

Banbury Town Council

Mark Hassall ACMA
Town Clerk & RFO



The Town Hall
Bridge Street
Banbury
Oxfordshire
OX16 5QB

Tel: 01295 250340
Fax: 01295 250820

Our Ref:
Your Ref:
Please ask for: Martyn Surfleet
Email: martyn.surfleet@banbury.gov.uk

Date: 31 January 2023

To: All Members of the Town Council.
Others, for information.

You are hereby summoned to attend a Meeting of the **Town Council** to be held in the TOWN HALL, BRIDGE STREET, BANBURY on **Tuesday, 07 February 2023 at 6.30pm**, for the transaction of the following business: -

A handwritten signature in black ink, appearing to be 'Mark Hassall'.

Mark Hassall
Town Clerk & RFO

BUSINESS TO BE TRANSACTED

1. **Apologies for absence**
Contact Martyn Surfleet (01295 250340).
2. **Declarations of Interest**
Members are asked to declare any disclosable pecuniary interests in items on the agenda, **and the nature of that interest**, in accordance with the Localism Act 2011, the Banbury Town Council Code of Conduct and Section 106 of the Local Government Finance Act 1992 (Please refer to the notes at the end of Agenda).
3. **Minutes of the last Meeting**
To approve as correct the Minutes of the Meeting held on the 10 January 2023 (**Enclosed**).
4. **Communications**
None.
5. **Questions**
 - a. Any Town Councillor may ask the Town Mayor, or the relevant Committee Chairman or the Town Clerk any questions concerning the business of the Council, provided notice of the question has been given to the person to whom it is addressed before the meeting begins, and a copy supplied to the Town Clerk.
 - b. A period of up to 20 minutes is allocated, during which Members of the public may, at the discretion of the Town Mayor, ask questions of the relevant Committee Chairman on any matter relevant to some question over which the Council has power, or which affects Banbury.

[You are requested to state your name and address before asking your question.]

6. Minutes of Committees

To consider the Minutes of Committees:

- | | |
|--------------------------------------|--|
| a) Planning Committee | - 11 January (Enclosed), 01 February 2023
(To Follow) |
| b) General Services Committee | - 17 January 2023 (Enclosed) |
| c) Resources Committee | - 31 January 2023 (To Follow) |

7. Resolutions Moved on Notice

None.

8. BANBURY BUSINESS IMPROVEMENT DISTRICT (BID) UPDATE

To consider the report of the Town Clerk & RFO. (Enclosure 8)

9. Change of Committee Membership – Planning Committee

Due to personal circumstances Councillor Dalton has resigned from his position on the Planning Committee.

It is **RECOMMENDED** that Councillor Bishop be appointed to fill the vacancy on the Planning Committee and that Councillor Dalton be appointed as an Alternate Member.

Notes on declaration of interest

- (i) Any Member arriving after the start of the meeting is asked to declare any disclosable pecuniary interests as necessary as soon as practicable after their arrival even if the item in question has been considered;*
- (ii) In such circumstances, the Member must withdraw from the meeting room, and should inform the Chairman accordingly.*

It is not practical to offer detailed advice during the meeting.

BANBURY TOWN COUNCIL

Minutes of a meeting of Banbury Town Council held on Tuesday, 10 January 2023 at 6.30pm at the Town Hall, Banbury.

Present: Councillor Strangwood (Town Mayor)
Councillors: Ayers, Beere, Bunce, Cherry, Colegrave, Donaldson, Hodgson, Hussain, Iltott, Kilsby, Mallon, Mears, Phillips, Powell and Reeves.

Officers: Mark Hassall (Town Clerk/RFO)
Paul Almond (Director of Environment)
Martyn Surfleet (Executive Officer)

Apologies for Absence: Cllr Biegel, Cllr Dalton, Cllr Garrett and Cllr Richards.

C.29/22 Declarations of Interest

None.

C.30/22 Minutes of the Last Meeting

IT WAS RESOLVED that the Minutes of the Meeting held on 15 November 2022 be approved as a correct record and signed by the Town Mayor.

C.31/22 Communications

Members attention was drawn to the sad loss of Reverend Jeff West. The leader of the council accompanied by the Town Clerk attended the funeral service to pay their respects on behalf of Banbury Town Council.

Several members expressed their condolences and paid tribute to Reverend Jeff West and expressed that their thoughts are with his family and friends during this difficult time.

C.32/22 Questions - Elected Members and Members of the Public

Several verbal questions were asked of the Leader of the Council by Councillor Beere as follows –

"I refer to the Agenda and Minutes of the Resources Committee of Jan 3 2023

Agenda items 6 Estimates

1) Notwithstanding the details in the estimates including extra precept raising and expenditure for current and future years will Cllr Mallon confirm that the working balances for year ends 2021/24 to 2023/24 will fall from £294, 399 to £867 in 2023/24. Does Cllr Mallon have plans for building up reserves in future years beyond 23/24?"

The Leader of the Council responded by highlighting that the working balance figures that Cllr Beere draws attention to, the £294,399 to £867, refer to the in-year surplus that ends on 31/3/22 and not to actual reserves. And in fact, Banbury Town Council have a total of £4.5 million of reserves. That is £1.3m general reserves, 0.8m S106 reserves, and £2.4m earmarked reserves.

C.33/22 Planning Committee

It was proposed by Councillor Ilott, seconded by Councillor Bunce, and **RESOLVED** that the Minutes of the Planning Committee meeting held on 14 December 2022 be received.

