

Appendix 1.

Bridgend Business Improvement District Proposal

1. Bridgend Business Improvement District business plan
2. A Summary of the statements required under the BID regulations
3. The BID arrangements
4. Baseline agreements

1. Bridgend Business Improvement District Business Plan

CF31 [Sun motif]

Creating a Brighter Bridgend

Introduction

Bridgend is a wonderful town – well situated with an excellent transport network, a proud history and great local businesses. Yet like many town centres in Wales, Bridgend has seen a decline in retail spend and footfall, along with an increase in vacant properties in recent years, and that has affected us all. Now, making use of these assets, we can do something about it. Working together, we can make the future brighter for Bridgend.

We believe that the best way to turn Bridgend around is to have a Business Improvement District – CF31. A BID is business-led and business-funded. It invests that funding back into the defined BID area on projects and services prioritised by the businesses that pay the levy. Here in Bridgend that will mean a pot of over £480k, raised from a levy of 1.25% of the total rateable value of businesses in the town centre, together with the chance to leverage in further grants and funding. And it will all be focused on a programme targeted specifically at town centre improvement.

But CF31 BID will only happen if there is a successful ballot of eligible businesses. The ballot will take place on 4th August.

We are proud to bring you this proposal for our town centre's future prosperity. It sets out our four main pledges for action based on the priorities we have heard from local businesses.

We invite you to join in on building a brighter future for Bridgend town centre.

Vote YES for CF31.

The CF31 steering group

Picture of steering group

Quotes reinforcing partnership working

Our pledges for action

Building a brighter future for Bridgend needs commitment from us all.

We have a unique opportunity to improve our town centre, increase footfall and reduce vacant shops, support our businesses and have more influence over what happens here in future.

We can work together to make it happen.

With a YES vote, CF31 pledges to work towards:

1. Increasing visitor numbers year on year by making our town centre a more attractive and accessible place to visit
2. Improving access, parking and gateways, including working towards making the proposed relaxation of pedestrianisation a reality and more affordable parking
3. Improving perceptions of our town centre by delivering marketing campaigns that enhance Bridgend's image as a place to visit and invest in
4. Reducing the number of vacant properties in the town through attracting new business and pop-up schemes
5. Enhancing the town centre experience through small-scale environmental improvements, tackling anti-social behaviour and increasing safety
6. Strengthening the voice of businesses on matters that affect the town centre

You need to vote YES for these changes to happen.

CF31's programme pledges to deliver services **above and beyond** those currently provided by the borough council and the town council.

This 'additionality' is fundamental to the way in which the BID works and is ensured by a baseline agreement between CF31 and Bridgend County Borough Council and Bridgend Town Council.

Improving access and parking

Getting people into town is a priority and CF31 has already started work with the local authority to improve access for shoppers and visitors whether they arrive by car, bus or train.

CF31 aims to:

- **Work towards achieving the relaxation of pedestrianisation**

We know this is an important issue for businesses in the town centre. The CF31 Steering Group has already been instrumental in getting the local authority to initiate the pedestrianisation consultation process and we will continue this drive once the BID is established.

- **Work with the borough council to develop and promote parking offers**

We will work on a number of car parking incentive schemes that best work for our town centre and promote their availability to attract shoppers.

- **Improve signage to and around the town centre**

Good signage welcomes visitors and reminds locals of other areas to explore. CF31 will work with the local authority to improve signage so more people will be attracted into the town centre to visit, shop and explore.

- **Work with public transport providers**

Not all visitors come by car. CF31 will run campaigns to promote the use of public transport, building relationships with local and regional travel companies to encourage effective and well-publicised offers.

“I believe Bridgend has a great future and by all the businesses joining together in a BID we can make the future even greater.” Felicity Ladbrooke, Felicity Jewellers Ltd

Better marketing

Growing Bridgend's reputation as a great destination starts with getting the message out, then building interest and loyalty so shoppers, workers and visitors will all keep coming back into town.

CF31 aims to:

- **Develop effective marketing**

Develop a three-year marketing strategy to build on Bridgend town centre as a place to visit and for businesses to invest in, with targeted campaigns to change perceptions and drive up footfall.

- **Introduce town centre WiFi for visitors**

Introduce a free WiFi service within CF31 BID to show off our retail offers, services and their locations, help visitors navigate around town, to collect useful data so we can better understand and target the needs of our visitors.

- **Bulk purchase advertising opportunities**

Advertising is effective but by investing together your money goes further. CF31 will help businesses save money on advertising through local newspapers and radio to help reach wider audiences.

- **Maximise events**

Bringing new and established events together into an annual calendar of activity will appeal to a wider range of audiences and bring opportunities to showcase business. CF31 will also evaluate events to ensure improvements are made.

- **Promote Bridgend online and through social media**

Many people look online first for their information and inspiration. CF31 will create a website hub to market and promote every event as well as a clear and coordinated social media presence for the town.

- **Develop loyalty initiatives**

Keeping spending power in town is vital. CF31 will aim to set up incentive schemes, encouraging workers to spend more time here at lunchtime and after work, and promoting the town to visitors.

"Bridgend used to be a thriving town with a vibrant day and night time economy. By voting YES for the BID I believe that businesses, with the benefit of the extra funding the BID will generate, can target specific projects and services that benefit the town and that are not currently delivered by any other agency or organisation. By businesses and organisations working together as one Bridgend could once again become that thriving and vibrant town".
Kate Scourfield, The Phoenix

A safer and more welcoming town centre

Creating a better welcome to town, by making it feel safer and look more attractive, will help to turn around perceptions of Bridgend, driving up footfall and encouraging return visits.

CF31 aims to:

- **Work in partnership with agencies**

A safer town centre is good for increasing footfall and business. CF31 will work with South Wales Police and other safety partnerships to tackle anti-social behaviour and support both the daytime and evening economies.

- **Support a coordinated approach between businesses**

A town centre Business Against Crime coordinator will work towards a *Safer Business Award* for Bridgend, enabling and encouraging businesses to report crime and provide a link between daytime and evening economies.

- **Tackle dead frontages and empty units**

Empty shop fronts make the town look unloved. CF31 will aim to make the windows of empty shop more interesting and colourful by aiming to introduce street art and window vinyls.

- **Create a better environment**

Coming in to town should be an uplifting experience. CF31 will brighten up Bridgend's streets with small-scale environmental improvements.

"Town centre safety and reducing anti-social behaviour are key issues for the day and night time economies. I know that the BID will work in partnership with other agencies to ensure that visitors to Bridgend town centre feel safe." Stuart Murrell, The Wyndham Arms

Helping business succeed

A **collective voice for business** means investing together to reduce costs, being heard on matters that affect the town centre and ensuring the town is a more resilient place for business in future.

CF31 aims to:

- Save businesses money**

Collective purchasing is cost effective but needs managing. CF31 will save your business money with collective switching schemes for waste, energy and recycling, as well as access to small-scale grants.

- Develop a retail start-up scheme to fill empty units**

Empty units give out the wrong message and waste opportunities for trying new ideas. CF31 will encourage the use of pop-up shops, as incubators to test new businesses, facilitating the development of businesses and less empty units. Pop-ups have been shown to be extremely successful in other towns.

- Be a strong voice for business**

Town centre developments affect all of us but individually it is hard to be heard. CF31 will be a strong, collective voice for Bridgend businesses with the resources to deliver projects and resolve issues that matter to you.

- Helping commercial businesses succeed**

Good business know-how is invaluable whether you are just setting up or an established business. CF31 will bring access to information, grants and support and also help improve relationships between landlords and agents.

- Forge links with employers on the outskirts of town**

Better connections with major employers on the outskirts would benefit the town. CF31 will be a contact with businesses on the outskirts to encourage them to develop a stronger presence in town.

"I believe that together, CF31, in a good working relationship with the council, can make a hugely positive difference to Bridgend, towards ensuring a better, more vibrant future. Since first researching into the idea, I have been supportive of the BID, realising it can provide a great opportunity for businesses to take matters into our own hands. Therefore, despite my business being

below the threshold and exempt from paying the levy, I will be happily paying my voluntary contribution towards the BID." Rotimi Adegoke, Bridgend Osteopath

Finance

CF31 will invest in Bridgend town centre's future

Annual BID budget expenditure

Core costs – 19%

£90,500 (3 years) £30,166 (1 year)

Collection costs, project support and administration

Improving access – 21%

£97,000 (3 years) £32,333 (1 year)

Helping business succeed – 13%

£62,000 (3 years) £20,666 (1 year)

Marketing and promotion – 30%

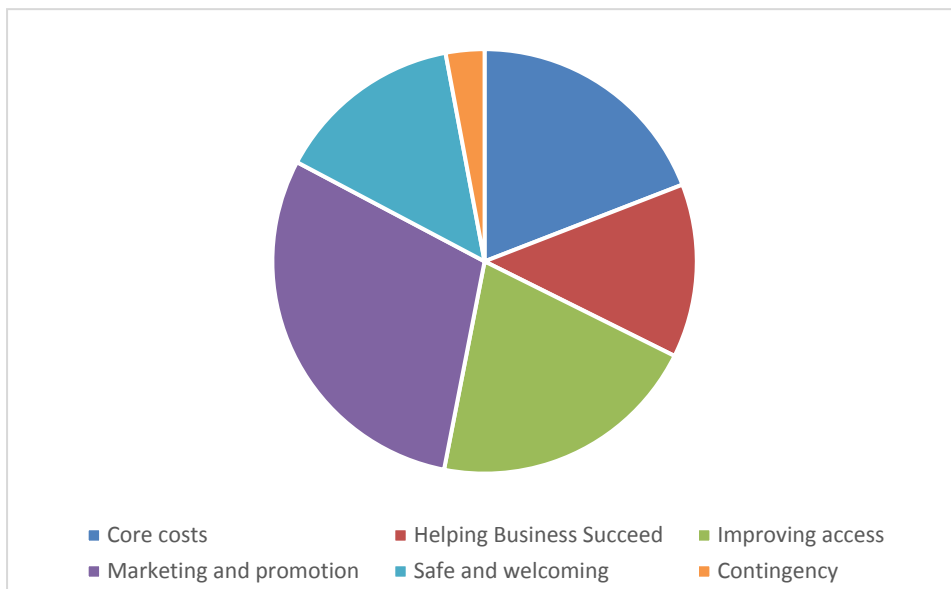
£142,000 (3 years) £47,333 (1 year)

Safe and welcoming – 14%

£67,000 (3 years) £22,333 (1 year)

