



Renewal and Recreation

Civic Centre, Stockwell Close, Bromley BR1 3UH

Telephone: 020-8464 3333

Direct Line: 020 8313 4457

Email: martin.pinnell@bromley.gov.uk

Fax: 020-8313 4460

Internet: www.bromley.gov.uk

DX5727 Bromley

Martin Price
Chairman
Orpington First Ltd
Management Suite
Walnuts Shopping Centre
Orpington BR6 0TW

Date: 25 July 2013

Dear Martin

Variation to the BID Operating Agreement

Further to our recent discussions regarding some elements of the Business Improvement District Operation Agreement which require clarification I have set out below the proposed changes.

- 1) Within Section 1 (Definitions) we request that the following lines are amended:

The following streets and those shown in the area outlined on the Map are included in the BID area in whole or in part:

Amend 'Aynscombe Angle (odds up to 21 and evens up to 30)' to 'Aynscombe Angle (All)'

Amend 'Elmcroft Road (odds 53 – 55 and evens 34 only)' to 'Elmcroft Road (odds from 53 to junction with Moorfield Road, No evens)'

Amend 'Homefield Rise (5 and 7 only)' to 'Homefield Rise (Odds to junction with Lychgate Road, No evens)'

Amend 'Spur Road (no 1 only)' to 'Spur Road (Odds to junction with Gravel Pit Way, No evens)'

- 2) Within section 6 of the Operating Agreement make the following changes:

Replace the existing clause 6.1 with the following:

6.1 The Council shall invoice the BID Company in advance for any administrative expenses which are expected to be incurred – as laid out in paragraph 6.2. The amount shall be payable in two instalments and an invoice shall be provided to the BID Company for each instalment with a breakdown of the costs incurred including VAT. The first invoice will be provided within one month after the date the levy bills are dispatched. The final instalment will be invoiced a month after the 2nd levy instalment is due.

Delete clause 6.3 as no longer required.

Renumber clause 6.4 to 6.3 and amend to read – 'The first payment of Administrative Expenses to be credited to the Council shall include a one off sum of £1,875 for the set up costs incurred by the Council – and this will be payable as part of the first instalment for financial year 2013-14.'

Renumber clause 6.5 to 6.4 and amend to read – 'In addition to the costs outlined above the Council will make a charge of £55 per hour for any additional administration, over and above an expected 2 hours per month (which will not be chargeable). The Council will endeavour to keep the BID Company informed of any additional payments it has or shall incur – and these will be invoiced in arrears and separately from the administrative charges outlined in 6.2.'

Kindly acknowledge your acceptance of this letter and your agreement to proceed in accordance with its terms by signing and returning the attached copy.

Yours sincerely



Martin Pinnell
Head of Town Centre Management & Business Support

For and on behalf of LBB

We acknowledge and accept the terms and conditions of this letter

Signed.....

For and on behalf of BID

MARTIN PRICE
CHAIRMAN