C.34/22 General Services Committee

It was proposed by Councillor Phillips, seconded by Councillor Bunce, and **RESOLVED** that the Minutes of the General Services Committee meeting held on 13 December 2022 be received.

C.35/22 Resources Committee

It was proposed by Councillor Mallon, seconded by Councillor Colegrave, and **RESOLVED** that the Minutes of the Resources Committee meeting held on 03 January 2023 be received.

C.36/22 To set the Precept for 2023/24

The Leader of the Council expressed thanks to Officers and Councillors that had been a part of the Budget process, particularly those that attended the Grants & Budgets Sub Committee. He then outlined the budget highlights, which included a 2% increase in Banbury Town Council's share of the Council Tax bill, meaning the levy would increase from £124.56 to £127.05 for a D band home.

Following further discussion, it was moved by Councillor Mallon, seconded by Councillor Colegrave and **RESOLVED** unanimously that the Town Council set a precept of £2,113,471, being an increase of 2%.

C.37/22 Change of Committee Membership – General Services Committee

Members were made aware that due to personal circumstances Councillor Dalton would be resigning from his position on the General Services Committee. It was **RESOLVED** that Councillor Ayers be appointed to the committee as replacement and that Councillor Dalton be appointed as an Alternate Member.

The Meeting ended at 6.48pm.

PLANNING COMMITTEE

Minutes of a meeting of the Planning Committee held on Wednesday,
11 January 2023 at 6.30pm in the Town Hall, Banbury.

Present: Councillor Ilott (Chairman)
Councillors: Ahmed, Beere, Bunce, Hodgson, Hussain,
Kilsby, Mears.
Alternate Members: Cllr Mears for Cllr Biegel, Cllr Hussain for Cllr Hodgson.
Officers: Bob Duxbury (Planning Officer)
Martyn Surfleet (Executive Officer)

PL.40/22**Apologies**

Cllr Biegel, Cllr Dalton, Cllr Hodgson

PL.41/22**Declarations of Interest**

Councillor Beere and Cllr Biegel declared personal interests as members of the Cherwell District Council Planning Committee. Councillors indicated that any views expressed at the meeting would be based on the information currently available and a final decision, which in the light of further information, might differ from previous views, would be made at the Local Planning Authority Meeting.

PL.42/22**Minutes of the Last Meeting**

IT WAS RESOLVED that the Minutes of the meeting held on the 14 December 2022 be approved as a correct record and signed by the Chairman.

PL.43/22**Planning Applications to be Considered**

The Committee considered various planning applications that had been referred to the Town Council for consideration by Cherwell District Council (CDC) and were matters that had been delegated to the Planning Committee or where a Ward Member had referred a delegated application.

Officers responded to a number of questions raised by Members.
Members expressed that the observations included within Appendix 1 be forwarded to the local planning authority for consideration.

IT WAS RESOLVED that the comments, as set out in Appendix 1, be forwarded to the Local Planning Authority.

PL.44/22**Planning Applications Delegated to the Town Clerk**

The Town Clerk had submitted a schedule containing details of planning applications which had been delegated to him in consultation with the Chairman, setting out the observations that had been forwarded to Cherwell District Council.

IT WAS RESOLVED that the report be noted.

PL.45/22**Notification of Appeals**

The Committee considered a verbal report of the Planning Officer regarding the appeal against Non-Determination of an Application made to Cherwell District Council in respect of Application 22/01488/OUT. Members were briefed on the history of the application and the forthcoming appeals process.

IT WAS RESOLVED that an update regarding the appeal be brought to the next meeting of the committee on 1 February 2023.

PL.46/22 Consultation – Bodicote Parish Council

The Committee considered a verbal report of the Planning Officer regarding a planning application received by Bodicote Parish Council that has potential knock on effects to Banbury residents.

IT WAS RESOLVED that the concerns of the committee are passed on to the Local Planning Authority for comment.

The meeting ended at 7.55 pm

Planning Applications considered by the Planning Committee**Appendix 1**

Application Number	Applicant	Location	Proposal	Observations
22/03747/F	Williams Advanced Engineering ("WAE")	Ban15 Land Adj M40 J11 and West of Daventry Road Banbury	Variation of Conditions 3 (plans) and 8 (use of outside areas) of 19/00128/HYBRID - to enable the use of identified external storage areas for the storage, repair and operation of goods, materials, plant or machinery and minor amendments to the approved plans to facilitate the occupation of 130 Frontier Park (Plot B)	Banbury Town Council raised no objections.
22/03505/F and 22/03506/LB	Lisa Dakin, Joe Gibbs, Alex Canham, and Angela Moulder	Flats 1-4 13 Calthorpe Road Banbury	RETROSPECTIVE - Historic conversion of the building to form 4 apartments (1 on each floor). In addition - replacement black painted metal balustrades to steps at front and rear; replacement black painted metal staircase, balustrade and landing plate; new gas connection and meter box to basement apartment; Promat Supalux fire protection board between kitchen and bathroom to apartment on first floor; metal escape ladders and landings removed from rear (east) elevation; installation of new fire alarm system (incorporating fire panel, detectors and call points)	Banbury Town Council raised no objections.
22/03817/F	A & J Properties Ltd	47 Middleton Road Banbury	Conversion to 3no self contained flats with associated two storey rear extension and related alterations.	Banbury Town Council raise objections in support of the OCC highway concerns about the parking arrangements
22/03808/F	Gipps Energy Limited	British Gas Plc British Gas Plc Merton Street Banbury OX16 4RN	Variation of condition 2 (plans) 3 (surface water drainage scheme) of 20/03184/F - The proposed amendments seek permission for several new structures. Also, as part of the current planning application, a Drainage Impact Assessment applicant has been submitted that satisfies the five criteria pursuant to condition 3. If this report were considered suitable, it is requested that the condition is varied to make it a compliance-based condition	Banbury Town Council raised no objections.

