MUNGO'S</u></a>
<a href="#"><u>ST NICHOLAS ROAD</u></a>	<a href="#"><u>ST NINIAN'S</u></a>	<a href="#"><u>ST PATRICK'S COURT</u></a>
<a href="#"><u>ST PATRICK'S ROAD</u></a>	<a href="#"><u>ST TEILING</u></a>	<a href="#"><u>ST VINCENT PLACE</u></a>
<a href="#"><u>STAIKHILL</u></a>	<a href="#"><u>STANMORE AVENUE</u></a>	<a href="#"><u>STANMORE CRESCENT</u></a>
<a href="#"><u>STUART DRIVE</u></a>	<a href="#"><u>THE GLEBE</u></a>	<a href="#"><u>THE MARCHES</u></a>
<a href="#"><u>THE RODDING</u></a>	<a href="#"><u>THOMAS TAYLOR AVENUE</u></a>	<a href="#"><u>THOMSON'S CLOSE</u></a>
<a href="#"><u>WALLACE COURT</u></a>	<a href="#"><u>WALLACE WAY</u></a>	<a href="#"><u>WATERLOO DRIVE</u></a>
<a href="#"><u>WATERLOO ROAD</u></a>	<a href="#"><u>WAVERLEY CRESCENT</u></a>	<a href="#"><u>WEAVERS WALK</u></a>
<a href="#"><u>WELL ROAD</u></a>	<a href="#"><u>WELLGATE</u></a>	<a href="#"><u>WELLGATEHEAD</u></a>
<a href="#"><u>WELLHEAD COURT</u></a>	<a href="#"><u>WELLINGTON TERRACE</u></a>	<a href="#"><u>WELLWOOD AVENUE</u></a>
<a href="#"><u>WEST FAULDS ROAD</u></a>	<a href="#"><u>WEST PORT</u></a>	<a href="#"><u>WESTCOTT PLACE</u></a>
<a href="#"><u>WESTWORTH PLACE</u></a>	<a href="#"><u>WHEATLAND DRIVE</u></a>	<a href="#"><u>WHEATLANDSIDE</u></a>
<a href="#"><u>WHEATPARK ROAD</u></a>	<a href="#"><u>WHITEHILL CRESCENT</u></a>	<a href="#"><u>WHITEHILL TERRACE</u></a>
<a href="#"><u>WHITELEES ROAD</u></a>	<a href="#"><u>WIDE CLOSE</u></a>	<a href="#"><u>WILLOW PLACE</u></a>
<a href="#"><u>WOODBURN COURT</u></a>	<a href="#"><u>WOODBURN GAIT</u></a>	<a href="#"><u>WOODLANDS AVENUE</u></a>
<a href="#"><u>WOODLANDS DRIVE</u></a>	<a href="#"><u>WOODSIDE LANE</u></a>	<a href="#"><u>WOODSTOCK AVENUE</u></a>
<a href="#"><u>WOODSTOCK DRIVE</u></a>	<a href="#"><u>WOODSTOCK ROAD</u></a>	<a href="#"><u>YOUNG ROAD</u></a>
<a href="#"><u>YVETOT AVENUE</u></a>		



THERE ARE CIRCA 380 PROPERTIES LOCATED IN THE BID AREA.

## **6.0 BID Management**

### **6.1 BID Development Staff**

The Project Manager for the BID is Gary Winning. He is accountable to the BID Steering Group.

### **6.2 BID Development Steering Group**

The BID Steering Group is made up from a cross section of the business community in the area and includes one locally elected councillor. The Steering Group provides direction to the development of the BID and BID development staff. Advice is also given by Iain Ross Council officer. Ultimately all key decisions relating to the developing BID have been taken by the BID Steering Group, who are as follows:

<b>Name</b>	<b>Sector</b>	<b>Name</b>	<b>Sector</b>
Graeme McLeish	Office	John Cunningham	Food Manufacture
Jane Masters	Heritage/Tourism	Phil Prentice	S T P
Dario Bianco	Hospitality	Iain Ross	Council
John Archibald	Council	Racheal Steele/David Dalgleish	Hospitality
Douglas McMillan	Retail	Alasdair Brooks	Retail

### **6.3 Management of the BID**

Following a successful yes vote, the management and operation of the BID will be transferred to a Company which will operate from 01/05/2019.

This Company will be managed by the BID Steering Group until a Board of Directors is elected, but for no longer than three months after the ballot date. The Company will operate in an open and transparent way, answerable to the businesses in the area. The Board of Directors will ensure that a Code of Conduct (including a Register of Interests) and Management and Governance will be created and agreed as policy by the Directors. There will be a detailed set of protocols (the Operating Agreement) which will cover the management of the BID Company and billing, collection and transfer of the levy.

