

EXECUTIVE

Monday, 14 October 2024

6.00 pm

Committee Room 1, City Hall

Membership: Councillors Naomi Tweddle (Chair), Donald Nannestad (Vice-Chair), Sue Burke, Bob Bushell, Rebecca Longbottom and Joshua Wells

Officers attending: Angela Andrews, Democratic Services, Kate Ellis, Jaclyn Gibson, Daren Turner, Simon Walters and Carolyn Wheeler

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Present: Councillor Naomi Tweddle (*in the Chair*),
Councillor Donald Nannestad, Councillor Sue Burke,
Councillor Bob Bushell, Councillor Rebecca Longbottom
and Councillor Joshua Wells

Apologies for Absence: None.

31. Confirmation of Minutes - 27 August 2024

RESOLVED that the minutes of the meeting held on 27 August 2024 be confirmed and signed by the Chair as a true record.

32. Declarations of Interest

No declarations of interest were received.

33. Localised Council Tax Support Scheme 2025/26

Purpose of Report

To propose options for consultation on a 2025/26 Council Tax Support scheme, and an accompanying Exceptional Hardship Payments scheme.

Decision

- (1) That the following options for a 2025/26 Council Tax Support scheme be moved forward for public consultation and scrutiny:
 - 'No change' scheme, and/or
 - Banded scheme for all working age customers
- (2) That an Exceptional Hardship Fund of £25,000 for 2025/26 be approved.

Alternative Options Considered and Rejected

As set out in Section 5 of the report to the Executive, two options for a Council Tax Support Scheme would be subject to public consultation and scrutiny:

- Option 1: No change to the current scheme.
- Option 2: Introduction of a 'banded scheme' for all working age customers.

Reasons for the Decision

The Council Tax Support Scheme (CTS), which replaced the national council tax benefit system on 1 April 2014, may be determined by each billing authority, after consultation with precepting authorities, key stakeholders and residents.

As at 30 June 2024, there were 8,278 residents claiming Council Tax Support in the City of Lincoln. 2,546 were pensioners who were protected under the legislation and received Council Tax Support as prescribed by the Government (broadly similar to the level of Council Tax Benefit). It was the 5,732 working age (including those classified as 'vulnerable' for CTS purposes) claimants where a

local scheme could be determined which could change the level of support provided.

Unless a decision by the Council was made to apply scheme changes to vulnerable working-age customers, the localised CTS scheme would historically only be applied to non-vulnerable working age customers. The definition of vulnerable working-age customers was clarified within the officer's report.

The current split of the 5,732 (30 June 2024) working age CTS recipients was as follows:

- Working age (vulnerable): 3,357;
- Working age (not vulnerable): 2,375.

The current, 2024/25 scheme contained the following restrictions for working age customers:

- Capital limit £6,000;
- Minimum entitlement of £2 per week;
- Property banding capped at Band B, so that a customer residing in a Band C and above property, would only have their CTS calculated on Band B liability;
- Backdating restricted to one month; and
- Temporary absence from home in line with Housing Benefit regulations.

The Council was actively involved in benchmarking with other local authorities, the latest exercise in relation to Local Taxation provided information regarding City of Lincoln Council's CTS scheme 2023/24 and its impacts, as detailed at paragraph 4.2 of the officer's report

In this Council's Medium Term Financial Strategy (MTFS), the budgeted cost of the 2025/26 CTS scheme was £1.304m (i.e. City of Lincoln Council's share 14.3%, - (with the estimated total scheme cost of c£9.369m dependent on increases in the main preceptors levels of Council Tax).

Changes to the CTS scheme may be made for both non-vulnerable and vulnerable working age customers, however pension age residents were 'protected' and the 'default' government scheme effectively applied. If the Council wished to continue protecting vulnerable working age CTS recipients, then any changes to the CTS scheme would only apply to 2,375 customers or 28.69% of the caseload.

Based on the current core elements of the existing scheme, a caseload decrease of 1%, 0% change, and an increase of 5% had been modelled, along with Council Tax increases of 1.9% and 2.9%. These were summarised in **Appendix 1** of the officer's report, giving an indication of the potential cost and savings to City of Lincoln Council. Also included was the potential value for non-collection, based on the collection figure currently included in the MTFS of 98.75%, in light of current collection rates, this may be reviewed as part of the refresh of the MTFS.

As a billing authority the Council could decide whether or not to amend core elements of its scheme each year. Proposed options for consultation were included in Appendix 1 of the officers report.

For 2025/26, an option was put forward for consideration to make a fundamental change to the way CTS was calculated for working age customers, as detailed at paragraph 5.6 of the officers report

This could be a more streamlined, efficient, and easier to understand scheme based on specified income bands and percentage awards.

Another key factor to be considered was to ensure our software supplier, NEC, could accommodate the changes being proposed. NEC had already indicated they would need to have known of any prospective software changes for a 2025/26 CTS scheme, by the end of June 2024. NEC had already developed a potential banded scheme as part of City of Lincoln's 2024/25 scheme options, although this was delivered too late to be considered for adopting for 2024/25 – and as at the time of writing this report, continued to be tested by officers.

Exceptional Hardship Payments (EHP) assisted persons who had applied for CTS and faced 'exceptional hardship' – it was similar to the Discretionary Housing Payment scheme (DHP) for Housing Benefit shortfalls. EHP provided a further financial contribution where an applicant was in receipt of CTS but the level of support being paid by the Council did not meet their full Council Tax liability.

The Council was required to provide financial assistance to the most vulnerable residents, who had been disproportionately affected by the changes made in 2023 to the CTS Scheme.

Since April 2013, the Council had agreed to introduce an EHP scheme each year in order to provide a safety net for customers, in receipt of Council Tax Support who were experiencing difficulty paying their Council Tax. Exceptional Hardship fell within Section 13A(1) of the Local Government Finance Act 1992 and formed part of the CTS Scheme.

The cost of EHP awards was borne solely by City of Lincoln Council. As at the end of June 2024, a total of £1,292.99 EHP had been awarded for 2024/25. It was proposed that an EHP budget of £25,000 be in place for 2025/26. If a banded scheme was adopted, EHP could potentially help assist in mitigating the transition to cases where there was a reduced level of award.

34. A Policy for the Maintenance of City Council Owned Trees in Public Spaces

Purpose of Report

To propose a policy for the maintenance of Council owned trees.

Decision

That a policy for the care of City Council owned trees in public open spaces be adopted as detailed at Appendix A to the officer's report, subject to minor amendments agreed with the Director of Communities and Environment.

Alternative Options Considered and Rejected

To decide not to adopt the policy.

Reasons for the Decision

The trees in the city had many owners. Private property, businesses, and both tiers of local authorities all had tree assets that were all vital to contributing to the tree canopy we enjoyed. This policy related only to trees growing on land owned by the City Council, or for which it had responsibility (such as parks, gardens, amenity grass areas, and common land).

The trees in the city were considered to be a major asset. Expanding knowledge about trees in recent years had highlighted their value to the wider environment in terms of biodiversity, but especially to the wider beneficial health contributions they could make for people living in an urban setting.

Managing trees in close proximity to development and high rates of footfall could be problematic in ways that were not encountered in a more natural setting, and not everyone was as accommodating as those who recognised and accepted the compromises often required.

It was therefore right that the Council took steps now to put in place a clear and transparent policy on how it would care for its tree assets, so as to make sure that resources were properly attributed, that everyone understood the standards that were to be applied, and that ultimately the tree asset was suitably maintained.

Growing trees in a city usually meant compromises at some level, for both residents who were affected, and the trees themselves. Managing these compromises was a task undertaken by the City Council's arboricultural officers, who handled hundreds of complaints/enquiries each year.

As each complaint/enquiry was different they usually had to use their knowledge of trees to map a route to an outcome that was acceptable to a resident, whilst not adversely impacting the health of the tree. In some circumstances, where a request was excessive, and there was no basis for the extent of work being asked for, the officer may have to refuse a request in part or completely. The potential for conflict was therefore constant and relatively high.

The development of this policy was intended to both aid the public in being able to provide them with clear statements on the Council's corporate position on tree care, but also to assist officers when making judgements.

The premise for the policy was intentionally simple.

To have in place a system that cared for City Council owned trees, so as to:

- prioritise public safety.
- protect property and infrastructure appropriately.
- ensure that all trees were looked after appropriately, having reference to their species, age, condition, and setting.

