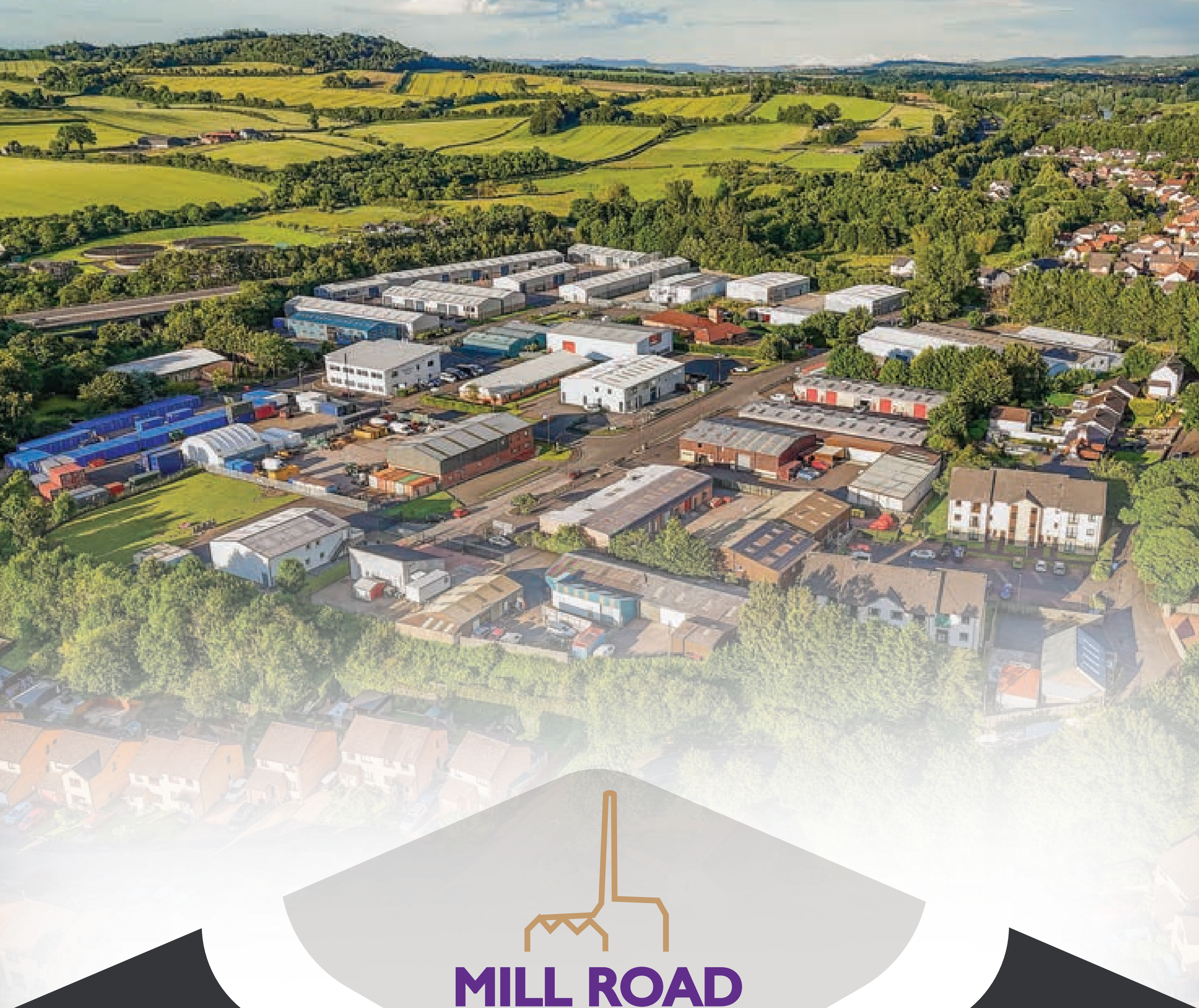

MILL ROAD
BUSINESS IMPROVEMENT DISTRICT

Mill Road Industrial Estate

Business Plan 2024 – 2029

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Introduction from the BID Chair

I am delighted to present this proposal, which outlines your priorities and gives a taste of how we can continue to improve and make the Mill Road Industrial Estate area even better by working together.

A BID is where businesses, within a defined geographical area, vote to invest collectively in local improvements over and above those provided by statutory authorities. It is a partnership arrangement where the local business community and the statutory authorities work together on projects that will benefit the local economy and local businesses.

During the recent consultation, it became apparent that support for a Mill Road BID would provide a great opportunity to work together and make the changes we all want on the Mill Road Industrial Estate.

During the consultation run by the existing BID, One Linlithgow Ltd, that Mill Road is a part of, businesses told us they were in favour of BIDs, but wanted more local control of the projects on the Mill Road Industrial Estate.

As a result, there will be two ballots run consecutively for the Linlithgow town area and the Mill Road Industrial Estate. The cost to our businesses is low and through a Mill Road BID we can maintain access to external assistance and funding not available to individual businesses.

All the proposed improvements were ideas initially from you, which came out in our surveys and consultations. Every business in the area has had the opportunity to let us know what their priorities are.

Supporting a Mill Road BID for the industrial estate, means we can continue to deliver what we have already put in place during the current BID term; and work together to deliver the improvements and ongoing maintenance we all want to see on the estate.

The purpose of a BID for Mill Road is to support our businesses, increase trade, and improve our business environment. We will form a Memorandum of Understanding with businesses in the town, via One Linlithgow, to take advantage of collaborative efforts and funding on specific projects when necessary.

You can find more information on our website Onelinlithgow.com/millroad, or for more general or national information refer to the ImprovementDistricts.scot website.

A notice of ballot will be sent to all eligible persons (those eligible to vote in the ballot) on or before the 15/08/2024, along with the ballot papers on or before the 15/08/2024. Those eligible to vote will have at least 6 weeks to cast their vote before the ballot closes at 5pm on 26/09/2024. Ballot papers received after this date and time will be null and void and not be counted.

I would ask you all to vote YES so that you can work together to make the Mill Road Industrial Estate better.

