Ilkley Business Improvement District Business Plan 2019-2024



LOVE

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I EY BID



VOTE YES!

To Secure Five Years of Additional Income into Ilkley

> 28th February 2019 **Ballot papers issued**

28th March 2019 Ballot day – the last day by which votes must be received

29th March 2019 Results announced

Foreword by the Chair of the **Ilkley BID Development Board**

In March 2019 you will be asked to vote on the introduction of a Business Improvement District for Ilkley. As chair of the Ilkley BID Development Board it is my pleasure to introduce the Business Plan which underpins this. The Ilkley BID is an important business mandate which, if passed, will result in the investment of over £680,000 in Ilkley town centre over the next 5 years for the benefit of us all.

Around 300 businesses and organisations in the town will be asked to vote. It is important you know who in your organisation will be responsible for making the decision and to make sure they have all the information they need to do so. A yes vote will promote the future vitality of the town and help to encourage commerce and trade for organisations within the BID.

Along with many other businesses, organisations and supporters in Ilkley we have invested a great deal of time developing a comprehensive BID proposal. By voting in favour of the Ilkley BID I feel that together we will be well placed to tackle many of the issues that increasingly challenge our town and our businesses.

Having conducted an extensive consultation exercise in the past few months, we are able to demonstrate robust support for the llkley BID and the range of activities being proposed over the next five years are set out within this document. All share a common theme; they are designed to drive forward vibrancy within the town.

Our website, www.ilkleybid.co.uk, provides lots more information, including details of how we got to this stage. Do contact us if you have any questions and please ensure you look out for the ballot papers that will be issued on 28 February 2019.

We look forward to working with you.

Mark Heppinstall Chair, Ilkley BID Development Board



THIS IS A UNIQUE OPPORTUNITY FOR ILKLEY **BE SURE NOT TO MISS IT**

over £680,000

Businesses will be responsible for deciding how over £680.000 raised through a levy and other funding mechanisms, would be invested over five years to improve llkley.

Over 300 businesses

Together more than 300 businesses within the BID area will decide whether the BID goes ahead by voting in the ballot.

A summary of the proposals

Background

Ilklev needs to ensure that it attracts more customers into the town centre and remains competitive with other towns and cities locally including Skipton, Otley, Harrogate, Bradford and Keighley, all of which have successful Business Improvement Districts. Businesses have indicated that we need to work to maximise footfall & trade, and the proposals to achieve this are summarised in this document. An initial grant of £24,000 was provided by BMDC and an additional £5,000 loan from Ilkley Town Council, both of which have funded the development of this project.

The opportunity

This is your chance to contribute to over £680.000 of additional revenue into the town centre over the next 5 years. and to take advantage of many opportunities to enjoy a great return on your investment. The projects have been carefully selected to positively impact on Ilkley businesses and this is therefore a huge opportunity for businesses to take ownership in enhancing the trading conditions in and around the town.

Funding the proposals

- The BID would be funded by a 1.5% levy on the rateable value of all eligible businesses within the proposed BID area
- Small businesses, with a rateable value of less than £7,000. will be exempt from the levy but may choose to make a voluntary contribution if they wish
- The levy has been carefully calculated to provide sufficient funds to deliver a range of the improvement projects that businesses identified
- For the average business, the cost of the BID levy will be less than the price of a cup of coffee per day

The ballot

- As required by law, a postal ballot of all eligible businesses within the BID boundary will be conducted
- Voters will be posted a ballot paper on 28th February 2019 and will have until 5pm on 28th March to return their completed votes by post
- If the ballot is successful, as determined by a majority of businesses voting in favour by both number and by aggregate of rateable value, the levy will become mandatory on all businesses in the BID area with a rateable value of £7.000 and above
- The BID would then commence its services on 1st June 2019 until 31st May 2024

BID management

- The BID would be run by a private-sector led Board of unpaid Directors, the majority of whom would represent businesses or organisations paying the BID levy
- The Board would be responsible for the delivery of projects, ensuring that they are delivered on time, in budget and to the highest standards possible
- The Board would apply meticulous rigour and integrity to the BID function, offering total openness, transparency and inclusivity

A reminder of what a BID is

A Business Improvement District is a business-led and business-funded body formed to improve a defined commercial area. Most are governed by a Board made up of BID levy payers from within the BID boundary. This means that businesses have a genuine voice to decide and direct what they want for the area.