22/03821/F	Mr F Sharma	Windrush Surgery 5A Bradley Arcade Bretch Hill Banbury OX16 0LS	Change of Use of former doctors surgery to Class E to facilitate the expansion of the Londis shop and for minor internal alterations	Banbury Town Council raised no objections.
22/03645/F	Jamil Ahmed	82 Middleton Road Banbury OX16 4RE	Change of Use from C3 to C4 8 bedroom HMO; minor reconfiguration of internal layout; addition of dormer to rear outrigger	Banbury Town Council raise objections in support of the OCC highways concerns.

Please note that following the consideration of delegated planning by the Town Clerk and Chairman, there may be additional plans to consider in order to meet the deadlines of the Planning Authority.

GENERAL SERVICES COMMITTEE

Minutes of a Meeting of the General Services Committee held at 6.30pm on Tuesday, 17 January 2022 in the Town Hall, Banbury.

Present: Councillor Phillips (Chairman)
Councillors: Biegel, Bunce, Cherry, Colegrave, Hussain, Mears, Powell.

Alternate Members: Cllr Biegel for Cllr Richards

Officers: Mark Hassall (Town Clerk & RFO)
Paul Almond (Director of Environment)
Martyn Surfleet (Executive Officer)

GS.29/22 Apologies for Absence
Cllr Ayers.

GS.30/22 Declarations of Interest
None.

GS.31/22 Minutes of the Last Meeting
IT WAS RESOLVED that the Minutes of the Meeting held on 17 December 2022 be approved as a correct record and signed by the Chairman.

GS.32/22 Income & Expenditure Report
The Committee considered a report prepared by the Town Clerk & RFO comparing year-to-date income and expenditure with the projected annual budget for the financial year. The report showed all expenditure incurred up to 11 January 2023.

Officers responded to a range of questions from Members relating to various budget codes and financial procedures. Members' attention was drawn to the fact that overall the Committee's expenditure was within forecast versus the phased YTD budget.

General Services variances are principally

- Staffing vacancies contributing £12k, recruitment of cleaners has been completed, with the supervisor role within the grounds maintenance team ongoing. Current long term sick is currently being backfilled with agency staff which is offset against savings to-date.
- Planned cemetery works include arboriculture and memorial stability testing.
- Timing of invoicing for grounds maintenance works impacted by timing of December invoicing across Parks, seasonality of football pitch works and Horton View, however are broadly considered to be in line with full year projected expenditure.
- Expenditure is planned on computer software to support staff monitoring of play equipment and tree stock across the estate.
- Ongoing play area equipment being refurbished across the estate awaiting completion. Following an external ROSPA inspection, a programme of works has been identified, which officers will work through in the final quarter.
- Prior and current year utility charges for MUGA's from OCC £11k.

- Café build in People's Park opened, with Earmarked Reserves to be released (£179k)

Underspends on Resources Committee also principally

- Corporate, Central Administration and Civic continue to be well controlled, with cost under budget.
- Town Council Events are currently within budget parameters.
- Town Hall utility costs are reduced whilst heating solutions are sourced, with provision for associated costs included within the projected budget.
- Other services to the Public include timing of small grants (including a Warm Welcome grant scheme), and invoicing of Christmas Lighting scheme (£5k saving). Woodgreen Open Air Pool operating subsidy has been provided for, subject to a review meeting between CDC officers and BTC Councillors.
- Other Costs & Income includes increased interest income (projected £18k) in line with changes to Bank of England base rate.

Financial Effects & Risk Assessment

This is a monitoring report so there are no specific financial effects arising from it. Without effective budget monitoring there is a risk that budgets will not be adhered to, thereby weakening the Council's ability to demonstrate an effective use of resources. This risk is being mitigated by closer monitoring of spend using a phased budget.

IT WAS RESOLVED to receive and note the Income and Expenditure report.

GS.33/22 Parks and Cemeteries Monitoring Report

The team have been undertaking planting of trees. The team continue to over mark the football pitches and are carrying out condition inspections each week. The team are up to date with the scheduled work, and have been undertaking leaf clearance throughout November. Staff have been busy with burial duties and grave topping up. All machinery and equipment servicing has been booked in preparation for the new season. We have started the recruitment process for a replacement Parks Supervisor. The operative who was on long term sick, has returned to work on a phased basis for the next four weeks. We have received the resignation of another Parks & Cemeteries Operative, which we will need to go out to recruitment for.

4th Corner Landscape Contract Update

The contractor is delivering the programmed work to schedule. Sports pitch aeration operations have not been undertaken yet this playing season due to the adverse weather conditions. Winter shrub border maintenance, weeding and pruning operations, are nearly complete. The Contract Supervisor is still off work long term sick. The area manager continues to cover the role and oversee operations until the supervisor returns. The Councils Landscape Officer continues work closely with the contractor along with site inspections to monitor their performance.

