

# Your Eastbourne Business Improvement District

## Baseline Agreement 2019-2024\*

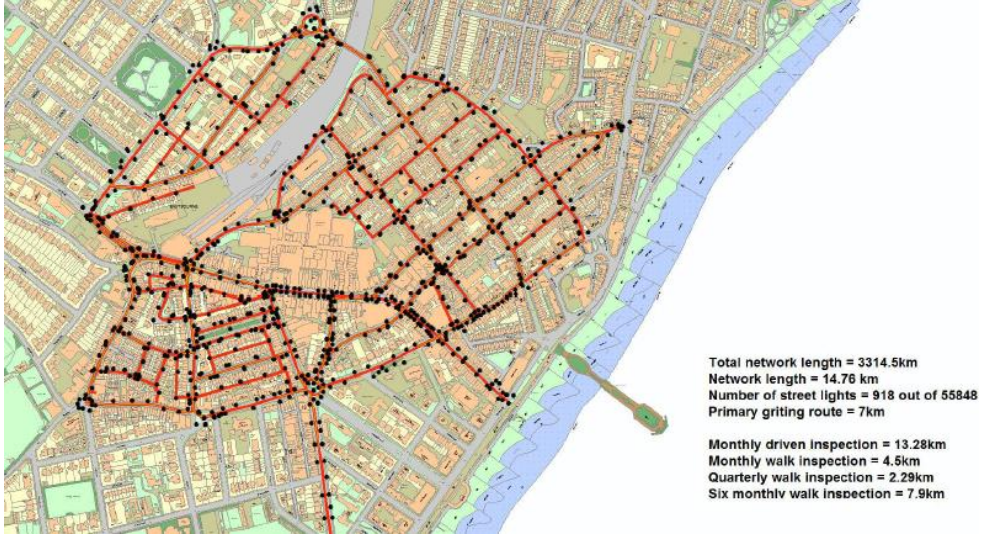
- Due to Local Government cost pressures, our initial proposal is that the costs documented in the Baseline Agreement are reviewed on an annual basis as per national BID guidance. The baselines detailed below are for 2019/20.

The purpose of this Baseline Agreement is to set out, for the avoidance of doubt, the **STANDARD SERVICES** provided by Eastbourne Borough Council, East Sussex County Council, Sussex Police, Eastbourne Chamber of Commerce and other parties within the BID area and to set the benchmark criteria against which the provisions of additional services will be assessed. These are services that Eastbourne Borough Council and East Sussex County Council are required to undertake as part of statutory functions.

Any services provided by the BID levy are *complementary* to these baseline services.

<b>Service</b>	<b>Highways Maintenance</b>
<b>Head of Service</b>	Trevor Sutherland
<b>Telephone</b>	(01273) 335790
<b>Email</b>	<a href="mailto:trevor.sutherland@eastsussex.gov.uk">trevor.sutherland@eastsussex.gov.uk</a>

<b>Baseline activity</b>	<p>Maintenance and repair of the highways network whilst minimising disruption to the transport network and protecting infrastructure:</p> <ul style="list-style-type: none"> <li>• Identified, programmed and prioritised capital schemes</li> <li>• Inspections &amp; Reactive works</li> <li>• Emergency response</li> <li>• Winter Maintenance</li> </ul>
<b>Service specification</b>	<p>The Highways Act 1980 places a duty on the Highway Authority to maintain the public highway network in a condition that is safe for users.</p> <p>The public highway network includes all roads, footpaths and verges which the highways authority has responsibility for.</p> <p>We regularly inspect our network in accordance with the current Code of Practice for Highway Maintenance. The frequency of inspections depends upon the importance of the road and footpath in question. A busy main road and footpath may be inspected monthly while a minor estate road or rural lane may only be inspected annually.</p> <p>The New Roads and Streetworks Act 1991 also places a duty on us to coordinate and regulate work carried out in the public highway by any organisation. An organisation includes contractors working for gas, waste, electricity and telecom companies as well as private works on behalf of individuals.</p>
<b>Statutory or discretionary?</b>	Statutory.
<b>Timing of activity</b>	This is a day time activity with an out of normal working hours emergency response service.
<b>Staffing and equipment</b>	<ul style="list-style-type: none"> <li>• Network length = 14.76 km of 3314.5 km total network length</li> <li>• Number of street lights = 918 out of 55848</li> <li>• Primary gritting route = 7 km</li> <li>• Monthly driven inspection = 13.28 km</li> <li>• Monthly walk inspection = 4.5 km</li> <li>• Quarterly walk inspection = 2.29 km</li> <li>• Six monthly walk inspection = 7.9 km</li> </ul>