Contingency – 3%

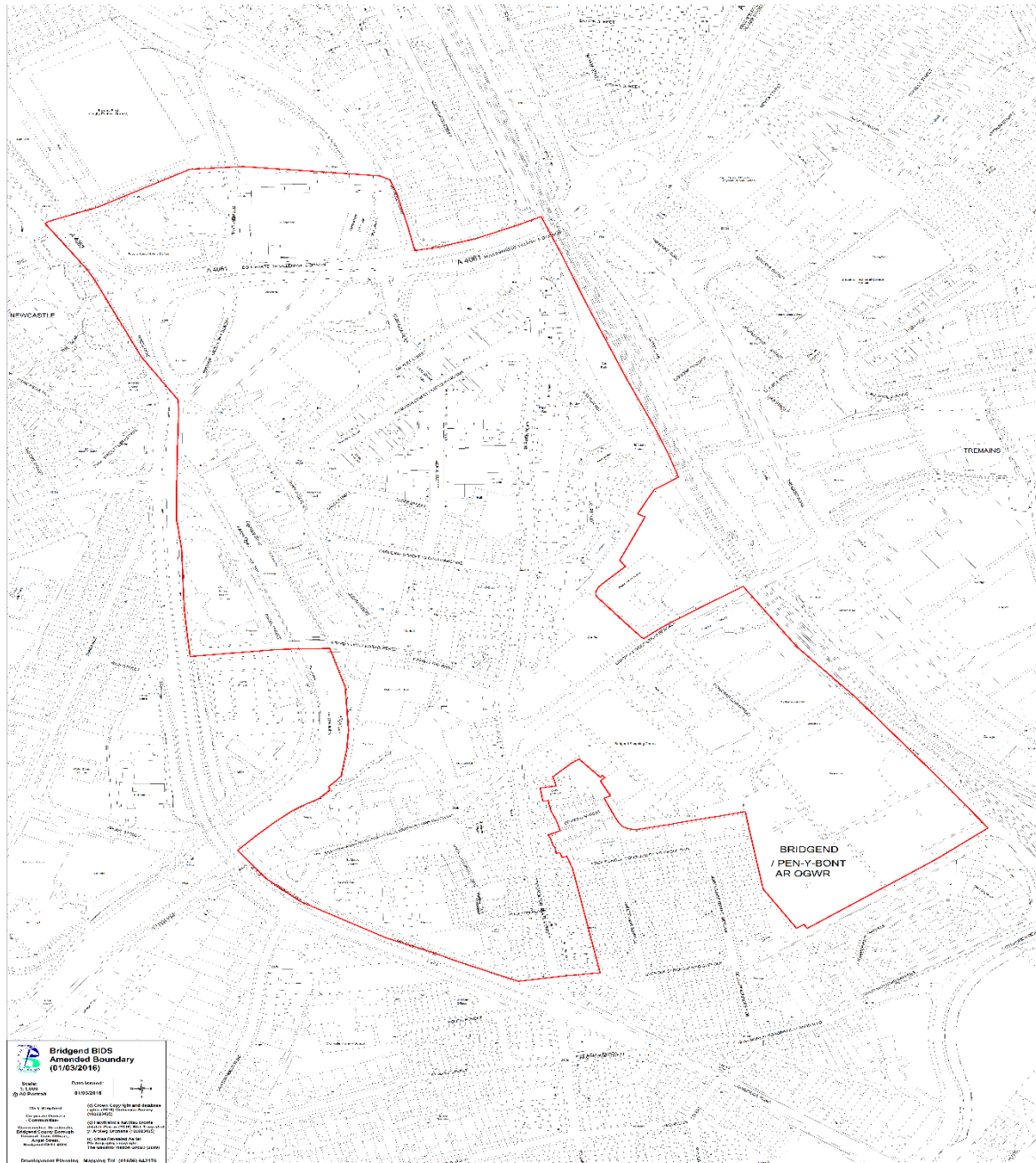
£13,445 (3 years) £4,481 (1 year)



Map of the BID area

The BID area includes the following streets:

Adare Street, Angel Street, Boulevard de Villenave d'Ornon, Brackla Street, Brewery Lane, Caroline Street, Cheapside, Court Road, Cross Street, Derwen Road, Dunraven Place, Elder Street, Langenau Strasse, Market Street, Merthyr Mawr Road North, Nolton Street, Quarella Road, Queen Street, Station Hill, The Rhiw, The Rhiw Centre, Water Street and Wyndham Street.



Your questions answered

Having a Business Improvement District will put Bridgend in good company. There are now over 200 BIDs across the UK, working successfully to enhance commercial areas for their members. If successful, **CF31** will be the eleventh BID in Wales, joining Swansea, Merthyr Tydfil, Newport and, most recently, Colwyn Bay, Caernarfon, Bangor, Neath, Llanelli, Pontypridd and Aberystwyth.

What is a BID?

A BID is a business-led and funded partnership, where businesses within a defined area invest money together to make the improvements they identify for their trading environment. The money generated is targeted only at the **CF31** programme.

How is it funded?

CF31 will be funded by a 1.25% levy on the **total** rateable value (RV) of all hereditaments, or business units, within the defined BID boundary with an RV of **£6,000** or more. Businesses with a **total** RV below this threshold will be exempt but can make a voluntary contribution. The levy will be based on the RV as of 4th August 2016 (the ballot date).

To receive all these many services, this equate to :

Total Rateable Value	Yearly contribution	Monthly contribution	Weekly contribution	Daily contribution
£6,000.00	£75	£6.25	£1.44	20 pence
£10,000.00	£125.00	£10.42	£2.40	34 pence

Am I eligible to vote in the BID ballot?

If your business is within the defined BID boundaries and has a rateable value above **£6,000** you will be eligible to vote and thus pay the BID levy, if the ballot returns a 'YES' vote.

How does the ballot work?

The BID can only be set up after a successful ballot of businesses in Bridgend. On 7th July you will be sent a ballot paper by post asking whether you support the formation of the BID. To be successful, the ballot must pass on two majorities:

1. By the number of businesses voting (over 50% of votes cast must vote YES)
2. By the **total** RV (over 50% of the total RV of all votes cast must vote YES)

Who pays?

If both these conditions are met the BID will be established and the BID levy will become mandatory for all eligible hereditaments within the BID area – this includes those owned by the borough council, town council and other public bodies. The BID will then run for three years, when a renewal ballot would be held and businesses take another vote to decide whether the BID continues or not.

How is the levy collected?

The BID levy will be collected on an annual basis and we have commissioned the borough council to collect the levy on our behalf as a separate bill. The levy will be fixed for three years based on the RV as of 4th August (the ballot date). There will be no increase with inflation. **CF31** will be clear and transparent about how it is spending the money. There will be regularly updated information about income and expenditure available to all members of the BID.

Is the council contributing?

Yes, both the county and town councils have a number of properties in the town centre and will be levy payers.

How do you ensure services are in addition to those provided by the council?

To ensure that services will be additional to what is already delivered, the BID will have a baseline agreement with the borough council, which details the services they currently deliver. The baseline agreements will include public conveniences, street cleansing, highways maintenance, town centre management, car parks, CCTV and licensing including taxis, alcohol, street trading and late night food.

BID funds are **ONLY** for projects in addition to those delivered by the local councils and can only be spent to improve the area in which they are raised.

Who runs CF31?

If a YES vote is achieved an independent, not-for-profit company will be established, known as **CF31**. This will continue to be led by the private sector – by a **board of directors** who represent the businesses in Bridgend town centre and by **theme groups** also drawn from local businesses, who will

meet to oversee specific projects in the programme's four main strands. There will be lots of opportunities for businesses to get involved.

How is CF31 governed?

CF31 will be a transparent body with a number of checks and balances. This will ensure that the company is open to scrutiny from its levy payers and the community in which it operates, to maintain its credibility and reputation.

A **steering group** of committed business representatives has led this process so far. They have developed the key proposals in this document and have influenced the programme of improvements you are using to inform your vote.

If the BID is established a **board of representatives** will be established with members drawn primarily from those who pay the BID levy. Members would be elected at an AGM, the first of which would be held within the BID's first year.

All businesses that are eligible to vote and that pay the BID levy may become **members of the company**. Any member can stand for election to the board. The directors of this board must be representative of the town centre and include a cross section of stakeholders from all sectors and sizes.

The proposed CF31 BID board will include:

- 4 large businesses
- 4 small businesses
- 1 landowner
- 1 member of the business club (voluntary contributor)
- 1 residential/community member
- 1 statutory body e.g. the police or local authority

To deliver the proposed projects, a part-time BID manager or project-specific support will be selected and overseen by the board.

Draft articles of association can be found at www.bridgendbid.com

Businesses not elected to the board can participate through joining **theme groups**, which oversee the individual priorities and projects such as parking offers, or marketing and promotion. Theme groups will be established following the setup of the BID board.

The **CF31** BID will be transparent and accountable to its members. Its **performance and the impact** of its programme on improving the town centre will be regularly monitored.

Soon after the BID is created a range of baseline information will be collected and key performance indicators set. This will ensure that necessary data is captured at the outset and the impact of the BID programme elements can then be monitored effectively.

An **evaluation framework** will be used to measure performance and will include both quantitative analysis (using data such as crime statistics and footfall figures) and qualitative analysis (such as visitor and business surveys). Regular reports regarding progress will be communicated to levy payers and the wider business community.

How do I find out how much I am liable to pay?

Mandy Jenkins will be setting up one-to-one appointments with each of the businesses in advance of the ballot, to talk through the business plan and discuss how much you will contribute. If you would like to meet sooner, please contact Mandy on 07803 503972.

How can I be represented?

There is still time to participate in the development of **CF31** by getting involved in the steering group, please get in contact for more information. With a YES vote, CF31 will be established and any BID levy payer is able to stand for the board or become involved in the theme groups.

Contact us

We would love to hear from you! Get in touch with the team to:

1. Ask any questions or raise any concerns
2. Get more involved in the process and provide feedback

Please don't hesitate to pick up the phone or email Mandy and the team:

7803 503972 or info@bridgendbid.com

Or drop in and see one of the steering group members.

Key dates

The ballot is scheduled for August and ballot papers will be received by post at the ratepayers (business) address. This may need to be forwarded on to the voter at head office if the vote cannot be done locally and returned by post. You will have 28 days to cast your vote.

If you would like to appoint someone to vote on your behalf, you need to fill out a proxy form and a new ballot paper will be issued to you.

- Thursday 23rd June:** You will be sent an official notification about the upcoming ballot
- Thursday 7th July:** You will be sent a voting pack about the upcoming vote, with your ballot paper enclosed
- Thursday 7th July - Thursday 4th August:** Your opportunity to vote for the future of Bridgend town centre by filling in and posting your ballot paper
- Thursday 4th August, 5pm:** Ballot closes
- Friday 5th August, 5pm:** Ballot results announced
- 1st October:** CF31 starts working for you

2. A summary of the statements required under the BID regulations

The BID proposal has been submitted according to the Regulations to the Council by the BID proposer, Rotimi Adegoke, Bridgend Osteopath, 13A Nolton St, Bridgend, CF31 1BX and includes:-

A statement of the works or services to be provided and the name of who will provide them e.g. the BID Company;

If a YES vote is achieved an independent, not-for-profit company will be established, known as **CF31**.

