

# Uxbridge BID 2022 to 2027

## Front Page

- Designed by Penknife

## Contents page

- To follow

## Helen Branscombe-Davies (General Mills)

- Forward, including photograph.

## Who are we and what is a BID?

Uxbridge Business Improvement District (Love Uxbridge) is a non-profit organisation that represents the local business community and works to promote and improve the designated BID Zone. Since 2017 the BID has invested over £2.5 million of Levy income into Uxbridge town centre, with an additional £460,000 of commercial and Government Funding being secured over the same Term. This income has been used with the simple aim; to help make Uxbridge an even more attractive, welcoming and safe place to shop, socialise, work and live.

## What we do and why we are here.

The aim of the BID is to work with Levy paying businesses, charities, community groups and market traders to showcase the diverse and wide-ranging events, experiences, eateries and facilities Uxbridge has to offer within a safe and clean environment. Uxbridge has a prosperous town centre and a flourishing office sector, but we can do more to make it an even better place in which to live, work and socialise.

We all want the same things;

- A thriving and diverse high street with a wide range of hospitality and retail venues,
- A community that is engaged and cares,
- Free activities for families with safe streets,
- A growing office sector.

As a BID we have maintained the belief that by working together as a community, we can achieve these common goals. Over the last five years, we have been delivering against our 'BID Business Plan 2017-2022' and representing businesses and organisations in Uxbridge town centre.

## Key Achievements 2017-2022

### What Uxbridge BID have achieved:

#### A fun and vibrant community

Christmas is an important time for Uxbridge town centre and Uxbridge BID has organised the Christmas Lights Switch On throughout the last five years. In 2019 we had 10,000 attendees and in 2021 this increased to 33,000 attendees, with fireworks, LED Drummers, Snow Lions, an Ice King and Queen, the Christmas Market and live music, with fantastic performers throughout the Festive Period.

Our Love Summer Festival was six weeks of family fun in Uxbridge town centre, which included a Summer Market, Dinosaurs, Fairies on Stilts, Giant Tortoises, Ghostbusters, Flower People, Summer Ballerinas, Bubbleologists and more!

Juggling children and juggling finances is always a challenge and therefore the BID has tried where possible to offer, free family events. Such as; the Half Term activity weeks, Glitter and Slime Making, Around the World Activities, Pumpkin Carving, and the World Book Day book hunt, with visits from costumed characters such as The Gruffalo, Princess Elsa, Willy Wonka, Alice in Wonderland and Mary Poppins. Great fun was had by all and over 100 books were given away to Uxbridge residents and employees in the town centre.

We have been proud to work in partnership with a number of local community and voluntary organisations over the last five years;

- Hillingdon Shopmobility; providing financial support towards mobility equipment and maintenance, ensuring that those with additional mobility needs have the same access as all.
- The Hillingdon Mayor's Charitable Trust; providing donations of gifts for the Annual Christmas Shop Box Campaign and Annual Gala Dinner.
- Hillingdon Street Angels; who provide a welcome and friendly ear, and from time to time, well needed assistance to our Night-Time ,

## **A Stronger Community**

We are fortunate to be part of a wonderful community in Uxbridge town centre. This sense of community was clearly demonstrated through the response received to a number of community driven projects including;

- Wrap Up Uxbridge in partnership with Trinity (SHOC); a local homeless Charity, which collected 1,285 items of clothing including coats, gloves, hats, scarves, gilets, socks, shoes and jumpers all of which went to men, women and children suffering the effects of homelessness during the Winter of 2019. We look forward to Wrap Up Uxbridge 2022.
- Our Love Uxbridge Santa Dash, which featured over 200 attendees, raised £800.00 for Hillingdon Autism Trust and highlighted Fasnidge Park, one of our amazing Green Spaces.
- For International Women’s Day in 2020 we hosted the first networking event for women in business within the BID.
- Our BID Funded Police Officer in partnership with Simply Gym Uxbridge has organised a number of self-defence classes for Uxbridge employees and residents and we are proud to be working in partnership with the Metropolitan Police on their Violence Against Women & Girls Campaign.