				
<b>Key performance measures</b>	Maintaining/improvement of the National Performance Indicators			
	Road Class	% of roads where maintenance should be considered		
		2013/14	2014/15	2015/16
	Principle	7	5	5
	Non-principle	9	9	6
	Unclassified	25	23	22
Unclassified	70	63	65	
Footways	7	5	5	
<b>Non-compliance procedure</b>				
<b>Existing value of contract/service</b>				
<b>Boundary area</b>	As per agreed BID boundary.			
<b>Proposed additional BID activity</b>	Not yet known.			
<b>Cost of additional BID activity</b>	Not yet known.			

<b>Service</b>	<b>Street Lighting</b>
<b>Head of Service</b>	Daniel Marciniak, Senior Asset Engineer East Sussex Highways, Asset Management Team
<b>Telephone</b>	01273 482 710
<b>Email</b>	daniel.marciniak@eastsussex.gov.uk

<b>Baseline activity</b>	Provision/maintenance of street lighting within Eastbourne Town Centre, including all street lights, illuminated signs, bollards and floodlighting.
<b>Service specification</b>	Provision/maintenance of street lighting within Eastbourne Town Centre, including all street lights, illuminated signs, bollards and floodlighting.
<b>Statutory or discretionary?</b>	<p>Design, installation &amp; maintenance of all street lighting assets are undertaken by East Sussex Highways division:</p> <ul style="list-style-type: none"> <li>• Maintenance, repair or replacement of street lighting and illuminated signs, floodlighting and bollards</li> <li>• The maintenance of an up-to-date electronic-based inventory of all units to ensure satisfactory management of the maintenance process and to enable annual assessment of the energy charge</li> <li>• Cyclical maintenance and inspections on routine lamp changes/maintenance including night time audits.</li> <li>• Alterations to existing installations including column relocations and conversion of lights to newer more energy efficient technologies</li> <li>• New lighting installations for Council highway schemes</li> <li>• All electrical and structural testing is undertaken by the East Sussex Highways' preferred contractor in accordance with best practice and Well Lit Highways - Code of Practice for Highway Lighting Management Oct 2004, Updated August 2013</li> </ul> <p>Emergency call out facility is in place to cover any out of hours dangerous situations arising.</p>
<b>Timing of activity</b>	Discretionary - There is no statutory obligation to provide street lighting however, all local authorities have a duty of care to ensure highway electrical equipment is maintained in a safe condition. All systems of public lighting will be maintained to a standard that ensures its safe, economic and effective operation.