It made clear the value of trees, the intention to work to recognised industry standards as a default, to abide by legally required practices, to replant where there were tree losses, the need to educate people that they were an organic asset that had a life cycle, and to promote the importance of trees in the city. The City Council would never remove more trees than it planted in any given year.

As trees were assets in the public domain, the Council had a legal duty to maintain them, in so far as reasonably practicable in a safe condition.

The policy, as detailed within Appendix A to the officer's report was intended to aid the long-term health of Lincoln's tree stocks, and thereby contribute to the provision of a healthy environment.

35. A Policy and Strategy for Financial Contributions to Support Parks and Open Spaces

Purpose of Report

To propose both a policy and a separate supporting strategy that set a framework for requesting, receiving and accepting financial support from a wide variety of sources that could be dedicated to protect, enhance, and promote the City Council owned parks and open spaces as detailed at Appendix 1 (excluding the Commons which were subject to an Act of Parliament).

Decision

That the policy and strategy for financial contributions to support parks and open spaces be approved.

Alternative Options Considered and Rejected

a) All uses, including for any events/activities - free. In the current economic climate this was not a sustainable approach and it would do nothing to promote investment in the parks and open spaces.

b) All uses, including events/activities charged. This would not be practical to administer, would deter use and be counter-productive to Council aims to encourage residents and visitors to use our parks.

Reasons for the Decision

The parks and open spaces of Lincoln had a vital part to play in supporting many of the Council's future ambitions for the city.

To realise that potential, and so maximise the benefits open spaces could provide always required more funding. In the current economic climate, allocating greater City Council resources to further increase spending on open spaces was very challenging.

There were a wide range of potential income streams for parks and open spaces such as grants, sponsorship, advertising income, and bequests. It was therefore essential that the Council did not overlook opportunities to generate funds that could be dedicated to support the city's parks and open spaces. It was also recognised that it was important to consider any such opportunities carefully so as not to inadvertently or unintentionally impact park/open space users negatively.

The proposed policy and supporting strategy were intended to provide a framework for staff/volunteers/residents/third parties, under which an opportunity was provided to contribute financial support for a site.

It was not the intent of this policy to seek to redefine any casual activities such as dog walking, jogging, running, playing football (or any such similar casual use), as

events or activities that might fall subject to a direct charge. This policy related to many opportunities for income, and specifically aims to do this without deterring fair and legitimate use.

Section 3 of the officer's report set out the importance of parks and open spaces to the city, the Council's aspirations for the important roles these spaces would play in the future of the city and the need to encourage public use.

The policy acknowledged the complexity of trying to set rigid rules where each site was different, each income opportunity was different, and the context of each case may vary considerably. For this reason, the policy was careful to identify clear policy where that was possible, but where it was not, it established guidance and a suitable decision-making route with accountability.

As owners of the sites the Council recognised its responsibility in ensuring all income opportunities that might be considered were done fairly for users, and included within its scope reference to the key partners of Park Advisory Groups

It was the intent of the policy to provide opportunities to generate income in support of parks and open spaces, that it enthused stakeholders to generate income for parks initiatives, and that it did not deter use.

It was important that any charges were promoted as voluntary contributions to be ring-fenced for the future up-keep of parks and open spaces

Whilst such a flexible policy required use of delegation, it was recognised that this must not take decisions beyond any scrutiny. Any Chief Officer decisions would therefore be subject to appeal to the Portfolio Holder.

As this was the Council's first policy for such a diverse area of work, it was anticipated that it would require regular review, at least initially. It was intended that, subject to its early adoption, review would be aligned with the annual Portfolio Holder report.

SUBJECT:	RESIDENTS PARKING SCHEME PROCESS
DIRECTORATE:	COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	KIERON MANNING, ASSISTANT DIRECTOR, PLANNING AND CITY SERVICES

1. Purpose of Report

- 1.1 To provide details of a formalised process to the extension and/or creation of Residents Parking zones within the city and seek recommendation to approve.

2. Executive Summary

- 2.1 The provision of adequate and efficient parking in the City is crucial in helping ensure Lincoln successfully continues in its role as the key urban centre for Lincolnshire and the wider area. Resident Parking Schemes (RPS) are a key component to balancing the requirement to provide visitor parking whilst safeguarding adequate provision for residents of a number of our more central wards.
- 2.2 A formalised process for the extension and/or creation of a new zone is required to provide clarity to both elected Members and residents of the city.

3. Background

- 3.1 The city already has a number of RPS zones which are administered by the Parking Services team on behalf of the County Council.
- 3.2 Following several enquiries from both Ward Members and local residents regarding the potential extension of some Residents Parking Schemes (RPS) in Lincoln it has highlighted the requirement to establish a more formalised and systematic approach so that all parties have more clarity on the process.

4. Existing Qualifying Criteria

- 4.1 Whilst as a City Council we administer such schemes through our Parking Services team the ultimate responsibility and decision making for any schemes as well as their enforcement rests with the County Council as the Highway Authority.
- 4.2 There are set criteria that the County Council work to before agreeing to implement a new RPS. Firstly, there needs to be evidenced support of at least 50% of the residents in the proposed zone and secondly there needs to be evidence of a measurable problem of non-resident parking on the effected streets. They also screen out streets which have at least 50% provision of off-street parking within the curtilage of a property or within 30m already in place.

- 4.3 There needs to be a daytime impact demonstrated that shows more than 60% of available kerbside space taken up by non-residents parking for over 6 hours with more than 80% of available kerbside space taken up with all vehicles for the same 6-hour period. At night-time it needs to show more than 40% of available kerbside space taken by non-residents for a 4-hour period, and 80% of available space taken by all vehicles for the same 4-hour period.
- 4.4 The County Council will also consider whether an appropriate level of enforcement could occur to ensure effectiveness and that the scheme would not create wider impacts on the highway network.
- 4.5 In addition to this there will also be an assessment of resource allocation by the County Council to establish whether such a proposal can be accommodated given the officer work required. Likewise, the process requires significant resource allocating within our own Parking Services team and so the Assistant Director – Planning and City Services will also need to review available resource at the time of any request. As a result, a clear process is necessary so that the County Council receive what they need and to avoid abortive efforts from local residents and ward members alike.

5. Proposed Formalised Process for Extending and/or Creating an RPS

- 5.1
- 1) A request can be made by a member of the public or by a ward councillor and can be done by contacting either the Assistant Director-Planning and City Services, or by contacting Parking Services via the website, by email or in writing provided the following criteria are met;
 - 2) The proposal must have the support of the majority of City Council ward members in the proposed area. The proposer (whether a local Councillor or member of the public) must also submit evidence of significant support from the residents in the proposed area (ideally over 50% of residents in support). This would typically be in the form of a petition.
 - 3) Once the above criteria are met the Assistant Director – Planning and City Services will present to the Portfolio Holder for sign off to proceed to the next stage.
 - 4) If sign-off is given by the Portfolio Holder, the Assistant Director – Planning and City Services will submit a request to the County Council for initial feedback and if this is positive Parking Services will initiate a detailed on-street survey of the proposed area to establish the level of non-resident parking.
 - 5) If the survey confirms there is an issue with non-resident on-street parking the Assistant Director-Planning and City Services will then seek formal consent to proceed from The Council's Executive to make the formal request to The County Council.
 - 6) If the survey identifies that there is not a significant issue, then the proposal will not proceed and once this decision has been made it cannot be reviewed within 3 years unless there have been significant changes close by – such as a large new development that increases pressure on parking.

6. Strategic Priorities

6.1 Let's drive inclusive economic growth

The formalised process will help ensure the Council can provide sufficient parking to maintain and support residents and businesses in Lincoln. It is therefore a key element of maintaining the economic vitality of the city centre.

6.2 Let's reduce all kinds of inequality

The formalised process will help ensure that residents and members are clear about the methodology and process for creating and/or extending an RPS zone. An effective process for RPS could help to reduce the volume of cars entering the central wards, making positive localised environmental benefits for those residents close by in terms of air quality.

6.3 Let's enhance our remarkable place

The process supports the effective creation and maintenance of RPS zones which help in the overall management of on-street parking in the central wards of the City.

6.4 Let's address the challenge of climate change

An effective process for RPS could help to reduce the volume of cars entering the central wards, making positive localised environmental benefits for those residents close by in terms of air quality.

7. Organisational Impacts

7.1 Finance (including whole life costs where applicable)

There are no direct costs associated with this report. Any potential new schemes or extensions to existing areas which could have a future financial impact for the Council will be reported to the Executive, setting out the financial implications.