Evelyn Noble – Chair, One Linlithgow Ltd on behalf of the Mill Road Industrial Estate

“Business” or variations of the word “business” are used throughout this document. The word “business” in this context refers to property owners or tenants and occupiers of properties who are liable to pay the non-domestic rates (NDR), whether they pay business rates or not. This includes all properties listed on the Scottish Assessors Association Portal (website) with a non-domestic rateable value, many of whom may be a charitable organisation, public sector organisation, social enterprise or community group who may not consider themselves to be a business.

What the BID means for Mill Road Industrial Estate

The vision for Mill Road Industrial Estate is to continually improve as a place to run a business, with a positive appeal for visitors, employees, customers and service users and to make the estate a location where businesses can thrive.

The BID aims to build on previous project successes and implement much wider promotion of the Mill Road Industrial Estate as an attractive and welcoming place, where people can visit safely to use the services on offer from businesses; and where businesses will decide to locate and grow.

As BIDs mature to the next generation, the BID for Mill Road Industrial Estate will provide an established and recognised way for local businesses to work together with other public and private sector partners to improve local economies and, by extension, local communities in a variety of contexts.

Mill Road Industrial Estate as an existing part of One Linlithgow is already working with community and volunteer groups and aims to extend this over the next BID term if a Yes vote is secured as a separate BID for the Estate.

The projects that have been completed and reported on provide tangible, costed examples of what a BID means for Mill Road Industrial Estate.

The plan is to continue to deliver the projects that have worked well and improve on others.

After a BID has been in place for ten years for Mill Road Industrial Estate, it is understandable that many people are unaware of everything it delivers, as they have been working well for a number of years.

Now is not the time to be complacent with uncertain times ahead of us all. Mill Road Industrial Estate needs a Business Improvement District to continue all of the great work from the last 10 years.

There is also an opportunity in a third BID term to achieve a carbon neutral industrial estate, as a Big Idea objective.

Objectives of a dedicated BID for Mill Road.

- **To provide a single voice for businesses to West Lothian Council, Police Scotland and other stakeholders.**
- **Source external investment funding using your BID levy as financial leverage.**
- **To encourage local trade between businesses where applicable.**
- **Continually improve the look of Mill Road through ongoing maintenance.**
- **To make the BID levy cost neutral for many businesses.**
- **Introduction of efficiency savings such as collective recycling through economies of scale.**
- **To maintain the security of the estate with current CCTV and ANPR cameras.**
- **To promote Mill Road as a thriving business location to attract new businesses when units become vacant.**
- **To help promote businesses individually through local and wider marketing channels.**
- **To give businesses a strong, unified voice.**

What is a Business Improvement District?

A Business Improvement District (BID) is a geographically defined area, where businesses come together and agree to invest collectively in projects and services the businesses believe will improve their trading environment. BID projects are new and additional projects and services; they do not replace services that are already provided by West Lothian Council and other statutory bodies.

BIDs are developed, managed and paid for by those who are liable to pay non-domestic rates (NDR) by means of a compulsory levy, which the eligible persons in the proposed BID area must vote in favour of, before the BID can be established. Each eligible person liable to pay the BID levy will be able to vote on whether the BID goes ahead.

The BID is not a way for the Council to save money
The BID is emphatically not about the Council removing existing services. A Business Improvement District provides new or additional activity and cannot replace statutory services delivered by West Lothian Council or Police Scotland.

In line with BID legislation, a newly formed Mill Road BID will continue with a Baseline Service Agreement which is a legal document agreed by both parties which clearly sets out the statutory and any additional discretionary baseline services provided by West Lothian Council in the town. The BID Company will continue to monitor service levels outlined in the agreement, as it has done over the last five years.

Businesses should still expect to receive the services which the Council and Police currently provide for the benefit of business and the public such as cleaning, lighting, access and safety.

We have already, through the first two terms of a BID in Linlithgow, worked effectively with the local authority to encourage improvements through continued support from services which relate to areas such as economic development.

Statutory Services

Operational- Nets, Land & Countryside Services

Street Cleansing.

Operational Services
Highways Maintenance.
Street Lighting.
Waste Management.

Planning and Economic Development
Environmental Health and Trading Standards.

Police Scotland
Police Community Resources.

Discretionary Services

Corporate Services
Legal Services

Finance and Estates
Property Management and Development Unit.

Operational- Nets, Land & Countryside Services
Environmental Wardens.

Operational Services
Traffic Management- Parking (On Street).

Planning and Economic Development
Business Gateway.
Development and Regulatory Services.

Why does Mill Road Industrial Estate and your business continue to need a BID?

If we do nothing, then nothing will be done; and the range of successful projects and services previously implemented by the BID during the second term will cease and be discontinued.

Linlithgow has experienced significant changes over recent years, and as with many towns throughout Scotland, now has considerable issues. Significant increases in the overhead cost of running a business that requires a large amount of space, has led some businesses to become unviable on the estate.

Problems such as traffic management, access issues, safety and security, are a problem for many businesses. The continuing rise of energy costs is putting more pressure on business overheads along with a cost-of-living crisis restricting consumer purchasing power. Linlithgow and Mill Road requires a continued coordinated response from all businesses to address these problems.

After consultations with businesses from a range of sectors on the Mill Road Industrial Estate it became clear there was commonality in the problems that they had. There was a desire to see the estate prosper and a real appetite to embrace a new way forward and to change and make improvements.

The BID provides a unique opportunity for local businesses across all sectors to continue to work together, invest collectively and undertake projects which can contribute positively to improving the economic viability of businesses in the estate, and securing investment.

We are at a time of great environmental change in the world.

The two big ideas proposed are real opportunities for the Mill Road Industrial Estate. A clear focus on cardboard and plastic crushing and recycling, turning waste into revenue and vastly reducing the number of lorries having to visit the estate will have the potential to save all businesses on the cost of waste removal.

The second is an ambitious vision for the Mill Road Industrial Estate to become energy independent during a third BID term.

This involves sourcing the finance and implementation of proven business models that can deliver solar panels linked to EV battery charging on-site, to massively reduce the costs of electricity in a business premises. Furthermore, self-generated power provides business certainty in the event of future exponential price rises due to external factors.

This is an ambitious target, that could be achieved by individual businesses who own their premises on the estate. However, a collective project involving local stakeholders including the property owners has a real potential to make a positive impact on the bottom line for businesses at this time.