<b>Staffing and equipment</b>	<p>Ongoing - maintenance service operates 7 days a week, 24 hours a day.</p> <p>Emergency telephone number for fault reporting and on-line reporting capability linked to East Sussex Highways website.</p>
<b>Key performance measures</b>	<p><b>Staff (when required)</b> 6 X FTE 1 X PT: including Delivery Manager, Technical Officer, Street Lighting Technician (PT), 2 x Electricians, 2 x Street Lighting Operatives.</p> <p><b>Equipment (when required):</b> 2 x 14.5 metre MEWPS (cherry pickers) 1 x SL rig 18 Tonne.</p>
<b>Non-compliance procedure</b>	<p>PS1 Lighting Installation (Core Investment Period). PS2 Lighting Performance and Planned Maintenance. PS3 Operational Responsiveness and Reactive Maintenance.</p>
<b>Existing value of contract/ service</b>	<p>2 hours maximum response time to repairs for Category 1 Defects and Emergency Responses (as defined in Asset Inspection/Reactive Response Services).</p> <p>1 day maximum response time to faults requiring replacement of illuminated mandatory traffic sign or faults involving rectification of non-operating Belisha beacons and school crossing flashing signs.</p> <p>5 days maximum response time to faults requiring removal of any unauthorised attachments.</p> <p>10 days maximum response to faults involving replacement of components or/and complete unit of apparatus.</p> <p>Electrical testing is undertaken to BS7671 and completed on all street lights within a minimum six year period as per requirements. All results are recorded on the County Council's asset management database.</p> <p>Structural inspections and risk assessments will be undertaken on a regular basis, during the course of planned maintenance programme, to ensure all equipment is in a safe condition. The results of these inspections will be recorded in the County Council's asset management database.</p> <p>Where equipment is found to have a serious structural defect then such equipment will be replaced as soon as possible.</p>

<b>Boundary area</b>	Currently two Street Lighting schemes and one VAS scheme on the ESRP in the area (value ~£150k) + ongoing cyclical maintenance cost, electrical testing and structural testing cost.
<b>Proposed additional BID activity</b>	As per agreed BID boundary.
<b>Cost of additional BID activity</b>	Not yet known.

<b>Service</b>	<b>Drainage</b>
<b>Head of Service</b>	Ken Hollingdale
<b>Telephone</b>	(01273) 335196
<b>Email</b>	Ken.Hollingdale@eastsussex.gov.uk

<b>Baseline activity</b>	Provision/maintenance of Drainage within Eastbourne Town Centre, including all gullies, chambers, catch pits and drainage pipes.																												
<b>Service specification</b>	<p>As below we have 535 gullies listed in this area, with 566 cleaned per year at an approximate yearly cost for cyclical cleaning of £3.4k.</p> <p>Currently 14 (3%) are blocked and 11 (2%) have other defects so would incur some extra costs if these were attended to.</p> <p>There are no sites on the year 1 ESRP for drainage.</p>																												
<b>Statutory or discretionary?</b>	Statutory.																												
<b>Timing of activity</b>	This is a day time activity with an out of normal working hours emergency response service.																												
<b>Staffing and equipment</b>	1 jetting crew.																												
<b>Key performance measures</b>	<p>Gullies</p> <table border="1"> <thead> <tr> <th>Sum of Total</th> <th></th> <th>Cleaned/yr</th> <th>Cost/yr</th> </tr> <tr> <th>Frequency</th> <th>Total</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>12 Months</td> <td>471</td> <td>471</td> <td></td> </tr> <tr> <td>24 Months</td> <td>26</td> <td>13</td> <td></td> </tr> <tr> <td>3 Months</td> <td>3</td> <td>12</td> <td></td> </tr> <tr> <td>6 Months</td> <td>35</td> <td>70</td> <td></td> </tr> <tr> <td>Grand Total</td> <td>535</td> <td>566</td> <td>£ 3,396.00</td> </tr> </tbody> </table>	Sum of Total		Cleaned/yr	Cost/yr	Frequency	Total			12 Months	471	471		24 Months	26	13		3 Months	3	12		6 Months	35	70		Grand Total	535	566	£ 3,396.00
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<b>Non-compliance procedure</b>																													
<b>Existing value of contract/ service</b>	£3,396.00 to jet.																												
<b>Boundary area</b>	As per agreed BID boundary.																												
<b>Proposed</b>	Not yet known.																												

<b>additional BID activity</b>	
<b>Cost of additional BID activity</b>	Not yet known.



