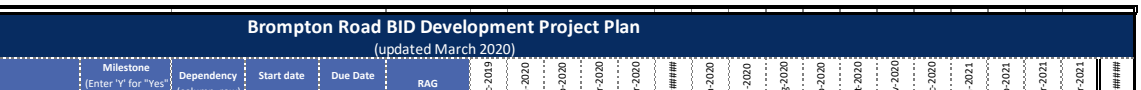
Brompton Road BID Development Project Plan

(updated March 2020)

Activity	Milestone (Enter 'Y' for "Yes" blank for "No")	Dependency (column, row)	Start date	Due Date	RAG
Mobilisation					
Estabish Steering Group			01/12/2019	01/02/2020	Complete
Early discussion with Councils regarding geographic area and BID rules			01/12/2019	01/02/2020	Complete
Production of collateral: 1) Micro-site			01/12/2019	01/03/2020	On Track
2) Engagement leaflet			01/03/2020	01/06/2020	On Track
Strategic Study: 1) Development of Brief			01/02/2020	01/02/2020	Complete
2) Tender process / Award of work			01/03/2020	01/05/2020	On Track
3) Undertake study			01/05/2020	01/08/2020	Not Started
Determine role of Brompton Road property BID			01/02/2020	01/03/2020	Complete
Development of Property Voluntary Agreements			01/04/2020	01/07/2020	Not Started
Agree geographic footprint	Yes		01/02/2020	01/04/2020	On Track
Council governance of BID (WCC/K&C)			01/02/2020	01/06/2020	Attention Needed
Steering Group – progress update	Yes		01/04/2020	01/05/2020	Attention Needed
Initial stakeholder engagement			01/04/2020	01/07/2020	Not Started
Occupier engagement programme (stage 1)			01/07/2020	01/09/2020	Not Started
Early draft of business priorities and objectives			01/04/2020	01/06/2020	Not Started
Business Planning and Engagement Phase					
Discussion with Council regarding emerging plan and ballot schedule			01/05/2020	01/06/2020	Not Started
Steering Group – progress update	yes		01/06/2020	01/07/2020	Not Started
Occupier engagement programme (stage 2)			01/09/2020	01/11/2020	Not Started
Compilation of business plan (incorporating findings of strategic study)			01/04/2020	01/07/2020	Not Started
Present draft Business Plan to steering group / establish shadow Board	Yes		01/08/2020	01/09/2020	Not Started
Agreements to proceed to ballot	Yes		01/08/2020	01/09/2020	Not Started
Notice to Secretary of State / Council	Yes		01/08/2020	01/09/2020	Not Started
Campaign Stage					
Occupier engagement (stage 3)			01/11/2020	01/01/2021	Not Started
Communications & event programme			01/09/2020	01/01/2021	Not Started
Completion of Business Plan			01/09/2020	01/10/2020	Not Started
Development of formal documentation			01/06/2020	01/010/2020	Not Started
Presentation to steering group / shadow Board - final Business Plan	Yes		01/09/2020	01/10/2020	Not Started
Presentation of business plan to Council/decision not to veto	Yes		01/10/2020	01/12/2020	Not Started
Compilation and verification of voter list			01/10/2020	01/12/2020	Not Started
Sign off formal documentation			01/01/2021	01/02/2021	Not Started
Ballot Stage					
Launch of BID Business Plan (BID Proposal)	Yes		01/12/2020	01/01/2021	Not Started
Occupier consultation (stage 4)			01/01/2021	01/04/2021	Not Started
Despatch of canvass (voter verification)			01/11/2020	01/01/2021	Not Started
Publication of notice of ballot	Yes		03/01/2021	03/02/2021	Not Started
Ballot papers distributed to voter list	Yes		19/02/2021	19/03/2021	Not Started
First day of Ballot (minimum 28 days)			20/02/2021	20/04/2021	Not Started
Ballot Day	Yes		19/03/2021	19/04/2021	Not Started
Result announcement	Yes		20/03/2021	20/04/2021	Not Started
BID start date	Yes		01/04/2021	01/04/2021	Not Started
					Not Started