## **A safer cleaner environment**

The BID continues to be committed to ensuring the health and safety of all and has funded its own Metropolitan Police Officer since March 2020. Since that time the role has continued to provide BID Levy Payers with a direct response to enquiries about safety, anti-social behaviour and security issues. In addition, the Radio Link scheme (UB Safe) which has been in place since the BID’s conception has continued to expand with over 55 active participating businesses, providing reassurance and intelligence sharing throughout our Town Centre. Our Uxbridge Town Centre Police Team, Civic Centre CCTV Control Room and both Shopping Centres are all members of our radio network and they work closely with our Security Ambassadors.

Re-introduced after Covid restrictions were lifted in 2020, our Security Ambassadors Team have worked over 10,000 hours, 7 days a week being the eyes and ears of the BID out on the street, supporting businesses and the community. Over this period, they have been involved in the recovery of over £22,000 of stock.

The security of our Night-Time businesses is as important to the BID as the day time, which is why we have funded a Night-Time Security Team on weekends and on key Sporting Events to ensure that our Night-Time revellers arrive home, safely and quietly; this provision was suspended for a period of time during Covid but, it is hoped that it will continue into BID Term 2.

Our food and drink sector businesses and licensees have, like so many, had a tough time during Covid and we have been proud to support them as they have returned with campaigns including;

- Live Music Evenings (Love Summer Festival).
- The Government's 'Eat Out to Help Out' initiative.
- The BID led 'Support Local Campaigns'.

We have also sponsored a number of Night-Time Safety initiatives in partnership with the Local Authority, Police and Licensees such as;

- 'Stop Toppers'.
- 'Banned from one Banned from All'.
- Chelsea Clips.

It is hoped that this ground work in Term 1 will lead to Best Bar One Accreditation in BID Term 2.

We always want our BID to sparkle and therefore we have continued with the annual deep clean of all of the BID from St. Andrew's to the Oxford Road, and from Sainsbury's to the Oxford Road (Windsor Street) which has meant that our contractors have cleaned over 76,000 sq<sup>2</sup> metres of paving and a twice weekly Covid Hygiene clean was in place from June 2020 – September 2021.

Covid was challenging for so many of our Levy Payers whether big or small. We wanted to ensure that when our consumers and community were ready to return, our businesses were ready to welcome them back. The BID sponsored Business Continuity packs which included, health and safety guidance, floor stickers, face masks and sanitisers were made available to all our businesses in need.

### **A greener, more vibrant High Street**

Since 2021 we have been on a mission to make Uxbridge bloom! Working with our Local Authority we have sponsored the installation of dozens of Hanging Baskets, 36 Flower Boxes on the

Underground Station roof, 10 planters outside Market House, a giant Flower Arch in the town centre and our very popular Instagramable Floral Phone Boxes! We have received over 7,000 photos and selfies taken at our Floral Phone Boxes and they are still as popular now as they were when they were installed! We have even more floral delights in store for you all over the next five years! All part of our Greener, Cleaner, Safer Love Uxbridge campaign.

### **A voice for employees**

Due to its unique proximity to major arterial routes into and around London and to National and International transport hubs, the BID plays host to a number of Global, European and UK Head Offices. The BID has worked with their employees on a number of initiatives over the last five years to make Uxbridge an even better place to work. Following consultation with a number of other BIDs (no point in reinventing the wheel), we launched our first BIG Lunch in 2020 offering 10 of our Commercial/Office Sector businesses £100 of vouchers to be used for lunch or dinner, giving our hard-working officer workers the chance to get out, stretch their legs and sample some fine dining.

Prior to going to Ballot in 2017, research undertaken showed that access to affordable parking was an issue for Levy Payers, particularly employees within our Commercial/Office Sector. We therefore made a pledge that no member of staff should pay more than £6.00 per day to park Monday – Friday. Although there has been an increase in the availability of affordable parking within the BID, we have still managed to offer 200 employees' access to the scheme. However, with the changes to working practices; blended working, and people working from home, we have temporarily extended this offer to include all staff who work in Uxbridge (Levy Payers only).

### **Marketing and Promotion**

We are proud of what the BID has achieved and have tried to ensure that we reach out to as many people as possible over a wide range of social media and online platforms....

- Twitter: 2,000 followers
- Instagram: 3,500
- Facebook: 2,656 followers and 2,319 likes
- Tok-tok: 125 followers and 1,050 likes
- Website: 80,000 views per year
- Mailchimp: 2,536

The support and engagement has been phenomenal – Thank you!