7.2 Legal Implications including Procurement Rules

There are no direct legal or procurement impacts arising from this strategy.

7.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

The formalised process proposed ensures the democratisation of a key part of the decision making and is consequently inclusive for all those affected.

8. Risk Implications

8.1 (i) Options Explored

Not having a formalised process that can be clearly publicised means that ward members and officers can be subject to ad-hoc pressure to respond to isolated complaints and that this can be repeated multiple times creating abortive work whilst raising expectations.

8.2 (ii) Key Risks Associated with the Preferred Approach

Given this proposal is simply seeking to agree a formal process for creating new and/or extending current schemes, there are no known risks to the proposed approach.

9. Recommendation

9.1 That the Executive approve the formalised RPS process.

Is this a key decision?	No
Do the exempt information categories apply?	No
Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?	No
How many appendices does the report contain?	None
List of Background Papers:	None

Lead Officer: Kieron Manning – Assistant Director Planning and City Services
Email address: Kieron.manning@lincoln.gov.uk

SUBJECT:	LINCOLN BIG BALLOT
DIRECTORATE:	COMMUNITIES AND ENVIRONMENT
REPORT AUTHOR:	SIMON WALTERS, STRATEGIC DIRECTOR, COMMUNITIES AND ENVIRONMENT

1. Purpose of Report

- 1.1 To present to committee the Lincoln Business Improvement Group (BIG) ballot arrangements and to seek Executive views on how the nominated officer should vote in the ballot using the votes attributable to council properties within the Business Improvement District (BID) designated area.

2. Executive Summary

- 2.1 Lincoln BIG will be undertaking their fifth voting process from September- November 2024 for their operational period July 2025-June 2030. An All-Member workshop took place on 18 September 2024 and a range of views were expressed at the meeting, which were reported to Policy Scrutiny Committee when it considered this report at its meeting on 1 October 2024. A copy of the minutes are attached to the agenda papers for information.
- 2.2 The BIG Board, at its meeting on 20 August 2024 approved a bid levy rate increase from 1% to 1.75%. According to the documentation supplied to the Board, this increase brings them into line with BIDs around the country, where the average is now 1.7%. For the City Council this will increase its overall BID levy charge from £30,877.05 to £47,417.13 (based on current figures). This does not yet include the Cornhill market as it was taken out during the refurbishment so will be assessed and brought back into listings imminently.
- 2.3 Clearly this is a large increase for many businesses in the BID area, which will be softened for those whose rateable value has decreased in the 2023 list for business rates. BIG are aware that this jump from 1% to 1.75% represents a risk to the ballot, but with falling income levels outside of the levy, to maintain the same level of activity necessitates a 1.75% levy and even at this rate the budgets for a variety of activities will need to be trimmed. Their Board remain optimistic that over the 5-year term new funding streams will open up to them, which will enable further activity to be introduced. Their Board felt that aiming for a 1.5% levy (which by necessity would lead to fewer events and activities) would be a very difficult message to land with voters.

3. Background

- 3.1 Lincoln BIG is a business controlled by a board of directors drawn from city centre stakeholders. As a founder member of BIG, the City Council has two representatives on the Board – currently Councillor Tweddle and Councillor Pritchard. Every five years business ratepayers in the city centre are invited to vote for the continuation

of Lincoln BIG for the following five years. All business rate payers in the area have a vote on the proposals and to go ahead more than 50% of those who vote have to vote 'yes'. Those in favour must also represent at least 50% of the rateable value of those who vote.

3.2 Lincoln BIG last undertook the ballot in 2019, whereupon:

828 ballot papers were issued with 407 papers returned representing a turnout of 49.15%. These votes were made up as follows;

- 317 - Yes
- 88 - No
- 2 - Spoilt

The votes in favour excluding spoilt was 78.3%.

The rateable value of the 'yes' votes = £20,381,150

The rateable value of the 'no' votes = £4,594,490

3.3 Lincoln BIG were therefore mandated to continue their work for the period 2020 - 2025.

4. The BID Ballot Process - 2024

4.1 The Council is obliged to supply information from its business rates records to allow BID promoters to canvass interest in a BID, and if a BID proposal is pursued, the Council's Returning Officer must arrange to ballot those businesses entitled to vote.

For the BID to succeed, more than 50% of those businesses that vote (both by number and rateable value) must vote in favour of the BID proposal. If more than 50% for a "yes" vote is achieved, the BID levy is compulsory for all businesses in the BID area. Even if they voted "no" or declined to vote.

The cost of staging the BID ballot must be borne by the Council. However, if less than 20% of eligible ratepayers vote in favour of the proposals then the cost of the ballot can be recharged to the BID promoter. A recharge can also be applied if the ballot was unsuccessful or is declared void due to acts of omissions of the BID proposer/body. It is beholden on the BID promoter, therefore, to ensure that the BID has a reasonable level of positive support before calling the ballot.

4.2 The proposed timetable for the ballot in 2024 is;

- Notice of ballot – 14 October 2024
- Ballot papers out to eligible voters – 26 October 2024
- Close of ballot – 25 November 2024
- Count – after 5pm on the 25 November 2024

5. The BID Levy Mechanics

5.1 At 1 July 2025, the BID levy charge for the 2025 plan for the first year will be at 1.75% of the Rateable Value in the 2023 Non Domestic Rating List for the hereditament at the time of the proposal.

The Bid year runs from 1 July to 30 June and the charge for the following years will increase in line with the CPI in the preceding May (if this information is delayed, at the discretion of the BID Board, the CPI in the preceding April will be used)

Changes to the Rateable Value after 14 October 2024 are ignored for the purposes of the BID Levy Charge. The only exception to this is where the hereditament undergoes extensive work and the Valuation Office reduce the Rateable Value to either 0 or 1. Where this happens the Rateable Value for the BID Levy will also be reduced to 0 or 1, which effectively is an exemption on the BID Levy for this period of works. After the period of works, the hereditament will be reassessed by the Valuation Office and the new rateable value will be used for the purposes of the BID Levy. This is relevant for the Cornhill Market which is due to come back into the listing.

If a hereditament is removed from the Non-Domestic rating listings, it will be removed from the BID Levy. If a new hereditament is brought into the Non-Domestic Rating list and a charge will be made for a BID Levy based on the new Rateable Value.

Hereditaments with a Rateable Value of less than £6000 in the Non Domestic Rating list for 2023 will not be charged, nor will they be able to vote.

5.2 Educational institutions will be charged the full levy.

Charity shops will be charged at 50% of the BID levy rate.

Other charities will not be charged, nor will they be able to vote.

Managed shopping centre tenants in the current BID plan for 2020-2025 are charged at half of the BID levy charge. From 1.4.2025 this reduction will be removed and the managed shopping centre tenants will be charged at the full rate.

Properties where the ratepayer is in liquidation or administration in the current BID plan for 2020-2025 are not charged unless they continue to trade whilst in administration. From 1.4.2025 this exemption will be removed and ratepayers in liquidation or administration will be charged at the full rate.

5.3 It is proposed that the BID levy will be collected by the City of Lincoln Council. The BID levy for the period July 2025-July 2030 will be fixed based on the 2023 rateable value of property as at 14 October 2024 and any changes to the rateable value after this date will not affect the BID levy charged.

At a 1.75% BID levy the indicative costs to a business would be:

Charges for 2025/26 *			
Rateable Value	Annual Bid Levy	Weekly cost	Daily Cost
6000	£ 105.00	£ 2.02	£ 0.29
20000	£ 350.00	£ 6.73	£ 0.96
50000	£ 875.00	£ 16.83	£ 2.40
100000	£ 1,750.00	£ 33.65	£ 4.79
250000	£ 4,375.00	£ 84.13	£ 11.99
500000	£ 8,750.00	£ 168.27	£ 23.97

*this is due in full on invoice

In terms of impact, larger businesses with a rateable value of £100,000+ will pay approximately 47% of the annual contribution, whilst the very smallest businesses with rateable values between £6,000-£10,000 around 4% of the total.

Once billed, the recovery of the Bid Levy follows the same legislation as the Non-Domestic Rates. The Revenues and Benefits team at the City of Lincoln Council will continue to bill and collect the BID Levy. The recharge agreed for the billing and collection of the Bid Levy for the period of the 2025 Lincoln BIG plan* is £17,200 for 2025/26 with application of the CPI each year up to a cap of 3%.