A Board of Directors will be established, consisting of up to 12 directors. Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from within the BID area to be elected onto the new Company Board, but limited to one eligible person from each eligible property. The new Company will be run by the businesses for the businesses. This Board will be responsible for all decisions relating to staff, contracts, the delivery of the approved business plan and other activities generated by the BID.

Nominations of directors from outside of the BID, who **do not** pay the levy and **who may or may not** represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors.

The Board of Directors will recruit 1 Full time manager, 1 part time marketing and communications and social media manager and a part time administrative assistant to ensure the efficient delivery of the projects and effective communications with the levy payers. These details can be amended as best decided by the BID Board of directors after a successful Yes result

The Board will be representative of the businesses and stakeholders in the area. The Chair, Vice Chair and Treasurer will be elected from the directors of the Board. The Board will include two representatives from South Lanarkshire Council. There will also be non-voting members from Police Scotland and Historic Scotland. Other non-voting members or local groups may be co-opted onto the Board at the Board's discretion.

The BID Company Board will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot.

## **7.0 The Consultation Process**

### **7.1 Introduction**

The initial BID consultation was undertaken with a limited cross section of businesses in the form of one-to-one interviews **and discussions. Throughout the Winter of 2017/2018 Discover Lanark conducted two surveys targeting two main areas. The first was a consumer survey targeting shoppers and service users throughout the town centre of Lanark. We asked passers by what they perceived the strengths and limitations of Lanark are. Discover Lanark has completed over 400 Shopper Surveys spanning a 3 week period using the service and skills of a professional survey company. The Surveys were completed at various points within the town Centre. These included:**

- **High Street (Top & Bottom),**
- **Wellgate, Castlegate, Broomgate and Bloomgate,**
- **Train Station and Bus Station,**
- **Tesco,**
- **Braidfute Retail Park.**

The surveys were completed throughout different days and times of the week. We looked to capture the true Lanark shopping experience as seen through the eyes of the people using Lanark for all its services and shops. The questionnaire was a detailed survey into many aspects of the shopper experience consisting of around 40 questions taking on average 15 minutes to complete.



**The second survey was aimed at business** managers and owners, targeting all the business properties within the BID boundary. A survey of businesses and organisations in Lanark was completed and we are pleased to publish the results. Over 300 postal return surveys were handed out to businesses and organisations in Lanark and it was also made available online to ensure its accessibility. We also consulted and communicated with the business owners, managers and property owners through 1 2 1 meetings, a series of drop in sessions and various newsletters both digital and hard copy.

You told us-

- The town is shabby and dull with many shop fronts in need of improvement.
- Lack of car parking (and poor signage) is an issue which needed to be addressed.
- We need better connection with New Lanark as visitors are not stopping in Lanark
- Not enough footfall from locals, visitors and tourists
- There are too many empty shops
- Lack of toilets for shoppers
- Not enough help promoting business
- Local businesses don't work collaboratively enough.
- Not enough events throughout the year to promote local businesses
- Closes and vennels are poor and a barrier to trade.

Of the surveys issued 300, 26% were returned via hard copy and digital format. This paper and digital survey was supported by one to one consultations.

The overall aim of the consultation was to assess opinions on ways to enhance and improve the BID area and give more incentive to visit and invest in the town centre. The results of these surveys and consultations have been combined and form the basis of the Discover Lanark Business Plan and BID Proposal.

Businesses have received letters, emails, telephone calls, newsletters, newspaper articles, one-to-one visits throughout the BID development process to keep them informed of progress. The websites [www.discoverlanark.co.uk](http://www.discoverlanark.co.uk), [www.lanarkwebsite.co.uk](http://www.lanarkwebsite.co.uk) and discoverlanark facebook page has been kept fully updated with information throughout the development of the BID. Full details of the consultation are shown at Appendix 2.

New businesses to the BID area have received personal visits on a one-to-one basis to inform them about BIDs.

A launch night of the Discover Lanark Business Plan was held by the BID Steering Group on the 28<sup>th</sup> Nov 2018. All businesses in the town received an invite to the launch, where the project coordinator and the Chair of the BID Steering Group presented on the BID and took questions.

Further meetings and drop in sessions were held on 22/01/18 (Costa), 07/02/18 (Tolbooth), 26/02/18 (Clydesdale Inn), 05/03/18 (Tolbooth), 26/03/18 (Costa) and there were opportunities for businesses. To launch the Discover Lanark Business Plan a series of further drop in sessions were provided to support those who could not attend the launch night. 19<sup>th</sup> Nov (Tolbooth), 21<sup>st</sup> Nov

(Costa), 26<sup>th</sup> Nov (Tolbooth), 3<sup>rd</sup> Dec (Tolbooth), 5<sup>th</sup> Dec (Costa), 12<sup>th</sup> Dec (Tolbooth) and 17<sup>th</sup> Dec (Clydesdale Inn). The sessions were held at various times of the day ranging between 9 am and 8pm and lasting for 2 hrs on each occasion.