Tree Works & Planting Update

The Councils Landscape Officer went out to tender for a number of packages of tree works, identified in the last tree survey, these have now been evaluated and issued to external contractors, these works will be completed by the end of March 2023.

The Tree Planting for the Queens Green Canopy is now complete:

- a) Crouch Hill - The circle of 24 trees, Acer Campestre "Queen Elizabeth".
- b) Hanwell View Park – The avenue of 20 trees, Quercus Robur.
- c) Peoples Park – Acer Campestre 'Queen Elizabeth'.
- d) Southam Road Cemetery – Acer Campestre 'Queen Elizabeth'.
- e) Hardwick Hill Cemetery – Acer Campestre 'Queen Elizabeth'.

The only outstanding items to complete the schemes are to install the tree cages and the memorial plaques, which we have now taken delivery of.

The Park Ranger Service Update

Inspections

- a) The Senior Ranger is analysing the annual H & S Inspection report for our play areas. The works will be prioritised and undertaken based on the risk rating.
- b) Bus Shelters - Monthly Inspections ongoing.

Play Area refurbishment update is:

- a) Lapsley Drive – Replacement Multi-play unit, round-about, benches and safety surfacing has now been completed.
- b) Princess Diana Park – Large climbing frame and net structure had to be removed on Health & Safety grounds, we are out to tender a replacement unit, we are still confident despite the predicted lead-in time, that the new unit will be installed by April/May 2023.
- c) Spiceball Park – Maintenance works identified and planned for March.
- d) Moorfields Roundabout – Supplier has inspected; we are awaiting a quote for repair.

The team continue to keep up to date with the weekly Health & Safety inspections and the resulting repairs to our children's play areas.

Fencing Repairs Update

Bridge Street Park – New galvanised metal knee rail fence has been manufactured, due to ground conditions, we are still waiting an installation date from the supplier.

Peoples Park – Timber fencing refurbishment, the Probation Service are still working with the Town Council to continue with further sanding and painting works identified throughout the park.

Chandos Close – 18m of the timber post and rail fence around the attenuation pond had to be repaired following vandalism.

Cleansing Service Update

Unfortunately, the newly appointed cleaner fell seriously ill with Covid in December, and has only recently returned to work.

Christmas Light Contract Update

Following a performance review meeting with Blachere Illuminations Ltd, the issues which resulted in the delay of some of the lights not coming on at 5:00pm on the switch-on night have been identified. A plan has been put into place to ensure that the mistakes are not repeated for 2023/24. A meeting will take place in February with Officers to start the process of planning the required programme of requirements detailing the actions along with time scales and sign off at each stage process. As a result of the performance failures, liquidated damages were deducted from the payments due to the supplier for 2022/23. Officers have made it clear that the performance needs to improve for this year's Christmas light switch-on, for the Town Council to continue with the contract for years 4, 5 and 6.

Peoples Park Café – Update

The only outstanding item from the construction contract is the installation of the outside canopy, although it arrived in the UK from France, additional support brackets were identified to support the weight and these were recommended to be fitted inside the roof space, these have now been ordered and the canopy will be fitted within the next two weeks.

The signage for the front the café above the new canopy will be fitted at the same time.

It was then **RESOLVED** to:

- a) To note the Parks and Cemeteries Service Update.
- b) To note the 4th Corner Landscape Contract Update.
- c) To note the tree works and planting Update.
- d) To note the Park Ranger Service Update.
- e) To note the Fencing Repairs Update.
- f) To note the Cleansing Service Update.
- g) To note the Christmas Light Contract Update.
- h) To note the Peoples Park Café Update.

GS.34/22 CRM & Booking Software update

The Committee considered a verbal update presented by the Executive Officer detailing updates regarding the contracting of a Customer Relationship Management system as well as a facilities booking system.

The update covered the following:

Contracts for both the CRM software and Booking software had been requested and the details due to be finalised by the Town Clerk and Executive Officer.

Timelines were as follows –

Booking system phased roll out:

- Events - end of Jan 2023
- Town Hall - end of Feb 2023
- Sports pitches and facilities - beginning of April 2023 in time for new football season.

CRM system roll out:

- Due to go live for beginning of April 2023, with staff training booked for end of Feb.

Officers responded to a several questions from members regarding the details of the contracts and the time frames for the launch of the software.

It was then **RESOLVED** receive and note the verbal update of the Executive Officer.

The meeting ended at 7.08pm

FULL COUNCIL

7 FEBRUARY 2023

REPORT OF THE TOWN CLERK

BANBURY BUSINESS IMPROVEMENT DISTRICT (BID) UPDATE

1 Introduction and Purpose of Report

- 1.1 To update Members on progress with the Banbury BID and determine how the Council should use its vote, as a town centre Business Rate payer, in the planned renewal Ballot.

2 Wards Affected

- 2.1 All.

3 Effect on Policy

- 3.1 The Council's mission statement is to improve the quality of life for people living in Banbury and enhance the attractiveness of the town as a place in which to live, work, visit or invest. The proposals for the renewal of the Banbury BID are consistent with these objectives.