*Bid plans can be in place for a maximum of 5 years.

6. All Member Workshop

- 6.1 On 18 September 2024 officers from Lincoln BIG and the City Council facilitated an 'All Member' workshop to consider, analyse and review the proposed business plan for BIG covering the next five years. The meeting also examined the record of accomplishments of BIG over the previous five years. The draft (and hence confidential) business plan is attached in **Appendix A**.

Members considered the impact of a "no" vote on both city centre vibrancy and the likely resultant impact on the city council itself. It is clear that the public and businesses would expect the council to step in to deliver many of the initiatives directly, should Lincoln BIG be dissolved. The current Medium Term Financial Strategy does not provide the necessary resources for the City Council to do this.

- 6.2 Policy Scrutiny Committee also debated the prospectus at its meeting on 1 October 2024, and the minute of that meeting is included within the agenda pack, for consideration.

7. Impact of an Overall 'Yes' Vote

- 7.1 As Members will note from **Appendix A**, the impact of a 'yes' vote will result in BIG continuing to focus on three strategic areas of activity:

A. Enhance the Welcome - offering a welcoming and safe city centre for residents, employees and visitors. This involves:

- Providing a **warden service** to maintain high standards in the city centre, offering a visible welcome, signposting service, maintaining/cleaning the street scene and contributing to the security for the city centre. The

business plan includes a commitment to increase the number of wardens and extend their hours to include early evening and weekends. It also includes reference later in the document to a renewed agreement with the city council, defining core statutory services and the enhancements BIG will layer on top through the own activities

- Continuing **security initiatives** in the city centre such as Pub watch, the retail security group, radios and an officer dedicated to tackling shoplifting with the police. Focus will be on tackling anti-social behaviour, begging and nighttime economy. The business plan commits to upgrade the shop radio link system and promote a range of safety initiatives
- **Street Dressing and Animation** – Floral displays and Christmas decorations

B. Experience - making Lincoln a destination of first choice to visit, live and work in by delivering and supporting high quality events, and animating the city with a focus on delivering cultural and independent themed activities. This involves:

- A range flagship events which currently include 1940s, Halloween and Kickstart at the Castle, and trails at different times of year with a commitment to grow some existing events and introduce new ones
- Support partner events through grants, promotion and additional advice/ 'on the ground' operational support
- Provision of the Lincoln sightseeing bus

C. Engage with BIG members to deliver value for money to them. This involves:

- Provide discounted **Bus and Car Parking deals** for members and their employees, which are typically lower paid retail and office staff
- Manage the delivery of the **Park & Ride** scheme for the city with partners
- Be the **Voice of Business** to lobby on issues that affect members
- Deliver the annual **GEM (Going the Extra Mile) Awards** showcasing businesses that go the extra mile with their customer service
- A commitment to also promote member businesses through marketing campaigns
- Organise regular **engagement and networking** events including a commitment to deliver training and learning courses
- Provide a pooled range of data capturing the vibrancy of the city centre on a monthly basis

8. Impacts of an Overall 'No' Vote

8.1 BIG have included a section in their business plan which highlights the impact of a "no" vote:

- The full range of services would continue until December 2024
- No new schemes developed and no renewals or new applications for car parking and bus deals accepted from November 2024. Scheme overall closes in March 2025
- Park & Ride Service terminates February 2025
- All evening economy support (e.g. Pubwatch) stops in January 2025
- In March 2025, the events programme ceases, websites close, security group services (including shop radio link scheme) ceases, the administration of business forums ceases, and the Lincoln in Bloom terminates
- June 2025 – Lincoln BIG ceases to operate, the City Centre Wardens terminate and the Lincoln BIG office closes
- Any remaining assets of Lincoln BIG passed to another organisation at the discretion of the Lincoln BIG Board

9. Strategic Priorities

9.1 Let's drive economic growth

Lincoln BIG continues to provide a vital role in the vibrancy of the city centre. At a time when high streets across the country are struggling, in Lincoln it continues to be very resilient and this in part is due to the activities of BIG.

9.2 Let's enhance our remarkable place

Providing exciting events and activities that animate the city centre all enhance what Lincoln has to offer. Be it culture, heritage, arts or entertainment – the range of activities undertaken by BIG, supplementing the City Council offer, all attract people into the city centre enhance the city's reputation.

BIG also play a direct role in creating a remarkable city centre through their work in partnership with the City Council on safety, security and cleansing.

10. Organisational Impacts

10.1 Finance

The City Council is a levy payer in its own right, and also pays the BID levy for some of its tenants under the terms of their leases – the estimate of the BID levy due from the City Council including its tenants is estimated to be £47,417.13.(This does not currently include the Cornhill Market as this is pending a reassessment from the due

to recent refurbishments). This amount is above the current budget provision by c£17k p.a, which will need to be incorporated in the revised MTFS.

While in reality in the event of a 'no' vote, the Council would make a saving on the cost of the BID levy it pays, this saving would be insufficient to fund the City Council stepping in and undertaking the 'lost' activities directly as BIG annually spend close to £1.2m. The full draft list of council properties is covered in **Appendix B**.

10.2 Legal Implications

The ballot is being held in accordance with the Business Improvement Districts (England) Regulations 2004.

10.3 Equality, Diversity and Human Rights

The Public Sector Equality Duty means that the Council must consider all individuals when carrying out their day-to-day work, in shaping policy, delivering services and in relation to their own employees.

It requires that public bodies have due regard to the need to:

- Eliminate discrimination
- Advance equality of opportunity
- Foster good relations between different people when carrying out their activities

There are no equality, diversity or human rights issues with the casting of a 'yes' or 'no' vote for the purposes of an increased levy on the business rates charge.

11. **Risk Implications**

11.1 (i) Options Explored

The alternative is to mandate officers to vote "no" in the ballot. As covered in the main body of the report this would lead to a full range of activities being closed down. At a time where city centres need dedicated support to help them evolve into new and exciting places, the role of BIG in creating those visitor experiences would be lost with such a NO vote, which would have a large impact on the vibrancy of the city centre.

12. **Recommendation**

- 12.1 It is recommended that Executive Committee instruct the Chief Finance Officer to cast votes for City Council properties with a 'Yes' to the continuation of Lincoln BIG for the next 5 years, in the upcoming ballot.

Is this a key decision?

Yes

Do the exempt information categories apply?

No

Does Rule 15 of the Scrutiny Procedure Rules (call-in and urgency) apply?

No

How many appendices does the report contain?

Three

List of Background Papers:

None

Lead Officer:

Simon Walters, Strategic Director, Communities and Environment

Simon.walters@lincoln.gov.uk



Lincoln BIG
Business Improvement
Group

Business Plan 2025-2030

www.lincolnbig.co.uk



**Lincoln BIG, making a difference
to Lincoln now and in the future**

BIG Ambitions

This last 5 year term of the BID has been one of the most turbulent in recent times, with the experience of Covid 19, successive lockdowns and then a cost of living crisis.

Yet through all this Lincoln has continued to develop and despite the challenges we can see continuing investment in the city - the continuing development of the Cornhill Quarter, the re-development of the Cornhill Market; Lincolnshire Co-operative and Wykeland taking over the ownership of the Waterside Centre, which is currently undergoing some new developments, Stack redevelopment at the old railway station at St Marks and the major refurbishment of the White Hart Hotel with the Judges Lodgings to follow in 2025.

Throughout these difficult times, Lincoln BIG has always sought to use our finances wisely and work with others to try to sustain the city centre. With the help of grant funding as the country came out of COVID-19, we have been able to do much more than we originally planned. This funding has now come to an end and to continue to provide the existing services with other activity, we will need to budget even more wisely and seek funding grants. Now, as we come to the ballot for a new term, looking forward to 2030, Lincoln BIG's continuing priority is to work with you and partners to make sure we provide even more value for money, with new initiatives to keep us all safe, secure and together keep on making sure Lincoln is a vibrant and welcoming city to visit.



Help us to help you and vote YES in November.

John Latham, Chair



VOTE YES Let's continue to shape our city together



After a successful fourth term where we delivered against our priorities of Welcome, Experience and Value, we are proud that we were able to generate further £2 for every £1 of levy received, which was directly invested into activities in the BID area. Breaking this down, this equated to a BID levy income of £2.22 million with additional income of £4.48 million.

You will see at the end of this document some of the outcomes from the 2020-25 Business Plan which we were able to deliver with this income.