Over the past five years we have delivered over 1,170,000 publications to local residents which have included; Christmas Guides, ‘We Are Open’ promotions, and promotion of our High Street, Post Lockdown.

## **Our BID Priorities for the next 5 Years**

**Uxbridge BID – A Safer, Greener, Happier, More Vibrant Place for All.**

**October 2022 – September 2027**

### **Theme 1 – A Safer Uxbridge**

Everybody has the right to feel safe and protected, whether they work, live or socialise within the BID, and your BID will support you and will always have your best interests at heart. Throughout BID Term 2 we will continue to;

- Fund our own Metropolitan Police Officer, dedicated to working with our Levy Payers to ensure that low level ASB and crime is addressed and that businesses across the BID have a voice.
- Fund a team of Security Ambassadors working seven days a week to be the BID’s eyes and ears ensuring that all Levy Payers are kept updated with what is going on, and providing information to the core team with regards to what is changing in the world which is our BID.
- Provide additional funding to the Local Authority to help ensure that the CCTV Control Room is staffed 24 hours a day, seven days a week.
- Provide access to the Business Crime Reduction Partnership Radio Scheme (UB Safe) ensuring that the BID remains connected, safe and secure.
- Actively promote DISC which will allow for ASB to be reported and shared securely.
- Support the work of Pub Watch, Licensees, Door Staff, the Police and Counter Terrorism Officers to ensure that our Night-Time economy continues to thrive.
- Fund Night-Time Security Ambassadors working alongside Door Staff within venues to make sure that those who enjoy our food & beverage businesses get home safely, and have a positive experience.
- Work with Voluntary, Statutory and Public Sector organisations on local and national campaigns to ensure the safety of vulnerable groups.
- Support and promote the work of Hillingdon Street Angels.

### **Theme – 2 A Greener Uxbridge**

An attractive town centre means more footfall and a conversion to sales. A key aspect of this is green areas, floral displays and planters, that is why we will continue with our 'Green Uxbridge' vision by;

- Sponsoring Winter & Summer hanging baskets through the town centre and the central reservation of key transport interchanges into/out of the BID.
- Working with key partners to ensure that the main transport hub within the BID is a floral delight throughout the year.
- Continuing to sponsor our social media favourite, Floral Phone Boxes.
- Installing and maintaining a Living Wall and mural within the main transport interchange.
- Continuing to promote the use of green spaces in Uxbridge via events such as our Movies in the Park at Fassnidge Park.
- Working with our businesses and community partners to help make Uxbridge more carbon neutral and more recycling friendly. As part of our 'Love Uxbridge, Love Recycling' campaign launching in September 2022 we will be working with businesses and installing recycling pods in Uxbridge town centre.

### **Theme 3 – A Happier more Vibrant Uxbridge**

A happier more vibrant town centre benefits businesses, office workers, visitors, commuters, those who live in Uxbridge and all members of our town centre community. A very important part of what we do as a BID is FREE Family Events. Evidence shows that these events drive footfall and help to increase dwell time and therefore increase the spend in Uxbridge town centre. This is why we will continue to host a number of events such as;

- The annual Christmas Lights Switch On which has become a 'must see' event of the year, drawing in crowds from across the Borough. With last year's alone attracting 33, 000 visitors, this annual event will only continue to grow in popularity, raising the profile of Uxbridge town centre.
- The 'Love Summer Festival' which changes theme each year, 2022's will be 10 days of Pirates, mermaids, live size pirate ships, octopuses and more! Not to mention live music and a range of bespoke food pop-ups. Each year the theme will be fun, family friendly, vibrant and we promise it will get bigger and better each year.
- The 'Love Uxbridge Spooktacular', Halloween fun in Uxbridge Town Centre! We will continue to celebrate the spooky season with an ever-changing Events and Performance line up. Watch this space for the 'Love Uxbridge's Halloween Spooktacular' 2022-27.

- Culture weekends and Movies in the Park. We have a wide range of green spaces, and we will look to utilise and support these by hosting cultural weekends such as Opera, Theatre and Films in the Park for all ages.
- All of our events will include live music from professional musicians and a wide range of vibrant and different performances ensuring that there is something for everyone.