4 Contact Officer

- 4.1 Mark Hassall (Banbury 250340)

5 Background

- 5.1 A BID is a business-led and business funded body formed to improve a defined commercial area. Most are governed by a board made up of BID levy payers who represent the BID area. This means that businesses have a genuine voice to decide and direct what they want for the area.
- 5.2 There are more than 330 BIDs already operating across the UK, with the majority focusing on town or city centres. Businesses say the benefits they have brought about include:
- Businesses deciding and directing major projects that they want for their area
 - Improved promotion & marketing of the town
 - Increased footfall, which leads to increased business turnover
 - Added vibrancy & vitality
 - Additional networking opportunities within the local business community
 - Improved relations with Councils, Police and other public bodies
- 5.3 A BID is funded by businesses paying a small proportion (typically of between 1% and 1.5%) of their business rateable value towards the BID. This money is then ring-fenced for use only in the BID area – unlike Business Rates which are re-distributed by Government. A BID can only be formed following consultation and a ballot in which businesses vote on a Business Plan which they have developed.

Banbury Town Council

- 5.4 The attached documents BID Business Plan 2023-28 outlines the proposals to be put to ballot. The levy would apply to businesses with a rateable value above £10k. This would generate approximately £164,000 per year across 390 business entities within the Banbury BID catchment. This could also be supplemented by voluntary contributions from local businesses outside the town centre. BIDs are also often successful in gaining additional funding, because they are attractive to public sector bodies who are encouraged to match-fund money raised by the private sector through the BID. Even without pulling in additional funding the BID could generate £0.8m over its 5 year lifespan.

6 Process and Timetable

- 6.1 The timetable for the BID re-election process is as follows:
- Oct 2022: Notification of intention to ballot sent to Secretary of State and Cherwell District Council
 - January 2023: Notice of ballot sent to levy payers
 - February 2023: Return of ballot papers
- 6.2 The Town Council has a vote, as it is a Business Rate payer within the BID area, through the Town Hall. It would be helpful to secure agreement at this stage as to how the Council would wish to vote in the ballot and for the Town Clerk to be authorised to cast the Council's vote accordingly.

7 Financial Effects & Risk Assessment

- 7.1 If the BID is approved, then all Business Ratepayers within the BID area will be required to pay an additional levy of 1.5% where their rateable value is above £10k. The RV of the Town Hall is £27,250 and the basement area is separately rated at £5,600. So the cost would be £408 for the Town Hall (£84 per annum for the basement now falling below the revised threshold of RV, the BID levy, this element will no longer apply).
- 7.2 There are no risks identified from a positive ballot outcome, which is likely to see additional spending on town centre initiatives that would far outweigh the Council's direct financial input. However, an unsuccessful ballot could see a further decline of the town centre and an inability to compete with other local town centres and out of town shopping experiences.

