

# 2022-2027

# **Business Plan**





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"Being relatively new to Norwich I have seen and heard what a difference the BID is striving to make for the City, not only as a collective but for the individual needs of the private, public and independent sector looking to the future needs and opportunities for such a vibrant City."



**Morton Edwards** John Lewis

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»» norwichbid.co.uk

Throughout its 10 years, Norwich Business Improvement District has delivered a diverse, comprehensive and very successful programme of projects and **strategy for Norwich**: promoting our city to businesses, creating a welcoming experience and delivering a full calendar of events and festivals, as well as setting up sustainable initiatives, drawing in investment, and providing a stronger voice for Norwich. Now - as we approach the BID ballot in June 22 - we're asking for your support to deliver another 5 years of extraordinary value.

Norwich, and cities across the world, have experienced huge change in the last five years with the impact of the pandemic, the growth of online shopping, and new hybrid working patterns. It is vital that the business community come together to focus and steer the future of Norwich.

We are proud to be introducing this business plan for the third term of Norwich BID which—with your **YES** vote—will run for the next 5 years.

Following surveys, consultations and meetings, the BID Board have established the high-level objectives of our new business plan.

Our Business Plan reveals how the BID will deliver these objectives, through ambitious initiatives and careful investment of our £5m income over five years (2022 – 2027). Our aims are spread across 3 key areas: improving the city centre experience, promoting the city as a stand-out destination in which to live, work and visit, and to be the voice of Norwich businesses on key local and national issues.



The BID proposal needs a majority of YES votes in the ballot this year in order to receive the approval from the Secretary of State, and establish Norwich BID for the next 5 years.

Your support, your **YES** vote, your involvement in the initiatives and your input in how the BID programme evolves will ensure the BID continues to celebrate, support, and promote

Norwich and all of our businesses.



### >>> Vote Yes



Paul McCarthy, Chair

Norwich Business Improvement District & General Manager, Chantry Place



Stefan Gurney, **Executive Director** 

Norwich Business Improvement District





## >>> Vote Yes

Vote YES for Norwich BID and #YesForNorwich - return your ballot between Wednesday 1 June and Tuesday 28 June.

By voting YES in the BID ballot, you're becoming part of something great: 700+ businesses combining forces to make Norwich succeed. With £5m to spend over 5 years (plus any additional grant income that BID successfully applies for), we're able to make a substantial and positive impact on the strength and growth of the city centre, so we can help Norwich's businesses thrive. These funds will be raised by an annual 1.1% levy on the rateable value of every business premises over £30,000, in the extended Norwich BID area (see map on page 16). All of this money is then re-invested back into Norwich, on ambitious projects designed to make our city - and its businesses - really succeed.

Your YES vote will mean that we'll be able to continue delivering all the BID projects you know and love: Norwich's Christmas light scheme, VisitNorwich and the City Hosts, for example. And over the next 5 years, we'll be working on some brand new initiatives too, including our platform and campaign to attract and retain more staff for city businesses.





#### Casting your vote is easy.

Before Wednesday 1 June every eligible business will receive a ballot paper through the post. Eligible businesses are those who pay business rates over £30,000 within the Norwich BID area. It is a postal ballot, so simply mark your vote and post it back within 28 days to ensure your voice is heard.

We need a majority YES vote so we can continue to serve the city and our businesses through all of our work. Following a majority YES vote, we receive approval from the Secretary of State, and will operate for another 5 year term on behalf of business in the city.

Please read on to learn what Norwich BID has achieved in the past 5 years, and how we plan to build on our success with your support.

# **Key dates**

19 April 2022

Publication of the Notice of Ballot

1 June 2022

First day of ballot

28 June 2022

29 June 2022

BID result announced

1 November 2022 BID Term 3 goes live





# Our Vision

for BID 3 | 2022 - 2027

# >>> VisitNorwich

Stand-out destination campaigns, PR and visitor resources. Positioning Norwich as a leading destination for city breaks, working alongside regional and national partners to tell the best stories from the city.