CF31 pledges to work towards

1. Improve access and parking
Work towards achieving the relaxation of pedestrianisation
Work with the borough council to develop and promote parking offers
Improve signage to and around the town centre
Work with public transport providers
2. Better Marketing
Develop effective marketing
Introduce town centre WiFi for visitors
Bulk purchase advertising opportunities
Maximise events
Promote Bridgend online and through social media
Develop loyalty initiatives
3. A safer and more welcoming town
Work in partnership with agencies
Support a coordinated approach between businesses
Tackle dead frontages and empty units
Create a better environment
4. Helping business succeed
Save businesses money
Develop a retail start-up scheme to fill empty units
Be a strong voice for business
Helping commercial businesses succeed
Forge links with employers on the outskirts of town

A statement of the existing baseline services provided by relevant organisations, including the Council;

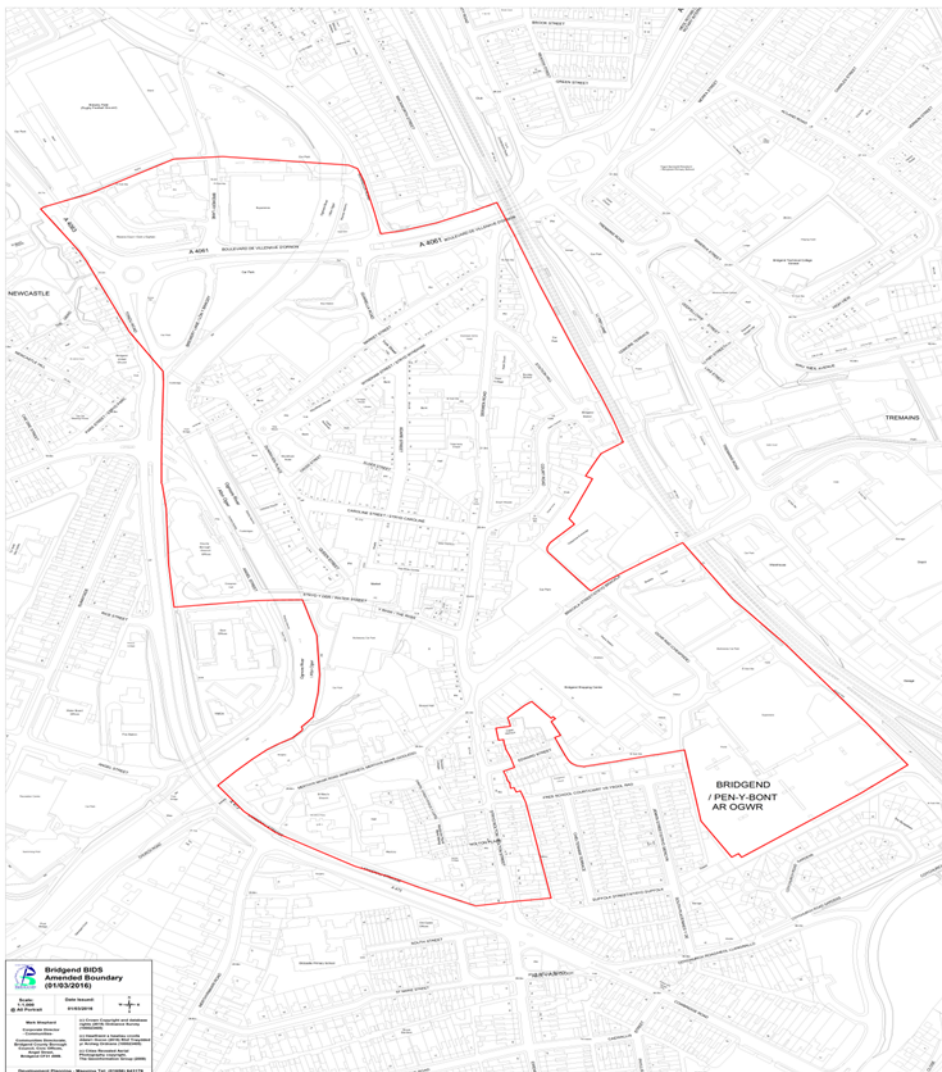
To ensure that services will be additional to what is already delivered; the BID will have a baseline agreement with the borough council, which details the services they currently deliver. The baseline agreements will include public conveniences, street cleansing, highways maintenance, town centre management, car parks, CCTV and licensing including taxis, alcohol, street trading and late night food.

BID funds are ONLY for projects in addition to those delivered by the local councils and can only be spent to improve the area in which they are raised.

A description of the geographical area in which the proposed BID arrangements are to have affect;

The BID area includes the following streets:

Adare Street, Angel Street, Boulevard de Villenave d’Ornon, Brackla Street, Brewery Lane, Caroline Street, Cheapside, Court Road, Cross Street, Derwen Road, Dunraven Place, Elder Street, Langenau Strasse, Market Street, Merthyr Mawr Road North, Nolton Street, Quarella Road, Queen Street, Station Hill, The Rhiw, The Rhiw Centre, Water Street and Wyndham Street.



A statement of whether all non-domestic ratepayers in the geographical area or a specified class of them are to be liable to pay the BID levy, and explanation of how the BID levy to be levied is calculated and an explanation of whether any of the costs incurred in developing the BID proposals, holding the ballot or implementing the BID are to be recovered through the BID levy;

A statement of the specified class of non-domestic ratepayer (if any) for which, and the level at which, any relief from the BID levy is to apply;

Eligible businesses

The following will not be eligible for the BID levy, or for the vote:

Business units with a rateable value of less than £6,000 (according to the 2010 version of the Rating List)

'Central List' properties that are not contained in the local rating list.

Advertising rights, telephone masts, and kiosks

Primary and secondary schools

Churches

ATMs

All other types of business are eligible to vote in the BID ballot and to pay the BID levy. Hereditaments (rated 'units' of business space) with a rateable value of less than £6,000 will be exempt from paying the levy and therefore will not be eligible to vote in the ballot. Currently this means 348 rateable properties will be eligible for the vote and to pay the BID levy.

Businesses with a rateable value of less than £6,000 will be welcome to take up some of the BID's services by contributing on a voluntary basis at a rate to be agreed.

Where hereditaments are unoccupied at the time of the notice of ballot, the owner will be entitled to vote in the BID ballot. The BID levy payer in cases of unoccupied hereditaments will be the owner of the whole of the hereditament. No three-month 'void' period will be given and those hereditaments which are exempt from empty property rates will not be exempt from the BID levy. The term 'owner' is defined in section 65 (1) of the Local Government Finance Act 1998.

Ratepayers who are charities and receive mandatory relief from business rates, and are office based (non-retail), will have their BID levy discounted at the same rate. This discount will not apply to those hereditaments in receipt of mandatory relief, which are retail.

If a property is taken out of rating e.g. due to demolition or a split or merge of an existing assessment, the BID levy will apply up to the day before the effective day of removal from the Rating List and the annual BID levy will be apportioned accordingly.

The BID levy will not be reduced to reflect any discretionary rate relief.

Ratepayers who are charities (office and retail) and receive mandatory relief from business rates will pay the levy in full.

Shopping centres and car parks with a rateable value of £6,000 or more will pay the levy in full and not be given a discount.

The BID levy is a daily charge. Occupiers and owner-occupiers will pay the levy at the rate of 1.25% of rateable value for each chargeable financial year or part thereof. For the duration of the 2016-19 BID, rateable values are those of the 2010 Rating List, as per the version of the List current on the ballot date. The BID levy will be charged at 1.25% of the rateable value of each hereditament listed in the Ratings List. In the first instance this is likely to generate around £160,000 per annum for the area.

The levy will not be amended on an annual basis to reflect any rises or falls in the rate of inflation.

The table below sets out the indicative levy at 1.25% payable for businesses depending on their rateable value.

<i>Indicative rateable value (£)</i>	<i>Indicative BID levy (£)</i>
6,000	75
10,000	125
50,000	625
100,000	1,250
500,000	6,250

A contribution of £5,000 towards the full cost of collecting and administering the BID levy will be charged to the BID Company annually, any administrative related costs in excess of this figure will be borne by the Taxation Section.

A statement of whether the BID arrangements may be altered without an alteration ballot and, if so, which aspects of the BID arrangements may be altered in this way;

Alterations to the BID arrangements

Only minor amendments can be made to the BID arrangements without seeking formal approval from the BID Members. BID arrangements may be altered without an alteration ballot, as long as there is no proposal to alter:

- The geographical area of the BID

- The BID levy in such a way that would: cause any person to be liable to pay the BID levy, who was not previously liable to pay; or increase the BID levy for any person other than for inflation purposes as set out above

Where BID arrangements may be altered without an alteration ballot, the alteration will be made by a decision of CF31 BID Board, following consultation with Bridgend County Borough Council.

**A statement of the duration of the BID arrangements;
A statement of the commencement date of the BID arrangements.**

The BID term will be three years in duration from 1 October 2016 to 30 September 2019. Before the end of this period, the BID Board may choose to seek renewal of the BID for a further term, through a renewal ballot.

It is also a requirement of the Regulations that as well as the BID proposal the BID proposer sends to the Council a summary of;

The consultation process it has undertaken with those persons who are liable for the proposed BID levy;

A feasibility study was conducted in May/June/July 2014 where 91 businesses were interviewed.

A visioning event was held for businesses in May 2015 to generate ideas.

The BID Steering Group has met a total of 18 times.

Two leave behind leaflets have been produced and distributed to businesses in the town.

The proposed business plan;

See section 1 of this document.

The financial management arrangements for the BID body and the arrangements for periodically providing the Council with information of the finances of the BID body.

Financial principles – a summary financial policies and procedures paper for CF31

1. Financial checks and balances

It is prudent to implement a number of financial policies and procedures to ensure that there are sufficient checks & balances in place as part of a robust financial system. The purpose of this paper is identify the financial principles and the key elements to be included in the respective policies and procedures. This includes:

- a. Budget setting – Yearly and BID term budget(s).
- b. Project scrutiny process – Finance Committee / Approvals Committee.
- c. Purchase Order system.
- d. Payments system – computerised / on-line payments.
- e. Budget reporting – management accounts.

2. What, why, by when

- a. Budget setting – Yearly and BID term budget(s). Procedure put in to place to describe Theme Group responsibilities , budget requests and how this will be ‘approved’ by the Board. This will broadly include:
 - i. The main ‘themed’ budgets will align to that outlined in the BID proposal.
 - ii. Budgets will be informed by individual Theme Group Business Plans. However, the Board will agree and set yearly and BID term budgets which may not reflect amounts requested by the Theme Groups.
 - iii. Business Plans to be produced January / February each year for consideration at the March Board in readiness for budget approval for the forthcoming year.

- b. Project scrutiny process – Written Project Scrutiny Process to be put in place. Project Scrutiny Panel to be formalised. Process and procedures to broadly include:
 - i. Authorisation procedure for Theme Groups and Managers.**
 - 1. Prepare yearly business plans detailing anticipated expenditure items and make an allocation for elements not confirmed.
 - 2. Obtain at least 2 verbal quotes for expenditure over £500 and less than £3000.
 - 3. Obtain at least three written quotes for expenditure of £3000 or more, but less than £10,000. Approval of BID

Manager/Executive Director also required for expenditure above £3000.

4. Gain scrutiny committee approval for purchases over £10,000, and Board approval should the scrutiny committee judge that further information is required.
5. Project managers to Authorise invoices related to their areas of responsibility prior to forwarding for payment

ii. Project Scrutiny Process

1. A Project Scrutiny Process will be undertaken for all projects over the value of £10,000.
2. There will be a four stage process as follows:
 - a. A *project development plan* will be written by the staff team in collaboration with the relevant Theme Group.
 - b. A *project scrutiny panel* will be convened to assess the project development plans as soon as is practicable in the financial year.
 - c. The *project scrutiny panel* will judge the content of the plans against agreed criteria.
 - d. The outcome of the panel will be reported to the next available board meeting. This can include recommendations and observation but has no right of veto.

iii. Finance Committee (if not undertaken at Board level). Terms of Reference to be written. This will broadly include:

1. The Committee will be responsible for reviewing actual income and expenditure against budget figures.
 2. Making recommendations to the Board concerning significant financial risks, variations, and / or alterations.
- c. Purchase Order system. Procedure to be put in to place. System to include the following key points:
- i. System to complement 'Authorisation Procedure' and other controls

- ii. Method adopted to provide greater certainty re projected expenditure and improve the level of forward control.
 - iii. System will require officers to obtain a Purchase Order number prior to placing an order.

- d. Payments system – computerised / on-line payments. Procedure written and agreed, including:
 - i. Payments will be “batched”. All payments pending will be entered into a spreadsheet with the date, payee, description of goods or services, amount (gross, VAT, net), folio number, allocation to expenditure area, and category of expenditure.
 - ii. Two days before the payment date the spreadsheet will be sent by e-mail to the cheque signatories for review. Signatories then have two days in which to respond - to raise any queries about any payment or to confirm that payment can be made. A positive response from at least one signatory will be required before the payments are processed. Whenever possible payments will be processed in one session each month.
 - iii. Assistant to enter payments on-line but authorisation required from BID Manager/Executive Director or Financial Manager before payments are released from bank account.
 - iv. Quarterly a meeting will be convened with one of the three signatories to review batch payments by comparing the spreadsheet with the actual invoices and with the bank statements.