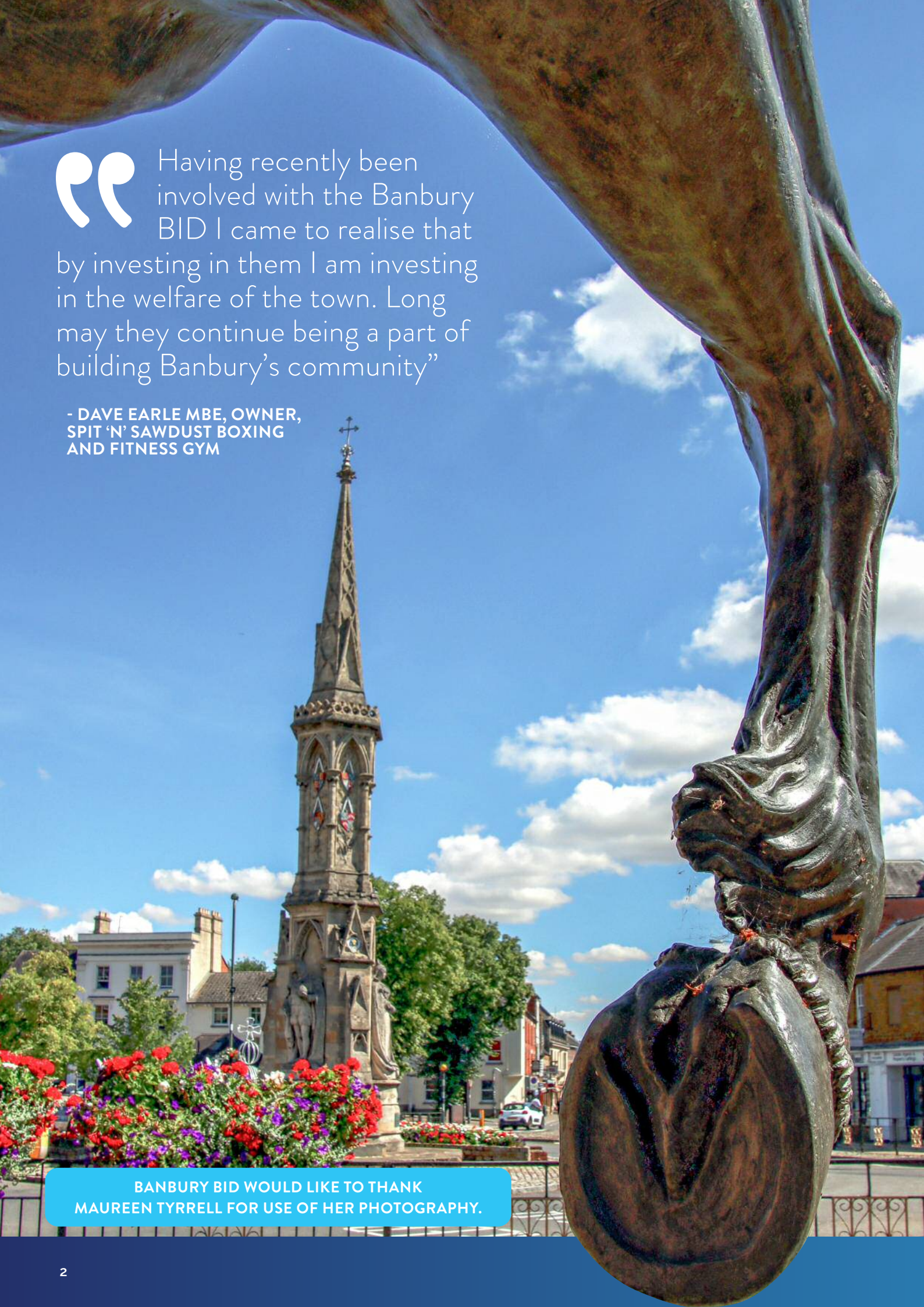
8 Recommendations

- 8.1 The Committee is invited to RESOLVE to note progress with the Banbury BID and to authorise the Town Clerk to cast the Council's vote in favour of the BID.



BANBURY BUSINESS IMPROVEMENT DISTRICT BUSINESS PLAN 2023-2028

2023
2028



“ Having recently been involved with the Banbury BID I came to realise that by investing in them I am investing in the welfare of the town. Long may they continue being a part of building Banbury’s community”

- DAVE EARLE MBE, OWNER, SPIT 'N' SAWDUST BOXING AND FITNESS GYM

BANBURY BID WOULD LIKE TO THANK MAUREEN TYRRELL FOR USE OF HER PHOTOGRAPHY.

2023
2028

We hope that you can join us in voting ‘yes’ to back our Banbury BID for another five-year term.

As we approach the end of our first five-year term it is natural that we look back on our journey so far. The economic climate and COVID pandemic have provided significant challenges for businesses. As a BID we look back at the projects and support we have provided and consider how we take advantage of the opportunities going forward.

We have consulted with businesses to shape this business plan for the next term. We are grateful to those of you who have helped inform our future plans. Town centres are constantly changing, and it is important that the BID focuses on the initiatives most beneficial to its businesses.

We hope that you can join us in voting ‘yes’ to back our Banbury BID for another five-year term.

The past 12 months has seen a fresh energy post-pandemic and there are a host of opportunities for the BID to take advantage of. A ‘yes’ vote will provide the BID with a strong mandate to deliver the range of projects detailed within this business plan, as well as a voice for all of our businesses. Without a BID, the town would lose over £800k in BID levy investment that would have been used to support the town and deliver business-led projects over the next five years.



Ken Gillett
BID Chair



Trevor Johnson
BID Vice-Chair



WHO WE ARE & WHAT WE DO

Background to BIDs and successes of Banbury BID

Business Improvement District (BID)

A Business Improvement District (BID) is a business-led and business-funded body formed to improve a defined commercial area. BIDs charge a levy to local businesses in return for providing services over and above the statutory council provision.

BIDs focus on a defined commercial area. There are over 330 BIDs in the UK and the BID concept has become a well-established model for town and city centre regeneration. A BID can only be formed following consultation and a ballot in which businesses will vote on a proposal or business plan for the BID area.

BIDs must go through a renewal ballot process to secure another term of up to five years.

Achievements in the past five years:

- Organised and promoted the three day Victorian Christmas Market held in November 2022.
- Secured sponsorship to supplement the levy income and enhance key events.
- Tackled environmental issues and secured local business support for town clean-up projects.
- Initiated trails to encourage visitors to explore the diverse range of businesses in the town centre.

PP The team have made our working relationship with Banbury BID easy, we have had help with getting the best from our social media, and taken advantage of the opportunities to be involved with the events and getting our brand into the wider community."

- CLAIRE LEE, PRACTICE MANAGER, AMSEL AND WILKINS DENTAL PRACTICE.



- Created a more inviting town centre with shop window dressings and pop-up shops in empty retail units to support and enable businesses to promote themselves.
- Provided social media training and support to enable businesses to enrich their own social media platforms.
- Introduced Town Centre Wi-Fi and Geo sense footfall counters.
- Planned meetings to support and enable businesses to navigate the energy crisis.
- Established Banbury's dog-friendly scheme.
- Delivered Banbury BID magazines to thousands of homes showcasing places to shop, eat, drink, visit and explore in Banbury.



COVID Support:

- Contacted businesses throughout the pandemic to support them with accessing funding and grants.
- Introduced a platform for business to sell their products and services online.
- Provided digital light projections to animate town centre buildings for Remembrance Sunday and Christmas.
- Offered businesses "Welcome Back" packs with hand sanitisers and floor stickers.