It would also greatly increase the appeal to new tenants considering locating to an industrial unit to run or expand their business.

What if Mill Road Industrial Estate businesses vote 'No'

The bottom line is we are talking about at least £157,000 investment in Mill Road Industrial Estate over the next 5 years

For the last ten years there has been a Business Improvement District(BID) covering the Mill Road Industrial Estate that has provided a continued collective voice and the opportunity to work together as a business community to ensure our town can continue to prosper into the future. For many years Linlithgow has been a good place to do business with both longstanding businesses sitting side by side with new businesses locating to the area.

Since the BID was launched, we have come a long way to helping the area thrive as a place to do business and help to generate a community spirit that many towns across the UK will envy. We've come this far and now is not the time to stop in our efforts.

Your vote and your decision about whether to continue as a Business Improvement District is a decision about whether Mill Road Industrial Estate will benefit from at least £157,000 of investment from 2024 to 2029.

For most businesses, this will cost from £90 to £330 per annum, depending on your rateable value. Essentially, many of the projects delivered on an annual basis for the Mill Road Industrial Estate require funding.

The following will NOT be delivered from October 2024 if a No vote is returned for the Mill Road Industrial Estate.

- No CCTV or ANPR Cameras in the Mill Road Industrial Estate will be operational without broadband connections to record footage on a central hard drive.
- No funding to maintain the business directory signage at the entrance to the estate as businesses come and go over the next 5 years.
- No funding to manage the content on Linlithgow.co.uk/millroad, that indicates the location of over 110 businesses on the estate.
- No central communications to inform business owners of vital information and advice during times of crisis or day to day activity business activity.
- Greatly reduced opportunities to promote the Mill Road Industrial as a great place to set up a business and build on the achievements to date.
- No strong business voice to communicate effectively about issues of concern or collectively contribute and participate to future investment in the area.
- No funding for further Premises Improvement Grants to help improve the look of your business.
- Remove opportunities for other sources of funding to be leveraged, as BIDs are recognised by many funding bodies.
- No funding to employ the services of a project administrator to deliver and maintain the projects you want to see happen.

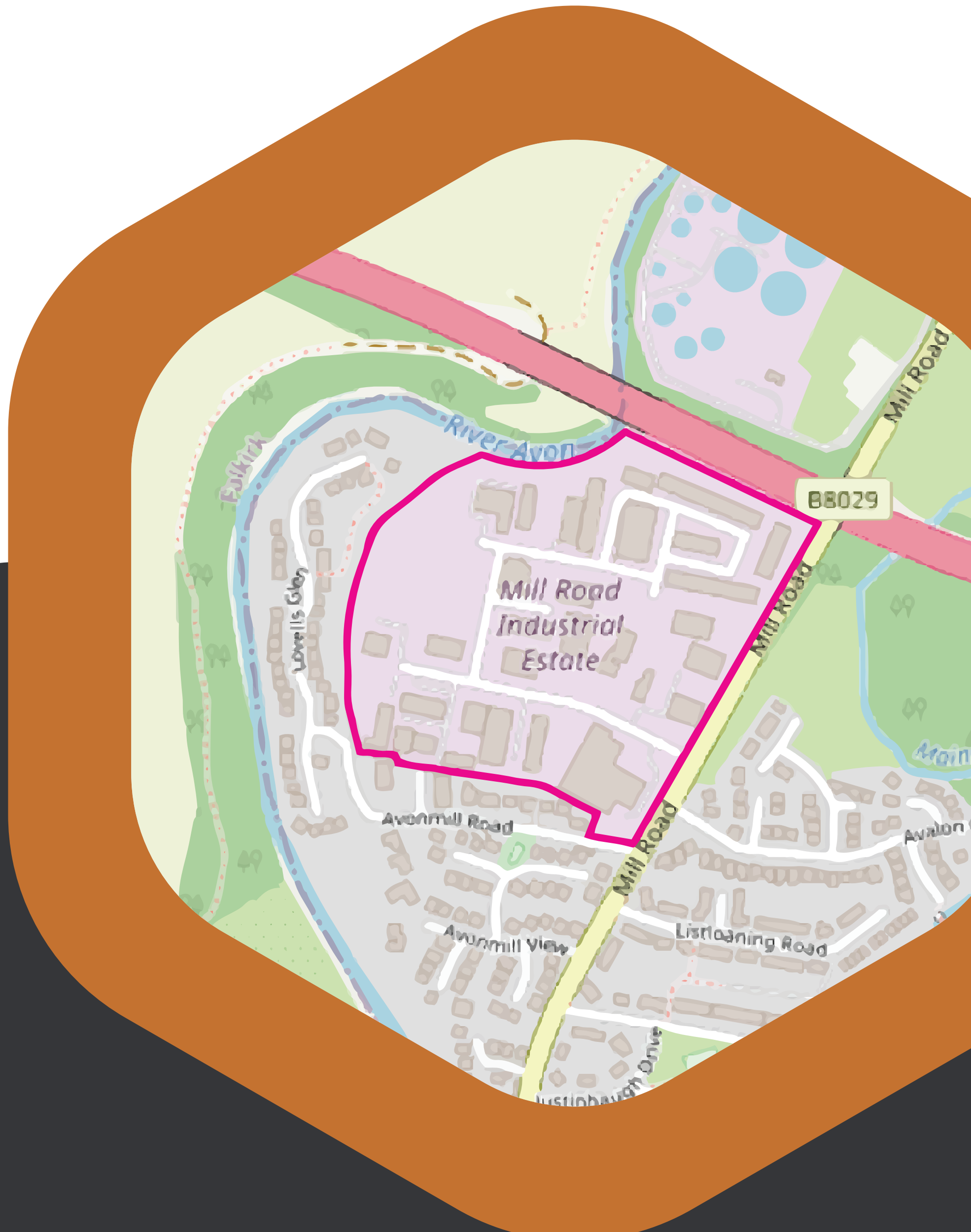
If a No vote is announced by the end of September 2024, there will be a period of 3 months' notice provided to the BID Team to close down One Linlithgow Ltd as a business improvement district and dispose of all company assets.

Company assets to dispose of would include the many physical items you can see in the Mill Road Industrial Estate including all CCTV equipment and lamp posts they are located on.