- e. Budget reporting – management accounts. Financial reports will be presented to each Board meeting including:
 - i. Lifetime forecast (for 3 year BID)
 - ii. Budget / forecast for year
 - iii. Expenditure for year – split into quarters and updated for each meeting
 - iv. Income for year – split into quarters and updated for each meeting

3. BID Levy Income

- a. The BID levy is collected by means of a SLA with the billing authority. The billing authority is currently the only agency authorised by the BID Regulations to collect the Levy.
- b. The BID levy collected must be deposited in the BID Revenue Account. The conduct of this account is described in the Operating Agreement which is signed by both the billing authority and the BID company.
- c. The Operating Agreement requires the billing authority to produce timely and detailed reports on the progress of the collection.
- d. A regular, initially monthly, meeting of the billing authority and the BID will be held to review the progress and take a view on cases of enforcement.

4. Next steps – policies and procedures

- a. Policies and procedures written and circulated for Board approval
- b. Principles agreed by the Board.

3. The BID Arrangements

Schedule 1 – The BID Levy Rules / Arrangements

This Schedule sets out in further detail the technical and budgetary information relating to how CF31 (BID) in Bridgend Town Centre will operate. In so far as the arrangements between the BID Company and the Council are concerned in the event of any conflict between the body of the Agreement and this Schedule arising then the Operating Agreement shall prevail over this Schedule.

1. Definitions

Definitions of words or terms referred to in these arrangements are those set out or referred to in The Business Improvement Districts (Wales) Regulations 2005, the Local Government Act 2003 and Local Government Finance Act 1988 unless expressly defined in this Agreement

2. The BID Proposer

The BID proposer is acting on behalf of the CF31 BID Steering Group. The BID body will be the CF31 Business Improvement District (BID) Ltd. It will be incorporated as a company limited by guarantee in the event of a positive ballot result in August 2016.

3. Governance

The BID will be run by the CF31 BID Company.

The proposed Board will reflect that of the businesses in the BID area to ensure a representative body to lead the development of the CF31 BID. The business representatives included in this, should be drawn from all sectors to ensure balanced representation.

Between 10 and 15 directors will be appointed to serve the board and the profile will include different sectors, different sizes, multiples and independents, night and day time economy, hospitality, service and retail providers. In addition other stakeholders will be invited including a resident, community group, the Council, police and transport provider.

It is expected that theme groups will operate: Improving Access and Parking, Better Marketing, Safer and Welcoming and Helping Business Succeed. These are sub-groups to the Board and are formed from BID Members, who are responsible for developing detailed project budgets for their group, which are then passed to the Board for approval. All business members are given the opportunity to be represented on these sub-groups and the Board. Additional theme groups will be set up as and when required.

4. Membership of the company

All BID levy payers not currently formal Company Members, will be invited to become a Member of the Company.

Those businesses who are below the threshold, or outside but adjacent to the BID area who wish to become members of the Company can apply to join. The decision to admit them or otherwise rests with the Board.

Company Members may subsequently nominate themselves for directorships or to sit on one of the BID's theme groups.

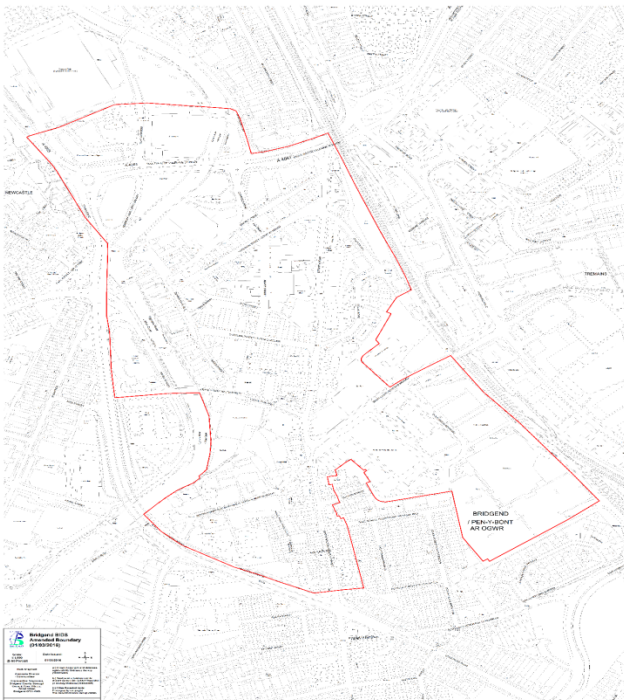
The Board will manage the Executive Team, which will deliver the projects and services as set out in the BID Proposal.

5. Duration of the BID

The BID term will be three years in duration from 1 October 2016 to 30 September 2019. Before the end of this period, the BID Board may choose to seek renewal of the BID for a further term, through a renewal ballot.

6. The BID area

The area covered by the proposal comprises parts of Bridgend Town Centre as shown in the map below.



The BID area covers the following streets, either in whole or in part:

Adare Street
Angel Street
Boulevard de Villenave d'Ornon
Brackla Street
Brewery Lane
Caroline Street
Cheapside
Court Road
Cross Street
Derwen Road
Dunraven Place
Elder Street
Langenau Strasse
Market Street
Merthyr Mawr Road North
Nolton Street
Quarella Road
Queen Street
Station Hill
The Rhiw
The Rhiw Centre
Water Street
Wyndham Street

Ensuring BID services are supplementary

There is no link between the amount of business rate collected by the Council and the amount it receives back from Central Government to deliver services in the area. A BID, in comparison, generates revenue that is ring-fenced for the area in which it is collected, to be spent on projects for the benefit of businesses that pay the BID levy. All services provided by the BID will be additional to those provided by The Council. Additionality is ensured through the production of a 'Baseline Agreement' which sets out the standard level of statutory service that is already provided for the BID area. This ensures that the BID levy only funds services and projects over and above this level.

7. The BID ballot

The ballot will be managed by the Electoral Services Departments within Bridgend County Borough Council and will run between 7th July 2016 – 4th August 2016. The ballot will close at 5pm on 4th August 2016. The ballot will be a secret postal ballot of the eligible hereditaments on the National Non-Domestic Ratings List at the time of the notice of ballot being issued. Where the occupiers of individual hereditaments have nominated in writing the name of the person who should vote on their behalf, the notice of ballot and ballot papers will be sent to them.

8. Eligible businesses

The following will not be eligible for the BID levy, or for the vote:

- Business units with a rateable value of less than £6,000 (according to the 2010 version of the Rating List)
- ‘Central List’ properties that are not contained in the local rating list.
- Advertising rights, telephone masts, and kiosks
- Primary and secondary schools
- Churches
- ATMs

All other types of business are eligible to vote in the BID ballot and to pay the BID levy. Hereditaments (rated ‘units’ of business space) with a rateable value of less than £6,000 will be exempt from paying the levy and therefore will not be eligible to vote in the ballot. Currently this means 348 rateable properties will be eligible for the vote and to pay the BID levy.

Businesses with a rateable value of less than £6,000 will be welcome to take up some of the BID’s services by contributing on a voluntary basis at a rate to be agreed.

Where hereditaments are unoccupied at the time of the notice of ballot, the owner will be entitled to vote in the BID ballot. The BID levy payer in cases of unoccupied hereditaments will be the owner of the whole of the hereditament. No three-month ‘void’ period will be given and those hereditaments which are exempt from empty property rates will not be exempt from the BID levy. The term ‘owner’ is defined in section 65 (1) of the Local Government Finance Act 1998.

Ratepayers who are charities and receive mandatory relief from business rates, and are office based (non-retail), will have their BID levy discounted at the same rate. This discount will not apply to those hereditaments in receipt of mandatory relief, which are retail.

If a property is taken out of rating e.g. due to demolition or a split or merge of an existing assessment, the BID levy will apply up to the day before the effective day of removal from the Rating List and the annual BID levy will be apportioned accordingly,

The BID levy will not be reduced to reflect any discretionary rate relief.

Ratepayers who are charities (office and retail) and receive mandatory relief from business rates will pay the levy in full.

Shopping centres and car parks with a rateable value of £6,000 or more will pay the levy in full and not be given a discount.

9. The BID Levy

The BID levy is a daily charge. Occupiers and owner-occupiers will pay the levy at the rate of 1.25% of rateable value for each chargeable financial year or part thereof. For the duration of the 2016-19 BID, rateable values are those of the 2010 Rating List, as per the version of the List current on the ballot date. The BID levy will be charged at 1.25% of the rateable value of each hereditament listed in the Ratings List. In the first instance this is likely to generate around £160,000 per annum for the area.

The levy will not be amended on an annual basis to reflect any rises or falls in the rate of inflation.

The table below sets out the indicative levy at 1.25% payable for businesses depending on their rateable value.

Indicative rateable value (£)	Indicative BID levy (£)
6,000	75
10,000	125
50,000	625
100,000	1,250
500,000	6,250

What if I already pay rates and service charges as part of my rent?

Where the occupants of hereditaments pay an inclusive rent or other charge for occupying space that includes the rates charge, the owner is liable to pay the BID levy and, consequently, is eligible to vote in the ballot.

I'm thinking of taking on more premises in the BID area. Will I have to pay a levy on these when I move in?

Businesses which begin to occupy existing hereditaments during the BID period will be liable to pay the levy for their period of occupation, providing the hereditament remains eligible for the BID levy. The BID levy will be extended to occupiers of hereditaments built or first occupied or reconstituted in the BID area during the life of the BID, assuming that they are otherwise eligible. In these cases the levy will be calculated on the rateable value entered in the most recent version of the ratings list.

Occupiers of hereditaments in new developments located within the BID boundary will also be liable for the BID levy, assuming that they are otherwise eligible.

10. Levy collection

The Council will be responsible for collecting the BID levy on behalf of CF31 BID. The BID levy will be payable in one installment per year. Bills will become due in April each year. Bills raised throughout the year will have payment due within 14 days. A contribution of £5,000 towards the full cost of collecting and administering the BID levy will be charged to the BID Company annually, any administrative related costs in excess of this figure will be borne by the Taxation Section.

The BID levy is a mandatory charge and collection is enforceable in the same way as the business (non-domestic) rates. Enforcement measures for the collection of the BID levy are in line with the Council's usual method for enforcing payment of the NNDR.

After 14 days non-payment of the BID levy, a reminder will be sent giving a further 14 days to pay. If after a further seven days from the payment date stated in the Reminder Notice the outstanding sum of the BID levy has not been paid the Council shall make an application to the Magistrates Court for a Liability Order to recover the outstanding sum of the BID levy. The BID Company will strongly pursue collection of the BID levy, using all available enforcement mechanisms. Non-payment of the BID levy will incur additional costs to the business in question.

The Council will apply to the Magistrates Court to recover its reasonable costs incurred in obtaining any order (£70.00 costs per liability order).

11. The cost of the BID ballot

The costs of the BID ballot will be met by Bridgend County Borough Council.

12. Alterations to the BID arrangements

Only minor amendments can be made to the BID arrangements without seeking formal approval from the BID Members. BID arrangements may be altered without an alteration ballot, as long as there is no proposal to alter:

- The geographical area of the BID
- The BID levy in such a way that would:
 - i. cause any person to be liable to pay the BID levy, who was not previously liable to pay; or
 - ii. increase the BID levy for any person other than for inflation purposes as set out above

Where BID arrangements may be altered without an alteration ballot, the alteration will be made by a decision of CF31 BID Board, following consultation with Bridgend County Borough Council.