Our Business Plan for 2025-2030 will continue to be focused on three key priorities Enhance, Experience and Engage (previously Welcome, Experience and Value). These priorities will continue to build on the aims that were set out for our last term but with added activities to bring you additional value for money.

When consulting with you the members, it became apparent that Safety and Security was key to voting YES. As such, I am delighted that we were successfully re-accredited as a member of the British Crime Reduction Partnership (BCRP) with the priority of preventing business crime and creating a safer environment for those who live, work and socialise in the city, through intelligence sharing, live communication, partnership working and project work to address specific crime prevention needs. To ensure we are acting in the best interests

for YOU we have a Steering Group of representatives from the business community, Police and City Council who oversee the governance and work of our Safety and Security team.

In February, we agreed to a one-year trial for one of our wardens to work with the City Centre Policing team to collect evidence packs from those businesses that had suffered a shop theft. I am delighted to say that this has worked extremely well, and we will continue this initiative into the new Business Plan.

In partnership with the Police, County Council and City Council we have addressed the number of vehicles driving on the High Street outside of the permitted times with enforcement action being implemented, to make the city safer for businesses and pedestrians. Safety and visual concerns have also been addressed with the paving on the High Street and Bailgate being repaired to remove the tarmacked areas to paving blocks.

We also know that you welcome our events to bring ambience, vibrancy and footfall to the city. Across the term, the 1940s weekend has grown, Kickstart at the Castle was introduced and became a two-day event in 2024, the BIG Spook for Halloween this year will include the illuminated rooftop Monsters. We have seen two sculpture trails the first being the 32 Imps following COVID and this year we have welcomed Elmer and her 11 friends – the highlight being Elmer leading a parade of our younger generation and their adults with their Elmer mask!



In August, our Cityseeing Tour Bus underwent a mystery assessor visit leading to accreditation as a Visit England Quality Visitor Attraction and has been nominated for a Gold Award.

We have seen an increase in our discounted bus and car parking permits being purchased along with passenger numbers on our managed Park & Ride service, which has been extended for a further 3-years. For 2025-30 we will be developing and delivering transport related projects for a more sustainable city.

The above is just a whistle stop tour of what we have achieved in our last term and an overview of what we intend to continue and improve when YOU VOTE YES.

As we move closer to the vote – which closes on Monday 25 November at 5 pm – please keep in touch, we welcome your continued thoughts.

Simon Beardsley,
Managing Director

www.lincolnbig.co.uk



KEY Priorities for 2025 – 30

VOTE YES and WE WILL deliver three key priorities over the next five years:

1. Enhance

The key priority for Lincoln BIG is to continue our focus on delivering a coordinated and effective approach to ensure Lincoln offers a welcoming and safe city centre for YOU, our residents, and visitors.

You told us you want a safer, cleaner, well managed and welcoming city centre. You want an excellent warden and street management service which focuses on removing graffiti, maintaining public spaces, street furniture and signage. You want us to ensure there is pride in the environment, delivering initiatives and projects that create a clean, bright, safe and welcoming city streetscape. You want a city free from anti-social behaviour and crime to feel safe at all times of night and day for you and your customers.

We will deliver each year if you vote YES

City Centre Wardens

- Welcome
- Signpost
- Safety and Security
- Maintenance.

Security and Safety

- BIG Security Group
 - Continue to develop Security Group with new initiatives
 - Target resources to reduce shop theft, anti-social behaviour, begging, illegal activity in the city centre
- Support Lincoln Pubwatch
- Information gathering and sharing via Disc app and website
- Lead activity such as Ask Angela and Drink Detective kits

- Deliver and lead on evening economy and hospitality initiatives.

Street Dressing and installations

- Floral display
- Christmas decorations and installations

Proposed New Activity

- Increase number of City Centre Wardens
- Upgrade Security Group Radio System
- Look to build upon the success of the Civilian Investigator position to tackle shop theft and ASB
- Additional safety initiatives, ie Help me Angela and Walk Safe Event
- Review baseline agreements with partners and stakeholders.



2. Experience

Our second key priority is to continue our focus on creating a world class experience for all who visit.

We will make Lincoln a destination of first choice to visit, live and work in. We will continue to deliver and support high quality events and to animate the city with a focus on delivering cultural, independent themed activities, celebrating Lincoln's history and modern future. We will continue to create trails which entertain and encourage footfall to the city and work in partnership to develop a high street that continues to buck the trend and keeps a strong, diverse cross section of businesses in the city.

We promise to deliver each year when you VOTE YES.

- **Flagship Events and Trails**

- Our own flagship events which currently include 1940s and Kickstart at the Castle
- A range of trails at different times of year

- **Support Partner Projects / Events**

- Including Steampunk and City of Lincoln Council events
- Invest in and promote Partner events
- Grant Scheme to support other city events

- **Leaflet Trails to compliment activity**

- Paper, digital and QR code

- **Lincoln Sightseeing Bus**

Potential New Activity

- Introduce new events across the city
- Continued to increase the scale of existing events.



“We had a really great day – the weather was perfect, we did the complete sightseeing tour.

We stayed on the bus and got off at different stops. Thank you so much for a lovely day out.”

Helen from Sleaford





3. Engage

Our third key priority is to continue to represent value for money and use the collective voice of members and partners within the city.

This will ensure Lincoln city centre remains competitive, sustainable for people to want to remain in and come to Lincoln. This will include supporting initiatives that make a real difference to the experience of working in the city, eg the BIG Bus and Car Park permits. We will support and develop training schemes, arrange networking events and encourage collaborations between businesses in the city. The coordinated voice for businesses on key issues, be business led, business controlled, and business funded to ensure we meet the needs of our members.

VOTE YES and we promise to continue to:

- Provide discounted **Bus and Car Parking deals** for members and their employees
- Manage the delivery of the **Park & Ride** scheme for the city with partners
- Be the **Voice of Business** to lobby on issues that affect members
- Deliver the annual **GEM Awards** showcasing businesses that go the extra mile with their customer service
- Organise regular engagement events including **Brew with the BID** and **networking events** for members.

Potential New Activity

- Arrange a programme of relevant training and e-learning courses to encourage continuous professional development for members and their teams
- Collate and share a repository of key **smart data** to better inform such as footfall, vacant properties, shop thefts, car parking and public transport
- Provide a hub of data for potential investors to **Promote Lincoln as a Place to Invest**
- Promote member's businesses through specific **marketing campaigns and promotions**
- Develop and deliver transport related projects.





Projected Budget 2025-2030

Setting the levy to raise the same investment as our fourth term.

	Year 1	Year 2	Year 3	Year 4	Year 5	Totals
Income						
BID Levy	667,500	674,175	680,917	687,726	694,603	3,404,921
Additional Income	668,000	681,220	699,704	715,958	732,488	3,497,371
Total Income	1,335,500	1,355,395	1,380,621	1,403,684	1,427,091	6,902,291
Expenditure						
Enhance	398,936	406,176	413,357	425,681	430,152	2,074,303
Experience	400,094	405,078	409,807	411,631	416,551	2,043,162
Engage	533,236	543,781	554,435	565,303	577,388	2,774,143
Total Expenditure	1,332,266	1,355,036	1,377,600	1,402,615	1,424,091	6,891,608
Annual Surplus	3,234	359	3,021	1,069	3,000	10,683

This proposed budget will change if the need arises and will be reviewed annually.

Rateable Value	Average Annual Amount per Business	Average Weekly Amount per Business
£6,000 - £9,999	131	3
£10,000 - £19,999	241	5
£20,000 - £49,999	525	10
£50,000 - £99,999	1,187	23
£100,000 and above	4,597	88

Is Lincoln BIG value for money?

It doesn't cost much per week

Small independent

Independent retailer

National retailer

Large national retailers

The equivalent in cups of coffee...

Ballot Timeline

Lincoln BIG's fourth term finishes on 30 June 2025 but can continue for a fifth five year term, subject to a new ballot being held, with every levy paying businesses over the threshold of £6,000 rateable value having a vote.

For Lincoln BIG to proceed to a fifth term, there must be a majority voting in favour by number and by rateable value.