# >>> Experience Norwich

Developing projects that make Norwich city centre a great place to live and work. We make the city shine, from free events to Christmas lights: Experience encourages people to return to Norwich again and again.



## >>> Invest Norwich

Encouraging economic growth and shared prosperity for city centre businesses. A dedicated focus on inward investment, staff recruitment and retention, and responding to Norwich business' challenges with one strong voice.



# >>> Sustainability and the Environment in BID 3



Throughout the consultation period (which you can read about on page 16-17) it became extremely clear that businesses wanted a clear and keen environmental focus from their BID in Term 3.

As part of our 'Invest Norwich' package of work, we are already running projects with sustainability at their heart: we're training businesses on net-zero strategies, and developing a brand-new platform that will allow Norwich businesses to adopt circular waste practices.

And in the next 5 years, we will ensure every single one of our projects and operations is designed with our environmental impact in mind. We have written an 'Environmental Promise': a strategy, policy and action plan for future. This is a tangible commitment to Norwich businesses – and to ourselves – to rise to one of the most important challenges of our time.

Find our Environmental Promise on the BID <u>website</u>.

"VisitNorwich plays a unique role in building the city's tourism product and has helped to raise The Assembly House's profile locally and nationally. Incredibly proactive, VisitNorwich is regularly in touch with us about the organisation's activities within the county and across the country and the team's can-do attitude is greatly appreciated."



**Richard Hughes**Chef Proprietor, The Assembly House

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# Our plans for BID Term 3

# >>> VisitNorwich | 2022 - 2027

Promoting the City of Stories with innovative marketing and destination campaigns.

We'll continue to build Norwich's profile and drive tourism through our innovative destination marketing campaigns, extensive PR, social media, crucial partnerships, and our award-winning City of Stories brand: making sure the city is front-of-mind for tourists, visitors, and residents.



# Top 3 Priorities as voted for by our businesses



1. Campaigns to encourage visitors to come into the city



2. Regional and national PR and campaigns



3. Building Norwich's reputation through the City of Stories brand



#### VisitNorwich's ambitions and deliverables for 2022-2027 include:

#### ✓ VisitNorwich Campaigns

In Term 3, we'll continue to deliver stand-out integrated campaigns, focussing not only on seasons, but on experiences and industry trends. We'll nurture strategic partnerships to amplify Norwich, the City of Stories on national and international stages, and support the region in creating a sustainable and accessible tourism landscape.

#### ✓ VisitNorwich Press and PR

We'll continue to deliver a visitor and destination focussed PR and communications package, aligned with our yearly campaign strategy. This includes co-ordinating press trips and influencer visits, responding to requests from print and broadcast media, and facilitating partnerships with member businesses.

#### ✓ Tourism and Experience Marketing

Our breadth of tourism knowledge helps inform ambitious new projects designed to drive footfall and cement the city's brand in the minds of tourists and locals alike. VisitNorwich supports BID's Experience workstrand with marketing and campaign insight, to develop initiatives that support a strong visitor economy all year round.

#### We'll also deliver:

- visitnorwich.co.uk Norwich's official online tourism resource
- VisitNorwich dedicated always-on social media
- Production of the Norwich visitor map

"What the BID has achieved over the last 10 years is exceptional, and represents fantastic value for money. It would be an incredible shame if we lost it."



Lee Boswell Alan Boswell Group





# >>> Experience Norwich | 2022 - 2027

#### Driving footfall by encouraging people to visit the city, and return again and again.

Norwich is a vibrant city, with plenty to see and do. Renowned for its cultural offer, shopping, food scene, history, and creativity, we use our Experience work to emphasise Norwich's strengths, and enhance our environment for visitors and residents alike.



# ✓ Top 3 Priorities as voted for by our businesses



1. Supporting and developing large events to animate the city, such as Love Light Norwich



2. Providing lights and attractions over the festive period, such as the Tunnel of Light



3. Tackling begging and rough sleeping

#### Our key ambitions and initiatives to make Norwich a welcoming and dynamic city for 2022-2027 include:

#### ✓ Festive Lights and Attractions

We will deck the city centre in festive decorations and Christmas lights during peak trading Nov-Jan, creating an impactful and celebratory atmosphere for shoppers and visitors alike.