Following feedback received during the consultation process the steering group organised a Business Plan leaflet which was circulated via hand delivery to each eligible property as well as available through the Discover Lanark Website, Lanark life website, social media and Lanark Tolbooth. This document was also supported by various drop in sessions held in different venues.

To date there have been circa 15 drop- in sessions hosted in various venues throughout Lanark.

As the ballot date approaches it is planned to visit as many businesses as possible to discuss the proposed projects and services that the businesses have indicated they would like the BID to deliver.

Full details of the consultation are contained in Appendix 2

## **7.2 Business Survey**

1-to-1 consultations were carried out with circa 150 eligible persons.

Hard copy paper surveys were delivered to 300 businesses in the town centre with 28% responding.

The surveys were hand delivered to the properties within the proposed BID area on the and the purpose of the surveys was to consult with the businesses in the BID area and determine the issues and concerns of the businesses. The survey also sought to establish views and opinions on specific identified issues relating to the area.

The Steering Group considered the responses from the 1-to-1 consultations, shopper and business surveys and public drop in sessions in order to enough decide on the projects and services proposed in the business plan.

BID legislation requires that before a ballot can take place, a minimum of 5% of the electorate must indicate that they are in favour of a BID. The results of the consultations (both one to one and surveys) indicate that 25 eligible persons of 380 are in favour of the BID.

Please refer to Appendix 1 (Support for the BID) where a list of eligible persons indicating a positive response in consultations and the survey is provided.

## **7.3 The Key Findings**

### **Sector Specific Survey**

Overall, the most important areas a BID could improve on were ranked by the businesses in order of importance as:

1. Access and Traffic Management
2. Marketing and Promotion
3. Business Support
4. Digital

5. Collective Procurement
6. Clean and Attractive
7. Safe and Secure
8. Lobbying and a Business Voice

From the surveys it was determined that,

**Businesses would like:**

1. A well promoted and vibrant town centre
2. To attract more visitors and see increased spend
3. A raised profile of the town by improving people's perception of the town
4. To see parking issues resolved within the BID area
5. To create a cleaner, more attractive town centre
6. To see fewer vacant units
7. Improvement of Closes/Vennels onto High Street.
8. To see less derelict buildings in the town centre
9. New niche businesses to be attracted to the town centre
10. A more diverse High Street to attract customers
11. Improved business support and advice
12. a scheme to connect Lanark and New Lanark.

Businesses were asked in the Business Plan leaflet if the BID objectives of Access and Traffic Management, Marketing and Promotion, Business Support, Clean and Attractive, Safe and Secure and Lobbying and Cost Reduction were relevant.

## **8.0 Proposed Improvements**

### **8.1 Proposed Improvements – Introduction**

The proposed improvement projects for the BID are based on feedback provided by the businesses.

The BID Steering Group was briefed on the Scottish Governments Town Centre Action Plan and on the Community Empowerment (Scotland) Bill.

The BID Steering Group believe that the following year one projects support the Scottish Governments Town Centre Action Plan themes of, Town Centre First, Town Centre Living, Vibrant Local Economies, Enterprising Communities, Accessible Public Services, Digital Towns and Proactive Planning.

### **Projects and Services**

The headings below show projects and services planned for the five-year duration of the Discover Lanark BID, which will support the Scottish Governments Town Centre Action Plan.

## **APPEARANCE & ACCESS – Improving how Lanark is presented to locals and visitors**

- **Improvements to shop frontages**- grants will be made available to improve the external appearance of business properties.
- **Renovation of Closes and Vennels** – To improve Customer access from the Car parks onto the High street by creating a safe and secure environment in which to shop at all times of day and night. A pilot for this scheme can be found at the new Wallace Close.
- **Creating a Lanark brand** – We all know Lanark is a special place that has a unique and marketable identity. We intend to create a brand that reflects those characteristics. The updated Lanark town signs are just the start of this unified town brand.
- **Car Parking** – We will work in conjunction with South Lanarkshire Council and other partners to make parking easier for locals and visitors.
- **Signage** – we will work with South Lanarkshire Council and other organisations to improve, update and simplify public signage in and around Lanark.