### **Communication – The Key to Success**

We want to ensure that the BID continues to deliver on the objectives that are important to our Levy Payers and that businesses know what we are doing. The BID will continue to provide a quarterly newsletter which will be sent to all Levy Payers and shared more widely with all businesses within the BID. We will also continue to send out online comms. via Mailchimp to all Levy Paying Subscribers, if you are a Levy Payer and do not currently receive a copy of our e-newsletter, then please contact us; [hello@uxbridgebid.com](mailto:hello@uxbridgebid.com) and we will add you to our mailing list. Our social media platforms will continue to promote Uxbridge town centre and all that Uxbridge BID does to a local and regional audience.

### **Accountability – Keeping us on Track**

As highlighted in the BID Rules, the BID Advisory Board will continue to meet quarterly. Membership will include Levy Payers, non-Levy Payers and interested parties who share a passion and commitment to the BID achieving its objectives. An independent Annual Survey will be conducted on behalf of the BID which will provide the Team with valuable information and evidence as to the success of the BID and allow the BID to respond to changing priorities.

The BID is committed to meeting and, where possible exceeding Industry Standards and will look to secure National Accreditation early in BID Term 2.

**Meet the BID team:**

***NB: Head shots to be included***

**Mike Crane – BID Manger:** Mike has been with the BID since the very beginning and before 2017 worked as the Business Development Manager for the town centre. With over 10 years of experience and a local resident, you won't find someone more committed to ensuring that Uxbridge is the place to be.

**Kira Gibson – Marketing and Events Manger:** Kira's passion is events! Kira can often be found running up and down the town centre and has organised the 'Love Summer Festival', 'Halloween Spooktacular', the Christmas Lights Switch On and more. In addition, Kira runs all of the @LoveUxbridge social media channels and website, the promotional campaigns, PR and marketing for Uxbridge BID (Love Uxbridge).

**Amanda Lodge – Office Administrator:** Amanda is the backbone of the BID, working tirelessly to ensure that Team remain focused and on track.

**PC Lisanne Rice – BID funded Police Officer:** PC Rice has been with the Metropolitan Police for years and joined the BID Team as its Funded Officer in 2021.

**Security Ambassadors:** Our team of SIA qualified Security Ambassadors patrol Uxbridge town centre seven days a week from the 10am to 6pm. They are a key part of the community and work to stop shoplifting, anti-social behaviour and help in the returning of stolen goods. They are also a friend, advocate, and a listening ear within our BID.

**BID Board:**

**Helen Branscombe-Davies – Commercial/Officer Sector (General Mills) – Appointed (10th September 2018)**

**Mark Cookson – Retail/Commercial/Property Sector (The Chimes) – Appointed (5<sup>th</sup> December 2021)**

**David Trood – Commercial/Office Sector (Bird and Lovibond Solicitors) – Appointed (21st January 2020)**

**Grant Burton – Retail (Multinational) (M&S) – Appointed (Dates to be included)**

**Councillor Eddie Lavery – Local Authority (London Borough of Hillingdon) – Appointed (25th January 2021)**

**Amin Rahman – Independent (Food & Beverage Sector) (Javitri) – Appointed (20th April 2020)**

**The BID in Numbers:**

- £3 million invested in the town centre over the past five years
- 19, 000 square meters of paving cleaned annually
- Over £25,000 in stolen goods recovered by our Security Ambassadors.
- Our Uxbridge BID Security Ambassadors have successfully dealt with over 6,750 incidents and, call outs since December 2020. Supporting our businesses, shops and pubs!
- 20, 000 Love Uxbridge loyalty cards distributed to employees within the BID.
- 125 Hanging Baskets (combination of both Full and Half Baskets) sponsored annually. 72 Flower Troughs on the roof of the Underground Station, 100 trailing flowers planted in troughs on the de-commissioned London Red Telephone Boxes.
- 33,000 attendees at our Lights Switch On in 2021.
- 132 – The number of performers and live bands in 2021 at various BID events
- 18 minutes of Fireworks at our Christmas Lights Switch On.
- 70,000 – The number of views our Uxbridge BID (Love Uxbridge) Christmas advert has had!
- 7,920 followers across our social media channels.
- 1,236 coats, socks, scarfs and gloves collected as part of our Wrap Up Uxbridge campaign, collecting items for those experiencing homelessness.

