#### ABERDEEN CITY COUNCIL

COMMITTEE	City Growth and Resources
DATE	06 June 2019
EXEMPT	No
CONFIDENTIAL	No
REPORT TITLE	Town Centre Capital Grant Fund
REPORT NUMBER	PL/19/290
DIRECTOR	Not Applicable
CHIEF OFFICER	Richard Sweetnam
REPORT AUTHOR	
TERMS OF REFERENCE	Purpose 1 - To approve and monitor appropriate short, medium and long term financial strategies and plans for the Council in light of available funding Purpose 2 - To approve the addition of new projects and associated budgets to the capital programme, to approve additional funding for existing projects

#### 1. PURPOSE OF REPORT

1.1 The purpose of the report is to present the options provided by officers for project proposals and seek approval to distribute the allocation of funds to each project in relation to the Scottish Government Town Centre Capital Grant where Aberdeen City Council received an allocation of £1,351,000 in March 2019.

#### 2. RECOMMENDATION(S)

That the Committee:-

- 2.1 Note the funding of £1,351,000 allocated to Aberdeen City Council from the Scottish Government Town Centre Capital Fund;
- 2.2 Discuss the list of projects provided by officers at Appendix 2 and determine which projects are to be taken forward; and
- 2.3 Delegate authority to the relevant project Chief Officer, following consultation with the Head of Commercial and Procurement Services, to consider and approve business cases (including estimated expenditure) for the recommended projects for the purposes of Procurement Regulation 4.1.1; and thereafter to procure appropriate works and services, and enter into any contracts necessary for the delivery of the recommended projects without the need for further approval from any other Committee of the Council.

#### 3. BACKGROUND

- 3.1 The Scottish Government announced in January 2019 that there would be a new ring-fenced capital fund of £50,000,000 which would be distributed to local authorities based on the number and size of each local authority's town centres. This fund is referred to as the Town Centre Capital Fund.
- 3.2 The broad aims of the fund are to; stimulate and support a wide range of investments which encourage town centres to diversify and flourish; create footfall through local improvements and partnerships. Specifically, this fund will contribute to transformative investments which re-purpose and diversify town centres.
- 3.3 The fund also aims to; deliver against the themes of the Town Centre Action Plan including town centre living and supporting town centres to be vibrant, accessible and enterprising places. This could include re-purposing buildings for housing, retail, business, social and community enterprise, services, leisure, and culture, tourism and heritage; and, improving access and infrastructure.
- 3.4 Alongside the grant there are accompanied grant conditions which must be adhered to in order to spend the grant. These conditions are included in full within the Grant Funding Offer Letter (Appendix 1). The main conditions to be noted for the purpose of this report are;
  - The grant is for capital expenditure which is additional to that which is already
    or would otherwise be allocated to the 2019/20 budget; and, should not
    substitute for existing spend. Demonstration of how the expenditure with this
    grant is additional to budgeted spend is required within the final reporting to the
    Scottish Government.
  - Decisions on use of funding will reside with the grantee. It is expected that local
    authorities make investment decisions in the context of national and local
    commitments to town centres including the Town Centre First Principle and the
    Town Centre Action Plan; and more recently, the Place Principle. As such, it is
    expected that investment decisions are based on approaches which are
    collaborative and place based with a shared purpose; and, make use of tools
    and support developed by the Scottish Government, Scotland's Towns
    Partnership and other key partners.
  - The Grant is to be used in the financial year 2019-20. There is an assumption that the Grant will be applied to finance local authority capital programmes before the application of any other capital or revenue resources such as capital receipts or borrowing.
- 3.5 Upon being informed that Aberdeen City Council would be in receipt of the funds an internal consultation process commenced providing the opportunity for projects to be tabled for consideration. Directors and Chief Officers were asked to present forward their project ideas and the recommended projects are outlined in the table below and in more detail within Appendix 3 Town Centre Capital Fund Description of Projects.

Project Proposal	Locality	Estimated Cost	Timescale
Hayton Road – Street Design Project co-funding from SUSTRANS which will improve the walking and cycling in the area including environmental improvements	Tillydrone	£90,000	Work around architect's design have already commenced so completion would be on track for April 2020
Parklets Development (Huntly Street and Castlegate) – taking unused spaces and making them more useable i.e. seating area, tables, bike racks etc.	City Centre	£80,000	Works/contracts to be started/signed before April 2020
Suspended Signage	City Centre	£400,000	Works/contracts to be started/signed before April 2020
Intelligent Street Lighting Phase 2 – using smart technology to improve the current lighting in the city especially for events and to improve safety in the city centre.	City Centre	£125,000	Estimated Completion of September 2019
Union Street Public Realm – Phase 2	City Centre	£380,000	Works/contracts to be started/signed before April 2020
Mither Kirk – funding requested for the replacement heating system	City Centre	£390,000	Works/contracts to be started/signed before April 2020
Archibald Simpson House Creative Hub Space	City Centre	£120,000	Works/contracts to be started/signed before April 2020
Living Wall – Flourmill Lane	City Centre	£60,000	Works/contracts to be started/signed before April 2020
Total		£1,645,000	

#### 4. FINANCIAL IMPLICATIONS

- 4.1 Funding has been allocated by Scottish Government and is in addition to the Council's budget. There are specific funding requirements as outlined in section 3.4 and it is essential that the projects comply with the set requirements to avoid issues around eligibility.
- 4.2 The allocated funding is additional to the approved council budget so is an opportunity to deliver priority capital projects in the City that might otherwise not have had the full financial commitment.
- 4.3 The proposed project list totals £1,645,000. Members will require to determine which projects should proceed with the available funding.

#### 5. LEGAL IMPLICATIONS

- 5.1 By accepting the grant ACC has agreed to the conditions outlined in the grant offer letter and the legislative details that are contained within. The grant has been allocated under the grant making powers of Scottish Ministers; Section 37 of the Local Government in Scotland Act 2003 Scottish Ministers may make grants to local authorities in respect of their capital expenditure. Capital expenditure that falls to be capitalised in accordance with proper accounting practices (section 39 of the Act)
- 5.2 Procurement implications will be managed on an individual project basis and outlined in the project business cases post funding award.

#### 6. MANAGEMENT OF RISK

	Risk	Low (L), Medium (M), High (H)	Mitigation
Financial	As per the grant conditions the money must be spent by the end of Financial Year 2019/20	М	Projects benefiting from the fund will have undertaken measures which will take into account the delivery timescales of the project. Close project monitoring will take place throughout to ensure these timescales will be met.
Legal	Grant conditions not being met	L	From the project outset officers are aware of the conditions that need to be complied with so not meeting the grant conditions should be avoided.
Employee	No risks identified		None
Customer	Residents of the identified town centres will not benefit from the enhancement of the area if the project does not fulfil grant conditions	М	It is the intention to fulfil the grant conditions and to spend the allocated amount therefore enhancing the areas in question
Environment	No risks identified		None
Technology	Technology implemented via the 2 technology based proposals does	М	Maintenance will be considered and covered in

	not work and requires a large degree of maintenance		any technology-based contracts signed.
Reputational	Risk of reputational damage with the relationship with Scottish Government if we do not spend the funds in accordance to the grant conditions therefore potentially impacting on future funds received from Scottish Government	L	It is the intention to spend the allocated amount and ensuring that the conditions of grant are met accordingly, informing Scottish Government of any deviation, or issues along the way