## **BUSINESS -Putting successful businesses at the heart of Lanark’s community**

- **Staff training** – Discover Lanark will work with business owners, managers and staff to give them the tools and opportunities to maximize in all areas of customer service and sales.
- **Nurturing new businesses** – We will work to create an incubator environment for new and innovative businesses that will add value to Lanark.
- **Accessing funding** – Working in partnership with public and private sector organisations throughout Scotland, Discover Lanark will be able to access finance streams which are difficult or impossible for individual businesses to acquire.
- **Cost reduction of utility bills**- We will work with other partners to investigate opportunities where local businesses could reduce their bills for utilities and waste management.
- **Marketing** – Create a unified and structured strategy to promote Lanark’s heritage to locals and visitors.

## **COMMUNITY – Business and community working together for a better Lanark**

- **Festivals and events**- To increase footfall into Lanark with the creation of innovative and attractive events for both locals and visitors. These events will be organised to help showcase Lanark's businesses as well as emphasize the fantastic community spirit of the town.
- **Digital** – Shape the Lanark website to incorporate a digital platform to benefit both businesses and the wider community.
- **Partnerships** – build networks to connect local community groups with Lanark's business community. Create longstanding working partnerships to the benefit of both.
- **Public Toilets** – Investigate the provision of accessible changing toilets suitable for locals and visitors.

### **LANARK AND NEW LANARK – Working together**

- **Link with New Lanark** – Establish an electric bus scheme to transport visitors between Lanark and New Lanark.
- **Working together** – New Lanark World Heritage site attracts many hundreds of thousands of visitors each year. Discover Lanark and New Lanark Trust are committed to working together strategically to capitalize on tourism to the area.
- **Events and Services** – The Cross-promotion of events and services will be essential for the benefit of both Towns.
- **Walks and trails** – To promote the fantastic walks around Lanark and New Lanark to locals and visitors.

The themes above are shown with their budgets at 13.3. The detailed projects and services are shown in the BID Business Plan at Appendix 3.

The BID Steering Group believes that they will contribute to the Scottish Government's broader regeneration strategy by:

- supporting community-led regeneration by enabling local people and businesses to identify and take responsibility for the economic, social and environmental action that will make a difference in their communities.
- advocating the application, where appropriate, of the Town Centre First Principle. That is that communities of all kinds put the health of town centres at the heart of proportionate and best value decision making and through this, seek to deliver the best local outcomes.
- empowering community bodies through the ownership of land and buildings and strengthening their voices in the decisions that matter to them.

- supporting an increase in the pace and scale of public service reform by cementing the focus on achieving outcomes and improving the process of community planning.

through the delivery of projects and services that involve working with the local Community Planning Partnership, providing businesses and local groups with a mechanism for Discover Lanark to have a more proactive role in having their voices heard in how services are planned and delivered, consider local opportunities under the urban right to buy (community bodies a right to request to purchase, lease, manage or use land and buildings belonging to local authorities, certain Scottish public bodies or Scottish Ministers) and work in partnership with the local authority to contribute to community empowerment and improved local outcomes.

The proposed projects will be progressed over the five-year period of the BID. Some projects will be provided on an annual basis while others are one-off projects. The time frame for delivering the projects will be decided by the Board of Directors within the agreed budget.

The detailed projects costs are estimates only. The actual cost of the projects will depend on a variety of factors and will not be definitive until competitive tenders have been submitted where necessary. Some of the projects may be subject to planning permission and other statutory approval.

The projects and services will be based on the following themes, Access, Marketing and Promotion, Business Support, Clean and Attractive, Safe and Secure and Lobbying and Cost Reduction which are included within the Management costs.

**Show the themes and costs here, with a brief description of the aim of each theme including the five-year estimated investment in each theme.**

**Example theme headings could be,**

**Marketing and Promotion**

**Business Support and Development**

**Digital**

**Collective Procurement**

**Clean & Attractive**

**Safe & Secure**

**Lobbying and a Business Voice**

The First Years projects and services are fully detailed in the BID Business Plan.

The themes above are shown with their budgets at 13.2. The detailed projects and services are shown in the BID Business Plan at Appendix 3.

## **9.0 The BID Levy**

## 9.1 Who will pay the levy?

A BID levy is an equitable and fair way of funding additional projects and services, which the local authority and other statutory bodies are not required to provide. It has been agreed by the BID Steering Group that the levy rate will be a fee structure based on the rateable value of the property on the day of the ballot 08/11/2018 and throughout the 5-year term of the BID. The BID improvement levy will be paid by the occupier (the eligible person liable to pay the non-domestic rate), however, the property owner will be liable to pay the levy where a property is vacant on the day the levy invoice is issued and for all the period thereafter when the property is vacant.

There will be no increase in the levy amount during the term of the BID or as a result of the non-domestic rateable revaluation in 2017.