**What will lose if you vote NO!**

NO...Single representative championing the town and its businesses, locally or nationally.

NO...Dedicated marketing of Uxbridge town centre.

NO...One to work with stakeholders to shape local developments and improvements.

NO...Passionate, caring BID team dedicated to the prosperity of our town centre.

NO...Innovative, dynamic initiatives which aid economic recovery and future growth.

NO...BID funded Police Officer.

NO... Uxbridge BID Security Ambassadors.

NO...One to collaborate with the Metropolitan Police & other partners regarding street drinkers, rough sleeping and anti-social behaviour.

NO...Business Crime Reduction scheme.

No...Town link radio system.

NO...Funding for initiatives to tackle crime.

NO...Support for Pub Watch.

NO...Floral Displays.

**NO...Christmas Lights Switch On.**

**NO...BID website & social media to promote Town's offer and individual businesses via our @LoveUxbridge channels.**

**NO...Promotional activities that encourage footfall around the town such as 'Love Summer Festival', 'Halloween Spooktacular'.**

**NO...Love Uxbridge discount card scheme.**

**NO...'Visit Uxbridge' and targeted Consumer Marketing.**

**NO...Business networking and social events, specifically for Town Centre businesses.**

**What the businesses say:**

"Uxbridge BID has been instrumental in our business. It has helped raise the profile of Uxbridge in a very positive way. Huge thanks to Mike, Kira & all the BID team." **Ali – Owner, Beautyvell**

"I didn't start off as a big supporter of the BID but seeing the energy and dedication shown and the events Kira and the BID team have organised over the past few years has changed my mind. Can't wait to see what they do over the next five years!" **Adam – Owner, Horsepower Hairdressing**

"The work the BID team have put into the Town has made an ordinary town centre into a vibrant attraction and a destination rather than a collection of shops. The 'Love Summer Festival' and especially the Christmas events and Light Switch On have been a triumph and massively bolstered the local trade and driven footfall fantastically! As Chairperson of Pub Watch and a long-time member of the local community, I thoroughly look forward to working with the BID team to continue the great plans in driving Uxbridge forward." **Neil – Manager, Three Tuns**

"It has been a pleasure working with the Team from Uxbridge BID. While the hospital sits just outside the BID zone, we have found them to be an invaluable partner on reaching the local community especially on developments for the planned new hospital soon. We think they do a fantastic job reaching the local community and making Uxbridge an attractive place to shop, work and spend leisure time. We wish them all the best in continuing their great work in the future." **Luke – Corporate Partnerships Manager, Hillingdon Hospitals Charity**

"As the Chairman of a local older people's charity, we have had a tremendously difficult couple of years, firstly we were not able to use our halls to bring our users together nor were we in a position

to do any outreach apart from grant donations. Fassnidge Memorial Trust already had links with the Uxbridge BID in that the team came and helped us with creating Christmas hampers for our older people in December 2020 we put a call out to the business community for some volunteering manpower and the BID was able to assist.

So, when last summer 2021, it emerged that restrictions were loosening for everyone we wanted to encourage our older people back into socialising without the fear of being scared that they would be in an enclosed space, and indeed try to normalise coming back into the town centre to shops, tea and coffee breaks and meetings. The BID came up with the great idea of an Afternoon Tea dance out in the civic square, it worked wonderfully, and our older people could turn up, sit under the gazebos, have a chat, a dance and some refreshments. We would never have been in a position to do this without the Uxbridge BID team and the skills they have in pulling everything together behind the scenes. Thank you Uxbridge BID and we hope to be working with you again in the near future.

**Susan – Chairman, Fassnidge Memorial Trust**

“Carers Trust Hillingdon is an Uxbridge-based charity that supports the Borough’s thousands of unpaid carers. The staff team has been hugely grateful for the support that local businesses have provided for the charity via the Uxbridge BID team. Their support has taken many forms, from arranging for supplies of PPE equipment at the start of the pandemic so our staff could continue to work on the frontline supporting carers, to finding us a meeting room for our Board meetings. Thank you to all involved. **Sally – Chief Executive**

**Consultation and business feedback:**

As part of our consultation the following has been included to ascertain what is important to our businesses and Levy Payers;

- Questionnaires posted to all Levy Paying businesses.
- Online e-survey Questionnaire sent to over 700 subscribers.
- Paper copies of questionnaires circulated to non-Levy Paying businesses.
- One to one meeting with key businesses and sectors.
- Telephone interviews with Commercial/Office Sector businesses.