#### 7. OUTCOMES

Local Outcome Improvement Plan Themes					
	Impact of Report				
Prosperous Economy	Each individual Project has completed section 7; contained within Appendix 3				
Prosperous People	Each individual Project has completed section 7; contained within Appendix 3				
Prosperous Place	Each individual Project has completed section 7; contained within Appendix 3				

Design Principles of Target Operating Model				
	Impact of Report			
Customer Service Design	Each individual Project has completed section 7; contained within Appendix 3			
Organisational Design	Each individual Project has completed section 7; contained within Appendix 3			
Governance	Each individual Project has completed section 7; contained within Appendix 3			
Workforce	Each individual Project has completed section 7; contained within Appendix 3			
Process Design	Each individual Project has completed section 7; contained within Appendix 3			
Technology	Each individual Project has completed section 7; contained within Appendix 3			
Partnerships and Alliances	Each individual Project has completed section 7; contained within Appendix 3			

#### 8. IMPACT ASSESSMENTS

Assessment	Outcome
Equality & Human Rights Impact Assessment	Not required
Data Protection Impact Assessment	Not required
Duty of Due Regard / Fairer Scotland Duty	Not required

#### 9. BACKGROUND PAPERS

None

#### 10. APPENDICES (if applicable)

- 1. Grant Offer Letter
- 2. Town Centre Capital Fund List of Projects
- 3. Town Centre Capital Fund Description of Projects

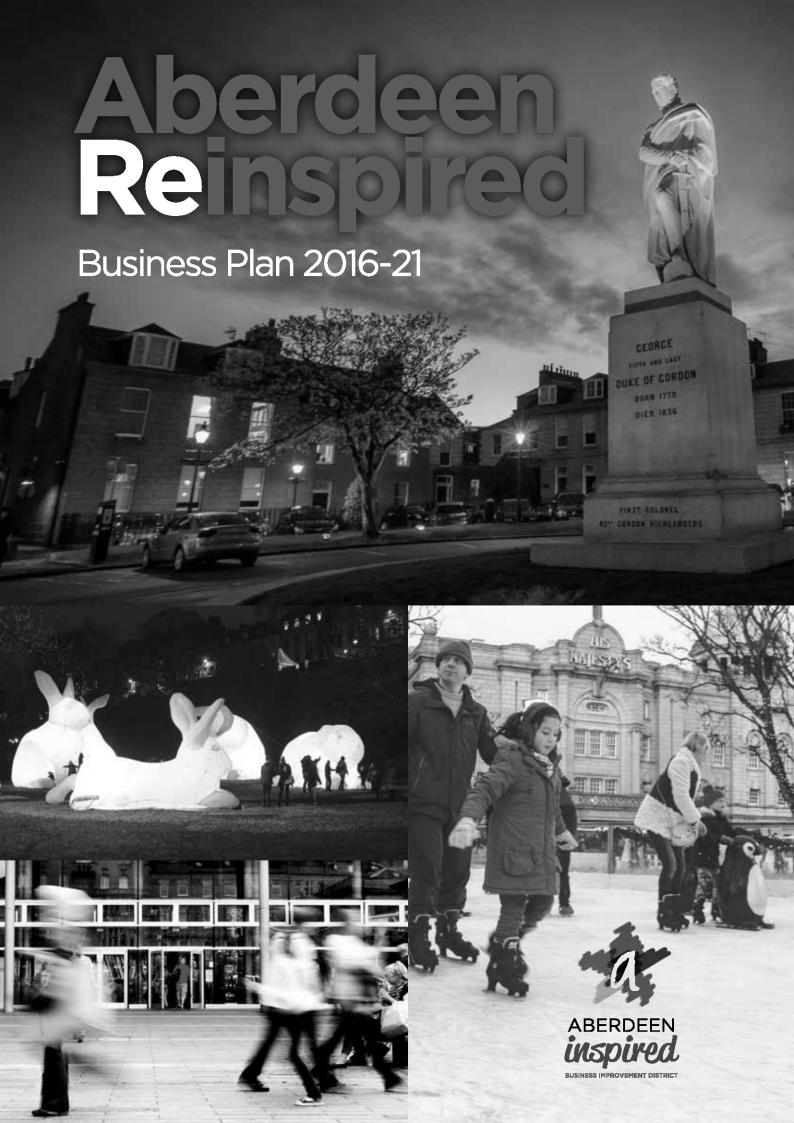
#### 11. REPORT AUTHOR CONTACT DETAILS

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# Aberdeen Reinspired

#### **Foreword**

I am immensely proud to present Aberdeen Inspired's second Business Plan which outlines our priorities for the next five years. They have been identified by you, our levypayers, through surveys and extensive consultation.

Supporting Aberdeen Inspired and this business plan affords an unrivalled opportunity to continue to work together and make the changes we want. The cost to businesses in supporting Aberdeen Inspired is relatively low, and for some small independent ones it is possible that their levies may even be recouped entirely through some of the projects in this plan.

We have the ability to capitalise, either directly or indirectly, on a range of potential external funding sources currently unavailable to individual businesses, particularly so if the ongoing negotiations to try to achieve City Deal status are successful. If realised, this would herald a period of unprecedented development in the area, including the city centre, over the next 20 years.

By voting in support of Aberdeen Inspired we can continue to support your businesses by acting as your collective voice with regard to issues including the City Centre Masterplan and the City Deal negotiations. We have the potential to collectively improve the business environment and increase trade and inward investment by showcasing Aberdeen as a forward-thinking, prosperous and dynamic city.

You can find more information about us and our ethos on our website **www.aberdeeninspired.com** or for more general information, please refer to **www.bids-scotland.com** 

A notice of ballot will be sent to all eligible persons followed by the ballot papers themselves. You will then have six weeks to cast your vote before the ballot closes at 5pm on 17th March 2016.

Aberdeen Inspired has delivered some fantastic projects in the last five years - but there is so much more to do. I urge you all to vote YES so that we can continue to work on your behalf to make Aberdeen City Centre better for us all.

Richard Noble BSc (Hons) MRICS MCIArb Director, FG Burnett, Chartered Surveyors Chair, Aberdeen Inspired





# Aberdeen Reappraised

#### **Executive summary**

Aberdeen Inspired is uniquely placed to bring investment, innovation and influence to the city centre on behalf of its levy payers. This plan outlines the opportunities and the level of ambition businesses are being asked to support.

Since the organisation's inception in 2011, in excess of £5million has been invested. Expenditure has been allocated in accordance with the five themes which were the bedrock upon which Aberdeen Inspired was built: Attractive City; Marketing and Promotion; Out and About; Safe and Secure; United Voice.

Some of the most instantly recognisable projects include festive attractions, most recently the creation of the Aberdeen Christmas Village, as well as other visible initiatives such as the transformation of the upper deck of the St Nicholas mall to create an attractive roof garden and investment in floral enhancements and creative lighting throughout the city centre.

Aberdeen Inspired was a driving force in the hugely successful Wild Dolphin sculpture trail and is a long term supporter of the thriving arts scene. In keeping with the drive to attract more people to the area, major financial support has also been provided to VisitAberdeen to enable it to market and promote the city centre as a tourist destination.

There has also been significant investment in street signage, designed to improve pedestrian access and navigation, whilst the city has become the first in Scotland to be awarded Purple Flag status in recognition of the safe and welcoming night time economy. The second re-accreditation has recently been confirmed.

Aberdeen Inspired has played an important role in lobbying the local authority and other public bodies on a range of strategic issues including transportation, flood prevention and the City Centre Masterplan.