- **Friday 10 May**
Notification to the Secretary of State to hold Ballot sent
- **Monday 14 October**
Issue of Notice of Ballot and Lincoln BIG Business Plan 2025-2030 distributed to eligible businesses
- **Monday 28 October**
Ballot Papers sent out to eligible voters
- **Friday 15 November** by 5 pm
Appointment of Proxy
- **Tuesday 19 November** Lost Papers
(lost and able to be reissued if not received by)
- **Wednesday 20 November** by 5 pm
Spoilt Papers (issue up to)
Cancellation of Proxy
- **Monday 25 November** 5 pm
Close of Ballot
- **Monday 25 November** After 5 pm
Count
- **Monday 25 November** After result counted AGM
and Ballot Result announced at Home, Park Street

Please help us shape the next five years' worth of investment in Lincoln – remember it is your Business Improvement District (BID) and it is vital that it reflects your needs and supports Lincoln's future prosperity.



over the past term...

For every
£1 of levy
received £2
was invested
in the city.

£2.2 million
levy vs
£4.5 million
invested in
the city.

Of the £4.5
million £3.6m
comes from
external
funding.

Employees
saved £1.45
million on car
park and bus
permits.

The BID Rules – If you Vote YES

- The BID levy will be collected by the City of Lincoln Council as previous years, based on the legislation for non-domestic rates. This will be governed by a Service Level Agreement between Lincoln BIG and the City of Lincoln Council.
- The BID levy will apply to all persons or organisations liable to pay the non-domestic rates for eligible hereditaments located within the BID area.
- The levy rate to be 1.75% based on the 2023 non-domestic ratings list, this will bring in a BID levy of approximately £662,593. 1.75% is the average BID levy nationwide.
- The BID levy will be collected annually in advance and the charging period will be 1 July to 30 June, starting 1 July 2025.
- Those hereditaments with a rateable value of £6,000 and above will be liable to pay the BID levy. The non-domestic ratings list indicates approximately 857 business ratepayers will be eligible to pay the BID levy.
- Unoccupied premises will be charged the full levy including properties left empty due to administration or liquidation.
- The BID levy will not be affected by small business rates relief or any other discretionary relief grant.
- The BID levy must be paid by any new ratepayer occupying an existing eligible non-domestic rateable property within the BID area up until the end of the five-year term even if they did not vote in the ballot.
- New eligible premises constructed during the term will pay a levy based on the rateable values issued at the time of the change.
- Shopping centres and educational institutions will be charged the full 1.75% levy. They have much to gain from Lincoln BIG through improved city centre ambiance to attract students and conferences.
- Charity shops are charged half of the BID levy. Other premises occupied by charities are charged the full levy of 1.75%.



How will we measure our success?

Communicate with businesses throughout the year by e-newsletters, social media, in-person visits, business forums, networking events

Conduct regular business surveys to gain insight and understanding of issues facing our members and to receive feedback on performance and delivery

PR and Media coverage and social media reach

Increase number of businesses actively engaged with Lincoln BIG's flagship events and projects

Quarterly Performance reports to the Board of Directors

Annual Report with an Annual General Meeting (AGM)

Increase footfall and visitors to the city centre and encourage people to stay in the city longer.

Quarterly review meetings with key investors and partners

Working with Key Partners

To deliver exceptional value for money within the framework of our aims and objectives, WE will work closely with key partners such as property owners, developers, local authorities and Lincolnshire Police. WE will seek, wherever possible to influence and shape projects that will benefit YOU whilst supporting others to achieve their own objectives.

Monitoring of Basic Service Provision

City of Lincoln Council is committed to provide statutory core services to the area. OUR street management services are additional and complementary to these statutory services. A Baseline Agreement will be reviewed which allows us to regularly appraise the delivery of core services and compare them with the services identified in the statements. Other BIDs have shown that this has an impact on delivery

and helps to guarantee that money provided to the authorities via the business rates mechanism is well spent and that standards are maintained.

Monitoring BIG Delivery

We will continue to be fully transparent and accountable to the businesses paying the BID levy.

Monitoring and measuring the performance and effectiveness of OUR activities is an integral and essential part of the Business Plan. Members need to be confident that their levy money is being invested as productively as possible to maximise results. WE will ensure transparency by reporting the results in our Annual Reports.

We will measure success through business surveys, photographic evidence, vacancy levels, new investment in the area, parking, sales and footfall data.



FAQs

Who is eligible to vote?

All businesses within the BID boundary (see map on page 15) with a non-domestic rateable value of £6,000 or more will be able to vote.

How will Lincoln BIG improve my business?

Supporting Lincoln BIG will bring in about £4.4 million additional investment into your city, providing additional services which, in turn, will help raise the profile and ensure a world-class experience for all who visit.

Is this a way for the City of Lincoln Council to save money?

NO, Lincoln BIG is a business-led, independent not-for-profit organisation. All projects have to be in addition to those provided by the local authority. Lincoln BIG is and will be governed by a board of directors that represent the business sectors within the BID area.

Shouldn't my business rates cover this?

Business non-domestic rates are a property tax collected by the Local Authority and then distributed at a national level. The Local Authority spends the allocated funding on services that are both statutory and discretionary and you have no control over these spending decisions. All the monies raised from the BID levy are spent in the city within the BID area and on additional local priorities.

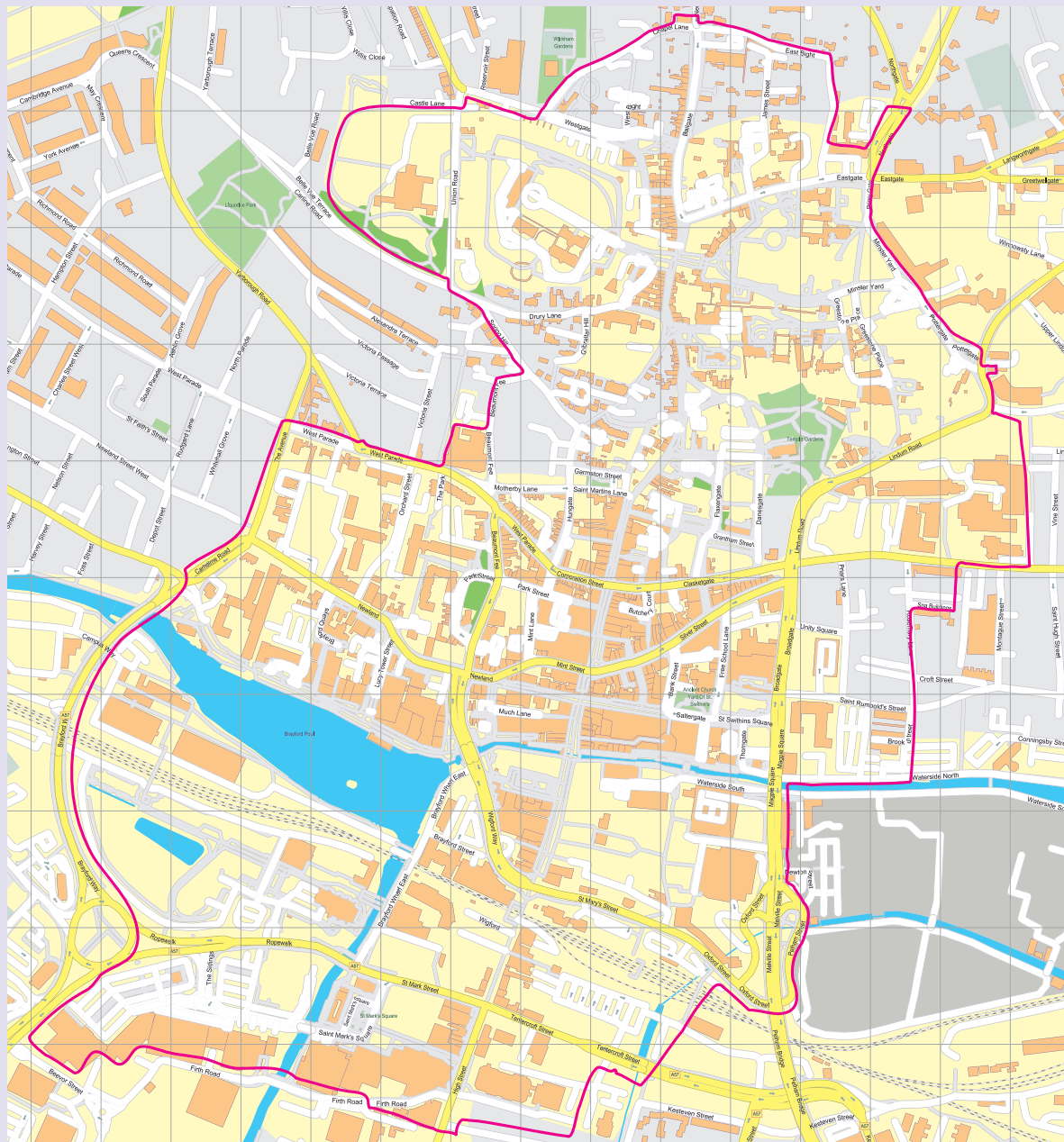
Who decides what the money is spent on?