4. Baseline Agreements

DRAFT BASELINE AGREEMENT FOR THE PROVISION OF STANDARD SERVICES

Dated

[to be inserted]

Bridgend County Borough Council (the “Council”)

And

CF31

(the “BID Company”)

Contents	Page No.	
1	Definitions	1
2	Statutory Authorities	4
3	Commencement	4
4	The BID Company’s Obligations	4
5	The Council’s Obligations	5
6	Performance Notice	7
7	Licence	7
8	Monitoring and Review	8
9	Joint Obligations	9
10	Termination	9
11	Confidentiality	9
12	Notices	10
13	Miscellaneous	10

14	Exercise of the Council's Powers	11
15	Contracts (Rights of Third Parties)	11
16	Arbitration	11
Schedule 1	The BID Area Map	13
Schedule 2	The Standard Services	14
Schedule 3	The Complementary Services	

Baseline Agreement for the Provision of Standard Services

Dated [to be inserted]

Between

-
- 1) NAME OF THE COUNCIL **Bridgend County Borough Council** and
- (2) NAME OF THE BID COMPANY **CF31** [registered as a company limited by guarantee in England and Wales]

Recitals

A The Council is the local authority for the purposes of the Local Government Act 2003 and is responsible for providing the Standard Services within the BID Area

B The BID Company is responsible for the management and operation of the BID and for achieving the objectives and aspirations set out in the BID Business Plan

C The purpose of this Deed of Agreement is to set out for the avoidance of doubt

i) the Standard Services provided by the Council within the BID area

ii) the benchmark levels against which the provision of the Standard Services will be measured so as to ensure that whenever the BID Company wishes to provide any additional/complementary services these services are not services which the Council should be providing pursuant to their existing statutory duties and

iii) the mechanism for the continued monitoring and review of the Standard Services

It is agreed:

1 Definitions

Ballot Result Date means the date upon which a successful ballot result has been declared in favour of putting in place the BID Arrangements.

Baseline Agreement sets out for the avoidance of doubt

- i) the Standard Services provided by the Council within the BID area
- ii) the benchmark levels against which the provision of the Standard Services will be measured so as to ensure that whenever the BID Company wishes to provide any additional/complementary services these services are not services which the Council should be providing pursuant to their existing statutory duties and
- iii) the mechanism for the continued monitoring and review of the Standard Services.

BID means the Business Improvement District which is managed and operated by the BID Company and has the meaning given in the Regulations

BID Area means that area within which the BID operates as shown in Schedule 1

BID Arrangements has the meaning given by section 41 of the Local Government Act 2003

BID Business Plan means the plan voted for by the BID Levy Payers which sets out the objectives of the BID and for Financial Year 2016/17 is known as the BID Proposal

- **BID Levy** means the charge levied and collected within the BID pursuant to the Regulations
- **BID Levy Payers** means the non-domestic rate payers liable for paying the BID Levy

BID Proposal means the plan voted for by the BID Levy Payers in a ballot which sets out the objectives of the BID and identifies the various works and services which will be undertaken using funds raised by the BID Levy and/or Voluntary Contributions to achieve those objectives and ‘Renewal Proposals’ has the same meaning save that ‘ballot’ shall be replaced with ‘renewal ballot’ and ‘Alteration Proposals’ has the same meaning save that ‘ballot’ shall be replaced with ‘alteration ballot’

BID Term means 1st July 2016 to 30th June 2019

Complementary Service(s) means those services secured or procured by the BID Company from the Council or other third party provider in addition to the Standard Services

Complementary Services Agreement(s) means an agreement entered into between the Council and the BID Company or such further agreements as may be entered into by the BID Company for the provision of the Complementary Services

Complementary Service Provider means the provider of a Complementary Service

Designated Officer means the officer appointed by the Council to liaise directly with the BID on issues relating to the performance of the Standard Services and any Complementary Services provided by the Council

Financial Year means the financial year for the BID Company which runs from 1st April to 31st March

Operating Agreement means the agreement to be entered into between the Council and the BID Company which sets out various procedures for the collection, monitoring and enforcement of the BID Levy

Performance Notice means a notice served by the BID Company which:

- (a) identifies the Standard Service to which the notice relates;

(b) states how the Standard Service is in the opinion of the BID Company not being provided in accordance with this Agreement; and

(c) requests that the Council liaise directly with the provider or contractor responsible for carrying out the Standard Service as soon as practicable for the purposes of securing compliance with this Agreement.

Protocols means the informal procedures to be agreed by the Council and the BID Company the purpose of which is to assist in the provision of the Standard Services

Regulations means the Business Improvement Districts (Wales) Regulations 2005 and such amendments to those regulations which may be made by the National Assembly for Wales pursuant to Section 48 of the Local Government Act 2003 (from time to time)

Services Review Panel means the panel comprising officer representatives from the Council and the BID Company

Standard Services means the services provided by the Council within the BID Area as set out in Schedule 2 subject to amendment and revision in accordance with the terms of this Agreement.

Voluntary Contribution(s) means any contributions or funds paid or made available to the BID Company which do not form part of the BID Levy.

2 Statutory Authorities

2.1 This Agreement is made pursuant to Section 2 of the Local Government Act 2000, Part IV of the Local Government Act 2003, the Business Improvement Districts (Wales) Regulations 2005, Section 111 of the Local Government Act 1972 and all other enabling powers.

3 Commencement

3.1 This Agreement shall commence on 1st July 2016 and continue until 30th June 2019 subject to earlier termination or extension by mutual consent as hereinafter provided

3.2 This Agreement shall determine and cease to be of any further effect in the event that:

- (a) the BID Company fails to secure approval of the Proposals, Renewal Proposals or Alteration Proposals in a ballot, renewal ballot, alteration ballot or rebalot;
- (b) the Welsh Ministers declare void a BID ballot, renewal ballot, alteration ballot or rebalot;
- (c) the Council exercises its veto pursuant to Section 51(2) of the Local Government Act 2003 and Regulation 12 of the Business Improvement District (Wales) Regulations 2005 and there is no successful appeal against the veto;
- (d) the BID Term expires save where the BID Company secures approval of Renewal Proposals in a renewal ballot or Alteration Proposals in an alteration ballot or Proposals in a rebalot in which event this Agreement shall continue until the expiry of the BID Term set out in the Renewal Proposals, Alteration Proposals or the Proposals set out in the rebalot provided, in relation to Renewal Proposals and Alteration Proposals, the Council and the BID Company both consent to such continuation;

- (e) the Council exercises its discretion to terminate the BID Arrangements in exercise of its powers under Regulation 18 of the Regulations; and
- (f) the Council terminates this Agreement pursuant to clause 9 of this Agreement.

4 The BID Company's Obligations

- 4.1** The BID Company agrees that it will provide the Council with any information the Council may reasonably require in relation to the carrying out of the Complementary Services.
- 4.2** In the event that the BID Company intends to change the Complementary Services the BID Company shall serve notice on the Council for the purposes of arranging a meeting of the Services Review Panel and at such a meeting the BID Company shall consult with the Council in respect of the intended change to the Complementary Services.

5 The Council's Obligations

- 5.1** The Council agrees to the following:
 - (a) Subject to 5.2 to provide the Standard Services within the BID Area at its own cost for the duration of the BID Term; and
 - (b) will not to use the BID Levy at any time to either fund or procure the Standard Services.
- 5.2** In the event that the Council is unable to continue to provide all or any part of the Standard Services within the BID Area on account of it being statutorily barred from doing so in respect of any of those Standard Services set out in Schedule 2 or it does not have sufficient funds to secure the provision of any of those Standard Services set out in Schedule 2 it shall confirm the following to the BID Company:
 - (a) identify which part or parts of the Standard Services it is unable to provide;
 - (b) provide a detailed explanation of why such identified Standard Service is to be withdrawn; and
 - (c) confirm the date upon which the Council will cease to operate the identified Standard Service.

- 5.3.1 The Council may provide different Standard Services, delayed Standard Services or no Standard Services in the event that it is not reasonably practicable to provide the Standard Services by reason of the following:
- (a) adverse weather conditions in the BID Area;
 - (b) an excessive number of pedestrians in the BID Area which would impede or inhibit the carrying out of the Standard Services;
 - (c) restrictions by the Police as to the persons and/or number of persons permitted access in the BID Area;
 - (d) a traffic accident or major spillage in the BID Area;
 - (e) marches, parades, film and theatre premieres, festivals and visits by VIPs in or affecting the BID Area where such activities directly impede or inhibit the Standard Services from being provided;
 - (f) any other reason in the BID Area or affecting the BID Area beyond the control of the Council
 - (g) neither Party shall have any liability under or be deemed to be in breach of this Agreement for any delays or failures in performance of this Agreement which result from circumstances beyond the reasonable control of that Party. The Party affected by such circumstances shall promptly notify the other Party in writing when such circumstances cause a delay or failure in performance and when they cease to do so. If such circumstances continue for a continuous period of more than six months, either Party may terminate this Agreement immediately by written notice to the other Party.
 - (h) provided always that the Council shall first and, if possible, provide the BID Company with reasonable notice where practicable to do so in the event that the Council intends to provide different Standard Services, delayed Standard Services or no Standard Services as a result of any of the reasons mentioned in this clause and the Council shall, if possible, endeavour to recommence the Standard Service as soon as reasonably practicable to the same standard as it was immediately before the change save in the case of 5.3 (h) where.
- 5.4** To use reasonable endeavours to liaise with and (where practicable) put in place such partnering arrangements (of a formal or informal nature) with the Complementary Service Provider where the Complementary Services are complementary to or are of a similar nature to the Standard Services and to liaise with the Complementary Service Provider (where appropriate)
- 5.5** To consider such reasonable recommendations in the carrying out or provision of the Standard Services as may be made by the Services Review Panel , insofar as is reasonably practicable and affordable to undertake those recommendations ;
- 5.6** 2 months prior to conducting a review/reletting of a contract relating to the Standard Services to notify the BID Company informing it of the timescales for carrying out the review/reletting and update Schedule 2 with new details within 4 weeks of any change to the Standard Services

5.7 Pursuant to clause 5.6 above to review the provision of the Standard Services as part of the Services Review Panel process and where appropriate and agreed with the BID Company to update Schedule 2 in accordance with the conclusions reached by the Services Review Panel insofar as is reasonably practicable and affordable ;

5.8 In the event that the Council decides to change the Standard Services significantly and permanently the Council shall give the BID Company no less than 2 months' notice prior to that change, if reasonably practicable and provided such changes are not confidential at that time, and such notice shall include:

- (a) a description of the part or parts of the Standard Services the Council has decided to change;
- (b) a detailed explanation of why the Council has decided to change such Standard Services;
- (c) the date on which the Council intends to change the Standard Services.

6 Performance Notice

6.1 The Council shall not remove or change any contractor(s) responsible for providing the Standard Services (except in the case of emergency, unforeseen circumstances or where the contractor terminates any agreement that relates to any of the Standard Services) without first serving no less than 2 months' written notice (save where this notice or period of notice or information is inappropriate due to reasons of confidentiality) on the BID Company confirming:

- (a) the removal or alteration of such contractor;
- (b) the Standard Services which such contractor is responsible for providing; and
- (c) the details of the new contractor appointed to provide the Standard Services

PROVIDED THAT this requirement to give prior notice to the BID Company shall not apply in the event of a contract for the provision of any of the Standard Services terminating immediately on the grounds of fundamental breach of contract or insolvency on the part of the contractor or any other ground in the Council's contract with the contractor that requires or permits the Council to terminate any particular contract.

6.2 Upon receipt of a Performance Notice from the BID Company the Designated Officer shall inform the contractor or provider of the Standard Services of the lapse, carry out a review of the performance and the carrying out of the Standard Services by the contractor or provider of the Standard Services and to use their reasonable endeavours to secure the improvement of the Standard Services. The Designated Officer in each case shall consult with the BID Company on the action plan arising from such review to secure such improvements, if possible, and keep the BID Company informed of the Council's actions and progress in carrying out the action plan.