The proposed BID area

The following streets were chosen to be included in the BID area as consultations with businesses in this area highlighted several common issues of concern that could be addressed by a BID: -

The proposed BID area for a third BID term incorporates all or part of the following streets that form the enclosed secure area of the proposed Mill Road BID area : Mill Road (Little Mill Business Park/E-Net Park); Mill Road Industrial Estate (Avon Mill); Mill Road Industrial Estate (Mill Place).



There are circa 110 Properties located in the BID area.

BID Projects

We believe that the best way to achieve lasting and sustainable change, and best value for money, is by working in partnership, so where appropriate we will work strategically with: - Community Groups, Linlithgow Community Development Trust, Police Scotland, Educational Institutions – Schools – Colleges – Universities.

The proposed projects will be progressed over the five-year period of the BID. Some projects will be provided on an annual basis while others are one-off projects. The time frame for delivering the projects will be decided by the Board of Directors within the agreed budget.

The detailed projects costs are estimates only. The actual cost of the projects will depend on a variety of factors and will not be definitive until competitive tenders have been submitted where necessary. Some of the projects may be subject to planning permission and other statutory approval.

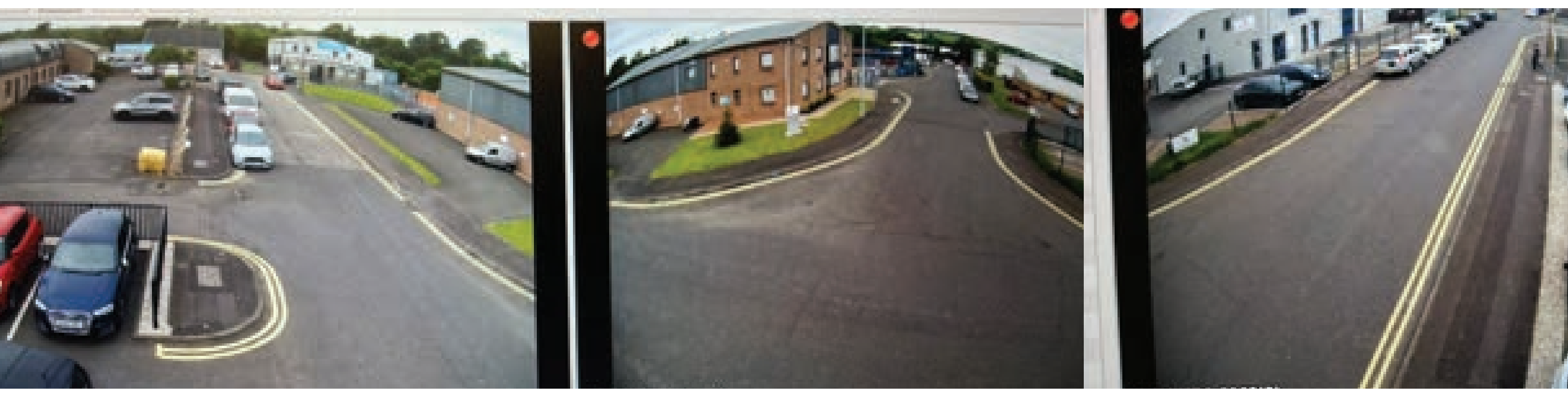
The projects and services will be based on the following themes: - Safety & Security; Business Signage at Mill Road; Mill Road Maintenance; Training, Support and Marketing; Recycling; Administration, Management, Overheads. Lobbying and a business voice included within management costs.

THEME: Safety & Security — £20,250

CCTV annual broadband costs and power. — **£6,000**
To continue with this major investment to provide recorded CCTV and Automatic Number Plate Recognition (ANPR) to provide to Police Scotland on a need basis. The costs to fund the service include providing power to cameras and broadband connections.

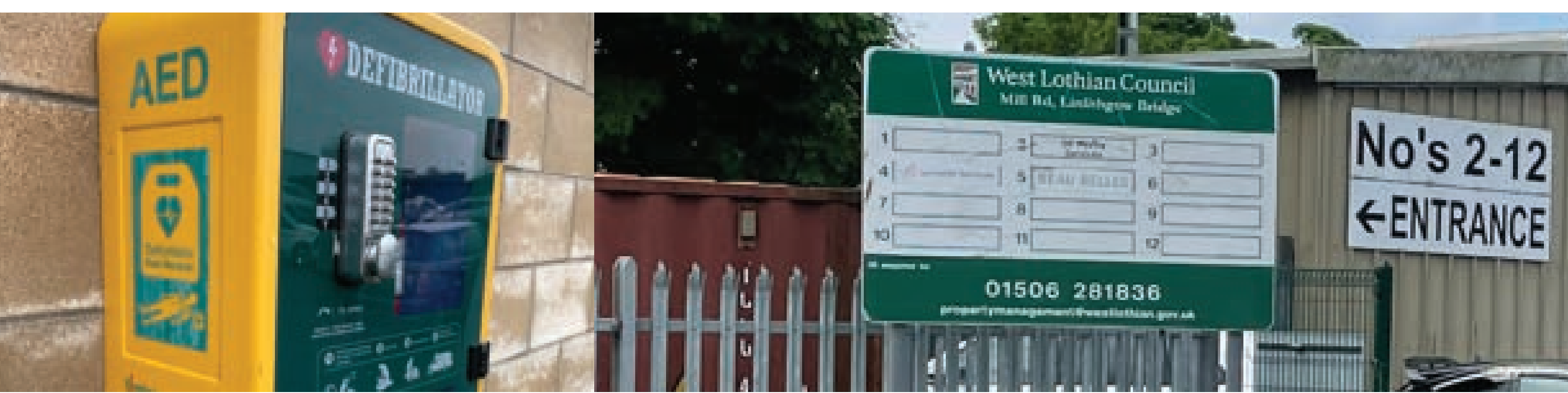
CCTV Maintenance Contract with supplier. — **£12,500**
A local provider based on the estate can also provide a support and maintenance contract to ensure ongoing operation of the CCTV and ANPR.

Defibrillator Maintenance. — **£1,750**
Each time a defibrillator is used, the pad requires replacement and the equipment re-set that incurs a cost. A Mill Road BID will ringfence a budget of £350 per annum to cover this.