There are more than 300 BIDs already operating across the UK, with the majority focusing on town or city centres. Businesses report that the benefits they have brought about include:

- Businesses deciding and directing major projects that they want for their area
- Improved promotion & marketing of the town
- Increased footfall, which leads to increased business turnover
- Added vibrancy & vitality
- Additional networking opportunities within the local business community
- Improved relations with Councils, Police and other public bodies

There is a willingness on the part of a majority of businesses here to see a BID enacted and they have asked us to seek a yes vote to begin key projects until 2024 and hopefully beyond.



Our vision

The <u>likley BID</u> will work to deliver a brighter future for llkley.

The likey BID will help business to flourish and attract visitors. **Supporting the likley BID is a vote** of confidence in your business.

llkley will prosper if we work together; from pubs and bakeries to recruiters and designers, we can all benefit from the Ilkley BID.







Why a BID for llkley?

Even though we are an attractive destination, the town centre is continuing to be hit by the major forces of a national decline in retail sales, increased competition from online sites and economic uncertainty.

The BID offers an opportunity for Ilkley businesses to successfully respond to some of these challenges and so our town can be much stronger as a collective. Without this approach, many businesses would stand far less chance of survival, meaning that a spiral of decline could set in.

The following is a list of some of the benefits which we think a BID would bring to llkley in the next 5 years:



The preparation of this plan

This Business Plan has been the result of over a year of planning and this has involved significant numbers of town centre businesses in the process.

Key activities have included:

- A business survey, which attracted over 140 responses
- A series of business information sessions and workshops
- · Formal notifications to the Council and the Secretary of State
- The creation of a BID Development Board, which has met frequently
- Distribution of business information sheets
- Information updates via www.ilkleybid.co.uk
- A comprehensive series of one to one business meetings
- Extensive social media activity
- Contact with the Head Office and Regional Managers of national businesses





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Personally, I support the BID because I love *Ilkley, it's been incredibly* generous to me and I want to return the favour. It's been an unbelievable place for me to do business and with the energy behind it, *Ilkley will continue to offer* entrepreneurs a stunning place to call home.

Lee Teal Director Ilkley Meeting Room and Love Brownies





Key feedback and proposed additional activities

In August 2017, a survey was prepared to ask businesses in Ilkley and the surrounding areas what they perceived to be the benefits and challenges of operating in LS29. More than 140 businesses completed the survey which confirmed that business owners recognised the need for things to change. Following this, the BID Development group had one to one discussions with more than 60 businesses in the town centre, 84% of whom were in favour of developing a **Business Improvement District for Ilkley.**

140 businesses completed the survey

More than 60 businesses in the town centre spoken to

84% of those asked were in favour of developing a **BID**

"

A BID in Ilkley helps the town stay ahead of the competition, lets others know what we already know about this stunning spa town and future-proofs our success.

The community in Ilkley is well established and highly vocal, both attributes that will lend well to a BID that gives passionate businesses the ability to grow and prosper. Barry Back, Area Manager at Weatherspoons



Priority projects for the next 5 years

The result of our detailed research and feedback from businesses has directly shaped the plans within this proposal and this consists of priority activities which businesses have endorsed.

The following sections therefore detail the priority actions we propose to undertake in the course of the next five years. There are four pillars to the Ilkley BID proposal:



Supporting businesses



Marketing the town

- Create a recognised brand for llkley that businesses can use as a promotional tool.
- Create promotional campaigns that benefit local business across the town.
- Oversee targeted digital media campaigns, including extensive social media activity.
- Carry out market research to identify and target new visitors for local businesses.
- Develop initiatives to maximise footfall to all areas of the town.
- Work with tourism boards to develop collaborative and co-ordinated projects which better promote and benefit local businesses.