RESEARCH

What You Want:

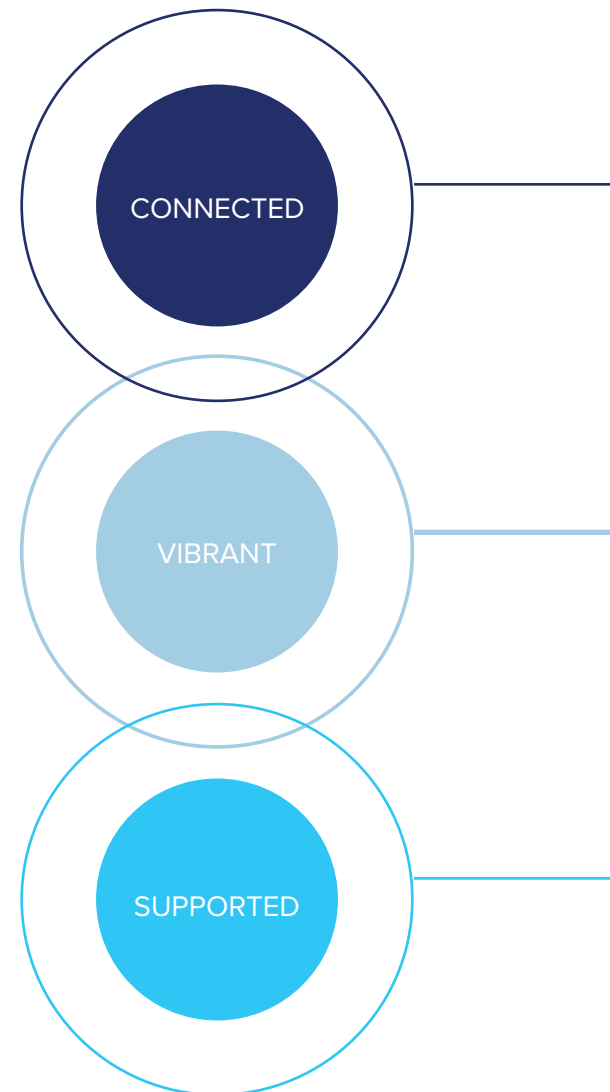
Our consultation with you, our BID businesses, identified that there were three project areas that the BID should focus on:

- **Connected**
- **Vibrant**
- **Supported**

The research undertaken included a survey, face to face meetings, online forums, group meetings and drop-in sessions.



KEY THEMES



I am in support of the BID and supporting the BID team going forward. I am excited to see what the new term can bring and think that

the projects that have visual impact and longevity really help freshen up and vitalise the town, with the everlasting changes since the pandemic our BID community can really help support the town and each other."

- JOLYON NEW, DIRECTOR, BUYWISE DOMESTICS

CONNECTED

Building a connected business community

**Your BID will...**

- Employ Town Hosts who will continue to work closely with businesses and help enhance connections and relationships, contribute to help support businesses to be better informed of events and what is happening in the town and be visual and present.
- Support the promotion of events and activities for residents and visitors.
- Work with Cherwell District Council and Banbury Town Council to make sure businesses have a voice.
- Ensure that businesses can access a variety of BID communication channels to enable speedy and effective responses.



VIBRANT

A cleaner, greener, safer, and more vibrant town centre

Your BID will...

- Provide and support events to increase footfall and the profile of the town centre and create inviting experiences for people to enjoy, giving businesses the opportunity to gain more customers.
- Work with the Cherwell Crime Partnership to improve the “walkie talkie” (DISC) system by assisting businesses to use it in order to enable the reduction of crime in the town centre.
- Continue to work with businesses to assist in reporting to Cherwell District and Oxfordshire County Councils matters regarding street cleansing and maintenance.

- Collaborate on environmental awareness with businesses and develop new projects.
- Work with landlords and property agents in order to reduce the number of vacant premises.
- Provide Banbury town centre maps to highlight attractions and landmarks.



SUPPORTED

Collaborate to support Businesses

Your BID will...

- Continue to build a strong business community network to ensure that businesses and event organisers have strong relationships.
- Report regularly on statistics and trends from footfall counters and Wi-Fi services, social media presence and the website and ensure regular BID newsletters and communications are available for businesses to access.
- Provide a combined consumer and B2B website to showcase initiatives, plans and be a hub of information for businesses.
- Continue to strengthen the BID's visible identity for consumer campaigns and its social media platform to promote businesses.
- Continue to engage with the community in order to achieve positive social and economic impacts and ensure that local views inform the BID's projects.



Banbury Museum & Gallery welcome the BID's contribution to making Banbury a great place to live and visit. 2022 has seen joint projects, bringing major events and activities to our town centre. We look forward to 2023 and the BID building upon these successes."

- SIMON TOWNSEND, MUSEUM DIRECTOR, BANBURY MUSEUM & GALLERY.

Levy Rules

1. The BID Levy applies to all Non Domestic Rating hereditaments wholly within the BID area, with the exception of those with a rateable value of less than £10,000, which will be Exempt Properties.
2. The BID Levy to be paid will be 1.5% of the rateable value in the Local Non Domestic Rating List, excluding hereditaments within Managed Shopping Centres (and subject to a service charge for management services) which will pay 75% of the levy which would otherwise apply.
3. For Years 1,2 and 3 the BID Levy will be calculated using the Local Non Domestic Rating List as at 01 April 2023. Any adjustments to the valuations or liable party will be made from the effective date it is registered. For Years 4 and 5 the Levy will be calculated using the most up to date List as at 01 April 2026. Again, any adjustments to the valuations or liable party will be made from the effective date it is registered.
4. No discounts, exemptions or reliefs applicable to Non Domestic Rating will apply to the BID levy.
5. No maximum levy caps are proposed to the BID levy payable.
6. The number of hereditaments liable for the levy is estimated at 390.
7. The levy will be charged annually in full for each chargeable period, which will be April to March each year. First payable in April 2023, and then annually each year. The levy must be paid in one payment.
8. The owners/ratepayers of untenanted hereditaments will be liable for payment of the levy.
9. If, during the term, the rateable value assigned to a hereditament falls below £10,000 for whatever reason (either through physical change, change of use, or revaluation) the hereditament will be exempt from the BID levy from the effective date.
10. If, during the term, a hereditament with a rateable value which had previously been below the £10,000 threshold is assigned a new rateable value which is £10,000 or above, the hereditament will be liable for the BID levy from the effective date.
11. The BID levy will have to be paid by a new ratepayer occupying an existing or new rateable property within the BID area up until the end of the five year term on 31st March 2028, even if they did not vote in the ballot.
12. Cherwell District Council will be responsible for collection of the levy and will charge the BID an annual fee of no more than £30 per hereditament to do so.
13. If successful at ballot, the BID's new five year term will commence 1st April 2023 and run until 31st March 2028.