This Business Plan has been created following consultation with business and city stakeholders. **Publication will be October 2024 before the vote.** All BID businesses can attend our forums where project delivery is discussed and agreed. BID businesses can also raise any issues with individual Board members or members of the BID Management team.

What is a BID and BID Area?

The Lincoln BID District is:

- A Business Improvement District (BID) which is a defined geographical area within the City of Lincoln where the businesses have voted to invest collectively to improve their trading environment
- The lifetime of the BID is covered by National Regulations and is set at no more than five years
- A not-for-profit company which is set up and run for the businesses in the area and is responsible for ensuring that the aims and priorities of the BID proposal Business Plan are delivered
- The BID is about adding value and additionality to benefit the area. It does not replace local authority or police service but has to provide additional resource and activities to benefit the area
- A list of street names within the BID area are detailed on the website.



Meet the Board of Directors

Lincoln BIG is a not-for-profit organisation limited by guarantee with a Board of Directors representing businesses from within the BID area.

Founder Members

Councillor Naomi Tweddle	City of Lincoln Council
Councillor Anita Pritchard	City of Lincoln Council
Simon Beardsley	Lincolnshire Chamber of Commerce
Kevin Kendall	Lincolnshire Chamber of Commerce

Lincoln BIG Levy Members

Carl Jacklin	Agathas
Nicola Lockwood	Bells Tea Shop
John O'Donoghue	Carousel, Craft and Home
Mark Brewer	Imp Travel
Matthew Hayden	Nationwide
Stan Matthews	Thompson & Richardson (Lincoln) Limited

Investor and Co-opted Members

John Latham	Co-opted
Nicola Hall	Lincoln College
Freddie Chambers	Lindum Group
David Lewis	Siemens Energy
Dave Skepper	Stagecoach East Midlands
Emma Jubbs	University of Lincoln
David Donkin	Lincoln Waterside Centre Limited

Company Secretary

Tom Hickingbottom	Wilkin Chapman LLP
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The Directors of the BID represent businesses in the BID area. Some Board members are elected, with others nominated to ensure expertise and representation. The Board will continue to meet every four months with responsibility for governance matters such as financial arrangements, contractual obligations, human resources, standards, performance, and compliance.

Where representative retire by rotation, they will be replaced in November 2024 at the AGM.



Exit Strategy if a NO Vote

Should the BID Ballot fail to gain majority support from businesses, Lincoln BIG will wind up activities based on contractual, staff and financial considerations – in that order. Lincoln BIG will aim to do this in a way which will minimise disruption to our levy payers.

If you would like to find out more or want to give us feedback please contact:

Simon Beardsley,
Managing Director
Simon.beardsley@lincolnbig.co.uk

Lee Roberts,
Head of Operations
Leeroberts@lincolnbig.co.uk

Sharon Stone,
Corporate Manager
Sharon.stone@lincolnbig.co.uk

Danielle Hairyes, Relationship & Operations Manager
Danielle.hairyes@lincolnbig.co.uk

We will continue our full range of services until December 2024



- No new schemes will be developed
- No renewals of new applications for car parking and bus deals will be accepted
- Our events programme will cease
- Our In Bloom scheme will cease



- The Park & Ride service will cease



- Our car parking and bus deals terminate
- Our website will close down
- Our Security Group and Radio services will cease
- Our Hospitality services will cease
- Our secretariate services to business forums will cease



- Lincoln BIG will cease to operate
- City Centre Wardens will cease to operate

Any remaining assets of Lincoln BIG will be passed to another organization at the discretion of the Lincoln BIG Board.

Hear from our Members: Why we're backing the BID!

“I appreciate that the organisation works hard, much of it behind the scenes, to improve Lincoln for its levy payers and the business community.

Whether working on events or making sure we're included in national initiatives; representing our best interests or seeing through initiatives to enhance our environment, I can see that Lincoln BIG is accountable and conscientious. I consider Lincoln BIG to be an asset to the city and one worth continuing. I also feel it offers value for money, and that Lincoln's businesses work best when supporting each other and Lincoln BIG is a good example of this.”

Amy Claridge, **Fabric Quarter
& The Artisan Maker**



“ Having Lincoln BIG as a support, is absolutely invaluable. The key area for me being the Security Group radios.

Knowing that a team of City Centre Wardens, CCTV operators, police units and other retail and hospitality users are there to assist, guide and offer help at the other end of a radio should you need them is absolutely a key reason to support Lincoln BIG. The app is also a bonus. ”

Dawn Hall, **HMV Lincoln**



“ Lincoln BIG plays a fundamental role in attracting people to the city centre, and enhancing the experience for residents, workers, and visitors alike.

We received phenomenal support when we approached them about our summer children's book events which they enhanced with additional initiatives like the Elmer Trail and the Summer of Fun all of which have been instrumental in bringing books to Lincoln. ”

Kate Melton, **Waterstones**

“ I am **VOTING YES** for Lincoln Big as they are a supportive organisation with the heart of the city in mind.

We all work well together to make sure Lincoln is a great place to visit. Lush often get involved in city experiences which is great for our footfall and for excitement in Lincoln.”

Vicky Storey, **Lush**



“ Lincoln BIG work closely with businesses in conjunction with the City Council and Police to bring added value and safety for all visitors.

Their work to attract and welcome people into the city has made a significant contribution to the overall experience and our own business performance. As a business in Lincoln, we have recorded positive footfall growth over the past three years which is pretty remarkable given the wider economic challenges in recent years – well worth the levy!”

James Thompson, **Cathedral Restaurant Ltd**

Our key achievements over the past term

Welcome

We kept the city clean and welcoming by



Removing over **960** items of graffiti



Removing over **1,337** fly posters



Retrieved **40+** needles and safely disposed of



Cleaned, painted, removed weeds and gum from over **450** areas



Delivered **6** community clean-ups.

To add ambience to the city we displayed



414 flags



8,483 linear metres of bunting



642 hanging baskets



507 Christmas trees



27 IN Lincoln lamppost banners.

For the security and safety



Recovered **£33,945** worth of goods for retailers



Businesses that lease a Security Group radio is **174**



602 day-time incidents reported on the app



156 night-time incidents reported on the app



60 business participate in the Ask Angela scheme



17 venues became Licensing Savi accredited



Donated litter picking equipment to Lincoln Wombles to assist in the delivery of community clean-ups.

During COVID-19 Pandemic we



Designed, produced and provided, with the help of Ruddocks design and print team, **7,800** pieces of COVID secure

collateral including posters, floor stickers, No Entry without face covering window stickers, beer mats and Queue Ends Here A-Boards



With Lincoln Distillery we produced **1,500** bottles of hand sanitiser



We marked up queue areas outside of **70** businesses



We assisted with queue management



We carried out courtesy checks of premises 7-days-a-week whilst business were closed



A queue management document and business checklist was produced for business to help with re-opening



We only charged those levy payers that had to close but had a security radio 50% of the rental in 2020-21 and 2021-22.

Experience

- Delivered on average seven key events across the city every year.
- New events added to the calendar since 2020 include the Cornhill Cove, Krazy Races, Kickstart at the Castle, the BIG Spook, Dino Dig
- To support the first stage of reopening the High Street digitalised trails were introduced such as the Secret Carnival, MonsterVillian Safari and Christmas Spirit Trail all with their unique QR code
- The IMP trail was postponed in 2020 so we

brought 16 festive imps to the city including Santa, Rudolf and friends for visitors to 'Glimpse the Imp'. With the lockdown reimposed after Christmas the Imps remained in situ for an extra month

- An illuminated light trail, to lit up the High Street over the Christmas period including a Christmas Present, JOY, Bauble, Christmas Trees and a curtain of light together with our Gnome on the log and post box to sent letters to Santa. 500 leaflets were distributed
- Continued operating the City Sightseeing Tour Bus once COVID-19 restrictions were lifted. To-date we have welcomed **XXX** passengers across the four years.