Projects may include:

Provision of a managed, high-quality website which will promote the town, it's events and levy paying businesses to the local community and the wider audience.

Promote non-retail/hospitality businesses in 'Ilkley Behind The Scenes' marketing.

Work with the organisers of existing successful events on cross-promotion to benefit levy paying businesses.

Develop maps/visitor guides and trails to enhance the visitor experience and promote businesses in all areas of the town.

Increase the provision of coach parking and market llkley to tour operators, with incentives for the drivers.

Market the town centre's offering at nearby attractions and events outside the boundary, for example at the Cow & Calf car park and local sports events.

Budget: £212,500 over the five year BID period

Pillar 2

One voice for businesses

- Be a strong voice representing Ilkley businesses to Bradford Council and other agencies on issues such as parking and work with them to find solutions.
- Represent llkley businesses and work with other relevant organisations within the town to lobby for improvements and investments in llkley.
- Preserve the vitality of Ilkley for local businesses.
- Ensure that productive links are developed with organisations such as Visit Yorkshire and West Yorkshire Combined Authority to both promote Ilkley and to gain more investment into the town.



Projects may include:

Commission research to find the best solutions to the parking problems, specifically focusing on the effects to business and employment.

Applying for Government and other grants to bring extra funding into the town.

Working with third parties to improve snow clearing of pavements in the town centre.

Liaison with the police and other relevant parties to highlight specific times when additional support may be required.

Where possible, recycle the llkley pound by using local businesses to carry out BID projects.

> Budget: £50,000 over the five year BID period



Maintaining Ilkley as an attractive place

- Hold local authorities to account for maintaining streets and footpaths in a clean and safe condition.
- Introduce new, landmark public art and floral displays.
- · Coordinate, create and promote an annual programme of events which support local businesses, including street entertainment and music.
- Make sure Ilkley is easily accessible for all visitors including those with disabilities.

Projects may include:

Provide subsidised hanging baskets for levy paying businesses.

Extending the Christmas lights to the areas which are currently poorly served.

Work with landlords to encourage the use of empty units as pop-up shops and make empty shop fronts attractive if this isn't possible.

Provision of recycling facilities to improve Ilkley's Green credentials.

Create photogenic backdrops which people will enjoy using and sharing with others, promoting their visit.

> Budget: £175,000 over the five year BID period

Pillar 4

Supporting businesses

- A dedicated BID Manager to be a clear point of contact.
- Introduce schemes that would save businesses money by group purchasing initiatives on overheads such as energy, telecoms and waste disposal.
- Encourage public transport operators to carry out seasonal discounted promotions for local businesses.
- Produce and distribute a regular newsletter to llkley businesses.
- · Produce regular updates for businesses on the issues which are important to them and provide key performance information for the town.





Projects may include:

The provision of a programme of free or subsidised staff training events.

Encourage collaboration and co-ordinate entities in the town to work better together.

Introduce the Ilkley Gift Card to encourage spending with levy paying businesses.

A 'members only' section of the website which would be kept up to date with details of current grant funding availability, business support services and other relevant information.

A free recruitment section of the website to promote vacancies of levy paying businesses.

> Budget: £100.000 over the five year BID period

Some of the benefits which your business would receive

The BID will deliver projects through an employed BID manager and a board of unpaid directors from the local business community. Because the BID would cover the majority of the town centre, we thought it would be useful to suggest just a few examples of how a BID would benefit each sector in every location:

Professional & corporate sector

- Improved connections between businesses and networking opportunities
- A far greater opportunity to recruit & retain high-quality staff
- The ability to promote products & services to fellow businesses and residents
- A more attractive and vibrant area for both staff
 and clients
- A very strong and proven, collective voice on key business issues



Independent and national retailers

- Detailed insights into local trading factors and conditions to help make informed decisions
- Collaboration over seasonal trading campaigns & initiatives
- Initiatives aimed to attract customer footfall and achieve longer dwell-time
- Promotional campaigns to highlight the range of specialist retail in the town
- Free or subsidised staff training in areas such as security, customer service and first aid