THEME: Business Signage at Mill Road — £10,000

Annual updates of directory signage for deliveries
Signage at the entrance to the industrial estate, listing all businesses by location on the estate, updated on an annual basis or more at an estimated cost of £2,000 depending on the level of occupancy changes.



THEME: Mill Road Maintenance. £13,500

To make Linlithgow more visually appealing and attractive for visitors to the estate.

Landscaping & Gravel **£2,500**
Continue with this visually impactful project periodically around the units to maintain the positive aesthetic look on the Estate.

Grit in Winter **£4,000**
Local contractor to fill additional grit bins located on the Estate in winter months, as well as specialist grit for pets in the area of the Veterinary clinic.

LED Lights to replace old **£2,000**
Columns on the Estate that do not contain reference codes are the responsibility of the landlord. Installation of LED lighting on these columns would save on factor costs, with savings negotiated to pass on to tenants.

Premises Improvement **£5,000**
The plan is to provide four businesses with premises improvement support of £250 each from annual £1,000 budget. Over the BID term, the aim is to support twenty businesses in Mill Road to improve their premises during re-fitting.

THEME: Training, Support and Marketing. £14,000

Health & Safety, First Aid at work **£5,000**

Many businesses will continue to benefit from training courses funded by a Mill Road BID (such as Emergency First Aid at Work) that is a periodic business overhead for levy payers. An annual budget of £1,000 will provide up to 25 employees/owners to benefit from certified training programmes.

Marketing of Mill Road **£5,000**

Social Media postings, business directory content, events, jobs, news and other localised information requires updating continually to provide a professional service. A budget of £1,000 a year to provide this service on a contract basis has been allocated.

Monthly double page in Black Bitch magazine **£4,000**

The local free community magazine is very well read. The existing One Linlithgow BID has agreed a double page feature in each edition. This allows monthly features of levy paying businesses individually and by sector.

The strategy is an example of collaboration with a BID for the town. By integrating the Mill Road business directory into the wider town listings and a custom URL Linlithgow.co.uk/millroad, a significantly reduced cost to implement the service is achieved. It also presents a comprehensive source of business information for consumers.

LOCAL FESTIVE CHEER & SPIRIT IN MILL ROAD

It's amazing what is being produced locally this Christmas, showcasing the imagination and ingenuity of local producers right on our doorstep.

Chocolatier, Sebastien Kobelt based in Mill Road has collaborated with the talented David from trufflepigart.com to curate a delightful and slightly tongue-in-cheek Christmas theme that's infused with class. The result is an Advent calendar that not only counts down the days to Christmas but also doubles as an elegant decoration, worthy of gracing any Linlithgow mantelpiece. See Sebastiankobelt.com/shop for details.

The owners of Linlithgow Distillery used to make a special Gin every Christmas just for their family. In December 2020 they decided to make a bigger batch sold out within a few days. Since then 'LinGin Mulled' has been made it every year and is now an established Premium Winter Gin, coming out of the still at over 70% Abv at Dry Gin quality. It's made with their base LinGin recipe including Christmas spices - Lemon Peel, Ginger, All Spice and Clove to give a beautifully

One Linlithgow can also announce that the West Lothian Gift Card can now be picked up from many local retailers, to allow customers can "self-load" the gift cards from the comfort of their own home.

LoadThisCard.com allows funds to be loaded seamlessly onto the West Lothian Gift Card, that can be used across the region in participating retailers as well as food and drink outlets.

Working with the Black Bitch community magazine as part of regular features about business improvement districts, a cost-effective local communications strategy is achieved with a modest annual budget for the whole estate.

THEME: Recycling		£30,000
Cardboard and Plastic Crushing	(set up)	£10,000
Operation and implementation		£20,000

Why waste money on waste?

Aims and Objectives are

- **Reduce the cost of waste removal for individual levy payers.**
- **Greatly reduce the number of collection lorries on the estate each week.**
- **Recycle more waste from the estate than is currently recycled.**

Depending on the scale of the amount of waste collected, there may be opportunities to turn waste into a collective revenue stream for a Mill Road BID.

Following on-site meetings with specialist contractors who deal with waste, there are a range of options emerging for Mill Road.

Cardboard and Plastic Crush, Bale and Sell
A cardboard and plastic crushing demonstration was organised in August 2023 to demonstrate how individual businesses, or a small grouping of neighbouring businesses could crush, bale and sell their cardboard and plastic waste.

The revenue generated would offset the leasing or purchase cost of the equipment, thereby saving businesses on the cost of waste disposal.

The portable machines use air compression to crush recyclable material.

One Weekly Collection of Dry Mixed Recycling
A further option to consider is the arrangement of one weekly collection day and time window for the whole estate.

This is a proven approach in other industrial estate BID areas, where the benefits of economies of scale and a BID subsidy have significantly reduced the cost of refuse collection to levy payers.

Following dialogue and meetings in July 2024 with a specialist waste collector that works with other industrial estate BIDS in Scotland, the recommendation was to carry out an estate-wide Waste Audit to determine volumes and type of waste currently being generated; how often it is collected; and the costs.

The results of the waste audit will help determine the best approach to maximise recycling on the estate.

The link to the waste audit was sent to all contact businesses in Mill Road and the wider Linlithgow town area to get a comprehensive measure of the level of waste generated by businesses in Linlithgow.

THEME: Admin, Management, Overheads	**£62,750**
Project Administrator Recruit an experienced administrator to deliver projects listed. Ideally with experience of working with BIDs in Scotland and some commercial experience. The role will include sourcing funding for the Big Idea of a carbon neutral industrial estate for Mill Road.	**£48,000**
West Lothian Council fee to collect levy	**£9,750**
Accountancy fees to provide annual preparation of accounts	**£2,000**
Overheads: Insurance; IT contracts; Communication costs of platforms, software. Book-Keeping. Lobbying and a Business Voice included within Management costs.	**£3,000**

Contingency	**£6,750**

Five-year Budget	**£157,250**
Total Annual Budget	**£31,450**

The BIG IDEA

Carbon Neutral Industrial Estate during the BID term

Large scale installation of Solar Panels charging EV batteries on the roof of commercial buildings on the Mill Road Industrial Estate. This project will require significant 3rd Party leveraged funding for capital expenditure and installation.