<b>Service</b>	<b>Tourism and Enterprise</b>
<b>Head of Service</b>	Annie Wills
<b>Telephone</b>	01323 415410
<b>Email</b>	annie.wills@lewes-eastbourne.gov.uk

<b>Baseline activity</b>	Town Centre Marketing.	
<b>Service specification</b>	Destination marketing, raising the profile of Eastbourne as a premier destination for visitors. Eastbourne receives around 5m visitors per year. The value of tourism is £346m. There is also value in terms of business tourism, generally in the shoulder months (off season) which adds to Eastbourne being an all year round destination. Shopping is cited as the second highest reason for visiting Eastbourne.	
<b>Statutory or discretionary?</b>	Discretionary.	
<b>Timing of activity</b>	Year round service.	
<b>Staffing and equipment</b>		
<b>Key baseline performance measures (relevant to bid)</b>	Number of users for the VisitEastbourne Website	Not applicable to this document
	Cost per response to destination marketing material	“
	Number of staying visitors each year	“
	Number of day visitors per year	“
	Number of people attending events	“
	Accommodation occupancy rates	“
<b>Non-compliance procedure</b>		
<b>Existing value of contract/ service</b>	<b>Destination Marketing &amp; Promotions</b> £120,000 budget. £60,000 income. Net Cost £60,000.	
<b>Boundary area</b>	As per agreed BID boundary.	
<b>Proposed additional BID activity</b>	Not yet known.	
<b>Cost of additional BID activity</b>	Not yet known.	

**Additional note**

EBC runs a number of major events throughout the year (Airbourne, Magnificent Motors, Beer Festival, etc) which are supported by significant budget from the Council.

The Chamber runs local events (Chinese New Year) which are complimentary to the EBC offer.

<b>Service</b>	<b>CCTV</b>
<b>Head of Service</b>	Insp Trish Barnes
<b>Telephone</b>	101
<b>Email</b>	<a href="mailto:trish.barnes@sussex.pnn.police.uk">trish.barnes@sussex.pnn.police.uk</a>

<b>Baseline activity</b>	Public Space Surveillance and Security
<b>Service specification</b>	<p><b>Public Space Surveillance (Crime prevention + detection)</b> Real-time response to incidents and retrospective support in obtaining information and evidence.</p> <p>The objective of the Sussex CCTV Partnership scheme is to assist in creating an environment hostile to the commission of crime and the occurrence of disorder. The partnership agreement between Sussex Police and its local authority partners also authorises the use of the cameras appertaining to each council, by that council in support of its statutory responsibilities and duties.</p>
<b>Statutory or discretionary?</b>	
<b>Timing of activity</b>	24/7/365, including bank holidays.
<b>Staffing and equipment</b>	<p>17 CCTV cameras and various monitoring equipment.</p> <p>56 i-Witness platforms allowing direct access to CCTV pictures by i-Witness trained Sussex Police staff via a secure network.</p> <p>15 dedicated CCTV Operators working 24/7 shifts as well as 24/7 maintenance provided by Chroma-Vision and BT Surveillance Solutions.</p> <p>1 CCTV Manager 1 CCTV Supervisor 1 CCTV Administrator.</p>

<b>Key performance measures</b>	<b>Key Performance measures :</b> Arrests Recorded Incidents monitored Contributed to Arrests Initiated Arrest Initiated Incidents Incidents resolved.  All users of the CCTV system must adhere to the stipulations of the Data Protection Act 1998, the Human Rights Act 1998, the Freedom of Information Act 2000, and the Regulation of Investigatory Powers Act 2000 (RIPA).
<b>Non-compliance procedure</b>	Sussex Police performance management procedures.
<b>Existing value of contract/ service</b>	£11,019 per annum.
<b>Boundary area</b>	As per agreed BID boundary.
<b>Proposed additional BID activity</b>	Not yet known.
<b>Cost of additional BID activity</b>	Not yet known.