- There are approximately 380 commercial properties in the BID area which will generate a BID investment levy income of approximately £197,600 per annum this includes a guaranteed £40,000 per annum of additional income from the Border Biscuits Community fund with an estimated total levy income of £988,000 over 5 years.
- All eligible occupiers (of eligible properties) i.e. the eligible person liable to pay the non-domestic rate that are listed on the Local Assessors Valuation Roll on the ballot date will be liable to pay the levy.
- All eligible tenants or owners of eligible properties (not subject to the non-domestic rate) in respect of that property will be liable to pay the levy (an owner of property is an eligible person only if on the relevant date there is no eligible tenant of that property). This is only relevant if the property is vacant.
- The levy payments are not linked to what businesses pay in rates but are based on the rateable value of the property.
- The levy must be paid either in one payment within 28 days from the date of the levy invoice or in 10 instalments by arrangement with the billing body.
- If there is a change, in occupier to a property, until a new occupier is found, the property owner will be responsible for paying the levy.
- Any new commercial development, sub division of existing properties or merging of properties or new business with a non-domestic rateable valuation coming into the area during the 5-year term of the Town business improvement district will be liable for the BID Improvement Levy.
- If the property is vacant or empty on the date the levy is issued and for any subsequent vacant periods, the property owner will be liable for the full levy amount, which must be paid within 28 days.
- Self-catering holiday accommodation which is not the sole or main residence of any person and which is available (or intended to be available) for letting on a commercial basis, with profit in mind, for short periods totalling more than 140 days in the financial year remain liable for non-domestic rates for the whole year and will be included.

## 9.2 Exclusions

The BID Steering Group decided to exclude premises that have a rateable value of under £2500. These premises can pay a voluntary levy and become an “associate member” should they wish, details of which are given in the BID Business Plan.

Please refer to page 4 point 16 where the following statement can be found: - The BID Board of Directors agreed that the levy would be applied to properties with a **Rateable value of £2,500 and above. Also, refer to the table below where band A is £2,500 to £4,999**

The BID Steering Group decided that there is no benefit from being part of the BID to the following categories of property and therefore are exempt from paying the levy.

Properties with non- domestic rateable value under £2500, all places of worship and associated halls; sport and community clubs; non-retail charities; and foodbanks.

### 9.3 The Levy Table

BAND	RATEABLE VALUE	ANNUAL LEVY	MONTHLY LEVY	WEEKLY LEVY
0	£0 - £2499	£0 (Voluntary)	£0 (Voluntary)	£0 (Voluntary)
A	£2500 - £4999	£150	£12.50	£2.88
B	£5000 - £9999	£250	£20.80	£4.80
C	£10000 - £19999	£350	£29.16	£6.73
D	£20000 - £34999	£475	£39.58	£9.13
E	£35000 - £49999	£600	£50.00	£11.53
F	£50000 - £79999	£750	£62.50	£14.42
G	£80000 - £99999	£900	£75.00	£17.30
H	£100000 - £149999	£1,250	£104.16	£24.03
I	£150000 - £299999	£2,000	£166.66	£38.46
J	£300000 - £499999	£2,750	£229.16	£52.88
K	£500000 +	£3,500	£291.66	£67.30

The BID Steering Group has chosen to use a fee structure as above to calculate the levy charged. The reasons behind this are as follows:

- The levy payments must add up to the amount required to deliver the business plan.
- A banding system was chosen as it represents a simple and easy way for businesses to identify their levy payment, provides for ease of collection and represents a fair and reasonable methodology. Everybody benefits therefore everybody pays.
- A minimum payment of £150.00 per annum is believed to be affordable for the smallest businesses as they will have the opportunity to benefit from cost reduction projects and the Property Improvement Grant.
- Through consulting with the businesses, a maximum of £3500 per annum is believed to be affordable for the businesses at the higher end of the banding.

### 9.4 Enforcement



In the event of any non-payment of the BID improvement levy, it will be strongly pursued by South Lanarkshire Council (as the billing body) using the recovery powers available to the Council to ensure complete fairness to all the businesses that have paid. South Lanarkshire Council will be entitled to charge an additional fee to the levy amount to meet any additional costs incurred in the recovery of the levy.

## **9.5 Collection of the BID Levy**

South Lanarkshire Council will collect the investment levy on behalf of the BID, as this will be an efficient, safe and cost-effective method of collection. South Lanarkshire Council will lodge the levy within a BID Revenue Account. The BID levy can only be drawn down by the Board of Directors of the BID to allow the delivery of the business plan.

The BID Revenue Account and levy cannot be accessed by South Lanarkshire Council nor can it be used by the Council as an additional source of income.

## **10.0 The Voting Process**

### **10.1 Pre-Ballot**

The BID Proposer must notify the local authority, the Scottish Ministers and the billing body 98 days in advance of the ballot date of their intention to put the BID Proposals to ballot. The local authority then has 28 days in which to veto or not the proposal.