Leisure and hospitality operators

- Campaigns and initiatives to highlight the breadth of the leisure and hospitality offer
- Specific events to maximise footfall throughout
 the town
- Work on projects to improve the evening economy
- Communication with public services on expected issues
- Specific events to attract customers whilst promoting
 public safety
- Targeted campaigns to promote Ilkley businesses to both visitors and residents



The community

- A safer and more secure town centre for residents, employees and visitors
- Seasonal events and activities that maximise
 community engagement
- Greater employment prospects
- · An enhanced sense of local pride
- Liaise with event organisers to help businesses benefit from events



Proposed 5-year budget

Relief for smaller businesses

Having assessed the current financial requirements of the BID, the Development Board consider that they could finance the five years of the BID by setting the threshold at which businesses would become liable to pay the BID levy to \pounds 7,000, meaning that over 170 of the smaller businesses, who are bearing a considerable brunt of the current economic challenges will not be required to contribute to the costs of the BID.

The following table therefore summarises the proposed BID budget for the next 5 years

	2019-20	2020-21	2021-22	2022-23	2023-24	Total
Income						
BID Levy Revenue	£132,812	£132,812	£132,812	£132,812	£132,812	£664,060
Anticipated Other Income	£5,000	£5,000	£5,000	£5,000	£5,000	£25,000
Total Income	£137,812	£137,812	£137,812	£137,812	£137,812	£689,060
Expenditure						
Marketing & Promotion	£42,500	£42,500	£42,500	£42,500	£42,500	£212,500
Representing Ilkley Businesses	£10,000	£10,000	£10,000	£10,000	£10,000	£50,000
An Attractive Place	£35,000	£35,000	£35,000	£35,000	£35,000	£175,000
Supporting Businesses	£20,000	£20,000	£20,000	£20,000	£20,000	£100,000
Levy collection costs	£7,500	£7,500	£7,500	£7,500	£7,500	£37,500
Central operational costs	£15,000	£15,000	£15,000	£15,000	£15,000	£75,000
Contingency & Reserves	£7,812	£7,812	£7,812	£7,812	£7,812	£39,060
Total expenditure	£137,812	£137,812	£137,812	£137,812	£137,812	£689,060

Notes

- 1. BID levy collection costs have been calculated at £22.39 per unit, which is within the industry maximum guide of £35 per unit.
- 2. Central operational costs include management, office and central overheads.
- 3. Management costs, calculated at £30,000 per year have been applied across projects.
- 4. Contingency has been set to at least 5% of income, as per industry guidelines
- 5. Anticipated other income is based on expected voluntary contributions