#### ✓ Love Light Norwich

Our free city centre festival of light, art and ideas will become a biannual fixture in the Norwich calendar; driving footfall in the off-season and encouraging cultural tourism.

#### ✓ City Wayfinding, Light Installations and Book Benches

We have unlocked £450,000 of funding from Transforming Cities to create two permanent light sculptures, eight book bench installations, and 50 wayfinding 'miniliths' in the city centre.

#### ✓ Begging & Rough Sleeping

We'll work with partner organisations, charities and local authorities, to reduce the impact of begging, rough-sleeping, and anti-social behaviour in the city, and develop initiatives such as our Norwich Street Aid scheme.

#### ✓ Norwich City Hosts

Our friendly City Hosts will continue to greet visitors to the city, support our local businesses, and monitor the city centre environment: establishing a welcoming and helpful presence in Norwich.

#### We'll also deliver:

- Annual 'Head out not Home': free live music and entertainment in the city centre
- Improvement of vacant shop fronts
- Sponsorship of headline city centre events: the Norfolk and Norwich Festival, and Run Norwich, for example
- City Food Trails linked to events in the city
- Partnership on Urban Greening and sustainability projects







# >>> Invest Norwich | 2022 - 2027

#### Supporting our businesses, encouraging investment, and providing a strong collective voice.

We're here for our businesses: something we've made clear over the past ten years, including during the Covid-19 crisis. Using collective lobbying to represent the needs of our businesses, challenging for positive change, and applying for additional funding is built into BID's workplan. We will continue to respond with one strong voice to the challenge of economic growth and city regeneration, and ensure that Norwich-and its businesses—has a competitive edge to secure investment and grow the local economy.



# Top 3 Priorities as voted for by our businesses



1. Transport, accessibility and parking



2. Supporting the city in key growth areas, such as technology, creative, commercial, retail and tourism



3. Provide a platform to support business in recruitment and staff retention

#### From 2022-2027 we will deliver initiatives to make Norwich a fair and connected city including:

#### ✓ Transport and Access

Through lobbying, partnerships, and research, alongside the Norwich BID Transport Strategy, we will ensure that access, congestion, and transport for the city centre is in line with the needs of the business community and city users.

#### ✓ Crime Reduction – Alert and DISC **Business Crime Initiatives**

We'll coordinate, promote and maintain a scheme to allow all retail, licensed premises, and businesses to tackle antisocial behaviour, crime and perceptions of safety in the city centre. Our newly-upgraded Push-to-Talk radio scheme offers an affordable, easy to use reporting mechanism to co-ordinate Norwich's response to business crime.

#### ✓ Work in Norwich

Our commercial campaign for the city will bring more business and talent into Norwich. Designed to attract staff and businesses looking to relocate and scale, and to tempt prospective employees, Work in Norwich will showcase the city's exceptional quality of life and bolster the local economy.

#### We'll also deliver:

- Regular conferences and networking events
- Lobbying local and national government on Norwich businesses' needs
- Provide business with tools and projects (such as 'Upcycle Your Waste') to reduce Norwich's impact on the environment
- Apply for additional funding opportunities to deliver ambitious city-wide projects
- Support upskilling and educational partnerships





# Norwich BID in Numbers 2017 - 2022









of additional funding leveraged by **Norwich BID** for additional projects



Read a full report of Norwich BID's achievements in Term 2 at norwichbid.co.uk/bidresources/you-said-we-did

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Business support during Covid-19. The BID distributed:

**25,000** gloves

**10,000** floor stickers

Norwich BID co-ordinated

city-wide procurement of PPE, and wrote the queue

management process for

the city centre.

50.000 facemasks



# Consulting Norwich Businesses

>>> Building on successes and planning for the future

To make sure we set the right direction for the next 5 years, we've asked you to feedback on whether the BID has successfully delivered against our 2017-22 business plan, and asked what you want next. We've also explored opportunities, potential projects, and your crucial priorities.