Information has been received across all sectors which has provided the outline for the themes illustrated in the five-year plan.

## The BID Budget:

		Year 1	Year 2	Year 3	Year 4	Year 5
<b>Income</b>						
Levy Income <sup>1</sup>		£446, 124	£457, 310	£469, 530	£480, 340	£493, 030
Additional Income <sup>2</sup>		£30, 000	£30, 000	£30, 000	£30, 000	£30, 000
<b>Total Income</b>		<b>£476, 124</b>	<b>£487, 310</b>	<b>£499, 530</b>	<b>£510, 340</b>	<b>£523, 030</b>
<b>Expenditure</b>						
Operational <sup>3</sup>		£98, 000	£98, 000	£100, 000	£102, 000	£104, 000
Theme 1 – A Safer Uxbridge		£209, 000	£209, 000	£209, 000	£211, 000	£213, 000
Theme 2 – A Greener Uxbridge		£40, 000	£45, 000	£46, 000	£45, 000	£49, 000
Theme 3 – A Happier, more Vibrant Uxbridge		£76, 600	£82, 500	£91, 500	£99, 000	£105, 500
<b>Total Expenditure</b>		<b>£480, 600</b>	<b>£492, 000</b>	<b>£505, 500</b>	<b>£517, 000</b>	<b>£532, 500</b>
Contingency/		-£4, 476	-£5, 190	-£5, 970	-£6, 660	-£9, 470
	£80,000 <sup>4</sup>	£75, 524	£70, 334	£64, 364	£57, 704	£48, 234

The Budget will remain flexible to allow for changes within the BID priorities that may arise as a result of changing economic and environmental factors, adjustments to business rates values and other unforeseeable events beyond the control of the BID.

<sup>1</sup> Levy Income – The Levy Income shown represents a collection rate of 94% however, the BID will work with the Local Authority to ensure a 100% collection rate is achieved. The Budget will be adjusted accordingly throughout BID Term 2.

<sup>2</sup> Additional Income – The BID will continue to receive Income from the rental of radios as part of the Business Crime Reduction Partnership (UB Safe), which will be offset by the corresponding Expenditure. It is also expected that there will be additional income from voluntary contributions. The Budget will be reviewed annual and amended accordingly.

<sup>3</sup> Operational Costs – In accordance with the ‘The BID Rules’ The London Borough of Hillingdon will charge the BID £35/hereditament for the collection of the Levy this is recorded within the BID’s Operation Cost.

<sup>4</sup> The BID expects to secure an underspend of £80, 000 at the end of BID Term 1 which will be carried forward to BID

*In developing the rules that will apply to the new BID term, consideration has been given to The National BIDs criteria published by British BIDs.*

**The Levy Rules**

1. The Levy Rate to be paid by each property or hereditament is to be calculated at 1.25% of its rateable value as at the 'chargeable day' (notionally 1st October each year).
2. Only properties or hereditaments with a rateable value of £15,000 or more will be liable for the Levy.
3. No single hereditament will be charged a Levy exceeding £15,000.
4. The number of properties or hereditaments liable for the Levy is estimated at 395.
5. The Levy Rate will be increased by a rate in line with market forces.
6. The Levy will be charged annually in full for each chargeable period to be October to September each year, first payable in October 2022, and then annually each October (until 30 September 2027). No refunds will be available on the Levy charged. The Levy must be paid in one payment.
7. The owners of untenanted properties or hereditaments will be liable for payment of the Levy.
8. Occupiers within managed Shopping Centres that are subject to a service charge for management and marketing services will pay 75% of the Levy that would otherwise apply.
9. Charitable organisations that are subject to relief on their business rates liability will be exempt.
10. If, during the Term, the rateable value assigned to a property or hereditament falls below £15,000 for whatever reason (either through physical change, change of use, or revaluation) the property or hereditament will be exempt from the next chargeable period.
11. If, during the Term, a property or hereditament with a rateable value which had previously been below the £15,000 threshold is assigned a new rateable value which is above £15,000, the property will not be liable for the levy unless the increase results from a change of use or physical change, as previously described.
12. The London Borough of Hillingdon will be responsible for collection of the Levy and will charge an annual fee not in excess of £35 per hereditament to do so.
13. Revaluation will be defined as the rateable value within the current ratings list on the day prior to the revaluation.