The BID Proposer must submit the BID Proposals to the local authority, the Scottish Ministers and the billing body at least 98 days in advance of the ballot date; and of their intention to put the BID Proposals to ballot. The local authority then has 28 days in which to veto or not the BID Proposals. Prior to the ballot taking place, a 'Notice of Ballot' will have been issued to all non-domestic properties in the BID area.

The BID Proposer must make available a full copy of the BID Proposal to any person who is eligible to vote on the BID Proposals who requests a copy. A copy of the BID Proposals and BID Business Plan must also be sent to the Scottish Ministers and the Chief Executive of the local authority 98 days in advance of the final ballot date.

A copy of the BID Proposals and BID Business Plan must be submitted to the Chief Executive of the local authority, the billing body and the Scottish Ministers at least 98 days in advance of the final ballot date.

Prior to, or on the date the ballot papers are issued the BID Proposer must provide all those eligible to vote in the proposed BID area with a detailed BID Business Plan.

### **10.2 The Ballot**

- Ballot papers will be issued to every eligible person in the BID area 42 days before the final ballot date
- Ballot papers, together with a copy of the BID Business Plan will be posted to the eligible person responsible for casting a vote within their business. In the case of national companies, the responsibility for voting may lie with head office.
- The BID ballot is a confidential postal ballot conducted by South Lanarkshire Council on behalf of the Discover Lanark BID and in accordance with Scottish BID legislation.

- Where an eligible property is vacant the voting papers will be sent to the property owner.
- In Discover Lanark BID case, voting papers will be issued on 4/01/2019
- The final date for all ballot papers to be returned is 5pm on 28/02/2019 Papers received after this date and time will be deemed null and void.
- Voting papers are easy to complete, simply place a cross on either “yes” or “no” to the question “are you in favour of a BID?” The ballot paper must then be signed by the person eligible to vote and returned in the pre-paid envelope.
- For the ballot to be successful there must be a minimum of 25% “turn-out” (headcount) by number of eligible persons and by combined rateable value.
- Of those that vote, over 50% by number of ballots and 50% by combined rateable value must vote in favour of the BID.
- All eligible persons (i.e. those persons liable to pay non-domestic rates) will have one vote or where a person is liable for non-domestic rates for more than one property, that individual shall be eligible to cast more than one vote however they will be required to pay the levy for each of the properties that they occupy.
- The ballot papers will be counted on **Fri 1<sup>st</sup> March 2019** and the results announced by South Lanarkshire Council within one week.
- Following a successful ballot, the BID will commence on 01/05/2019 and will run for a period of five years until the 29/04/2024.

## BID Timetable

Please see below for the BID Timetable

Item	B-n	Procedure	Time	Date	Comments
1	B-154	Last day for notice of intention to put BID proposals to ballot.	<b>Regulation 4</b> At least 154 days before ballot	25/09/2018	Submitted 18/09/2018
2	B-120	BID Review	BID project should be reviewed and agreement reached as to whether a positive ballot is achievable or not. If a positive ballot is not achievable, then the BID should not go to ballot.	18/09/2018	Agreement to proceed to ballot
3	B-98	Last day for the submission of the BID proposal to the local authority and Scottish Ministers.	<b>Regulation 5 (2) (a) (i)</b> At least 98 days* before the day of the ballot in accordance with regulation 4.  *This would give the local authority at least 28 days to consider proposals before deciding whether or not to exercise veto.	22/11/18	Submitted
4	B- 70	Local authority to confirm that it is or is not vetoing the BID proposals.	<b>Regulation 14 (1)</b> For the purposes of section 42(2) of the 2006 Act, the prescribed period is 70 days prior to the day of the ballot.	20/12/18	
5	B-56	98 days after item 1 the BID Proposer requests local authority to instruct ballot holder to hold ballot.	<b>Regulation 5 (2) (a) (ii) and (b)</b> The request to hold a ballot should be at least 56 days* before the ballot date. *To allow time to put in place ballot arrangements, before issuing ballot papers (at least 42 days before ballot), it is recommended that the request to hold a ballot should be made at least 56 days before the ballot date.	31/12/18	Should be 3/1/19 but this is closest working day
6	B-56	The local authority instructs the ballot holder to hold BID ballot.	<b>Regulation 6</b>	17/1/19	
	B-42	Ballot holder puts in place arrangements to hold BID ballot.	<b>Regulation 8</b>		
7	B-42	Issue of ballot	<b>Schedule 2, para. 3</b>		