"One of the challenges for our businesses is attracting staff into Norwich from other parts of the UK, and showing them that Norwich is a fantastic place to live and work. The diverse projects which the BID conceives and delivers promote Norwich to the UK as a whole, and create an incredibly vibrant culture for those working in our fabulous city."



Tessa Haskey Howes Percival LLP



#### Survey of Norwich City Centre Businesses 2022

Our in-depth questionnaire helped us to understand what our businesses needed to succeed, and what their priorities are.

We sent the survey via email and post to over 700 businesses across Norwich and received over 25% return rate (email info@norwichbid. <u>co.uk</u> to request a report). The results were presented at the Task Force meetings and used to shape our vision for the next five years.

The responses focused our projects and initiatives into three themes: VisitNorwich, Invest Norwich and Experience Norwich.



felt that transport, access and parking were key issues for Norwich



94%

said it was important to **provide lights** and attractions over the festive period



of businesses wanted campaigns to encourage visitors to come into the city

Phone conversations

- Feedback shared with our City Hosts
- ✓ Full business survey

#### **Partnerships**

We work in partnership with key stakeholders including Norwich City Council, Norfolk County Council and Norfolk Constabulary. Consulting with these organisations helps us shape our activities for the benefit of the city centre, and ensures services are not replicated.







worked on behalf of over 700 business in the greater Norwich area. We are funded, managed and led by these businesses, and - during the course of the last decade - have delivered work which we know has had a meaningful impact on people who live and work here. This is a proud, city-wide collaboration that makes a difference.

Norwich businesses are at the heart of everything we do.

"BID provide genuine support for the city and businesses in Norwich. Their presence has been invaluable in the past, and I look forward to working with them in the future."

**Reuben Smv** Whittard of Chelsea

"As a large business in the city centre I feel the full value of the BID and would never want to lose this valuable support."



**Graeme Hawken** Marks and Spencer

"Norwich BID is of huge value to Norwich - from the friendly City Hosts helping to greet visitors to the city, to the fantastic free festivals organised and coordinated by the team. The Forum is proud to have collaborated on Love Light Norwich, with our iconic building transformed by stunning projections, and to be a venue space for Head Out, Not Home: helping to drive footfall to the city, animating the city centre, and creating engaging free entertainment for residents and visitors."



**Sophie Conroy** Head of Public Facing Activity,



We need your support to deliver another 5 years of vital projects for Norwich.











## >>> FAQs

A BID creates a collective fund that will improve and promote Norwich, and give your business a powerful voice to advocate for your needs.

#### What is a BID?

A BID brings businesses from a defined area together to explore how to improve their trading environment by creating additional projects and services. Businesses within the BID area agree the level of funds they will contribute and have control of how the money is spent.

#### What are the benefits of a BID?

A BID provides funds to deliver additional services to the area that are in line with what local businesses want to improve and may include promotion of the area, events, extra safety, or a greater voice on key issues. However, the legislation does not put a limit on what products or services can be provided.

#### How will the BID be funded?

Businesses pay an agreed levy based on the rateable value of their premises: this is set at 1.1% for Norwich (national median levy rate is 1.5%). Businesses within the BID area pay this levy, so they directly benefit from all the BID initiatives and projects (see BID rules on p23). Those with a rateable value below £30,000 will be exempt from contributing the levy. Norwich BID also draws down external funding, by applying for grants, funding schemes, and other initiatives – in 2017-2022 Norwich BID received and confirmed an additional £2.16million.

#### How long is tenure of a BID?

Up to five years' maximum and then another ballot must be held.

#### How will the BID help me and my business?

The BID provides extraordinary value for money, delivering additional services as asked for by businesses. Our work crosses sectors and

encompasses the city centre, helping to improve the Norwich experience and support our businesses.

#### Is this not covered by the existing business rates?

All our past work, and the services, projects and initiatives that have been proposed are in addition to existing Norwich City Council services and will not subsidise or replace services that are already provided.

#### What is the process?

We asked for your views in a questionnaire (Dec-Feb 2022), distributed to over 700 businesses within the BID area. We received positive feedback from these surveys with a 25% return, and then a BID business taskforce has been responsible for undertaking detailed consultations, District Dialogue meetings and presentations for all businesses within the BID area on the proposed projects and activities to go into our Business Plan.