<b>Service</b>	<b>Street Cleansing</b>
<b>Head of Service</b>	Sean Towey (Head of Environment Service)
<b>Telephone</b>	01323 415097
<b>Email</b>	<a href="mailto:Sean.Towey@lewes-eastbourne.gov.uk">Sean.Towey@lewes-eastbourne.gov.uk</a>

<b>Baseline activity</b>	Street cleansing of the Eastbourne Town Centre		
<b>Service specification</b>	The Contractor is required to cleanse all streets, roads and other paved areas, soft landscapes in Highway areas, parades, beaches and Downland, and empty all litter bins and dog bins, throughout the Partnership area disposing of all arising to the Delivery Points as directed and in accordance with the legislation. [Borough wide]		
<b>Statutory or discretionary?</b>	Statutory		
<b>Timing of activity</b>	0600 - 2200 hrs daily [Town centre area]		
<b>Staffing and equipment</b>	Contracted service with Kier (will be SEESL (South East Environmental Services Limited wef 29 June 2019)). Staffing levels fluctuate depending on seasonal requirements.		
<b>Key performance measures</b>	<b>Measure</b>	<b>2018/19</b>	<b>2019/20 YTD</b>
	NI195 Inspections 3 x per year – these will be undertaken in house by the Neighbourhood First Team, EBC		
<b>Non-compliance procedure</b>	Default process built into the contract for failing to reach the contract standard.		
<b>Existing value of contract/ service</b>	£1,208,800 (Borough wide).		
<b>Boundary area</b>	Borough wide.		
<b>Proposed additional BID activity</b>			
<b>Cost of additional BID activity</b>	Street cleansing is an issue for the business community; the BID Business Plans highlights lobbying on this matter. BID monies may be identified for specific street cleansing initiatives (eg jet washing, etc) which would not be part of the existing core provision by EBC.		

<b>Service</b>	<b>Parking Services for Eastbourne Town Centre (Eastbourne Borough Council Neighbourhood Management)</b>
<b>Head of Service</b>	Julie Hickling
<b>Telephone</b>	01323 415379
<b>Email</b>	<a href="mailto:Julie.hickling@lewes-eastbourne.gov.uk">Julie.hickling@lewes-eastbourne.gov.uk</a>

<b>Baseline activity</b>	Parking Services for Eastbourne Town Centre.
<b>Service specification</b>	Off street parking in Hyde Gardens.
<b>Statutory or discretionary?</b>	Discretionary.
<b>Timing of activity</b>	0800 – 1800 hrs
<b>Staffing and equipment</b>	3 Cale pay Machines 2 FTE cover all off street parking including outside the BID area.
<b>Non-compliance procedure</b>	Issue Parking Penalty Notice.
<b>Existing value of contract/ service</b>	£200K.
<b>Boundary area</b>	Hyde Gardens.
<b>Proposed additional BID activity</b>	The BID team will be lobbying for Free after Four parking in town centre car parks.
<b>Cost of additional BID activity</b>	If 'Free after Four' parking were implemented as a BID initiative the Council would need to be reimbursed for loss of income.

<b>Service</b>	<b>Neighbourhood Services (Eastbourne Borough Council)</b>
<b>Head of Service</b>	Julie Hickling
<b>Telephone</b>	01323 415379
<b>Email</b>	<a href="mailto:Julie.hickling@lewes-eastbourne.gov.uk">Julie.hickling@lewes-eastbourne.gov.uk</a>
<b>Core Services provided by EBC</b>	<p>The Neighbourhood First Team provide the following day to day services:</p> <ul style="list-style-type: none"> <li>• Street drinkers, beggars and homeless -, Neighbourhood First Officers. Interact with street drinkers, beggars and the homeless and informally monitor. Additionally the Team clear rubbish, bedding and provide information regarding these groups to Seaview (who provide outreach services in EB)</li> <li>• Services/activities - Eyes and ears of the council, ensure streets litter free, safe, clear and green. Low level planning enforcement, council tax, seafront, playground and park inspections. Liaise with businesses regarding commercial waste collections, obstructions and any concerns. Abandoned vehicles, monitoring and management of council car parks. Enforce fly tipping and dog fouling. Minor repairs to signage. Manage public conveniences Hyde Gardens and in other Council owned properties eg Victoria Mansions.</li> </ul>
	<p>The Homes First Team provide the following day to day services:</p> <ul style="list-style-type: none"> <li>• Homeless applications and prevention casework, including full assessment of needs and personalised housing plans, joint working with specialist partner agencies</li> <li>• Managing temporary accommodation</li> <li>• Housing register</li> <li>• Bidding for properties</li> <li>• Landlord Rewards scheme (loans to help customers access private rented accommodation)</li> <li>• Joint Action Group for Street Drinkers, Beggars and Homeless managed by Homes First Team. Ensures joined up approach in the intervention, support and seeking solutions of members of the street community. Have recently had several successful bids to MCHLG for additional resource to tackle rough sleeping.</li> </ul>