7 Licence

7.1 The BID Company, its agents or Complementary Service Provider shall not enter onto into or upon any land within the Council's ownership or the highway for the purposes of the BID Company its agents or

Complementary Service Provider carrying out any function or service required or secured (or any ancillary function) for the operation of the BID proposal without first obtaining the Council's licence and consent under Clause 7.2 and complying with all relevant statutory requirements

7.2 The BID Company shall give the Council reasonable notice in writing of its intention to carry out any function or service under Clause 7.1, stating when each such access will be required and the location and nature of the proposed works or services. The Council reserves the right to refuse or reschedule such entry in the event that it considers (acting reasonably) it necessary to do so provided that such refusal shall be given promptly with an explanation and in writing to the BID company. Any such licence or consent may be given subject to such conditions as the Council may consider reasonably necessary

8 Monitoring and Review

8.1 The Council and the BID Company shall set up the Services Review Panel within 28 (twenty-eight) days from the date of this Agreement the purpose of which shall be to:

- (a) review and monitor the carrying out of the Standard Services
- (b) make any recommendations required pursuant to clause 5 to the Council and the BID Company
- (c) where appropriate, review and monitor the provision of the Complementary Services and make such recommendations to the BID Company as are appropriate;
- (d) review any Performance Notices served by the BID Company and steps which should be taken to secure the undertaking of the Standard Services and to make recommendations to the Council including recommendations for an improvement in performance in the carrying out of the Standard Services and recommendations for the carrying out of the Standard Services in a manner that facilitates the carrying out of Complementary Services.

8.2 Within 28 (twenty-eight) days from the date of this Agreement the parties shall agree the dates when there will be meetings of the Services Review Panel and there shall be at least two such meetings in each Financial Year (throughout the duration of the BID Term) and on all other occasions further meetings of the Services Review Panel shall be arranged by the service of written notice by either party on the other, such notice to be provided no less than 28 (twenty-eight) days prior to the date of the proposed meeting (or less if otherwise agreed or in cases of emergency) and provided further that such meetings can be dispensed with altogether upon the written agreement of the parties.

8.3 The Services Review Panel will identify the need for any improvement or alteration to the Standard Services. The Council will in any case formally respond to recommendations from the Service Review Panel within the standard response times, giving reasons for any decision not to implement recommendations in part or in full.

9 Joint Obligations

9.1 Both the Council and the BID Company agree:

- (a) for the purposes only of monitoring the Standard Services and the Complementary Services to review and take account of any representations or recommendations made to them by the Services Review Panel and take such action as may be appropriate;
- (b) to agree appropriate Protocols as may be required in order to assist the carrying out or provision of the Standard Services (and thereafter to review them annually);
- (c) to use reasonable endeavours and where appropriate to operate the Standard Services in accordance with such agreed Protocols.

10 Termination

10.1 The Council may terminate this Agreement:

- (a) in the same circumstances in which it may terminate the BID Arrangements under Regulation 18 of the Regulations;
- (b) in the event that the BID Company commits a serious and irremediable breach of this Agreement; or
- (c) in the event that the Council terminates the Operating Agreement.

11 Confidentiality

11.1 Both the Council and the BID Company agree to keep confidential and not to divulge to any person without the prior written consent of the other party all information (written or oral) concerning the business affairs of the other nor any information which has been exchanged about the BID Levy Payers or about other third parties which it shall have obtained or received as a result of operating the BID. This obligation shall survive the termination or lapse of the provision of the BID.

12 Notices

12.1 Any notice or other written communication to be served or given to or upon any party to this Deed to the other shall be in writing and shall be sent to the address provided for above or such substitute address in the UK as may from time to time have been notified by that party upon 7 (seven) days' notice in writing.

12.2 A Notice may be served by registered or recorded delivery post and:

- (a) delivered to the Head of Council & Democracy of the Council at the above address;
- (b) delivered to the BID Director of Operations at the BID Company's office address.
- (c) or by electronic communication (provided that it is in legible form and is capable of being used for subsequent reference) to such addresses

12.3 Any notice served shall be deemed to have been validly served or given at the time when in the ordinary course of business it would have been received.

13 Miscellaneous

13.1 For the avoidance of doubt where any part of this Agreement is incompatible with the Regulations or any other regulations issued pursuant to Part IV of the Local Government Act 2003 then such part shall be struck out and the balance of this Agreement shall remain

13.2 The headings appearing in this Deed are for ease of reference only and shall not affect the construction of this Deed

13.3 For the avoidance of doubt the provisions of this Deed (other than those contained in this Clause) shall not have any effect until this document has been dated

13.4 Where reference is made to a Clause, Part, or Recital such reference (unless the context requires otherwise) is a reference to a clause, part, plan, or recital attached to this Deed

13.5 References to the Council include any successors to its functions as local authority

13.6 References to statutes, bye laws, regulations, orders, delegated legislation shall include any such instrument re-enacting or made pursuant to the same power

14 Exercise of the Council's Powers

- 14.1** Nothing contained in this Agreement or implied in it shall prejudice or affect the rights discretions powers duties and obligations of the Council under all statute byelaws statutory instruments orders and regulations in the exercise of its functions as a local authority

15 Contracts (Rights of Third Parties)

- 15.1** The parties do not intend that the provisions of this Agreement may be enforced or varied by any other party pursuant to the Contracts (Rights of Third Parties) Act 1999

16 Relationship between the Parties

- 16.1** Nothing in this Agreement shall constitute, or be deemed to constitute, any partnership agency or joint venture arrangement as between the Council and the BID Company

- 16.2** The BID Company is not and will not at any time hold itself out as the agent of the Council for any purposes and under no circumstances will the BID Company have the authority to bind the Council or hold itself out as having such authority.

- 16.3** All contracts and agreements entered into or made by the BID Company pursuant to this Agreement will be contracts or agreements as between the BID Company as principal and the respective third parties and the Council will have no obligation or liability under them

- 16.4** Both parties shall indemnify and keep indemnified the other party against all costs claims demands proceedings and liabilities which may be incurred as a result of any act, neglect or default by the indemnifying party, its employees contractors or agents in carrying out their obligations under this Agreement.

17 Dispute Resolution

- 17.1** If any dispute or difference arises between the Council and the BID Company relating to or arising out of the terms of this Agreement then dispute shall be referred to the Managing Directors or Chief Executive Officers of the Council and the BID Company or their designated representatives, who will meet in good faith to try and resolve the dispute or difference.

- 17.2** If after 28 days (or such longer period as the parties may agree) the dispute or difference has not been resolved then either of the Parties may give notice that it wishes to attempt to settle the dispute by mediation in accordance with the Centre for Effective Dispute Resolution (“CEDR”) Model Mediation Procedure 2001 (“the Model Procedure”) or such later edition as may be in force from time to time.

- 17.3** If the Parties do not agree on the identity of the Mediator then either party may request that CEDR appoint one.
- 17.4** The Model Procedure shall be amended to take account of any relevant provisions of this Agreement or any other agreement that the parties may enter into in relation to the conduct of the mediation.
- 17.5** Both Parties shall use their best endeavours to ensure that the Mediation starts within twenty working days of the service of the notice of mediation and to pay the mediator's fees in equal shares.
- 17.6** Any agreement reached by the parties as a result of mediation shall be binding on the parties, as set out in the Model Procedure, but if the dispute has not been settled by mediation within 10 working days of the mediation starting then either party may commence litigation proceedings (but not before then).
- 17.7 Neither party shall be precluded by this Clause 17 from taking such steps in relation to court proceedings as they may deem necessary or desirable to protect its position, including but not limited to, issuing or otherwise pursuing proceedings to prevent limitation periods from expiring and applying for interim relief.

IN WITNESS whereof the Council has caused its Seal to be affixed and the BID Company has executed this Agreement as a Deed the day and year first before written

The Seal of [THE COUNCIL] was hereunto affixed in the presence of:

Head of Council & Democracy

The Common Seal of [THE BID COMPANY] was hereunto affixed in the presence of:

Authorised Signatory

Authorised

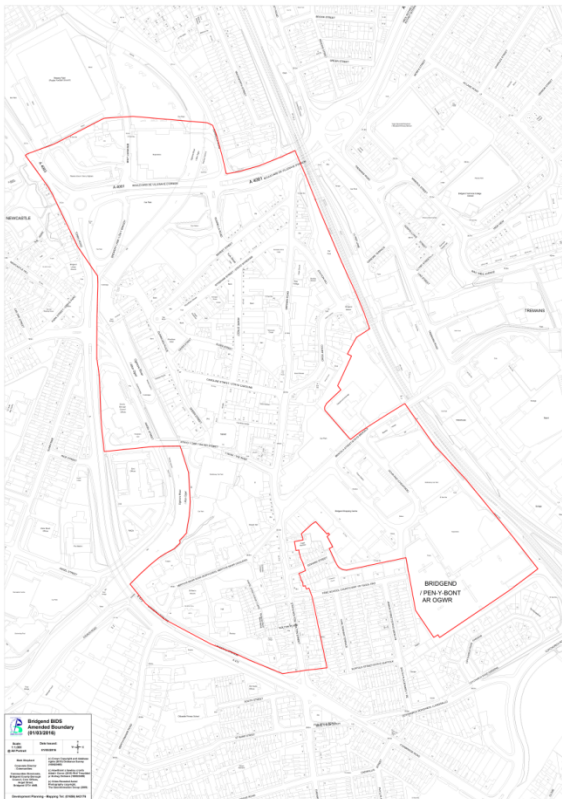
Signatory

- **Schedule 1 -BID Area**

The following streets – in full or in part – shall constitute the BID area enclosed and delineated by red line on the map shown below.

Adare St	Derwen Rd	Queen St
Angel St	Dunraven Place	Station Hill
Boulevard de Villenave D’Ornon	Elder St	The Rhiw
Brackla St	Heol Y Pum Cloch	The Rhiw Centre
Brewery Lane	Langenau Strasse	Tondu Rd
Brewery Lane	Market St	Water St
Caroline St	Methyr Mawr Rd North	Wyndham St
Cheapside	Nolton St	
Court Rd	Park St	
Cross St	Quarella Rd	

BID Boundary



Schedule 2 Bridgend County Borough Council Standard Baseline Services (DRAFT)

Public Conveniences

Responsible authority – Bridgend County Borough Council

Head of Service – Zak Shell (Head of Neighbourhood Services)

Responsible Officer – Sian Hooper (Waste and cleaner streets manager)

Date completed:-

Summary of Service provided	2 public conveniences operated within the BID boundary Bridgend Bus Station Cheapside
Associated services provided	Male and female toilets with disabled facilities
Service specification	Bridgend bus station toilets are open Mon – Sat 7am – 7pm. Sun 10am-6pm. A mobile attendant mans both toilets from Mon – Sat 8.30am -6.30pm and Sunday 10am – 5pm. Cleaning takes place 3x a day
Number of staff required	2 PT Toilet Attendants. In the event of an emergency the staff may be redeployed to other areas.
Equipment required	Cleaning materials.
Performance Indicators	Cleaning supervisor inspections In the instance of non-compliance normal HR processes are instigated
Current costs of service provided within BID area	£56,000
CONTACT DETAILS – phone/email	Sian Hooper 01656 643469

Street Cleansing

Responsible authority – Bridgend County Borough Council

Head of Service – Zak Shell (Head of Neighbourhood Services)

Responsible Officer – Sian Hooper (Waste and cleaner streets manager)

Date completed:-

Summary of Service provided	The streets within the BID area are subject to programmed cleaning activity 364 days of the year – the only exception being Boxing Day. Outlying areas have less rigorous cleansing routines.
Associated services provided	The Street Cleaning Team’s main activities are: <ul style="list-style-type: none">• Mechanical and physical street cleaning• Litter bin emptying• Collection of fly tipped material• Collection of road kill and other dead animals• Fly posting removal• Graffiti removal• Seasonal Leaf Removal Additional cleansing takes place on event days.
Service specification	Bridgend town centre is categorised as Zone 1 (Town Centres, Shopping Centres, Major Transport centres, central car park and other busy public areas). Following an initial early morning clean including the use of large and small mechanical sweepers this is supported throughout the day by operatives with hand carts. Work usually takes place between the hours of: <ul style="list-style-type: none">• 06:00 and 16:00 Mondays - Thursdays• 06:00 - 15:30 Fridays• 06:00 - 10:00 Saturday and Sundays This does change to reflect requirements related to various events and is extended in the summer to 20:00.

