

Secretary of State  
c/o Nick Pellegrini  
Local Taxation  
Ministry of Housing, Communities & Local Government  
Fry Building  
2 Marsham Street  
London  
SW1P 4DF

18 October 2021

Dear Secretary of State,

**RE: Newbury BID – Intention to Hold a Renewal Ballot**

I write in accordance with Regulation 3(2) of The Business Improvement Districts (England) Regulations 2004 to seek a formal ballot of the Newbury BID renewal proposals. Please accept this letter as (a minimum of) 84 days' notice of the intention to request the billing authority to put the following BID proposal to a ballot:

Name of BID:	Newbury BID
Name of Billing Authority:	West Berkshire Council
Contact Details:	Melissa Hughes Chief Executive Officer Newbury Business Improvement District CIC

**Timeline:**

Notice of Ballot –	10 <sup>th</sup> January 2022
Issue of Ballot Papers –	27 <sup>th</sup> January 2022
Ballot Day –	17:00, 24 <sup>th</sup> February 2022
BID Start Date –	1 <sup>st</sup> June 2022

The BID Proposal Document, which will be presented to West Berkshire Council and available to view online at <https://visitnewbury.org.uk/about/> by no later than 7<sup>th</sup> January 2022, following informal consultation with the business community, sets out those matters required by the Regulations. The Proposal Document identifies:

- the works and services to be provided
- the statement of the baseline services provided by the local authorities and police
- the geographical area of the BID proposal
- the map showing the area covered by the BID
- the businesses liable for the levy and how it is to be calculated
- the extent to which alterations may be made without an alteration ballot
- the duration of the BID

The plan will set out the consultation we have undertaken with businesses in the BID proposal area before identifying the projects contained in the business plan.

The business plan, predicted revenue and expenditure, and the financial management arrangements are set out fully in the proposal.

Further, the BID Board will provide the Council with regular updates detailing income and expenditure within the BID.

I would therefore now ask you formally, in accordance with Regulation 4(2)(a)(ii), to instruct the ballot holder to hold a BID ballot in relation to these proposals.

If you require any further information at this stage, please do let me know.

Yours faithfully,



Melissa Hughes  
Chief Executive  
Newbury BID CIC

cc.

Susan Halliwell  
Warwick Heskins

Acting Chief Executive Officer, West Berkshire Council  
Chair, Newbury Business Improvement District