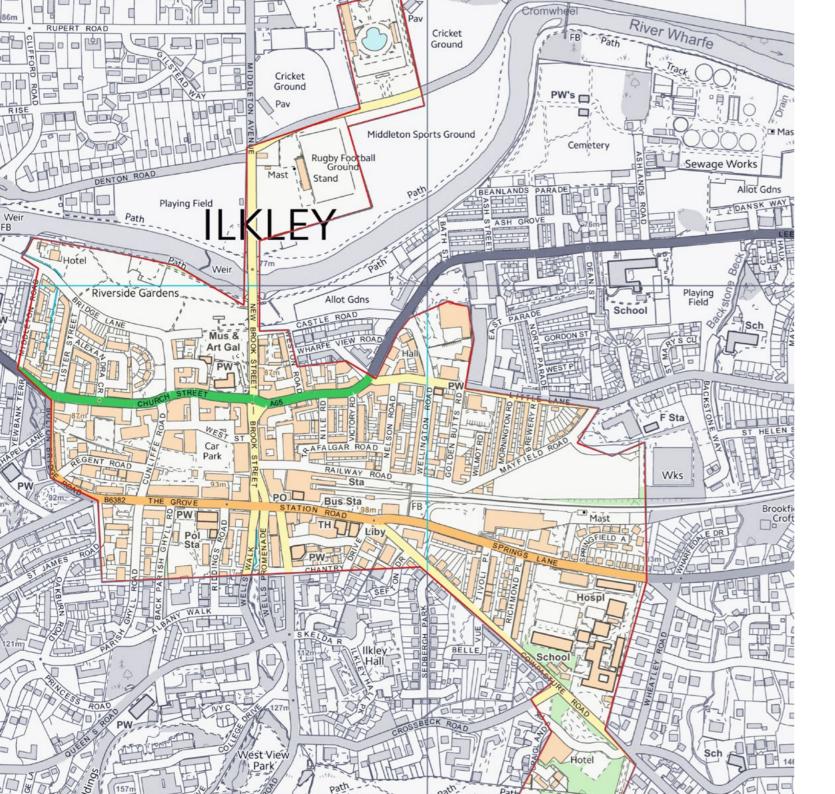
Potential additional revenue

The bulk of BID income is derived from the business levy, with a prudent anticipated collection rate of 94%, however, in addition to this:

- We consider that the Ilkley BID would generate at least an additional 20% of income by the end of its first 5-year term, so creating an additional 20 pence for every pound invested by businesses.
- To account for inflation, and in agreement with levy-payers, the BID levy will be increased each year from year two, by a maximum rate of no more than the prevailing Consumer Price Index.

We have adopted a prudent financial approach to both of the above and have not accounted for them within the table above, although estimate that they would provide a combined additional income to that shown of approximately £100,000 over the life of the BID.





Proposed BID area

Following detailed consideration, it is proposed that the BID boundary should cover the area shown within the boundary line on the following plan.

Holme View

Leeds Road

Lister Street

Little Lane

Road

The following streets therefore fall within the defined BID boundary for the purposes of the ballot and any subsequent levy process:

Lower Railway Road

Lower Wellington

Middleton Avenue

Middleton Road

Mornington Road

New Brook Street

Parish Ghyll Road

Railway Road

Regent Road

Richmond Place

Riddings Road

Sadlers Croft

Sefton Drive

Skipton Road

Springs Lane

Street

South Hawksworth

Springfield Avenue

Nelson Road

Nile Road

Mayfield Road

Alexandra Crescent Back Parish Ghyll Road Back Grove Road Back Church Street Court Back Middleton Road **Bolton Bridge Road** Back Weston Road **Brewery Road** Bridge Lane **Brook Street** Castle Hill Castle Road West and East Castle Yard. Off Church Street Chantry Drive Church Street Cowpasture Road Craiglands Park Crescent Court Crossbeck Road Cunliffe Road Denton Road Golden Butts Road Hawksworth Street

Springs Pavement St James Road Station Road Stephensons Way The Grove The Arcade The Moors Shopping Centre The Grove Promenade **Tivoli Place** Trafalgar Road Victoria Mews Victoria Works. Leeds Road Victory Road Wellington Road Wells Promenade Wells Road Wells Walk West Street Weston Road Wharfe View Road Whitton Croft Road Wilmot Road

"

I support the BID because I want to see Ilkley thrive, both for businesses and visitors. With a group of individuals from Ilkley businesses, who have the drive and passion to boost the town's appeal for the businesses within it, I can't see why I wouldn't support it!

> Emma Lishman General Manager at Lishman's of Ilkley





Management & Governance

If the ballot is successful, it is proposed to establish a Board of unpaid company Directors, with the majority from levypaying organisations. This creates a representative, business-led group to oversee the financial, managerial and operational activities of the BID.

The majority of the Board would come from private-sector organisations and the Chair would always be a private-sector member to ensure that the BID retains its strong business focus. The BID company would be a private company limited by guarantee, which limits the liability of Directors and businesses.

The Current Development Board

Steve Butler Ilkley Town Council **Bachel Costello** Booths Sam Draper Bettys Chris Gregory Heartflood

Christine Henney Dan's Den at Christchurch

Mark Heppinstall Stowe Family Law Stuart Hyde QPM Stuart Hyde Associates

Alison Kaye Ilkley Grammer School Matt Lamont Foxduo Design Emma Lishman Lishman's of Ilkley Paul Mitchell Accentia Franchise Paul North Bradford Council Helen Rhodes Ilklev BID Lee Teal Ilkley Meeting Room and Love Brownies Ian White Bluehoop Digital Liam Wilton Moin Moin Bäckerei



The Board of Directors would be fully accountable to BID levy pavers and would meet at least 6 times per year and receive both management and financial reports at each meeting. They would communicate regularly with levy-payers on key issues, particularly reporting progress against this Business Plan.