**Accountability and Transparency:**

1. Uxbridge Business Improvement District Ltd (BID) is a not-for-profit company limited by guarantee and is the Proposer of the BID continuing for a second term and will be responsible for delivering the Business Plan.
2. In accordance with the Company's Articles of Association a Director shall either be a Levy Payer or a representative of a Levy Payer. All Directors, on appointment become Members of the Company.
3. The number of Directors (the Board) will not exceed 7. All Directors; with the exception of the Local Authority Representative, will be subject to re-election after holding office for a period of two years, which will be confirmed at the Company Annual General Meeting.
4. The Board shall appoint a Chair from within its Members.
5. The BID will establish an Advisory Group to advise on operational and service delivery issues, oversee performance measures, and more generally act as the primary consultative and advisory body on BID services. It will meet quarterly, prior to Board meetings. Minutes from each BID Advisory Group meeting will form part of the information provided to the Board ahead of their meetings. The Chair of the BID Board will also act as the Chair of the BID Advisory Group.
6. The BID Advisory Group will be made up of representatives of Levy paying businesses and non-Levy Payers and will be elected periodically. Additional members may be co-opted, including representatives from partner organisations. The nominated representatives from the London Borough of Hillingdon on the Advisory Group will not be subject to re-election processes.
7. Amongst the BID Advisory Group will be the Directors of the BID Company. Between BID Advisory Group meetings, they will act as a 'management group' and take specific responsibility for governance matters such as financial arrangements, contractual obligations, human resources, standards and compliance. The Board will be required to report activities and decisions to the Advisory Group, who act as representatives on behalf of Levy Payers.
8. Provided that the BID is meeting its overall objectives and subject to full consultation with the BID Advisory Group, it 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 headline Levy rate would require an alteration ballot.
9. 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 and a Financial Statement will be sent with the BID Levy invoice
10. An Annual Meeting for Members, Levy Payers and interested parties will be held.

11. An Operating Agreement, which includes the Council's Baseline service commitments, has been agreed with London Borough of Hillingdon. A copy of which will be available on the Love Uxbridge website. [www.loveuxbridge.co.uk](http://www.loveuxbridge.co.uk)
12. Notification of the intention to hold a ballot was sent to the Secretary of State on 7<sup>th</sup> February 2022.



**Ballot timetable:**

Ballot papers distributed: Tuesday, 7th June 2022

Ballot opens: Friday 10<sup>th</sup> June 2022

Ballot closes: Thursday 7<sup>th</sup> July 2022 (Ballot papers must be received no later than 5pm)

Ballot result announced: Friday 8<sup>th</sup> July 2022

*BIG YES and a voting tick*

For transparency, the Returning Officer and electoral services staff for Hillingdon Borough Council will be administering the ballot in line with the BID Regulations (2004).

In order for the proposal to be successful at ballot the result will need to meet two criteria, which are:

- a) Of those ballot papers 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.

If these conditions are met, the Uxbridge BID will commence the new 5-year term on 1st October 2022 until 30th September 2027, and the BID Levy will be mandatory for all eligible businesses in the BID area.

**Contact us:**

**Uxbridge BID, Boundary House. Cricket Field Road, UB8**

**Tel:**

**Email:** [hello@uxbridgebid.com](mailto:hello@uxbridgebid.com)

**Social media:** @LoveUxbridge

**Website:** [www.loveuxbridge.co.uk](http://www.loveuxbridge.co.uk)

**How to Vote:**

1. You should receive one ballot paper for each property that you are eligible to vote for by post. If you do not, please email: [hello@uxbridgebid.co.uk](mailto:hello@uxbridgebid.co.uk)
2. Each ballot paper will have a return envelope which you will place your completed ballot into.

3. Complete your ballot paper by putting a [x] beside your choice to retain the BID for a further five years or not.
4. Write your name in BLOCK capitals and your POSITION in the business and then add your SIGNATURE.
5. Each ballot paper must be returned in its pre-assigned envelope.
6. Return your completed ballot paper[s] by post in the pre-paid envelope or drop it off at the Civic Centre.