Day to day liaison with the following:

- ASC
- CS
- Homeworks
- Steps
- Hospitals and psych wards
- Police
- Probation
- Prisons
- DWP and Jobcentre
- Other districts and boroughs
- RSLs.



<b>Service</b>	<b>East Sussex County Council, Parking Services</b>
<b>Head of Service</b>	Daniel Clarke, Parking Team Manager
<b>Telephone</b>	01323 464057
<b>Email</b>	<a href="mailto:Daniel.clarke@eastsussex.gov.uk">Daniel.clarke@eastsussex.gov.uk</a>

<b>Baseline activity</b>	Managing the on street civil parking enforcement scheme in the borough.
<b>Service specification</b>	To introduce and maintain parking schemes to control and manage the available parking space within the town and borough.
<b>Statutory or discretionary?</b>	Statutory.
<b>Timing of activity</b>	Dependent on the times of the restrictions. The usual hours of enforcement are 0800 – 2200 hrs.
<b>Staffing and equipment</b>	<p>Enforcement and back office staff work in Eastbourne, the enforcement staff cover the whole of the borough. We cannot break this down for the area covered in the map you have provided.</p> <p>Equipment: pay and display machines and personal equipment used by the civil enforcement officers consisting of hand held computers, mobile phones and printers.</p>
<b>Non-compliance procedure</b>	Measured monthly by KPIs, a financial penalty applies if a KPI is not met.
<b>Existing value of contract/ service</b>	Please see details in our annual parking reports <a href="http://www.eastsussex.gov.uk/roadsandtransport/parking/policies/annual-reports-and-minutes1">www.eastsussex.gov.uk/roadsandtransport/parking/policies/annual-reports-and-minutes1</a>
<b>Boundary area</b>	Eastbourne Borough.
<b>Proposed additional BID activity</b>	None.
<b>Cost of additional BID activity</b>	If 'Free after Four' parking were implemented as a BID initiative the Council would need to be reimbursed for loss of income.

<b>Service</b>	<b>Eastbourne Business Crime Group</b>
<b>Head of Service</b>	Adam Godden
<b>Telephone</b>	01323 415337
<b>Email</b>	<a href="mailto:Adam.godden@lewes-eastbourne.gov.uk">Adam.godden@lewes-eastbourne.gov.uk</a>

<b>Baseline activity</b>	Prevention of crime impacting on local businesses and supporting crime reporting
<b>Service specification</b>	<p>To act as an intermediary between businesses and Police in dealing with crimes that impact on businesses such as Shoplifting, fraudulent refunds, Anti-Social Behaviour and any offences relating to the night time economy. Enabling businesses to report and pro-actively prevent these occurring and impacting on their business.</p> <p>Support is provided through a Specialist Advisor for Business Crime who has a Co-ordination function with the local businesses, Local Authority and Police (Sussex &amp; BTP). They deal with day and night economy liaising with Police and Local Authority licensing to give specialised advice in the running of premises ensuring they fulfil their licensing objectives. In addition they regularly co-ordinate multi-agency day of actions, that target key issues within the town. Also the BCRP has a bespoke diversion scheme "Restoring Eastbourne" that is working closely with Sussex Police Youth Officers, YOT and the SENDCo team at Causeway School. The BCRP Manager role co-ordinates and manages crime prevention strands and is Non Police vetted at level 2 in order to interact effectively with Police.</p> <p>In addition the Specialist Advisor liaises regularly with the Joint Action Group for street drinkers, beggars and homeless, with regular contacts with CGL and Fulfilling Lives.</p> <p>Two Business Wardens joint funded by Sussex Police and the Southern CO-OP (service provider SWL Security) with CSAS accreditation are able to provide visible re-assurance and crime prevention to the business community. They also attend incidents, provide evidence for the Police from CCTV and report crimes relieving business of this task where possible.</p> <p>The CSAS accreditation and devolved powers for a local PSPO supports business and Police with respect to street drinkers, beggars and the homeless. The Specialist Advisor is the key contact point with the Wardens who have a</p>