		papers.	42 days before ballot date. <b>Schedule 2, para. 11</b>	Between 29/11/18	
		Spoilt ballot papers.	Spoilt ballot papers may be replaced at any time from the issue of ballot papers.	and 16/1/19	
		Publication of notice of ballot (by ballot holder).	<b>Schedule 2, paras. 2(c) and 3</b> - at least 42 days after but no more than 90 days after, the date on which the ballot holder published the notice required by paragraph 3(a).		
8	B-42	Last day for postponing the day of the ballot by up to 15 days.	<b>Schedule 2, para. 2 (2)</b> - No later than 42 days before the day of the ballot, the ballot holder may postpone the day of the ballot by up to 15 working days.		
9	B-10	Last day for the appointment of a proxy.	<b>Schedule 2, para. 5(5)</b> An application to appoint a proxy shall be refused for the purposes of a particular ballot if the ballot holder receives it after 5 p.m. on the tenth day before the day of the ballot.	16/1/19	
10	B-7	First day for the request for issue of replacement of LOST ballot paper.	<b>Schedule 2, para. 12</b> Where a voter has not received their ballot paper by the seventh working day before the day of the ballot, that voter may apply (whether or not in person) to the ballot holder for a replacement ballot paper.	Between 21/2/19 and 28/2/19	
11	B-5	LAST day for cancellation of proxy	<b>Schedule 2, para. 5 (10)</b> A notice under sub- paragraph (9) by a person entitled to vote cancelling a proxy's appointment shall be disregarded for the purposes of a ballot if the ballot holder receives it after 5 p.m. on the fifth day before the date of the poll at that election.	23/2/19	BY 5PM
12	B	Ballot Day	<b>Schedule 2, para. 2</b> at least 42 days after but no more than 90 days after, the date on which the ballot holder published the notice required by paragraph 3(a). (see Item 7).	28/2/19	By 5pm
13	B+1	The Count	<b>Schedule 2, paras. 14-16</b> As soon as practicable after the day of the ballot, the ballot holder shall make	1/3/19	

arrangements for counting the votes cast on such of the ballot papers as have been duly returned (in accordance with paragraph 13) and record the number counted.

14	Declaration of results	<b>Schedule 2, Para 17</b> (2) The ballot holder, having made the certification under subparagraph (1) Shall:	By: 8/3/19	Between 1/3/19 and 8/3/19
	B+1	(a) forthwith make a declaration of the matters so certified; and		
	B+8	(b) Give public notice of the matters so certified as soon as practicable and within 7 days after the counting of the votes.		

## 11.0 Public Sector BID Involvement

### 11.1 Baseline Services

A baseline service agreement ensures the BID does not use the levy money to duplicate any services provided by South Lanarkshire Council, Police Scotland. The services directly delivered by the BID additional to any statutory services. The baseline services agreement gives an assurance to businesses that the levy payment will only be used for **additional** projects which they voted on in the BID ballot. Additionally, a baseline agreement avoids the risk that public agencies including South Lanarkshire Council will not reduce its statutory level of service to the BID area following a successful ballot.

For a full and detailed list of services provided in the BID area by South Lanarkshire Council, please see appendix ..... South Lanarkshire Council Baseline information and Baseline Agreement.

#### The services already provided by South Lanarkshire Council

South Lanarkshire Council provides the following services (both statutory and discretionary) within the BID area: -

- **Community Safety** - Licensing and Permits (street traders, public entertainment, etc.), Food Safety, Trading Standards, Environmental Health
- **Cleansing** - Refuse Collection, Recycling (Kerbside), Street Cleansing, Public Toilet, Environmental Wardens
- **Economic Development** – Town Centre Management, Business Gateway
- **Grounds Maintenance** – Drainage, Structures, Road/Pavement/Lanes Maintenance, Winter Maintenance
- **Lighting** - Street lighting, Christmas lights
- **Traffic** - Traffic Management, Traffic Lights, On-Street and Off-Street Parking
- **Street Furniture and signage** - Street Furniture, Signage, Bus Shelters
- **Planning** - Development Management

- **Policy & Strategies** - Conservation issues

### **The services already provided by Police Scotland:**

- 24/7 Policing response
- Dedicated policing during Peak Times
- Enhanced policing levels during special events
- Operation and control of the Town centre CCTV system
- Liaison with partner agencies and other groups
- Crime Prevention - advice

## **12.0 Measuring Success**

### **12.1 Measuring the Success of the BID**

Throughout the lifetime of the BID, all work on the BID projects will be monitored to ensure the projects proposed in the BID Business Plan achieve a high level of impact and are progressing to the satisfaction of the businesses that voted for the BID.

The BID Board of Directors will monitor and oversee the efficient delivery of the BID projects.

The BID will undergo an independent evaluation of its activities at the half way point and towards the end of the first Term.

The BID will undergo Assessment and Accreditation Interim Review (AAIR) for Scottish BID Companies, The AAIR

- is a bespoke review which recognises and accords with the Scottish BIDs legislation and the public and private sector environment in Scotland
- gives confidence to businesses and the Board of Directors that the practices of the BID Company are robust and accord with good practice and
- supplies an audit trail to support any future evaluation of the BID Company.