The project administrator will be tasked with sourcing funding to give the vision the chance to succeed in Mill Road.

Aims and Objectives
- Sourcing the finance to deliver the project.
- Implementation of proven business models that can deliver solar panels linked to EV battery charging on-site.
- Massively reduce the costs of electricity in premises at Mill Road.
- Self-generate power at a fixed cost.
- Provide business certainty in the event of future price rises due to external factors.
- Increase the appeal to new tenants considering locating to Mill Road.
- Excess power generated used to charge company vehicles.

This is an ambitious target, that could be achieved by individual businesses who own their premises on the estate. However, a collective project involving local stakeholders including the property owners has a real potential to make a positive impact on the bottom line for businesses at this time.

How we identified the projects you want.

An initial consultation was undertaken with a cross section of businesses in the form of one-to-one interviews, which led to the creation of a bespoke town centre, industrial estate and wider area questionnaire, which was distributed to all businesses in the BID area.

Of the hard copy questionnaires distributed to 110 premises - the businesses were also given the opportunity to complete the questionnaire on-line with **13.64%** being completed.
The questionnaire survey was supported by one-to-one consultation, with **52** businesses consulted, which equates to **47.27%** of the businesses.

The overall aim of the consultation was to assess opinions on initiatives to further enhance and improve the BID area, determine what additional projects and services the businesses would like delivered over the next BID term, to give an added incentive to visit and invest in the town centre, the industrial estate and wider local area. The results of these surveys and consultations have been combined and form the basis of the Business Plan and BID Proposal.

Businesses received e-mails via Mailchimp, telephone calls, newsletters, monthly Community Magazine articles, one-to-one visits throughout the BID development process to keep them informed of progress. The website (OneLinlithgow.com/millroad) has been kept fully updated with information throughout the development of the BID.

New businesses to the BID area received personal visits on a one-to-one basis to inform them about the BID. A welcome information pack is presented to new businesses, that includes a business plan and related information about the BID.

A renewal ballot launch night was held by the BID on the 30/04/2024 in Burgh Halls. All businesses in the One Linlithgow BID area received an invite to the launch, where the BID Contractor and guest speaker gave a presentation and took questions. The BID board were all present to field questions from the audience.

Following feedback received during the consultation process, the board organised a 'Next Steps" meeting at which copies of the 'Next Steps' report was circulated. The Next Steps document was delivered to those businesses unable to attend the meeting by e-mail and social media.

Business information meetings were held on 08/05/2024 and 05/06/2024 in the Mill Road Industrial Estate. There was two further Meet the BID Team and Chair open drop-in sessions held on 12/06/2024 and 19/06/2024. All levy paying businesses were invited to these events.

At these open drop-in sessions, the businesses were invited to ask the board any questions about the BID proposals. The BID team demonstrated how BIDs had helped to improve other town centres and what a BID could do for Linlithgow. All businesses within the BID area were invited to attend these events to ask any questions of the BID Chair and BID Team.

As the ballot approaches it is planned to visit as many businesses as possible to discuss both the new and existing projects and services the businesses have indicated they would like the BID to deliver.

How much will this cost and who pays?

The BID Board decided to continue to use a fee structure, as detailed below, based on the property NDR value, to calculate the levy fee. The reasons behind this are as follows: -

- The levy payments add up to the amount required to deliver the business plan.
- A banding system was chosen as it represents a simple and easy way for businesses to identify their levy payment, provides for ease of collection and represents a fair and reasonable methodology. Everybody benefits therefore everybody pays.
- A minimum payment of £90 (£1.73 per week or less than one cup of coffee per day) is believed to be affordable for the smallest businesses as they will have the opportunity to benefit from cost reduction projects and the Property Improvement Grant.
- Through consulting with the businesses, the bandings set are believed to be affordable for the businesses at the higher end of the banding.

Rateable Value (RV)	Each Week	Each Month	Annual Levy	No of Businesses	Annual Levy Income
£0 - £999	Voluntary	Voluntary	Voluntary	0	£0.00
£1,000 - £4,999	£1.73	£7.50	£90	42	£3,780
£5,000 - £9,999	£3.65	£15.83	£190	28	£5,320
£10,000 - £19,999	£6.35	£27.50	£330	21	£6,930
£20,000 - £29,999	£8.46	£36.67	£440	6	£2,640
£30,000 - £39,999	£10.96	£47.50	£570	4	£2,280
£40,000 - £49,999	£17.31	£75.00	£900	6	£5,400
£50,000 - £59,999	£23.08	£100.00	£1200	1	£1,200
£60,000 - £79,999	£28.85	£125.00	£1500	1	£1,500
£80,000 - £99,999	£34.62	£150.00	£1800	0	£0.00
£100,000 - £199,999	£46.15	£200.00	£2400	1	£2,400
£200,000 - £299,999	£76.92	£333.33	£4,000	0	£0.00
£300,000 - £399,999	£111.54	£483.33	£5,800	0	£0.00
£400,000+	£115.38	£500.00	£6,000	0	£0.00
				110	£31,450

The BID Investment Levy

A BID levy is an equitable and fair way of funding additional projects and services, which the local authority and other statutory bodies are not required to provide. There are approximately 110 commercial properties in the Mill Road BID area which will generate a BID investment levy income of approximately £31,450 per annum and an estimated total levy income of £157,250 over 5 years.

It has been agreed by the BID Board:-

- The levy structure will be based on a banded system fixed on the rateable value (RV) of the property on the day of the ballot 26/09/2024 and remain the same throughout the 5-year term of the BID.
- There will be no increase in the levy throughout the BID term because of a non-domestic rateable revaluation occurring during the BID term.
- The BID levy will be paid by the property occupier - the person liable to pay the non-domestic rates.
- All eligible occupiers (of eligible properties) i.e., the eligible person liable to pay the non-domestic rates that are listed on the Local Assessors Valuation Roll on the ballot date will be liable to pay the levy.
- The levy payments are not linked to what businesses actually pay in rates but are based on the rateable value of the property.
- The levy must be paid either in one payment within 28 days from the date of the levy invoice or in 10 instalments by arrangement with West Lothian Council billing body.
- If there is a change, in occupier to a property, until a new occupier is found, the property owner will be responsible for paying the levy.
- Any new commercial development, subdivision of existing properties or merging of properties or new business with a non-domestic rateable valuation coming into the area during the 5-year term of the business improvement district will be liable for the BID Improvement Levy.
- If a property is vacant on the day the levy invoice is issued or any subsequent vacant periods, the property owner will be liable to pay the levy.
- Self-catering holiday accommodation which is not the sole or main residence of any person and which is available (or intended to be available) for letting on a commercial basis, with profit in mind, for short periods totalling more than 140 days in the financial year remain liable for non-domestic rates for the whole year and will be included and liable to pay the levy.
- The levy will apply to properties with a rateable value of £1,000 and above. Levy bandings will be applied with a maximum banding at £400,000 and above.
- The BID levy will not be index-linked to the Retail Price Index (RPI) to take account of inflation, so that those liable to pay the levy can budget accordingly for the full five-year term.