All BID levy payers would be entitled to attend meetings of the Board to raise any matter and the Board would also follow industry best-practice in the following aspects:

- Submission of an annual report, annual accounts and the submission of statutory financial and corporation tax returns
- Producing regular updates to BID levy payers, including an Annual Report

"A BID would provide a vital voice for business in Ilkley. We've got two BIDs in the district in Keighley and Bradford and I've found them the best way to engage with the business community to understand their priorities and concerns.

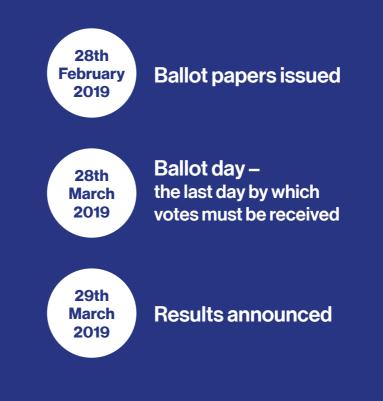
I know parking and transport are big issues in Ilkley and would look forward to engaging with Ilkley BID on these matters."

Councillor Alex Ross-Shaw Portfolio Holder for Regeneration, Planning and Transport at Bradford Council

The ballot process

Legally all BIDs need to be established via a ballot of eligible businesses and the vote is conducted entirely by post over a 28 day period.

The votes will be sent to either the tenant of the business or the landlord (in the case of vacant units), within the BID boundary and Electoral Reform Services will be carrying out the following voting process.



For the BID proposal to be successful, there are two requirements which must be met:

- 1. A majority of those who vote must have voted in favour
- 2. The total rateable values of those who vote ves must exceed that of those who voted no

Ilkley has a great deal to offer in terms of retail and manufacturing. I feel that BIDs are a modern-day way of collaboratively helping those businesses.

> Claire Hundsdoerfer Owner at The Little Tea House





The **BID** Levy

The cost of the levy for each business is a percentage of its rateable value and so is based on the size and location of the business premises. All businesses should consider the proposed cost of the levy as an investment. This investment of a relatively small sum is pooled with the contributions of all the others in the BID, to provide a considerable sum that is spent entirely in the town centre over five years.

Businesses in Ilkley have indicated that they would support a levy of 1.5% and this means that the BID would cost your businesses the following amount:

1.5%	Levy
Rateable Value of £10,000	Daily Cost 41p
Rateable Value of £75,000	Daily Cost £1.85
Rateable Value of £150,000	Daily Cost £3.70

To calculate your proposed annual levy, simply multiply your rateable value by 0.015. If you are unsure about your rateable value, please contact the Valuation Office on 03000 501501 or visit www.gov.uk/correct-your-business-rates

Remember that any property with a rateable value of £6,999 or less would be exempted from paying the BID levy, although would be able to join the BID as a voluntary member if they wish to do so and therefore be able to participate fully in all BID initiatives. Other institutions would also be invited to make such voluntary contributions.



How you could be sure the BID is working for you

The Ilkley BID would establish a number of key performance indicators to measure the impact of the projects contained within this plan, and these would include:

- · Measuring and reporting on a package of town centre indicators, to include sales performance, pedestrian footfall and vacant unit levels
- Sampling through survey work with a fixed percentage of BID businesses each year to seek detailed feedback on their perception of the performance of the town and the BID
- Conducting regular customer surveys to learn how the town centre is changing in the eyes of our visitors
- · Producing and distributing an annual report to BID members to advise on our progress and activities

The BID would also communicate to all BID businesses on a regular basis by email bulletins, newsletters, social media, our website and frequent stakeholder meetings. One to one meetings could also be requested at any time.