As we prepare for the renewal ballot, we have consulted widely with levy payers and the many stakeholders in the city centre and beyond. We have reviewed and reaffirmed our aims and objectives, which are at the heart of the Business Plan.

In keeping with the evolution of Aberdeen Inspired, the core themes have been revisited and for the next term have been defined as follows:

- 1. Attractive City Centre: Making the Silver City sparkle with a range of aesthetic projects, including a focus on Union Street and its visual appeal.
- 2. Promoting Our City Centre: Through exciting and engaging events, cultural activity and positive promotion of Aberdeen.
- 3. Safe and Welcoming City Centre: Continuing efforts to enhance the visitor experience and building on the city's growing reputation as a safe and welcoming place to be, with projects ranging from seagull control and visitor navigation to hotel and retail focused initiatives.
- 4. Helping Your Business: Providing a unified voice on behalf of levy payers, lobbying Aberdeen City Council and other relevant bodies as well as providing data and analysis designed to enhance business planning.





In line with these themes a detailed project plan has been formulated for the coming 12 months and is outlined in this document. A clear vision for the years which follow has also been outlined. All of these projects are designed to add value over and above the statutory baseline services provided by Aberdeen City Council and other public bodies.

Levy payers are central to all that has been achieved throughout the first term, but additional funding contributions have also been vital. The income for the 2015-16 financial year totalled almost £1.6m - with half of that generated by the levy and the same amount coming through donations, grants and match-funding from partners. With those contributions, the value to levy payers is magnified considerably.

If successful in earning a second term, it is conservatively estimated voluntary contributions and other funding streams will amount to £2.5m. When added to the BID levy of around £800,000 per year from in the region of 690 businesses, the anticipated investment over the next five years is £6.5m in projects designed to improve our city centre.

Full details of the mechanics of the levy, including who pays it and how it is calculated, are provided in more detail in this document in addition to the ballot process which will take place in February and March 2016. The management of the BID, by a Board comprising highly experienced and professional business people, and monitoring of performance are important features of the plan.

A commitment to regular and effective communication and consultation with levy payers has been made as we prepare for the next chapter.

Supporting Aberdeen Inspired and this business plan with a 'yes' vote in the ballot will bring a minimum of £6.5m of investment. Together we can reinvigorate, revive and re-inspire the city centre for the benefit of all.

Aberdeen Reinspired

Business Plan 2016-21

"As a business I believe we have a responsibility to ensure our city achieves its maximum potential. The collaborative approach is pivotal to reigniting civic pride and a sense of community throughout the city centre.

"It is time for businesses and individuals to dig deep and support their city. We've had enough of the doom and gloom merchants, there are lots of opportunities where people can make a difference to Aberdeen city centre; it's the little things that make a huge difference. We are pleased to be working with Aberdeen Inspired on the BID initiative and the city centre creative lighting project in particular."

"Although Balmoral is not based in the city centre I strongly feel it is incumbent upon businesses that are located across Aberdeen city and shire to lend weight to the plan. We all want a city centre that we can be proud of."

- Jim Milne CBE,

Chairman and Managing Director, Balmoral Group



See Appendix 1 (P21) for full list of streets in BID.









#### **Moving forward**



Gary Craig,
Chief Executive Officer,
Aberdeen Inspired

As we move towards the next chapter in the story of Aberdeen Inspired, the opportunity to reflect on the achievements of the past five years is as welcome as the chance to look forward to what the future may hold.

The business plan is very much a tale of two halves, documenting the first five years of the city's Business Improvement District and, most importantly in my view, outlining our vision for the next term and the £6.5million of investment that could bring.

Of course, that second five year period will only become reality if we are successful in the 2016 ballot and as such the last 12 months must be viewed as the most crucial in the organisation's brief but productive life.

In the last year we have delivered an innovative roof garden, extended our colourful floral baskets across the city centre, lit up the city with a number of creative lighting schemes and applied for and been re-accredited for Purple Flag status. We have provided significant funding to VisitAberdeen to market and promote the city as a visitor destination as well as promote the city ourselves through social media, local and national press and more recently with a range of inspiring TV adverts.

Over the Festive period we created the spectacular and well received Aberdeen Christmas Village which attracted over 515,000 visitors as well as the world acclaimed giant illuminated rabbit art installation. Next month will see us complete the modern scheme of street signage across the city centre. These projects show our level of ambition and achievement and the last 12 months provides us with a great platform to build upon.

Aberdeen Inspired was born with the remit of representing the interests of its levy payers and in my role as Chief Executive I have made it our mission to listen to those businesses – to find solutions to the challenges and identify new opportunities. The result is the business plan we are now presenting, which is designed to support those operating in the retail, leisure and office sectors.

Now more than ever, as the north-east economy is tested by the downturn in the oil and gas sector, we need to be focused on ensuring a vibrant and prosperous future. There is no silver bullet, but Aberdeen Inspired can play a major role by working in partnership with the many organisations who share our passion for the city centre.

If successful in gaining a second term, we will work tirelessly to drive footfall to the BID and increase dwell time, with the associated rise in consumer spending. That is what our retail and leisure businesses tell us matters to them and we have ambitious ideas on how we can achieve that. We also want to help to reduce costs for all businesses in the zone, something our levy payers in the office sector have told us is vital to them, as well as making the city centre experience a better one for all. We will also provide a united voice on behalf of all those we represent, at local and national level, as we fly the flag for Aberdeen.

I am sure that like me, you have become tired of negative campaigning in the context of elections and as we embark on our own 'campaign' there is a determination to be positive. We want to highlight what a second term can bring, rather than what could be lost.

The BID provides a unique opportunity for city centre businesses to work together for the common good and a brighter future. It is one I hope our levy payers will grasp when the ballot opens.

Gary Craig
Chief Executive Officer, Aberdeen Inspired



#### What have we achieved so far?

#### **Theme 1 - Attractive City Centre**

#### Creative lighting

Funded a creative lighting scheme installed around Golden Square illuminating the central statue of the Duke of Gordon and surrounding area. Work is continuing on expanding this concept to other suitable landmarks with the latest being the St Nicholas Kirk Colonnade on Union Street.

#### Roof Garden

Significant partnership project spearheaded by Aberdeen Inspired saw the opening of an exciting new roof garden with new lighting, play equipment and seating on the top of the St Nicholas Shopping Centre.

#### Floral enhancements

Each summer floral enhancements, hanging baskets and bunting have been installed along and above Union Street, extended year on year to surrounding streets and areas, adding to a subtle 'festival' ambience in the city centre.

#### Big Belly Bins

Co-funded a total of 60 refuse bins fitted with solarpowered compactors which were installed throughout the city centre, providing increased storage space, but less frequent emptying by contractors, saving time, money and resources.

#### · Removal of 'V' boards

A scheme involving the city's estate agents saw the unsightly 'V' shaped advertising hoardings removed from above vacant shop and office units on Union Street, in favour of less obtrusive alternatives, thus enhancing the visual ambience.

#### Deep cleaning

Aberdeen Inspired funds one of the two annual deep clean operations across the entire length of Union Street, with the other being funded by Aberdeen City Council.

#### Shop front improvement grants

A number of shop front improvement grants were made to local retailers to assist them establishing and improving their businesses

#### Street art

Funded several street art projects and murals to aesthetically enhance underused areas in the Adelphi, McCombie's Court and at the basement entrance to the rail station on Guild Street, resulting in a brighter and more uplifting cityscape.

#### Adopt an Area

Fostered and encouraged the Adopt an Area ethos, with levy-payers partnering with local communities and residents under the Team Aberdeen approach on a number of community garden and beautification projects in the city centre.