# Who will make the decisions on how the money will be spent?

During the development stage we have worked with businesses across the city centre to discover your priorities, ideas, and requests. The BID Business Plan has collated this input to create a five year plan. It will be given to every business in the BID area along with a postal ballot voting form; the ballot is open from 1 June – 28 June 2022. For the BID to be successful there must be a majority vote both in number of votes, and in rateable value. We encourage all our businesses to be active members, and feedback through our forums, meetings, and by email and phone, or to consider joining our Board.

#### How will the BID be managed?

The BID will be run by businesses for businesses. It is **NOT part of the local authority** and is set up as a limited company. After a successful ballot, a new BID Board will be set up, which will be made up of representatives from local businesses within the BID area to implement the Business Plan and will be accountable to the BID levy payers.

#### How will local businesses be consulted?

Every business that is a prospective BID levy payer will already have started to receive regular BID communications and have been invited to business meetings. We also have a dedicated website which includes the most up to date information. Find out more at norwichbid.co.uk, or follow us on social media.

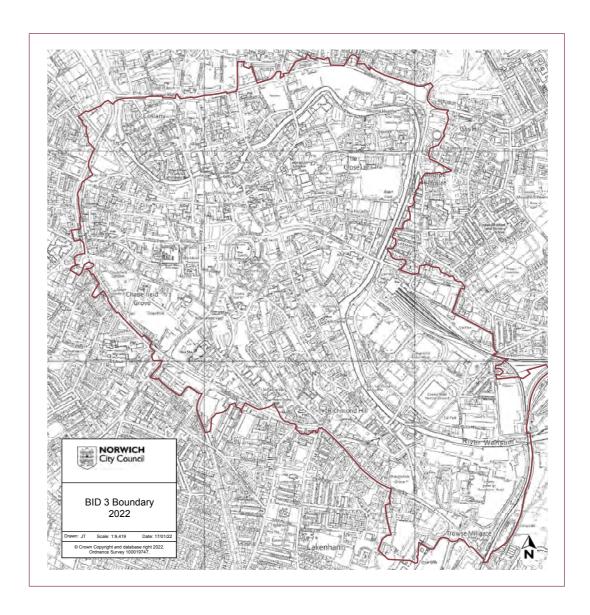
We are keen to hear your views and answer your questions about the BID. Please contact the team on **01603 559575** or email **info@norwichbid.co.uk** 

#### Norwich BID Area/Map

The Norwich BID area encompasses the city centre, with all businesses with a rateable value over £30,000 part of the BID levy.

For a full list of postcodes in the area please contact the BID Team on **01603 559575** or email **info@norwichbid.co.uk** 

BID Boundary 3 2022



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# >>> Budget

Norwich BID is not-for-profit: all our income is invested back into the city to ensure the success of Norwich and our businesses. We also leverage this income to bring in additional funding, to support the local economy.

	2022/23	2023/24	2024/25	2025/26	2026/27	
Income						
BID 1.1% Levy Income	£964,200	£964,200	£964,200	£964,200	£964,200	
Grants	£295,000	£0	£0	£0	£0	
Project Income	£40,000	£140,000	£40,000	£140,000	£40,000	
Partnership & Sponsorship	£23,000	£23,000	£23,000	£23,000	£23,000	
VisitNorwich	£95,000	£95,000	£95,000	£95,000	£95,000	
Total Income	£1,417,200	£1,222,200	£1,122,200	£1,222,200	£1,122,200	
Expenditure						
VisitNorwich	£319,920	£319,920	£319,920	£319,920	£319,920	
Experience Norwich	£568,400	£428,400	£328,400	£428,400	£328,400	
Invest Norwich	£242,480	£187,480	£187,480	£187,480	£187,480	
Finance & Governance	£226,400	£226,400	£226,400	£226,400	£226,400	
Ideas & Reserves	£60,000	£60,000	£60,000	£60,000	£60,000	
Total Expenditure	£1,417,200	£1,222,200	£1,122,200	£1,222,200	£1,122,200	



#### Please note

All figures are estimates based on project costs. Projects and project costs may change over the term of the BID, subject to Board approval. The BID levy figures are based on data available as of March 2022 from Norwich City Council. Norwich BID will continue to pursue potential sources of income from other funders. This includes grants, commercial sponsorship and income generation including voluntary contributions to supplement the levy throughout the lifetime of the BID.