	<p>Litter bins are emptied once a week and on an ad hoc basis to prevent overflowing. All litter bins washed every two months and on an ad-hoc basis when deemed necessary on inspection.</p> <p>Street furniture is washed when deemed necessary on inspection. (there is no programme for street furniture cleaning).</p> <p>If flyposting is reported, it is removed at the first available opportunity. Flyposting on private property is not removed unless it is on an empty shop window. The poster is then removed at the first available opportunity.</p> <p>Fly tipping is removed at the first available opportunity. Evidence for the offender is inspected in the fly-tipped material and if identified notified to remove it. If the offender refuses, enforcement action takes place against them. If no offender is identified, fly tipping is removed within 24hours of inspection.</p> <p>BCBC own a gum busting machine. This is loaned to the Town Council to undertake gum removal.</p> <p>Seasonal leaf removal occurs weekly or when reported.</p> <p>Bridgend has consistently attained positive performance results in relation to evaluation through the Local Environment Audit Management System (LEAMS). This has included and refers to the overall Cleanliness Index score and also the streets which are deemed to be of a B score or above.</p>
Number of staff required	1 Team leader and 3 operatives.

Equipment required	Cleaning materials. 1 7.5T road sweeper. 1 Haiko mechanised sweeper/ scrubber. These machines are shared with other areas.
Performance Indicators	Cleaning supervisor inspections
Current costs of service provided within BID area	Difficult to specify exact costs. Overall operational budget for cleaner streets £1.1M
CONTACT DETAILS – phone/email	Sian Hooper 01656 643469

Highways Maintenance

Responsible authority – Bridgend County Borough Council

Head of Service – Zak Shell (Head of Neighbourhood Services)

Responsible Officer – Jason Jenkins (Manager – Highways Network)

Date completed:-

Summary of Service provided	Highways Inspection and maintenance
Associated services provided	<p>Licensing responsibility</p> <ul style="list-style-type: none"> • Skips, scaffolds, pavement licenses, a-frame licenses <p>Statutory undertaker responsibility</p> <ul style="list-style-type: none"> • Co-ordination of streetworks i.e. utilities, redevelopment and construction activity. <p>Road traffic signs and road markings</p> <ul style="list-style-type: none"> • Maintained on a reactive basis <p>Street lighting</p> <ul style="list-style-type: none"> • Maintained on a reactive basis • Winter Maintenance - gritting
Service specification	<p>Highways Inspection and maintenance consists of a programmed and a reactive service.</p> <p>Maintenance for the safe use by the public of surface pothole and trips, repair of defects in highway related to equipment, i.e. bollards, fences, barriers, signs, lighting, gullies.</p> <p>The defect rating system is attached.</p>

	<p>The footway and carriage way (where applicable) of the following streets are inspected monthly and quarterly respectively by a qualified inspector:-</p> <p>Nolton St, Derwen Rd, Adare St, Caroline St, Elder St, Wyndham St, Market st, Dunraven Place, Park St, Court Rd, Station Rd, Brackla St, Cheapside, York Place, Quarella Rd.</p> <p>The footway and carriage way (where applicable) of the following streets are inspected quarterly and bi-annually respectively:-</p> <p>Merthyr Mawr Rd, Angel St.</p> <p>The reactive service responds to complaints. Inspection is carried out within 24 hours for urgent defects or 10 working days for non-urgent. Generally any defect in excess of emergency safety defect criteria would be classed as urgent. Any flooding that may cause water to enter properties, anything that has caused or could cause an accident to a member of the public would also be classed as urgent.</p> <p>Street lighting maintenance and inspections are carried out on a reactive system.</p> <p>Response times for one street light failure – 5 working days for inspection.</p> <p>Response times for a failure of a section – 2 working days to inspect.</p> <p>Surface water drainage – All gulleys (gutter channels on the highway) are cleaned on an 18 month schedule. Any reported blockages are dealt with reactively.</p> <p>Winter maintenance – Pre treatment Brine is used on pedestrianised areas of the town</p>
--	--

	<p>centre because it does not have the associated problems for pedestrians of rock salt being spread in shopping centres. Footways outside the pedestrianised town centre areas, subject to normal overnight frosty conditions will not be pre-treated.</p> <p>Snow clearing</p> <p>The first priority in snow clearing will be to clear the Strategic (Precautionary) Network. Once sufficient plant has been allocated to these tasks the remainder will be allocated to clear the secondary salting streets. The secondary streets have been established to cover emergency service centres, bus routes not included in the precautionary salting network, roads leading to isolated villages, streets on steep inclines, industrial and shopping areas, school frontages, approaches to cemeteries, doctor's surgeries and homes for the elderly and disadvantaged. Residential streets and country lanes are treated only when the essential transport network is restored.</p>
Number of staff required	Highways inspectors work 37 hours per week, however they also attend to out of hours complaints raised through the Duty Officer Phone/Call Centre.
Equipment required	The Council's Direct Service Organisation use vehicles from pick-up up to 7tonne vehicles. JCB's or other excavators maybe used dependant on needs and repair works required. Inspectors drive cars.
Performance Indicators	<p>All emergency highway repairs made safe within 24 hours.</p> <p>Full repair completed within 10 days of notification</p>
Current costs of service provided within BID area	
CONTACT DETAILS – phone/email	Jason Jenkins 01656 642814

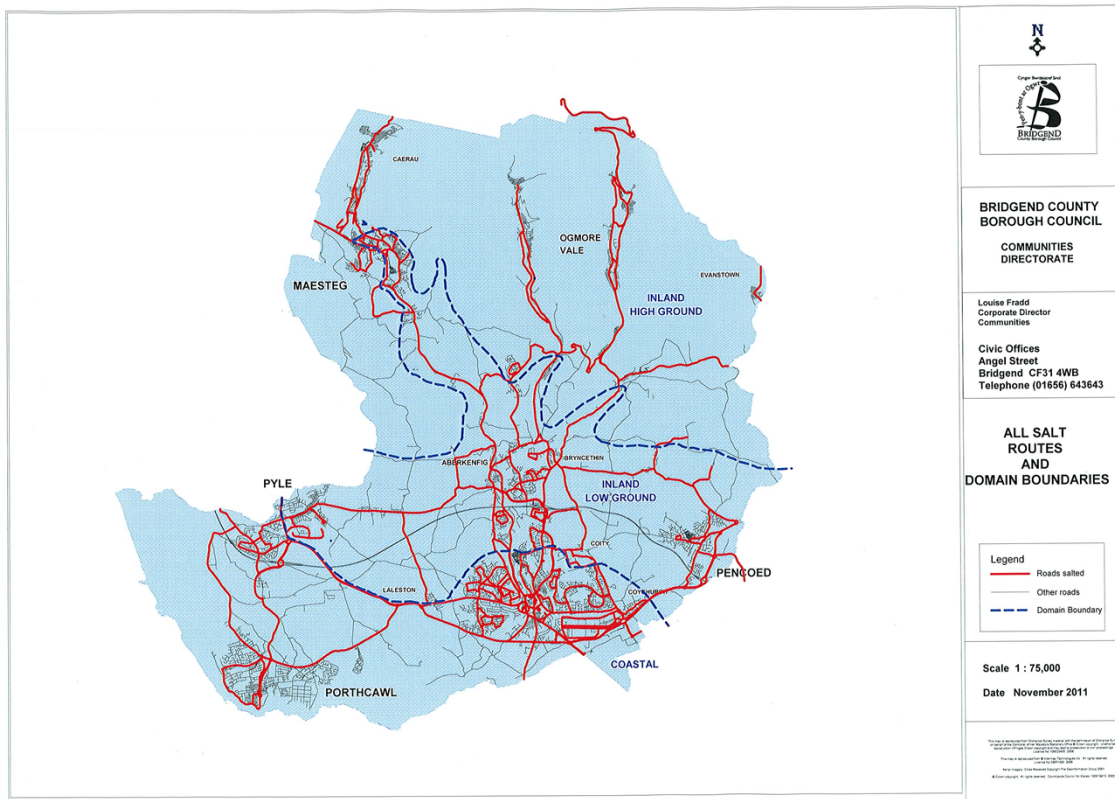
BRIDGEND COUNTY BOROUGH COUNCIL

Rating System of Defects

CATEGORISATION/DEFINITION OF HIGHWAY "SAFETY" DEFECTS.(Continued)

NOTES:-

1. Where no measurement is given for a priority 2 defect, this is because the minimum intervention level for the carriageway or footway is the same as the Priority 1 defect. In these streets the inspector uses his judgement and instigates priority 2 actions if, in his assessment, the defect may reach the intervention levels prior to the next inspection.
2. For Priority 1 defects officers are to ensure that the defect is repaired within 24 hours, this may require contacting the works team direct on mobile phones and issuing the job ticket in retrospect and require overtime working to rectify defects identified on a Friday or Saturday.
3. The footway intervention levels apply to the main paved or slabbed area of footways as, when risk assessing kerbing defects consideration should be given to the fact that they form the division between the footway and the adjacent carriageway, usually with an upstand of 75 to 125mm. A pedestrian stepping on or off a footway, or walking along a footway close to the kerbline could reasonably be expected to exercise the appropriate level of care and attention due to the presence of the upstand. As a result the intervention levels for footways are not applied to kerb defects, apart from at designated pedestrian crossing points.



BRIDGEND COUNTY BOROUGH COUNCIL

Rating System of Defects

CATEGORISATION/DEFINITION OF HIGHWAY "SAFETY" DEFECTS.