#### Beautiful Scotland award

The 'Team Aberdeen' approach led to the Aberdeen BID winning the 'Beautiful Scotland' Award for its efforts working in support of this community environmental improvement scheme.









#### **Theme 2 - Marketing and Promotion**

#### Winter and Christmas festivals

Funded or co-funded festive events, including ice rinks, sideshow attractions and films. This year's Aberdeen Christmas Village shows the level of ambition with a range of attractions, events and a spectacular open air ice rink. We were hoping to attract 50,000 visitors over the five week period but attracted more than 515,000 and provided a great attraction to rival many other cities.

#### VisitAberdeen

Over the first five years, provided more than £500,000 to market Aberdeen as a tourist destination, enabling it to promote a variety of events including the Aberdeen International Youth Festival, Dance Live, Fifty Plus Family Festival, Techfest, North East Open Studios and the May Festival.

#### Wild Dolphin sculpture trail

Played a central role in kick-starting the 'Wild Dolphin sculpture trail' that saw 50 life-sized, individually themed dolphin models located around Aberdeen. Afterwards, £531,000 was raised by their sale at a charity auction.

#### Seasonal and cultural events

Funded and spearheaded a diverse range of activities throughout the BID, ranging from popular Easter family fun attractions to historical re-enactments, acclaimed jazz festivals and other art projects. Most recently this saw the world renowned illuminated rabbit art installation, Intrude, being displayed in Union Terrace Gardens.

#### Positive PR

Funded a range of TV adverts promoting Aberdeen for food, drink, events, sports, festive attractions, retail sector

#### Swipii loyalty scheme

Launched Swipii scheme in Aberdeen to assist independent retailers attract customers through bespoke loyalty programmes and a points-based system of unique rewards. By November 2015, more than 35 retailers had joined.

#### Social media

Engaging with the public through social channels and website promoting events and businesses as well as providing useful data.

#### Theme 3 - Getting Out and About

#### Wayshowing signage

In 2015 co-funded the ongoing roll-out of a number of innovative wayshowing signs to improve orientation, navigation and journey planning for visitors to the city, highlighting both the well-known attractions as well as other hidden gems.

#### Springboard footfall counters

Funded 11 footfall counters providing valuable anonymous information to retailers on pedestrians using the city centre and their movement trends, allowing informed marketing and promotion decisions to be made.



#### Theme 4 - Safe and Secure City Centre

#### Purple Flag award

Aberdeen was the first city in Scotland to achieve Purple Flag Award status, highlighting the quality and diversity of attractions as well as the safety of its city centre experience. Aberdeen Inspired spearheaded the successful bid. The latest re-accreditation was achieved in January 2016.

#### Operation Oak police patrols

Co-funded a series of dedicated high visibility Police patrols delivered under the banner of 'Operation Oak' with the purpose of addressing alcohol-fuelled disorder. Since 2010-11 violent offences within the BID area have reduced by 34%, while crime overall has reduced by 21.3%.

#### Street lighting

Improvements have been made to levels of street lighting on Union Street, Langstane Place, Justice Mill Lane and elsewhere to improve safety and help prevent and detect crime.

#### Street Pastors' Safe Space vehicle

Assistance given to the Street Pastors to help them purchase a replacement Safe Space vehicle for deployment in the city centre during weekend evenings. This acts as a safe and supervised haven for those who are drunk or vulnerable.

#### Theme 5 - United Voice

#### Lobbying and voice of businesses Aberdeen Inpired has been an important voice in

the ongoing debate on the future of the city centre, representing levy payers at local and national level in key debates.

#### Influencing and representing

Key personnel from Aberdeen Inspired are involved in a variety of strategic roles as part of groups, committees and bodies involved in areas including the City Centre Masterplan, City Deal negotiations, commerce and business policy.

#### Consultation

The organisation represents its levy payers as part of consultation carried out by the local authority and other bodies.

#### Accountability

Aberdeen Inspired has an essential part to play in ensuring baseline services from Aberdeen City Council and Police Scotland are delivered.









#### Looking ahead

Though informal dialogue with levypayers has continued since the creation of Aberdeen's BID, alongside periodic independent surveys and regular meetings or events, a more structured and clearly defined renewal consultation process with businesses commenced in February 2015.

Aberdeen and Grampian Chamber of Commerce distributed and then analysed a survey focusing on our performance and our themes, past, present and future. By listening to opinions on our work to date, we believe the vision for the future can be clearly defined.

#### Are the BID priorities still relevant?

We asked you to comment on the continued relevance of these five themes and you told us;

- 89% of you agreed or strongly agreed that Attractive City Centre was the first priority
- 88% of you agreed or strongly agreed that a Safe and Secure City Centre was the second priority
- 85% of you agreed or strongly agreed that Marketing and Promotion was the third priority
- 81% of you agreed or strongly agreed that Getting Out and About was the fourth priority
- Finally, 72% of you agreed or strongly agreed that the United Voice should be a fifth priority.

This feedback has led us to rationalise our themes, reducing from five to four.

#### The future: 2016-21

We asked you to rank a list of projects in order of importance, and the following were among those that topped the list of issues that you would like the BID to address;

- Assist with a multi-stranded clean-up campaign to improve Union Street and surrounding areas
- Fewer vacant shop or office units
- Bigger festivals and more markets or other themed events
- Creating a more diverse shopping experience on Union Street
- Greater national and international marketing of Aberdeen.

This has enabled us to present a detailed project plan for 2016-17 and further ideas for later years.





#### **Our Mission Statement**

'To attract, sustain and boost business and investment in Aberdeen City Centre through influence, inspiration and innovation'.

#### Aims and objectives

Aberdeen Inspired's primary purpose is to deliver projects, initiatives and services that will enhance and improve the business environment within Aberdeen City Centre, to collectively benefit everyone; businesses, office workers, customers and visitors alike.

#### **Our themes**

The four themes of Aberdeen Inspired are: -

- Attractive City Centre: Making the Silver City sparkle with a range of aesthetic projects, including a focus on Union Street and its visual appeal
- Promoting Our City Centre: Through exciting and engaging events, cultural activity and positive promotion of Aberdeen
- 3. Safe and Welcoming City Centre: Continuing efforts to enhance the visitor experience and building on the city's growing reputation as a safe and welcoming place to be with projects ranging from seagull control to hotel and retail focused initiatives
- 4. Helping Your Business: Providing a unified voice on behalf of levy payers, lobbying Aberdeen City Council and other relevant bodies as well as providing data and analysis designed to enhance business planning.

#### **Our objectives**

The objectives of Aberdeen Inspired are: -

- 1. Create a well-promoted, exciting, familyfriendly and vibrant city centre
- 2. Increase the diversity and quality of public events in the area
- 3. Attract more visitors and increase both their spending and dwell time within the city
- Work with local businesses and organisations to encourage continued inward investment across all sectors
- Encourage additional numbers of tourists to visit and enjoy the city experience (for example by improving the walkability of the city centre), working alongside agencies such as VisitAberdeen
- Work with partner organisations to help create a safe, welcoming and dynamic city centre
- 7. Create a cleaner and more attractive city centre
- 8. Help businesses achieve cost savings and efficiencies
- 9. Be the voice of business in the city centre on a range of strategic issues.







Project plan: 2016-21

To ensure that BID resources and members' levies are directed towards providing added value over and above the basic or statutory level, Baseline Services Agreements have been prepared to help define the responsibilities and ongoing commitments of Aberdeen City Council and Police Scotland.