Value



Negotiated a 3-month delay in collection of the levy until October 2020



Gave a **50%** subsidy to 2020/21 security radio rental for those that had to close



Stopped the admin charge for re-joining the Bus and Car Park scheme between May and November 2020



Worked with Stagecoach for **free bus passes** in May and June 2020 for front line workers



Continued to manage the Park & Ride service with **145,106** passengers post COVID



Produced **37,000** Student Voucher Booklets across the four years



Seen an increase of car park and bus permits post COVID year-on-year



Updated the Green Heritage and Black wayfinder signs across the city at a value of **£14,000**



A variety of training courses delivered free of charge with a total worth of in excess of **£10,000**



We have sponsored 23 events at a value of more than **£40,000** including Mini Day, Sausage Festival, Santa Fun Run, Pride, Jazz Festival, Steampunk



Introduced the **GEM Awards** with 83 businesses in Year 1 and in Year 2 we have 160.

Funded project

From 2016-2023, Lincoln BIG worked in partnership with Lincolnshire Chamber of Commerce to facilitate the ERDF project Collaboration 4 Growth (C4G), a project involving business support to new and existing SMEs who trade on a business to business basis.



£605,130.57 Provided in grant money



123 Businesses received a grant



354 Total businesses supported



242 Business received 12 hours of support



68 New jobs created



13 New enterprise

During and in the aftermath of COVID-19 pandemic, working with City of Lincoln Council, the accountable body, we delivered a programme of activity to assist with the recovery of the High Street.

Additional Restriction Grant

- Paid for Free Radio hire for over 100 businesses
- Upgraded CCTV equipment in control room for better connectivity
- Purchase of Electric Van, pressure washer and chewing gum removal equipment

- Support towards Zest Theatre 'Refresh Lincoln' project

- Purchase of drink spiking detection kits

- Creation of two Reopening the High Streets videos

- Update to Lincoln BIG website

Welcome Back Fund

- Delivery of large-scale street dressing programme in March 2022
- Delivery of 'Remarkable Lincoln' – 9-day street theatre and family activity programme

- Pilot of the evening safety wardens December 2021 – March 2022

Heritage Action Zone

- Funding to extend 1940's weekend to High Street and Lower High Street 2022 & 2023
- Additional Christmas light features as part of Lincoln Light Trail
- Digital donation station and creation of 2 digital walking trails for Lincoln via Trailtales.



Use your vote to **VOTE YES**



LINCOLN
SOCIAL RESPONSIBILITY CHARTER

**British
BIDs**
Leading the BID industry

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Appendix B		City council properties within the BID area		
Account Name	Billing Auth	Current Rateable Value	Description	Property Address
City Of Lincoln Council (Business Rates)		5300010	21250 Shop And Premises	Ground Floor & Basement, 1 Bailgate, Lincoln, Lincolnshire, LN1 3AE
City Of Lincoln Council (Business Rates)		7060009	25750 Office (Excluding Central & Local Gov'T)	C.A.B., Beaumont Fee, Lincoln, Lincolnshire, LN1 1UL
City Of Lincoln Council (Business Rates)		7069004	58500 Office (Excluding Central & Local Gov'T)	2nd Floor, West Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		7069005	57500 Office (Excluding Central & Local Gov'T)	2nd Floor, East Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		7069006	58500 Office (Excluding Central & Local Gov'T)	3rd Floor, West Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		11930000	7100 Museums	Greyfriars Museum, Broadgate, Lincoln, Lincolnshire, LN2 5AQ
City Of Lincoln Council (Business Rates)		15340052	14500 Car Parks And Parking Spaces	Car Park, Castle Hill, Lincoln, Lincolnshire, LN1 3AA
City Of Lincoln Council (Business Rates)		23800010	15000 Car Parks And Parking Spaces	Car Park, Danes Terrace, Lincoln, Lincolnshire, LN2 1LP
City Of Lincoln Council (Business Rates)		51760201	233000 Car Parks And Parking Spaces	Multi-Storey Car Park, Lucy Tower Street, Lincoln, Lincolnshire, LN1 1XL
City Of Lincoln Council (Business Rates)		54400005	452500 Car Parks And Parking Spaces	Lincoln Central Car Park, Melville Street, Lincoln, Lincolnshire, LN5 7HW
City Of Lincoln Council (Business Rates)		58360010	18500 Car Parks And Parking Spaces	Car Park, Motherby Lane, Lincoln, Lincolnshire, LN1 1EX
City Of Lincoln Council (Business Rates)		60351009	134000 Bus Station And Premises	Lincoln Central Bus Station, Norman Street, Lincoln, Lincolnshire, LN5 7ES
City Of Lincoln Council (Business Rates)		70260140	13000 Car Parks And Parking Spaces	Car Park, Rosemary Lane, Lincoln, Lincolnshire, LN2 5AT
City Of Lincoln Council (Business Rates)		70690010	8300 Office (Excluding Central & Local Gov'T)	Property Shop Office, 3rd Floor, East Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		70690013	20500 Office (Excluding Central & Local Gov'T)	Colc, 3rd Floor, East Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		70690016	58500 Office (Excluding Central & Local Gov'T)	5th Floor, West Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		70690017	57500 Office (Excluding Central & Local Gov'T)	5th Floor, East Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		70690019	92000 Car Parks And Parking Spaces	Car Park, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		70690020	46000 Office (Excluding Central & Local Gov'T)	Ground Floor, West Wing, City Hall, Beaumont Fee, Lincoln, Lincolnshire, LN1 1UH
City Of Lincoln Council (Business Rates)		74290030	20000 Car Parks And Parking Spaces	Car Park, St Pauls Lane, Lincoln, Lincolnshire, LN1 3AL
City Of Lincoln Council (Business Rates)		74510050	114000 Car Parks And Parking Spaces	Multi-Storey Car Park, St Rumbold Street, Lincoln, Lincolnshire, LN1 2PW
City Of Lincoln Council (Business Rates)		74730010	10250 Other Miscellaneous	Guildhall, Saltergate, Lincoln, Lincolnshire, LN2 1DH
City Of Lincoln Council (Business Rates)		82230220	19250 Shop And Premises	20-22 Steep Hill, Lincoln, Lincolnshire, LN2 1LT
City Of Lincoln Council (Business Rates)		84870280	142000 Car Parks And Parking Spaces	Car Park, Tentercroft Street, Lincoln, Lincolnshire, LN5 7BD
City Of Lincoln Council (Business Rates)		84870281	6400 Public Conveniences	Public Con, Tentercroft Street, Lincoln, Lincolnshire, LN5 7BD
City Of Lincoln Council (Business Rates)		88170390	48000 Car Parks And Parking Spaces	Car Park, The Lawn, Union Road, Lincoln, Lincolnshire, LN1 3BU
City Of Lincoln Council (Business Rates)		89831000	8200 Car Parks And Parking Spaces	Car Park, Victoria Street, West Parade, Lincoln, Lincolnshire, LN1 1HU
City Of Lincoln Council (Business Rates)		93770411	58500 Car Parks And Parking Spaces	Car Park, Westgate 1, Westgate, Lincoln, Lincolnshire, LN1 3BG
City Of Lincoln Council (Business Rates)		93770810	19000 Car Parks And Parking Spaces	Car Park, Westgate 2, Westgate, Lincoln, Lincolnshire, LN1 3BG
City Of Lincoln Council (Business Rates)		93770831	8400 Car Parks And Parking Spaces	Car Park, Westgate 3, Westgate, Lincoln, Lincolnshire, LN1 3BG

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15. Lincoln Big Ballot

Simon Walters, Strategic Director for Communities and Environment:

- a. presented the Lincoln Business Improvement Group (BIG) ballot arrangements in advance of seeking Executive views on how the nominated officer should vote in the ballot using the votes attributable to council properties within the Business Improvement District (BID) designated area
- b. explained the BID Ballot process and provided details of the BID Levy mechanics
- c. advised that an all Member Workshop was held on 18 November 2024 and gave an overview of the key themes explored during the session
- d. summarised the impact of an overall 'yes' vote and also the impact of an overall 'no' vote
- e. invited members questions and comments.

The committee discussed the contents of the report in detail and acknowledged the extensive services that Lincoln BIG provided to the City. They were unanimously in support of the nominating Officer casting a 'yes' vote in the upcoming BID Ballot on behalf of City of Lincoln Council properties.

RESOLVED that the proposal to instruct the Chief Finance Officer to cast a 'yes' vote on behalf of City of Lincoln Council properties for the continuation of Lincoln BIG for the next 5 years be supported.

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