CARRIAGEWAY CATEGORY		INSPECTION FREQUENCY Frequency in brackets is Code of Practise recommendation	EMERGENCY SAFETY INTERVENTION LEVELS (24HR REPAIR) ---- PRIORITY 1			NON-EMERGENCY SAFETY INTERVENTION LEVELS (28 DAY REPAIR) ----PRIORITY 2		
			POTHOLES	SUBSIDENCE OR RAISED AREAS (With a minimum actionable value of 75mm)	PROTRUDING IRON WORK	POTHOLES	SUBSIDENCE OR RAISED AREAS (With a minimum actionable value of 50mm)	PROTRUDING IRON WORK
2	STRATEGIC ROUTE	3 MONTHS (1 MONTH)	40mm	10%	25mm	**See note 1**	10%	**See note 1**
3a	MAIN DISTRIBUTER	3 MONTHS (1 MONTH)	50mm	10%	25mm	40mm	10%	**See note 1**
3b	SECONDARY DISTRIBUTOR	3 MONTHS (1 MONTH)	50mm	10%	25mm	40mm	10%	**See note 1**
4a	LINK ROAD	6 MONTHS (3 MONTHS)	75mm	20%	50mm	40mm	10%	35mm
4b	LOCAL ACCESS	12 MONTHS (12 MONTHS)	100mm	20%	75mm	40mm	10%	35mm
FOOTWAY CATEGORY			TRIPS (VERTICAL DIFFERENCES IN LEVEL)			TRIPS (VERTICAL DIFFERENCES IN LEVEL)		
1a	PRESTIGE AREA	1 MONTH (1 MONTH)	20mm	15%	20mm	**See note 1**	15%	**See note 1**
1	PRIMARY WALKING ROUTE	1 MONTH (1 MONTH)	20mm	15%	20mm	**See note 1**	15%	**See note 1**
2	SECONDARY WALKING ROUTE	3 MONTHS (3 MONTHS)	40mm	15%	40mm	20mm	15%	20mm
3	LINK FOOTWAY	6 MONTHS (6 MONTHS)	50mm	30%	50mm	20mm	15%	20mm
4	LOCAL ACCESS FOOTWAY	12 MONTHS (12 MONTHS)	50mm	30%	50mm	20mm	15%	20mm

See notes over page

Town Centre Management

Responsible authority – Bridgend County Borough Council

Head of Service – Satwant Pryce (Head of Communities)

Responsible Officer – Rhiannon Kingsley (Town Centre manager)

Date completed:-

Summary of Service provided	Town Centre Management P/T Town Centre Manager 21 hours a week
Associated services provided	<ul style="list-style-type: none"> • To take a lead role in co-ordinating and managing issues arising as a result of the disruption during the regeneration construction in the town centre. • To take a proactive role in the regeneration of the town centre through joint projects, partnership working and developing new initiatives • To identify innovative solutions and approaches for the improvement of town

	<p>centre performance and the experience had by visitors</p> <ul style="list-style-type: none"> • To improve town centre promotion and marketing and deliver town centre events • To liaise with appropriate sections/services within the Council to provide a coordinated approach to street trading and promotional lettings • Area promotions (Website & Facebook) £6,000 • Town Centre events – provision of 4 town centre events £10,000 • Maintenance of town centre bollards – to ensure that the bollards are in working order and to repair and replace when necessary £20,000 • Monitor the footfall in Bridgend using 4 footfall counters. £7,000
Service specification	
Number of staff required	1 PT
Equipment required	n/a
Current costs of service provided within BID area	£43,000
CONTACT DETAILS – phone/email	Rhiannon Kingsley 01656 815225

Car parks

Responsible authority – Bridgend County Borough Council

Head of Service – Zak Shell (Head of Neighbourhood Services)

Responsible Officer – Phill Angell (Parking services manager)

Date completed:-

Summary of Service provided	<p>Car parks – provision of 3 car parks within the BID area.</p> <p>Short Stay</p> <p>Rhiw Multi Storey (currently under construction)</p> <p>Brackla 3</p> <p>Short & Long stay</p>
-----------------------------	--

	Brackla 1 Multi Storey
Associated services provided	The service now includes civil parking enforcement which covers Bridgend County Borough and the Vale of Glamorgan.
Service specification	Rhiw Multi Storey 244 spaces Brackla 1 387 spaces Brackla 3 126 Spaces
Number of staff required	
Equipment required	Radio comms Pay & Display machines
Performance Indicators	Actual income against budgeted income
Current costs of service provided within BID area	CPE service Income £274,060 Expenditure £494,585
CONTACT DETAILS – phone/email	Phill Angell 01656 815625

CCTV

Responsible authority – Bridgend County Borough Council

Head of Service –

Responsible Officer – Jayne Thomas (CCTV Manager)

Date completed:-

Summary of Service provided	Closed Circuit TV (CCTV)
Associated services provided	The service covers Bridgend County Borough and will cover the Vale of Glamorgan from April 1 st 2016.
Service specification	CCTV covers all streets within the town centre. The

	Rhiw Shopping centre manages its own CCTV.
Number of staff required	7 FTE (8FT 2 PT from April 1 st 2016) 24/7 coverage
Equipment required	124 cameras in total & 77 for the Vale of Glamorgan 25 cameras for the BID area
Performance Indicators	n/a
Current costs of service provided within BID area	£400k for the whole service unable to disaggregate costs this way
CONTACT DETAILS – phone/email	Jayne Thomas 01656 815816

Licensing including Taxis, alcohol, street trading and late night food

Responsible authority – Bridgend County Borough Council

Head of Service – Lee Jones (Head of Regulatory Services)

Responsible Officer – Yvonne Witchell (Licensing manager)

Date completed:-

Summary of Service provided	Licensing of regulated activities
Associated services provided	This is a shared service with the Vale of Glamorgan and Cardiff
Service specification	<p>The Licensing and Registration Section is responsible for processing a variety of licences and consents. This includes the grant, renewal and transfer of licences (where appropriate) for alcohol and entertainment venues, taxis, and gambling venues. We are also responsible for issuing street trading consents, charity permits and scrap metal dealer registrations.</p> <p>To protect public health and animal welfare, reduce crime and disorder and ensure awareness of the licensing requirements through enforcement of legislation and the provision of advice information and</p>

	education by: Fulfilling the Council's Statutory Duties under relevant legislation e.g. Licensing Act 2003, Gambling Act 2005, Animal Welfare Act 2005, Local Government (Miscellaneous Provisions) Act 1982 etc. Responding to public complaints and other requests for service and investigating within service standards. Delivering educational initiatives and awareness campaigns. Fulfilling the Council's statutory duty under the Crime and Disorder Act 1998. Working in partnership or in co-operation with the Police, Fire Authority, Social Services, Public Health Team, Community Safety Partnership and other external agencies.
Number of staff required	The licensing team consists of 5 FTE staff
Equipment required	n/a
Performance Indicators	Not relevant to the BID
Current costs of service provided within BID area	Unable to disaggregate costs this way
CONTACT DETAILS – phone/email	Yvonne Witchell 01656 643105

DRAFT Bridgend Town Council Baseline Agreements

Ref No	Heading	Category Service	Estimate 2016-2017	% of Town allocation	Other related Parties	Comment
001	Bridgend BID Project	BID Levy	£300.00	0.17%	None	
002		BID Project match funding	£3,500.00	1.99%	CF31 BID Company	Subject to Vote in March 2016
003	BTC Asset Maintenance	Rhiw Toilets	£7,500.00	4.25%	BCBC Liaison - Community Asset Transfer	In discussions DETAILS ON: - WHAT IS PROVIDED - HOURS - STAFF NUMBER? AND HOURS PT? FT? - OPENING HOURS - EQUIPMENT PROVIDED REPLY

Ref No	Heading	Category Service	Estimate 2016-2017	% of Town allocation	Other related Parties	Comment
						STILL SUBJECT TO ASSET TRANSFER DISCUSSIONS. NO DECISION YET.
004	Carnegie House Activities	Carnegie House Toilet Refurbishment	£10,000.00	5.67%	Heritage Lottery Funding and Planning and Highway Permissions	
005		Carnegie House Activities			Arts Council for Wales, Awen Culture Trust	
006		Carnegie House Marketing	£1,000.00	0.57%	Arts Council for Wales, Awen Culture Trust	
007		Carnegie House Refreshments	£500.00	0.28%	None	
008		Carnegie House Tutor Fees	£1,000.00	0.57%	None	
009		Carnegie House Workshops	£1,500.00	0.85%	None	
010		Carnegie House Equipment	£1,000.00	0.57%	Arts Council for Wales, Awen Culture Trust	
011		Awen Trust SLA	£8,000.00	4.54%	Awen Cultre Trust, ACW and BCBC	
012		ACW Match funding for 2016 Programme	£3,500.00	1.99%	None	Investment towards grants
013		Christmas Schemes	Christmas Lighting DOES BTC ALSO SUPPLY CHRISTMAS TREE? REPLY YES AND	£29,000.00	16.45%	BCBC Highways and Storage

Ref No	Heading	Category Service	Estimate 2016-2017	% of Town allocation	Other related Parties	Comment
		TOWN CENTRE CHRISTMAS TREE				DURING YEAR – ONGOING AGREEMENT OVER PAST 20 YEARS.
014		Christmas Grotto	£150.00	0.09%	Bridgend Lions	
015		Christmas Events	£500.00	0.28%	BCBC and others	
016		Christmas Window Competition	£350.00	0.20%	None	
017	Community Projects	Street Art Project				
018		Great Western Railway Project	£3,000.00	1.70%	Network Rail	In discussions
019		Tree Planting	£5,000.00	2.84%	None	WITHIN BID AREA? IF YES – WHERE? & NUMBERS? REPLY NEWBRIDGE FIELDS – OUTSIDE AREA 100 TREES 100 WHIPS (NOV 16)
020		Town Centre Events	£5,000.00	2.84%	BCBC Liaison	
021	Crime Prevention	Crime Prevention	£3,000.00	1.70%	None	
022	Festivals	Festivals/Town Centre promotions	£10,000.00	5.67%	Liaison BCBC and other external agencies	
023	Floral Display / Landscaping	TO PROVIDE? Floral Displays	£14,000.00	7.94%	None	REPLY ANNUAL PROVISION OF 350 BASKETS 13 FLOWER TWOER, 5 OAK BARRELS.
024	Floral Display / Landscaping	Landscaping	£6,000.00	3.40%	Contractors	Watering carried out BTC
025	Military	War Memorials			Conservation Approval	War Memorial renovated 2015,

Ref No	Heading	Category Service	Estimate 2016-2017	% of Town allocation	Other related Parties	Comment
		(Cenotaph)				included due to 3 year programme
026	Military	Military Parades	£5,000.00	2.84%	BCBC Road Closures and South Wales Police Highway Control	Remembrance Day possible Armed Force Day Parade
027	Military contd	MAC Projects	£10,000.00	5.67%	Heritage Lottery Funding and Planning and Highway Permissions	
028	Randall Memorial	Randall Memorial	£8,000.00	4.54%	Heritage Lottery Funding	
029	Special Cleansing Bridgend Town	Special Cleansing Bridgend Town	£5,000.00	2.84%	None	Gum removal and Pavement scrubbing CLARIFICATION ON THE FREQUENCY REPLY Gum removal ongoing every month
030	Street Furniture	Street Furniture TO PROVIDE? TO CLEAN? TO MAINTAIN?	£10,000.00	5.67%	Heritage Lottery Funding and Planning and Highway Permissions	If yes to any of PROVIDE, CLEAN, MAINTAIN, then details such as numbers provided, frequency of cleaning, timescale for repairs? REPLY 11 NEW BENCHES BEING INSTALLED DURING JUNE 16. BCBC TO MAINTAIN WITH OTHER EXISTING BENCHES.

Ref No	Heading	Category Service	Estimate 2016-2017	% of Town allocation	Other related Parties	Comment
03 1	Town Litter Bins	Town Litter Bins TO PROVIDE? TO CLEAN? TO MAINTAIN	£2,500.00	1.42%	BCBC Liaison	If yes to any of PROVIDE, CLEAN, MAINTAIN, then details such as numbers provided, frequency of cleaning, timescale for repairs? REPLY 7 NEW BINS JUST INSTALLED. BTC WILL NOW CLEAN ALL BINS IN TOWN CENTRE AT LEAST MONTHLY.
03 2	Town Shop mobility Scheme	Town Shop mobility Scheme DONATION?	£8,000.00	4.54%	BTC is a Major Contributor	REPLY DONATION ANNUALLY – NO WRITTEN AGREEMENT. £160,000 GIVEN IN 16 YEARS.
03 3	Town Twinning / Civic Visits	Town Twinning / Civic Visits	£4,000.00	2.27%	Bridgend Town Twinning Committee	
03 4	Wildmill Projects	Wildmill Sports Project	£10,000.00	5.67%	Wildmill Community Centre	Finance Grant towards Specialist fees
Total Draft allocated to Town Centre			£176,300.00	% of Total Draft Budget 47.92%		
Total Draft Budget			£367,875.00			