These agreements contain provisions to ensure that the baseline services delivered are subject to monitor and review and to ensure levy-payers are aware of what is a statutory service and what is complimentary. See Appendix 2 (P22) for a full list of baseline services. These collectively act as a platform upon which to base the projects and programmes that follow in this Business Plan.

The measurement of the Baseline Services provided by Aberdeen City Council is underpinned by a variety of reporting mediums, involving statutory legislation or local and national standards or guidelines. In the event of any feedback from levy-payers to Aberdeen Inspired around the provision and delivery of any statutory or complimentary baseline services, it will be relayed firstly via the local authority City Centre Manager, or in their absence, to the relevant Head of Service for resolution and response to levypayers. In relation to feedback relating to Police Scotland, it will be via the City Centre Policing Team.

Building on the lessons learnt from the BID's first five years, the aim will be to deliver greater equity throughout the BID area in the next five years so that all share in the benefits.

Establishing neighbourhood business networks between groups of levy payers in different parts of the city centre will also be a recurring theme, whether it be through matching clients with business opportunities or identifying a synergy between individual levy payers and a particular theme, festival or event. In this way benefits can be reaped beyond a single district or individual business sector.

A holistic approach will be taken to problems, establishing connections between different business sectors, and indeed the wider public to maximise business growth opportunities. This will help ensure that outcomes are both sustainable and long-term.

As the city moves into a transformational phase through the ongoing City Deal negotiations, as well as the delivery of the city centre's own Masterplan, issues such as car parking, waste collection, and non-domestic rates have all been among the subjects repeatedly raised as concerns and potential barriers to business by levy-payers. Consequently, representing the views and voice of the levy paying businesses within the BID area on matters such as these will be at the forefront of all the themes and projects in this Business Plan.





#### Year one projects 2016-17

Aberdeen Reinspired

Business Plan 2016-21

The following collaborative projects and programmes will be delivered in the first year of the BID's renewal (2016-17), with projected costs allocated accordingly. All projects will be measured against the defined objectives listed in the Business Plan, with benefits to levy players assessed for each individual initiative.

Attractive City Centre	Promoting Our City Centre	Safe and Welcoming City Centre	Helping Your Business
Activity	Activity	Activity	Activity
Deliver multi-stranded clean-up campaigns (Year 1 - 'Project Union Street'), incorporating in part a 'hit squad' providing a dedicated, BID focused response	Continue to grow our Christmas Village within an extended Winter Festival	Continue to emphasise the 'walkability' of the city centre by an innovative suspended signage programme around specific streets and quarters	Lobby Aberdeen City Council and other relevant organisations on key issues (e.g. parking, waste collection, non-domestic rates, vacant properties, etc)
Roll out further creative lighting projects on key city centre buildings	Expanded Jazz and Blues Festival	Consider implementing an enhanced seagull control programme	Representation on key groups, committees and bodies
Summer and winter programmes of decorative floral hanging baskets/winter bedding	'Play Me, I'm Yours' street piano exhibition (www.streetpianos. com)	Maintain and develop 'Purple Flag' status	Relationship with AGCC on research and policy development
Lobby owners of vacant properties to provide free or discounted access for pop-up enterprises and exhibitions in vacant shop units. Facilitate this with database of enterprises and empty properties	Work with partners to develop a programme of festivals (including comedy, music, sport and art)	Work with Police Scotland to make the city centre safer. Part fund a BID Analyst and Police Officer to provide specific BID-focused products and crime reduction assistance	Provide enhanced business focused and user friendly data for levy payers
Provide vinyl window stickers for vacant shop units in prominent locations	Use targeted campaigns to support Neighbourhood Business Networks	Support hotel 'Check-In' and 'Hotel Watch' schemes	Identify and deliver cost reduction measures (e.g. shared services), aiming to make the BID levy cost-neutral for small independent businesses
Develop 'Adopt an Area' and Street Art projects to revitalise underused areas and thoroughfares in the city centre	Contribute financially to positive PR for the city centre using a variety of digital platforms, e.g TV campaign	Review and support a replacement for existing 'Shopsafe' scheme	Provide assistance with corporate social media and online marketing
Continue Small Business Frontage Improvement Grants	Commission a programme of targeted marketing activities via VisitAberdeen	Implementation of a 'Child Safe Zone' scheme within the city centre to help reunite lost children with parents/guardians	Act as conduit between businesses and Aberdeen Business Gateway to explore sector needs
Maintain the restriction of V-board advertising signs on Union Street	Provide a dedicated Marketing and Communications Manager, maintaining social media and PR to provide informative and positive comments on city wide issues	Plan a small number of secure bicycle lockers on a match- funding basis for use by employees of levy payers within the BID area	Regular but more targeted and relevant newsletters to levy-payers







#### **Projects 2017-21**

The majority of the projects scheduled between 2017 and 2021 are a continuation from year one, but with the precise costs associated with delivery linked to external factors beyond the control of Aberdeen Inspired. These will be

assigned as budget and opportunities allow for the remaining years of the second term. The focus will be on bigger and more frequent events, linking to the main goal of increasing footfall and dwell time in the zone.

#### Projected five year budget

Funding Sources	2016-17	2017-18	2018-19	2019-20	2020-21	Total
BID Levy	£800,000	£800,000	£800,000	£800,000	£800,000	£4,000,000
Agreed and Confirmed Funding	£195,000 (voluntary contribution)	£195,000 (voluntary contribution)	£75,000 (voluntary contribution)	£75,000 (voluntary contribution)	£75,000 (voluntary contribution)	£615,000 (voluntary contribution)
Potential Additional Project Income	£300,000	£300,000	£420,000	£420,000	£420,000	£1,860,000
Total Income	£1,295,000	£1,295,000	£1,295,000	£1,295,000	£1,295,000	£6,475,000

Aside from a significant donation in years one and two, the Potential Additional Project Income is not secured or committed by others. Therefore, in the event that any or all of this potential additional funding is not realised then the scope or range of some of the projects outlined in the accompanying Business Plan will be adjusted accordingly, to ensure that they remain within budget.

Expenditure	2016-17	2017-18	2018-19	2019-20	2020-21	Total
Attractive City Centre	£330,000	£280,000	£280,000	£280,000	£271,520	£1,441,520
Promoting Our City Centre	£509,000	£556,700	£553,354	£551,961	£550,000	£2,721,015
Safe and Welcoming	£180,000	£180,000	£180,000	£180,000	£155,000	£875,000
Helping Your Business	£100,000	£100,000	£100,000	£100,000	£100,000	£500,000
Staff Costs	£115,000	£117,300	£119,646	£122,039	£124,480	£598,465
Other Operating Costs	£61,000	£61,000	£62,000	£61,000	£94,000	£339,000
Total	£1,295,000	£1,295,000	£1,295,000	£1,295,000	£1,295,000	£6,475,000

To ensure that levy payers' investment is used where it is most needed, staffing and other back office operating costs have been kept to a minimum at around 9% and 5% of the total, respectively, well within the good practice upper threshold of 17%. It should be noted that budgets may at times need to be transferred between projects (e.g. due to projects being amended or postponed) as the needs of the business dictate, on the authority and instruction of the Board of Aberdeen Inspired, without resorting to an alteration ballot.