Levy payer exemptions

The BID Board decided to exclude premises that have a rateable value of under £1,000. These premises can pay a voluntary levy and become an “associate member” should they wish.

The Board decided that there is no benefit from being part of the BID to the following categories of property and therefore are exempt from paying the levy: advertising stations, ATM sites, burial grounds, cadet centres, car spaces, clubs, ground, care homes, hospitals, premises under reconstruction, schools, sewage works, site huts, stables, fishing lodges, Nursing Homes, Non-Retail Charities, Places of Worship, Food Banks, War Veterans Associations, Girl Guiding, The Scouts, The Boy’s Brigade, RAF Air Cadets, cycle circuits, not-for-profit organisations (i.e. whose stakeholders do not achieve financial gain through the relevant unit’s operation) and non-retail charities (i.e. registered charity not using relevant unit to exchange money for goods/ services) .

Funding and management

The Mill Road BID for the Mill Road Industrial Estate will set up if a Yes vote is secured.

Any variations within budgets are reported to the BID Board of Directors by the Project Administrator and appointed accountants at each monthly Board meeting.

The Board will agree, on an annual basis, how funds for subsequent years will be allocated, directed by the approved Business Plan and real-world events as they happen.

During a third BID term, budget variations will be based on business feedback during the previous year and priorities for the coming year, which allows the BID the flexibility to respond to changing business needs and requirements.

West Lothian Council will provide a levy collection service to collect the levy payments on behalf of the BID and will retain these funds in a separate "BID revenue" account until the BID Board calls these funds down.

The BID Board will manage the levy funds that are collected by the Council. This arrangement will ensure that projects are delivered, and any financial liabilities of the BID are transparent.

In the event of any non-payment of the BID improvement levy, it will be strongly pursued by West Lothian Council (as the billing body) using the recovery powers available to the Council to ensure complete fairness to all the businesses that have paid.

The Mill Road Industrial Estate BID budget

There are circa 110 eligible properties located within the BID area (this figure may change as businesses move, expand or close). The BID levy income is calculated to be approximately £31,450 per annum.

Due to businesses closing or going into administration during a difficult trading period such as lockdown followed by a cost-of-living crisis, an amount has been set aside from funds carried forward from the previous BID term to allow for any bad debt along with a contingency allocation of £6,750 to account for any shortfalls.

Apart from its liability to pay levy on eligible properties, West Lothian Council has not agreed to provide additional funding.

There may be discussions between the BID Board and West Lothian Council to consider additional funding for years 11 to 15 of the BID, subject to budgetary process and submission of satisfactory evidence of the BID's performance and impacts and outcomes. Applications for additional grant funding from the Council for specific projects would also be considered based on their merit.

The improvement levy will make it easier to obtain other sources of funding for specific projects and these opportunities will be pursued. The BID aims to attract other investment, sponsorship and trading income to increase the amount available to spend on your projects as they develop. Funds will be sought from but not restricted to The BIG Lottery, Zero Waste Scotland, and Edinburgh Flightpath Fund.

As the BID progresses, more income will be attracted, and this will be invested in improving the industrial estate for the benefit of the businesses and local community.

See income and expenditure table below for a further BID term.

Table of income and expenditure

	YEAR 2024-25	YEAR 2025-26	YEAR 2026-27	YEAR 2027-28	YEAR 2028-29	TOTAL
BID LEVY	£31,450	£31,450	£31,450	£31,450	£31,450	£157,250
THIRD PARTY PROJECT FUNDING?						
TOTAL BUDGET	£31,450	£31,450	£31,450	£31,450	£31,450	£157,250

	EXPENDITURE	YEAR 2024-25	YEAR 2025-26	YEAR 2026-27	YEAR 2027-28	YEAR 2028-29	TOTAL	
SAFETY AND SECURITY	CCTV ANNUAL B/BAND & POWER	£1,200	£1,200	£1,200	£1,200	£1,200	£6,000	
	CCTV MAINTENANCE CONTRACT	£2,500	£2,500	£2,500	£2,500	£2,500	£12,500	
	DEFIBRILLATOR MAINTENANCE	£350	£350	£350	£350	£350	£1.750	£20,250
BUSINESS SIGNAGE AT MILL ROAD	ANNUAL UPDATES OF DIRECTORY	£2,000	£2,000	£2,000	£2,000	£2,000	£10,000	£10,000
MILL ROAD MAINTENANCE	LANDSCAPING & GRAVEL	£500	£500	£500	£500	£500	£2,500	
	GRIT IN WINTER	£800	£800	£800	£800	£800	£4,000	
	LED LIGHTING TO REPLACE OLD	£2,000	£0	£0	£0	£0	£2,000	
	PREMISES IMPROVEMENTS	£1,000	£1,000	£1,000	£1,000	£1,000	£5,000	£13,500
TRAINING, SUPPORT AND MARKETING	HEALTH & SAFETY, FIRST AID	£1,000	£1,000	£1,000	£1,000	£1,000	£5,000	
	MARKETING OF MILL ROAD	£1,000	£1,000	£1,000	£1,000	£1,000	£5,000	
	MONTHLY MILL ROAD IN BB MAG	£800	£800	£800	£800	£800	£4,000	£14,000
RECYCLING	CARDBOARD AND PLASTIC CRUSHING	£10,000	£5,000	£5,000	£5,000	£5,000	£30,000	£30,000
ADMIN, MANAGEMENT, OVERHEADS	PROJECT ADMINISTRATOR	£9,600	£9,600	£9,600	£9,600	£9,600	£48,000	
	OVERHEADS	£600	£600	£600	£600	£600	£3,000	
	ACCOUNTANCY FEES	£400	£400	£400	£400	£400	£2,000	
	WLC FEE TO COLLECT LEVY	£1,950	£1,950	£1,950	£1,950	£1,950	£9,750	£62,750
CONTINGENCY		£1,350	£1,350	£1,350	£1,350	£1,350	£6,750	£6,750