In developing the Interim Review, BIDs Scotland consulted with,

- key stakeholders and organisations
- key UK national businesses
- the Scottish Retail Consortium

and reviewed existing Assessment and Accreditation Frameworks, including existing documents used by businesses to assess BID Proposals in the UK to identify key lessons for transfer to the Scottish context.

The Assessment and Accreditation Interim Review is recommended by Scotland's Improvements Districts as good practice and is included as one of the good practice elements of any Scottish BID Proposal and BID Business Plan.

### **12.2 Marketing, Communications and Social Media**

The Steering Group have agreed that an open and transparent approach must be adopted by the Discover Lanark BID Company.

To assist in achieving an open and transparent operation the Steering Group have agreed that the BID Business Plan should include for, One to One contact, Business Briefings, Social Media, Information, reports and intelligence and cross business communication, Written updates and newsletters for those businesses preferring hard copy information or with no access to IT, Press releases, B2B Meetings, Business Surgery,

Annual Forum and Reporting. Details of Director Meetings (agenda and minutes), annual accounts, BID Business Plan and BID Proposal will be made available on the BID Company website.

### **13.0 Finances**

#### **13.1 Estimated Income and Expenditure**

It is calculated that there are circa 380 eligible properties located within the BID area (this figure may change as businesses move, expand or close). The BID levy income is calculated to be approximately £157,600 per annum not including the additional £40,000 per annum from Border Biscuits Community fund. Current Scottish collection rates for the BID levy are reported to be standing at 95%. An amount has been set aside in the budget under 'contingency' to allow for any bad debt.

South Lanarkshire Council has agreed, in addition to paying their levy for eligible properties, to provide additional funding for year one up to £ TBC subject to an outcomes agreement with the BID Company.

There are discussions between the Discover Lanark BID Steering Group and South Lanarkshire Council to continue the additional funding for years 3 – 5 of the BID, subject to budgetary process and submission of satisfactory evidence of the BID's performance and impacts and outcomes. Applications for additional grant funding from the Council for specific projects would also be considered based on their merit.

The improvement levy will make it easier to obtain other sources of funding for specific projects and these opportunities will be pursued. The BID aims to attract other investment, sponsorship and trading income to increase the amount available to spend on your projects as they develop. Funds will be sought from but not restricted to Visit Scotland, LEADER, The BIG Lottery and Zero Waste Scotland.

As the BID progresses, more income will be attracted, and this will be invested in improving the town for the benefit of the businesses and local community.

#### **13.2 Financial Management Arrangements**

Once the BID is operational, any variations within budgets will be reported to the BID Board of Directors.

The Board will agree on an annual basis how funds for subsequent years will be allocated. This will be based on business feedback during the previous year and your priorities for the coming year, which allows the BID the flexibility to respond to changing business needs and requirements.

South Lanarkshire Council will collect the levy payments on behalf of the BID and will retain these funds in a separate account until the BID Board calls these funds down. The BID Board will manage the levy funds that are collected by the Council. This arrangement will ensure that projects are delivered, and any financial liabilities of the BID are transparent.

#### **13.3 Discover Lanark BID Projected Income and Expenditure**

INCOME	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
BID LEVY	£157,600	£157,600	£157,600	£157,600	£157,600	£788,000

Border Biscuits Community	£40,000	£40,000	£40,000	£40,000	£40,000	£200,000
INCOME TOTAL	£197,600	£197,600	£197,600	£197,600	£197,600	£988,000

EXPENDITURE	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	TOTAL
Appearance & Access	£80,000	£80,000	£80,000	£80,000	£80,000	£400,000
Business	£15,000	£15,000	£15,000	£15,000	£15,000	£75,000
Community	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000
Lanark and New Lanark	£15,000	£15,000	£15,000	£15,000	£15,000	£75,000
Operations	£50,000	£50,000	£50,000	£50,000	£50,000	£250,000
Contingency	£27,600	£27,600	£27,600	£27,600	£27,600	£138,000
TOTAL	£197,600	£197,600	£197,600	£197,600	£197,600	£988,000

#### 14.0 Contact Information

If you would like more information please visit our website [www.discoverlanark.co.uk](http://www.discoverlanark.co.uk) or contact Chair or Project Manager by telephone 07827 291449, email [gary@discoverlanark.co.uk](mailto:gary@discoverlanark.co.uk) or make an appointment to see him.

Discover Lanark Project Manager  
Gary Winning

T:

E: [gary@discoverlanark.co.uk](mailto:gary@discoverlanark.co.uk)



## Appendix 2