#### Sourcing of Projected Five Year Budget 2016-21





# Aberdeen Recharged

#### **BID levy**

#### Who pays it, how is it calculated and who collects it?

We believe the BID levy is an equitable and fair way of funding additional projects and services that the local authority are not required to provide. Though projects may deliver added value to existing basic statutory service workstreams they must not replicate or replace them. Aberdeen Inspired's Board of Directors has agreed that the levy rate for a second five year BID term will be 1% based on rateable value of the property on the day of the ballot. It will not change during the five-year term of the BID, except to reflect any variations arising from the revaluation of the properties in 2017. The threshold for payment of any levy is a non-domestic rateable value of £27,500 and above.

In the event of doubt, the rateable value of any commercial premises in Scotland can be accessed by searching on the Scotlish Assessor's Association website: www.saa.gov.uk

The table below provides an indication of levies and their monthly and daily breakdown. See Appendix 3 (P23) for details on the mix of levy payers by rateable value and business type.

There are around 690 commercial properties in Aberdeen's BID area (see map on page 21), which will together generate a total income of around £800,000 per annum, and an estimated total levy income of around £4m over five years. Along with significant voluntary contributions, Aberdeen City Council may also provide a degree of funding, subject to approval, to help augment the BID levy for city centre projects and initiatives that also coincide with its own priorities, such as some of those contained within the City Centre Masterplan and delivery programme. These additional contributions are likely to run to around £500,000 per annum but this could increase if projects can attract grant funding.

Rateable Value of Business	Annual Cost of 1% Levy	Monthly Cost of 1% Levy	Daily Cost of 1% Levy
£27,500	£275	£22.91	75p
£50,000	£500	£41.66	£1.36
£100,000	£1,000	£83.33	£2.73
£250,000	£2,500	£208.33	£6.84
£500,000	£5,000	£416.66	£13.69









"Aberdeen Greenspace believes that collaborative working plays a crucial role in the effective growth of our beautiful city and working closely with Aberdeen Inspired, the charity is delighted to have been able to provide substantial funding towards the St Nicholas rooftop project. Due to the commitment of all the partners involved, this exciting and innovative plan will open up a fabulous greenspace area for public use right in the heart of the city and Aberdeen Greenspace feel privileged to be a part of this."

- Michelle Herd
Chief Officer, Aberdeen Greenspace Trust



#### Who pays the levy?

All eligible non-domestic properties (i.e. the eligible person who is liable to pay the non-domestic rate) that are listed on the Local Assessor's Valuation Roll on the ballot date will be liable. However, the property owner will be liable to pay the levy where the property is vacant on the day the levy invoice is issued and for all of the period thereafter while the property is vacant.

Any new commercial development, sub-division of existing properties or merging of properties or new businesses with a non-domestic rateable valuation of or above the threshold coming in to the BID area during the five-year lifetime of the BID will be liable for the levy.

#### **Collection of the levy**

Aberdeen City Council will collect the levy on behalf of Aberdeen Inspired, as this is an efficient, transparent and cost effective method of collection. Aberdeen City Council will lodge the levy within a BID Revenue Account, and this can only be drawn down by the Aberdeen Inspired Board of Directors to allow for the delivery of projects and services within this business plan. For the avoidance of doubt Aberdeen City Council will not be able to access the levy monies in this account so they cannot be used as an additional funding stream to finance baseline services.

#### When is the levy to be paid?

The first BID levy will be due in April 2016, and on the first day of each financial year thereafter that the BID is in operation. Payment must be made within 28 days from the date of the levy invoice.





#### Changes to rateable values on appeal

There will be no adjustments to the levy charged during the year to reflect changes in individual rating values due to appeals. Changes in rating values will be reflected in a corresponding change to the levy from the appropriate properties in the following year.

Where a property is taken out of rating (e.g. due to demolition or a split or merger) the BID levy for that individual property will be due up to the date of the removal from the Rating List and the annual BID levy will be apportioned accordingly.

#### **Discounts/exemptions**

If the property is empty, the non-domestic rates rules will apply to the owner, in that 90% of the levy value will be charged after any initial period of 92 days when there is 100% relief. Moreover, non-retail charities and places of worship will be exempt, while historic listed buildings will have 50% relief.

Following consultation, shopping mall tenants are eligible for a 25% discount on the BID levy to offset their service charge. Additional support will be sought from the mall owners through voluntary contribution and participation in future projects.

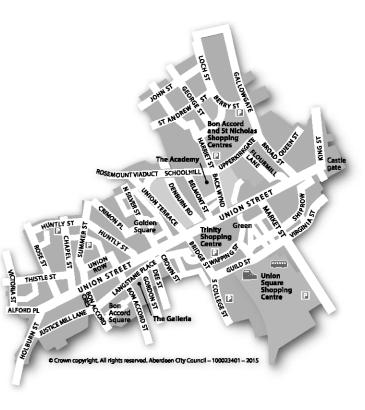
#### **Voluntary contributions and other funding**

The BID will endeavour to secure voluntary contributions from owners and occupiers of non-domestic properties outwith the BID area, or owners of properties who fall below the current threshold as well as other external funding partners where possible. These voluntary contributions, which will inevitably vary from year to year, will be paid into the Aberdeen BID Revenue Account

In 2015-16 this accounted for another £800,000 on top of the levy. Whilst this amount cannot be assumed every year, (as some grants are for specific projects), it is hoped that a similar level of additional funding will be sought year on year. "Aberdeen has a growing reputation as a safe and fun city to enjoy a night out in, but the Purple Flag accreditation has put an official stamp on that. Aberdeen Inspired deserves great praise for achieving Purple Flag status, something which I'd like to think will encourage more people, both locally and from further afield, to sample the nightlife and its atmosphere. In my role as chairman of UNIGHT, the trade body for licensed premises throughout the city, I know at first-hand the value there is in working collaboratively and Aberdeen Inspired is at the heart of that movement. Only by bringing all of the stakeholders together can we achieve our ambitions for Aberdeen."

- Stuart McPhee,

General Manager of Siberia Vodka Bar







# Aberdeen Renewed

#### The BID ballot process

The BID ballot is a confidential postal ballot commissioned by the Returning Officer of Aberdeen City Council on behalf of Aberdeen Inspired and in accordance with the Scottish BID legislation.

A notice of ballot will be sent to all eligible persons on or shortly before 21st January 2016, to be followed by the ballot papers on 4th February 2016. You will have six weeks to cast your vote before the ballot closes at 5pm on Thursday 17th March 2016. Ballots received after this date and time will be deemed null and void.



The proposer of the ballot (Aberdeen Inspired) must make available a full copy of the BID Proposal to any person who is eligible to vote on the BID Proposal and who requests a copy. A copy of the BID Proposal and BID Business Plan must also be sent to the Scottish Ministers and the Chief Executive of the local Authority (Aberdeen City Council) at least 98 days in advance of the final ballot date.

Voting papers are easy to complete; simply place a cross ('X') in the 'Yes' or 'No' box to a single question, 'Are you in favour of a BID?' The ballot paper must be signed by the person eligible to vote and returned in the pre-paid envelope. For the ballot to be successful there must be a minimum of 25% turnout (the head count) by number of eligible persons and by combined rateable value.

Of those that vote, over 50% by number and 50% by combined rateable value must vote in favour of the BID.

"John Lewis continues to advocate for investment in city centres that improves both the physical infrastructure and the visitor, shopper and resident experience. In Aberdeen we need to continue to invest and to innovate to attract people into the city centre and the BID is a very important part of achieving that. It enables businesses and stakeholders to take collective responsibility to improve an area creating a fund to deliver improvements in a sustainable manner. In my experience of BIDs across the country they are successful when they provide additional value to an area and the businesses that support them."