	<p>dedicated resource to support the businesses within the town.</p> <p>Specialist Advisor on request also supports and advises businesses providing full security reviews.</p>
<b>Statutory or discretionary?</b>	Discretionary unless specified in premises licences.
<b>Timing of activity</b>	This is intelligence led and is fluid to meet crime patterns; at present wardens operate Tuesday – Saturday 0830 – 1630 hrs, under revision with change in centre times.
<b>Staffing and equipment</b>	<p>Specialist Advisor for Business Crime and 2 Business Wardens.</p> <p>The DISC (Littoralis) Platform provides a secure GDPRS compliant web based application with instant messaging capabilities to link all businesses with the managers/wardens. Functionality includes mobile and desk based incident reporting to the partnership, direct crime reporting to the Police, storing of intelligence and photo galleries and intelligence reports, newsletters and alerts.</p> <p>Police DISC will soon be enabled to further improve connectivity with local businesses and partnerships. An encrypted digital link radios for communication between Shopwatch members, wardens the Police.</p>
<b>Non-compliance procedure</b>	We have a banning criteria and work with partners to take out Civil Injunctions and Criminal Behaviour Orders.
<b>Existing value of contract/ service</b>	£36k for Business Crime Group. £70k for Business Warden Project.
<b>Boundary area</b>	The Borough of Eastbourne
<b>Proposed additional BID activity</b>	<p>Additional Warden solely for BID area to provide support to BID stores in conjunction with existing Wardens and Business Crime Group.</p> <p>It could be considered that they are given devolved powers from the LA to deal with enforcement on behalf of the LA that impact on businesses such as begging/fly tipping etc.</p>
<b>Cost of additional BID activity</b>	Additional cost would be estimated at £35 - 40k per 12 month period.

<b>Service</b>	<b>Town Centre Management</b>
<b>Head of Service</b>	Christina Ewbank on Behalf of EDEAL Enterprise Agency
<b>Telephone</b>	01323 641144
<b>Email</b>	<a href="mailto:Christina@eastbournechamber.co.uk">Christina@eastbournechamber.co.uk</a> And <a href="mailto:luke@estbournechamber.co.uk">luke@estbournechamber.co.uk</a>

<b>Baseline activity</b>	Town Centre Management		
<b>Service specification</b>	Services include: <ul style="list-style-type: none"> <li>• Responding to complaints with regarding buskers</li> <li>• Organising Eastbourne Borough Market Sundays and Wednesdays</li> <li>• Organising town centre promotions</li> <li>• Undertaking town centre vacancy rate once a quarter</li> </ul>		
<b>Statutory or discretionary?</b>	Discretionary		
<b>Timing of activity</b>	0600 – 2200 hrs daily [Town Centre area]		
<b>Staffing and equipment</b>	1 x Town Centre Manager		
<b>Key performance measures</b>	<b>Measure</b>	<b>2019-2020</b>	
	Monitoring of buskers and performers		
	Wednesday market every week	50	
	Sunday market every week	50	
	Quarterly vacancy rate report	4	
<b>Non-compliance procedure</b>			
<b>Existing value of contract/ service</b>	N/A.		
<b>Boundary area</b>	Town Centre.		
<b>Proposed additional BID activity</b>	N/A.		
<b>Cost of additional BID activity</b>	See BID Business Plan.		