BIGGER PROJECT ESTIMATES

THE BIG IDEA - CARBON NEUTRAL ESTATE	SOLAR PANELS CHARGING EV BATTERIES. 3RD PARTY SIGNIFICANT LEVERAGED FUNDING FOR CAP EX.						?
	TOTAL ESTIMATE	£37,050	£30,050	£30,050	£30,050	£30,050	£157,250

BID management and delivery

Following a successful yes vote, the management and operation of the BID will be set up under a new company structure and name, Mill Road BID Ltd, which will operate from 01/10/2024. The Company will be managed by a Board of Directors operating in an open and transparent way and answerable to the businesses in the area. The Directors are committed to the highest standards of management, governance and accountability; recognising good governance helps deliver the strategic objects of the company.

There is a detailed set of protocols (the Operating Agreement) which will cover, as well as other items, the billing, collection and transfer of the levy to the Company.

The Board of Directors may consist of up to twelve directors. An active campaign will be launched after the successful ballot to recruit directors to the Board. Every eligible person that pays the levy will have the opportunity to nominate themselves or someone else from within the BID area to be elected to the Company Board but limited to one eligible person from each eligible property, at the discretion of the Board of Directors.

Nominations of directors, representatives, or advisors from outside the BID, who do not pay the levy and **who may or may not** represent those making voluntary or other financial contributions toward the BID, will be strictly at the discretion of the Board of Directors.

The newly formed Company will be run by the businesses for the businesses. This Board will be responsible for all decisions relating to staff, contracts, the delivery of the approved business plan and other activities generated by the BID.

The Board will be representative of the businesses and stakeholders in the area. The Chair, Vice Chair and Finance Director will be elected from the directors of the Board. The Board will include up to three representatives from West Lothian Council. There will also be non-voting representatives from Police Scotland invited to join the board. Other non-voting members or representatives of local groups may be co-opted onto the Board at the Board's discretion.

The BID Company Board will have the authority to adapt or alter the projects and services from year to year to reflect any change in economic circumstances or any new opportunities that may arise. This will be in the best interests of the levy payers and without recourse to an alteration ballot.

Additionally, the BID Company Board reserves the right to consider creating a charitable arm of the company to enable it to secure additional funding, which can only be sourced with charitable status.

Performance monitoring

Throughout the lifetime of the BID, all work on the BID projects will be monitored to ensure that the projects proposed in the BID Business Plan achieve a high level of impact and are progressing to the satisfaction of the businesses that voted for the BID.

The BID Board of Directors will monitor and oversee the efficient delivery of the BID projects.

Output measures such as the number of activities achieved within budget will be reported on and published for all levy payers.

See OneLinlithgow.com for the latest 4-Year Progress reports benchmarking all activities against the 2019-24 business plan that the Mill Road Industrial Estate is a part of.

During a new BID term, a 'half-way' through report will be published in late 2026 and a further 4-year progress report in 2028.

Key Performance Indicators (KPI's) reported on will include:

- **Safety: Incidence of crime statistics for the BID area.**
- **Levy payer perceptions of trading performance: annual surveys.**
- **Tenant mix within Industrial Estate.**
- **Occupancy rates for commercial premises.**
- **Positive media coverage.**

The level of progress made on all projects will be continuously assessed and reported back to Levy payers on a regular basis by the Board of Directors through the following channels:

- **An Annual Review of progress and performance.**
- **Annual General Meeting.**
- **Quarterly newsletters.**
- **Regular website updates.**
- **E-bulletins direct to levy payers. and articles in the Community magazine.**

The Ballot

- Ballot papers will be posted to the eligible person responsible for casting a vote within their business at least 42 days before the day ballot. In the case of national companies, the responsibility for voting may lie with head office.
- Prior to or on the date the ballot papers are issued the BID Proposer will provide all those eligible to vote in the ballot, with a copy of the BID Business Plan.
- The BID ballot is a confidential postal ballot conducted by West Lothian Council on behalf of the Mill Road BID and in accordance with Scottish BID legislation.
- Where an eligible property is vacant the voting papers will be sent to the property owner.
- In Mill Road BID case, voting papers will be issued no later than 15/08/2024.
- The last date for all ballot papers to be returned is 5pm on 26/09/2024. Papers received after this date and time will be deemed null and void and not be counted.
- Voting papers are easy to complete, simply place a cross on either "yes" or "no" to the question "are you in favour of a BID?" The ballot paper must then be signed by the person eligible to vote and returned in the pre-paid envelope.
- Some eligible persons may receive more than one ballot paper. Each ballot paper should be completed, signed and returned in its pre-paid envelope.
- For the ballot to be successful there must be a minimum turnout of 25% (the headcount) by number of eligible persons and by combined rateable value; and of those who turnout, the majority must vote in favour by number and rateable value.
- All eligible persons (i.e., those persons liable to pay non-domestic rates) will have one vote or where a person is liable for non-domestic rates for more than one property, that individual shall be eligible to cast more than one vote however they will be required to pay the levy for each of the properties that they occupy.
- The ballot papers will be counted on 26/09/2024 and the results announced by the West Lothian Council within one week.
- Following a successful ballot, the BID will commence on 01/10/2024 and will run for a period of five years until the 30/09/2029.

BID Board & Contacts

The board of directors for the current One Linlithgow Ltd BID who oversaw the renewal ballot campaign process for Mill Road Industrial Estate are

Evelyn Noble
Diana Kelly
Mike Smith
Jill Wardrope
Councillor Tom Conn
Ron Smith

Tony I'Anson, BID Contractor
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Registered in Scotland No SC487605 on 26/09/14.

MILL ROAD

BUSINESS IMPROVEMENT DISTRICT