- Robert Garnish,

Head of Branch, John Lewis Partnership, Aberdeen





All eligible voters (i.e. those persons liable to pay non-domestic rates) will have one vote or where an eligible person is liable for non-domestic rates for more than one property, they shall be eligible to cast more than one vote and will also be required to pay the levy for each of the properties they occupy. They will likewise receive a ballot paper for each property they occupy, with each voting paper counting as one vote. It is important that every ballot paper received is completed and returned.

Where the property is vacant or empty (i.e. with no tenant or occupier in place), the property owner will be deemed to be the eligible person and receive the ballot paper.

The ballot papers will be counted on Friday 18th March 2016 and the results announced within one week.

Following a successful renewal ballot the BID will re-commence on Friday 1st April 2016 and will run for a period of five years until 31st March 2021. At the end of the five-year period eligible voters will again be given the choice of continuing the BID for a further five years. This renewal ballot process will be conducted using the same methods as the original ballot.

Of the 10 BIDS in Scotland that have gone through the renewal ballot all have been voted back in for a second five-year term.

"When the concept of a Business Improvement District was initially discussed, I felt the involvement of Finnies the Jeweller was essential. The concept of businesses in the city centre engaging in common activities to attract visitors to the area has to be a good one. Finnies the Jeweller has customers all over Scotland but we need to compete with Inverness, Dundee, Edinburgh and Glasgow to attract visitors to our city for all the economic benefits that can bring. Aberdeen is a great city – let's share it to the benefit of all."

- Stuart Milne, General Manager, Finnies the Jeweller "Caffe Nero has developed an excellent relationship with Aberdeen Inspired. As a local resident, proud Aberdonian and business manager I have a keen interest in the city centre and I have made a point of attending as many of the Aberdeen Inspired events and attractions as possible. The expanded Aberdeen Christmas Village in particular will be a highlight of the year – bringing many more people to the area than might otherwise have come. We have three coffee shops on Union Street alone and we share Aberdeen Inspired's passion for an area of the city which has such a rich heritage."

- Richard Leith,

Area Manager with Caffe Nero









#### How will the BID be managed?

Following a successful renewal ballot. Aberdeen Inspired will continue to operate as a limited liability company with responsibility for delivering the Business Plan.

Aberdeen Inspired currently comprises a total of up to 14 directors who are voluntary and unpaid. The directors are tasked with overseeing the delivery of the BID projects within the Business Plan. Places on the Board are open to every business that pays the levy, whether on a mandatory or voluntary basis. They may nominate themselves, or someone else from within the BID area to be elected to the Board. The appointments reflect their expertise and also the range of business sectors within the city centre. Should there be more nominations than places available, an election will be held.

The Board will continue to meet not less than quarterly each year, and will agree on an annual basis how the funds will be spent for the coming year following a review of the business plan and in consultation with levy-paying businesses. This enables Aberdeen Inspired to take a dynamic approach and demonstrate a flexible response to any changing circumstances in order to meet business needs. The Board has the authority to make relevant variations or financial adjustments to projects within budgets, for the efficient and effective operation of the company and in line with good business practice without the need for an alteration ballot.

The BID Chief Executive Officer meets regularly with a core executive group of directors to discuss ongoing projects in order to obtain direction and feedback. This ensures that a dynamic approach can be taken, especially in relation to any ongoing or emerging opportunities or threats that might have any effects on your businesses.

#### The management team

A full time Chief Executive Officer is employed and reports directly to the Board of Directors and will implement the projects and services detailed in this Business Plan. There are also two Project Managers, a Marketing and Communications Manager and an Office Manager included within the Aberdeen Inspired management team, all of whom currently work on a full-time basis. In addition, there are two part-time Liaison Officers that underpin the work of the management team.

#### Minimising risk

The Board will continue to take steps to minimise risk by only using reputable contractors to deliver projects. The Board will also adopt best practice in governance and operational procedures whilst being open and transparent in its operation. The company will undergo an independent evaluation, as Assessment and Accreditation Interim Review (AAIR) at two and four years, developed for Scottish BID Companies.

#### **Management and Governance**

The Board of Directors undertake to adhere to an official Directors' Code of Conduct, which sets out, openly and clearly, the standards Directors must apply when carrying out their BID business duties. Any allegations of contraventions of the Codes by Directors will be independently investigated in order to give assurance to the businesses and the public that their elected Directors are acting in accordance with the highest levels of professionalism and integrity in the discharge of their roles.





#### **Communication and consultation**

Effective communication is a basic business requirement irrespective of the sector or economy. Recognising this we use a variety of mediums to communicate with you:

- Regular newsletters
- Email alerts
- Attending multi-agency partnership meetings with a focus on the city centre
- Regular updates on our social media channels
- Our website www.aberdeeninspired.com
- Local newspaper articles
- One to one meetings with levy payers and stakeholders
- Attend Business Association Meetings.

"It is vital that all organisations have a stake in the future of their city centre through the BID process. Aberdeen Inspired need to continue with their reinvigorated focus during the all-important next five years when the City Centre Masterplan will become a reality. We all want a City Centre that we can be proud of."

> - Ms Edel Harris, President, Aberdeen and Grampian Chamber of Commerce

#### **Openness and Transparency**

The principles of openness and transparency lie at the heart of Aberdeen Inspired's policy of communication with businesses and the public. The Board of Directors fully support the dual ethos of openness and transparency, with newsletters and documents relating to, or arising from official business meetings and forums in future being published on the company's website. Recognising also the need for, and value of face to face dialogue, Aberdeen Inspired maintains an 'open door' policy for businesses, with levy-payers or their representatives welcome to visit the offices to discuss their issues or concerns.



Aberdeen Inspired Board of Directors.

Aberdeen Reinspired

Business Plan 2016-21





#### **Monitoring Aberdeen Inspired's performance**

There will be a series of Key Performance Indicators (KPIs) to ensure that performance will be monitored. These include:

- Footfall monitoring figures across key city centre thoroughfares
- Annual report to summarise BID performance
- · Ongoing examination of trends, liaising with businesses to monitor sales and footfall and communicating data to levy-payers via a weekly e-newsletter
- Car park data working with private operators and **Aberdeen City Council**
- Safety and security liaising with Police Scotland to ensure that projects have a positive impact on business crime
- Media coverage keep accurate records of articles that are attributable to Aberdeen Inspired and the BID
- The BID will undergo Assessment and Accreditation Interim Review (AAIR) for Scottish BID Companies during the course of its next lifetime.

"Wood Group PSN has a number offices and employees within Aberdeen and it is essential to us that the city is a safe and welcoming place for people to work in and to visit. We have a strong working relationship with Aberdeen Inspired and can see the very tangible results and value that they are delivering to the city centre."

> - Steve Nicol, Chief Financial Officer, Wood Group PSN

#### The Assessment and Accreditation Interim Review (AAIR)

The AAIR is a bespoke review that recognises and is in line with the Scottish BIDs legislation and the Scottish public and private sector environments. In developing the Interim Review, BIDs Scotland consulted with key stakeholders and organisations, UK national businesses and the Scottish Retail Consortium. This included reviewing existing Assessment and Accreditation Frameworks, as well as existing documents used by businesses to assess BID proposals in the UK to identify key lessons for transfer to the Scottish context

The AAIR gives confidence to businesses and the Board of Directors that the practices of the BID management company are robust and in line with good practice, and supplies an audit trail to support any future evaluation of the BID. It is recommended by BIDs Scotland as good practice and is included as one of the good practice elements of any Scottish BID Proposal and BID Business Plan.