#### Governance

#### **Bid Levy Rules**

The BID process is governed by Government Legislation and Regulations. As such, once a majority vote has been achieved, the BID levy becomes mandatory on all defined ratepayers.

The rules for the BID levy are as follows:

- The levy will be fixed at 1.1% of rateable value using the 2017 rating list as of 1 July 2017 (unless the basis of national rates calculation is revised in 2023). This will be subject to changes in inflation and if this is to change outside a national rates revision, we would hold a new ballot
- The term of the BID will be for a period of five years from 1 November 2022.
- The BID levy will be applied to all ratepayers with a rateable value of £30,000 or more excluding exemptions.
- All new hereditaments entering the rating list after 1st November 2017 will be levied at 1.1% on the prevailing list excluding exemptions.
- All hereditaments with charitable status (where the property is occupied by a registered charity and is wholly or mainly used for charitable purposes) and in receipt of mandatory charitable relief from business rates within the BID boundary will be exempt from the levy unless it is trading from those premises. Once trading, the charity will contribute at the same rate as all other nondomestic ratepayers within the BID boundary.
- The owners of empty hereditaments will be liable for the BID levy with no void period allowed.
- There will be no VAT charged on the BID levy.

#### Governance

Following a successful vote, the existing Norwich BID Ltd will deliver the BID programme set out in the BID business plan.

#### **Legal agreements**

There will also be a formal operating agreement between the BID and Norwich City Council that will define all of the contractual arrangements for collection and enforcement of the BID levy.

#### **Voting process**

From Wednesday 1 June to 5pm Tuesday 28 June 2022, businesses will be given the opportunity to vote in a formal ballot. To ensure neutrality, it will be a confidential ballot. All defined ratepayers will be entitled to one vote per hereditament. Some businesses will occupy more than one hereditament within an area and therefore will have more than one vote. Ratepayers that have been exempted from paying the BID levy will not be eligible to vote. It will be possible to appoint a proxy to vote on your behalf. Proxy applications will need to be made to the ballot holder by 5pm on 21 June. Proxy application details will be included in your ballot pack.

# For the ballot to be successful, two tests will need to be satisfied as follows:

- 1. A majority in number of those voting
- **2.** A majority in rateable value of those voting

#### Steps in the ballot process:

- The notice of ballot will be sent to the secretary of state on Tuesday 19 April 2022
- Your ballot paper will reach you by Wednesday
   1 June 2022
- You will need to cast your vote by 5pm on Tuesday 28 June 2022
- The ballot result will be announced on Wednesday 29 June 2022

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"The BID encapsulates and amplifies all that is great about Norwich. It encourages collaboration. It gives businesses a voice and a sense of pride. It helps shape the vision for the City of Stories. The list of the BID's achievements is long, and the success in securing funds and grants of over £2 million in the last 5 years that has helped enable many of the great projects listed here is one of the most impressive. In this fast changing world we need more than ever to harness the ambition and energy in our City and support the BID in helping to deliver our vision."



**John Adams**Jarrold

"The Cathedral Chapter has been very pleased to be incorporated into the area of the city connected to the BID and we have appreciated the benefits this brings to the Cathedral and the city. The co-operation between businesses and attractions in the city during the summer of 2021 while Dippy the Dinosaur was here was a great example of how people in our city can really pull together. Likewise, with the introduction of Love Light Norwich in the last couple of years - these initiatives really help to build up community life."



The Very Revd Jane Hedges, Dean of Norwich



# Have your say. Contact us:

Unit 4.3, Kiln House, Pottergate, Norwich NR2 1DX 01603 559570 <u>info@norwichbid.co.uk</u>

Norwich
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