Council agreements

In developing our BID proposal, we have carried out extensive consultation with Bradford Council over a number of aspects of our plans and they have consistently voiced their support for the BID project.

Specifically, we have worked with the Council in assessing the service levels that are currently provided by the public sector in the town and they have agreed that, as far as possible given the current national economic circumstances, they will maintain these throughout the five-year term of the BID.

We have also agreed a draft Operating Agreement, which details the proposed arrangements for BID levy collection and this is available for viewing by any potential BID levy payer at www.ilkleybid.co.uk

I support the BID because for Dan's Den at Christchurch we *will get good value from the* opportunities it provides to promote the business. Just two extra paying customers a week will more than repay our investment in the BID but I believe the benefits will be above and beyond this.

Christine Henney Outreach Worker at Dan's Den at Christchurch





Proposed levy rules

- 1. This is a first BID proposal to cover the period 1st June 2019 and finishing on 31st May 2024.
- 2. The BID would deliver services additional to any public or private sector organisation.
- 3. All National Non-Domestic Ratepavers within the proposed boundary would be liable to pay the BID levy, with the exception of any business with a rateable value below £7.000, which will be exempt.
- 4. The BID levy is proposed at 1.5% of applicable rateable value using the 2017 Rateable Value list This is updated on the 1st November and would apply from 1st December each full year. This will will be used for the calculation of the annual BID levy for the duration of this proposal.
- 5. The BID levy would apply from 1st June each year and the chargeable day policy would operate, which means that liable parties would pay their levy for the year in advance with no refund due in the case of subsequent non-occupation or change of ownership.
- 6. The liability for the BID levy on any eligible vacant premises would revert to the landlord, with no void period.
- 7. The BID Board may exercise the ability to raise the BID levy annually by no more than the Consumer Price Index during the duration of the term of the BID.
- 8. VAT will not be charged on the BID levy.
- 9. Any state school within the BID boundary will receive a discount of 90% on the annual BID levy payable.

BID development timetable

The BID Development Board have taken the time to follow the correct process, having sought the views of businesses every step of the way.

August 2017 - January 2019 Business survey and extensive consultation with businesses to develop the draft Business Plan projects	January - September 2018 Project development and planning	September 2018 Formal notifications to the Secretary of State and Local Authority of intention to hold a ballot	
14th February	28th February	28th March	
2019	2019	2019	
Notice of ballot given	Ballot papers issued	Day of the Ballot	
29th March	March -	1st June	
2019	May 2019	2019	
Ballot result declared Preparations begin to form the BID team, subject to a positive business vote		BID levy invoices become due and the BID company formally begins operating, subject to a positive business vote	

Some supporters of the BID

M&S EST, 1884

LCF

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STOWE

DESIGNED FOR





VIRTUAL COLLEGE



ILKLEY CINEMA



approach







Now or Never

Locations such as Skipton, Otley, Bradford, Keighley and Harrogate all have Business Improvement Districts. Ilkley will not have another chance to make this decision so please support the BID by voting yes when returning your ballot paper.



wetherspoon



the little teahouse



I am personally thrilled to represent *Bettys and the local community* on the BID for Ilkley board. Bettys has a long history in Ilkley and has become an institution for many. Of course, not only is Ilkley a popular visitor destination, it's a thriving local community and Bettys remains a vital part of this as one of its many local independent businesses and a local employer. I want to see the BID help local businesses to flourish, and help Ilkley become the best it can be, for everyone living and working here, as well as those who come from all over the world to visit.

> Sam Draper Branch Manager at Bettys





VOTE YES!

To Secure Five Years of Additional Income into Ilkley

28th February 2019 Ballot papers issued

28th March 2019 Ballot day – the last day by which votes must be received

29th March 2019 Results announced

Contact us

For any further information on any aspect of this proposal, please contact:

Chris Gregory Ilkley BID Project Manager 07854 027080 chris@heartflood.co.uk www.heartflood.co.uk Helen Rhodes Development Manager 07887 606265 info@ilkleybid.co.uk www.ilkleybid.co.uk