LEVY RULES, ACCOUNTABILITY & BUDGET

2023
2028

Budget

Income	Year 1	Year 2	Year 3	Year 4	Year 5	Total
BID Levy	£164,240	£164,240	£164,240	£164,240	£164,240	£821,200
Additional Income	£8,000	£8,000	£8,000	£8,000	£8,000	£40,000
Total income	£172,240	£172,240	£172,240	£172,240	£172,240	£861,200

Expenditure	Year 1	Year 2	Year 3	Year 4	Year 5	Total
Vibrant	£57,000	£57,000	£57,000	£57,000	£57,000	£285,000
Supported	£40,000	£40,000	£40,000	£40,000	£40,000	£200,000
Connected	£39,390	£39,390	£39,390	£39,390	£39,390	£196,950
Operational Costs	£27,230	£27,230	£27,230	£27,230	£27,230	£136,150
Contingency	£8,620	£8,620	£8,620	£8,620	£8,620	£43,100
Total expenditure	£172,240	£172,240	£172,240	£172,240	£172,240	£861,200

1. Assumes levy collection of 97%.

2. In addition to £8,620 contingency per annum, contingency costs have also been factored in throughout the three project areas, Vibrant, Supported and Connected.

Accountability

1. Levy paying businesses will be eligible to become members of the BID Board.
2. The BID will file annual accounts compiled by independent accountants, audited as necessary, with Companies House. The accounts will be available to all levy payers. An annual report on activities, including finances, will be published. An Annual Meeting for levy payers will be held.
3. The BID's Business Plan has been designed to deliver additional services over and above the current service levels provided by the respective local authorities and a draft Baseline Statement which details current service levels can be seen at www.banburybid.com
4. The Board shall have the ability to vary service delivery and expenditure allocation according to the changing demands of levy payers. However, any change to the BID boundary or to the levy rate proposals would require an alteration ballot.
5. The BID will monitor performance against annual objectives and targets and will report to levy payers at least once a year. Regular updates through email bulletins, social media, drop in sessions and door to door visits will keep businesses informed. An annual report and business meeting will provide information to businesses on the activities of the BID, including finances. A financial statement will be distributed to businesses along with the BID levy invoice annually. Customer and business surveys will take place each year. A mid-term review will take place to monitor the BID's performance against its objectives.
6. The BID will meet with Cherwell District Council, as the Billing Authority, quarterly to monitor service delivery, levy collection and financial management issues.
7. Notification of the intention to hold a ballot was sent to the Secretary of State and Cherwell District Council on **7th October 2022**.
8. Notice of ballot was sent to levy payers on **Thursday 5th January 2023**.
9. None of the costs of developing the BID's 2023-2028 Business Plan will be recovered through the BID levy funds.

The BID Body is Banbury BID Limited (trading as Banbury BID). Banbury BID Ltd (trading as Banbury BID) is a limited not-for-profit company.

The Voting Process

By law all BIDS need to be established via a ballot of those eligible businesses listed on the Non-Domestic Rating database held by the Local Billing Authority.

The ballot paper will be sent to either the tenant of the business or the landlord (in the case of vacant units) within the defined boundary.

The ballot will be conducted entirely by post by the Independent Scrutineer, Civica Election Services of 33 Clarendon Road, London N8 0NW. Ballot papers will be sent to those eligible to vote on **Tuesday 17th January 2023** for return to them **no later than 5pm on Thursday 16th February 2023**. Ballot papers should be returned as soon as possible to avoid postal delays.

Alternatively, a ballot paper can be handed into Cherwell District Council's offices at: **Bodicote House, White Post Road, Bodicote, Banbury OX15 4AA** from **Wednesday 18th January 2023 to Thursday 16th February 2023 between the hours of 9am and 5pm (Monday to Friday only)**.

In order for the proposal to be successful at ballot the result will need to meet two criteria, which are: (a) of those ballots returned by the close, those voting in favour of the proposal must exceed those voting against it, and (b) of those ballots papers returned by the close, the total rateable value of those properties or hereditaments which vote in favour, must exceed the total voting against.

Vote YES now to make our town an even better place to live, work, explore and relax.

In the event of a 'No Vote', here are some of the things that would be lost:

- More than £800k investment in the town between April 2023 and March 2028.
- The work of the Town Hosts, who make a huge difference to the town centre, acting as the eyes and the ears of the town and communicators with the businesses in it.
- Events in the town centre initiated, organised or enhanced by the BID.
- Additional sponsorship funding for events and projects.
- A powerful voice dedicated solely to working on behalf of the business community to advise, support, and promote the town and its businesses.