# Appendix 1

**Aberdeen's Business Improvement District area** 

#### The following streets are within the BID area:

Adelphi Alford Place Back Wynd **Bath Street Belmont Street Berry Street** Bon Accord and St Nicholas **Shopping Centres Bon Accord Square** Bon Accord Street (as far as East Craibstone Street) **Bon Accord Terrace Bridge Place Bridge Street Broad Street Carmelite Street** Carnegie's Brae Castlegate Castle Street Chapel Street College Street Correction Wynd Crimon Place Crown Street (as far as No. 27) Dee Street (as far as No. 16) Denburn Road Diamond Lane **Diamond Street East Craibstone** Street

**Exchange Street Exchequer Row** Flourmill Lane Gaelic Lane Gallowgate (as far as Spring Garden) George Street (as Golden Square Green **Guild Street** Hadden Street Harriet Street Holburn Street (as far as No 70) **Huntly Street** John Street King Street (as far as East and West North Streets) Justice Mill Lane Langstane Place Little Belmont Street Loch Street Market Street (as far as Union Square Shopping Mall) McCombies Court Netherkirkgate North Silver Street Queen Street Rennies Wynd Rose Street (as far as No. 67)

Rosemount Viaduct Union Glen Ruby Lane **Union Row** Schoolhill **Union Square** Shopping Mall South Silver Street Union Street St Andrew Street Union Terrace St Mary's Place Union Wynd St Nicholas Lane Upperkirkgate St Nicholas Street Wapping Street Stirling Street West Craibstone **Summer Street** The Academy Windmill Brae The Galleria Thistle Street ROSEMOUNT VIADUCT SCHOOLHIL Thistle Lane Thistle Place **Trinity Centre Trinity Street** copyright. All rights reserved. Aberdeen City Council – 100023401 – 2015







Aberdeen Reinspired

Business Plan 2016-21

## Appendix 2

#### **Baseline services**

#### Street Furniture and Signage

- ✓ Provision of maintenance and cleaning of litter bins and seating
- Provision of hanging baskets and
- ✓ Provision of signage, street lamps and
- ✓ Provision and maintenance of the public transport waiting infrastructure

#### Street Cleaning

- ✓ Cleaning pavements and kerbside channels\*
- ✓ Emptying litter bins
- ✓ Street cleaning\*
- ✓ Litter removal
- ✓ Removal of chewing gum from public
- ✓ Removal of fly tipped material
- ✓ Removal of animal faeces
- ✓ Removal of graffiti and fly posters from public buildings
- ✓ Ground maintenance
- ✓ Removal of abandoned vehicles

#### City Wardens and Traffic Enforcement

- ✓ Provision of city wardens
- ✓ Dog fouling
- ✓ Graffiti
- ✓ Abandoned vehicles
- ✓ Provision of car park attendants

#### City Centre Ground Maintenance

- ✓ Design and maintenance of planted areas
- Removal of ground weeds
- ✓ Design and installation of annual planting

#### Street Lighting

- ✓ Maintenance of street lights, signs and beacons\*
- ✓ Design and maintenance of new lighting schemes\*
- ✓ Technical advice on street and exterior liahtina
- ✓ Repairs to lighting faults\*

22

✓ Provision of festive lighting installations

#### Trading Standards

- ✓ Counterfeit goods\*
- ✓ Product safety\*
- ✓ Misleading descriptions of goods and services\*
- ✓ Price displays\*
- ✓ Petroleum storage registration\*
- ✓ Enforcing legislation\*
- ✓ Explosives registration and licensing\*
- ✓ Preventing underage sales of tobacco and fireworks\*
- √ Tobacco displays, registration, etc\*
- ✓ Weights and measures\*
- √ Licensina\*
- √ Taxi and Private Hire Cars\*
- ✓ Market operators and Street Traders\*
- ✓ Public entertainment\*

#### Waste Management

✓ Collection of waste materials and recycling\*

#### **Public Car Parking**

- ✓ Reviewing the sustainability of on and off-street parking
- ✓ Reviewing the arrangements of on and off-street parking

#### CCTV

- ✓ Installation of CCTV cameras
- √ Provision of 24/7 CCTV coverage

#### Road Maintenance

- √ Co-ordinating works on public roads\*
- ✓ Carrying out road safety measures and
- ✓ Maintenance of road markings\*
- √ Traffic light repairs\*
- √ Clean gullies on public roads\*
- ✓ Safety inspections of public roads\*
- √ Implementation of winter maintenance operations\*

#### Planning and Regulatory Functions

- ✓ Planning control\*
- ✓ Building control
- ✓ Transportation planning
- ✓ Policy and strategy\*
- ✓ Major development projects ✓ Environmental sustainability

#### Taxl Marshals

✓ Provision of transport marshals on the four night time taxi ranks each Friday and Saturday

#### Safer Aberdeen

✓ Provision of Safer Aberdeen programme manager to develop measures to reduce and prevent criminality

- √ Provision of 24/7 dedicated city centre policing team\*
- ✓ Increasing in number over the busy festive period
- ✓ Administration of the Weekend Partnership, working closely with licensed premises

#### **Business Support**

✓ Provision of business growth team to support small and medium enterprises

#### Environmental Health

- ✓ Protection of public health through the pro-active inspection of local food business establishments and those handling products of animal origin\*
- ✓ Administration of food hygiene information system. Investigation of suspected food crime and investigation of complaints
- ✓ Undertake statutory functions as required by health and safety legislation\*
- ✓ Undertake duties to ensure that premises and licensees comply with their responsibilities in the sale of
- ✓ Protection of public health through investigation of noise nuisance\*
- ✓ Provision of advice to complainant\*
- ✓ Provision of advice to commercial business causing noise nuisance\*
- √ Issue abatement notice where statutory nuisance exists\*
- ✓ Consult planning department on proposed developments that may have a noise impact\*
- ✓ Provision of public toilets and portable public conveniences

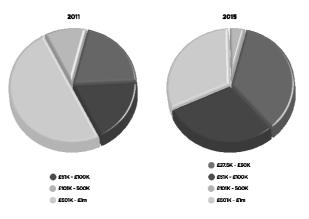
# Appendix 3

#### Mix by rateable value and sector

#### Business mix by rateable value:

Rateable Value	2011	2015¹
£27.5K - £50K	21%	35%
£51K - £100K	18%	29%
£101K - £500K	50%	31%
£501K - £1m+	11%	4%

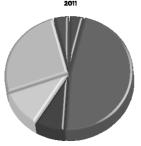
<sup>1</sup>Due to the nature of the analysis some percentages have been rounded up to the nearest whole number. As a result many of the totals are +/- 1%.

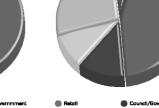


#### Business mix by category:

Aberdeen Reinspired Business Plan 2016-21

Business Category	2011	2015
Retail	47%	45%
Hotel/Leisure/Food	8%	12%
Bars/Clubs	11%	10%
Offices/Financial	26%	27%
Council/Government	4%	2%
Others	4%	4%











<sup>\*</sup>Indicates a statutory service

# Aberdeen Reinspired

#### Aberdeen Inspired Board Members

(as of 1st January 2016)

Richard Noble, Director, FG Burnett, Chartered Surveyors

Allan Henderson, Managing Director, The Workshop UK Ltd

Ryan Manson, General Manager, Union Square Shopping Centre

Union Square Shopping Centre

Geoff Cooper, Director, Benvue Restaurants Ltd (McDonald's)

Craig Stevenson, Centre Manager, Bon Accord & St Nicholas Centres

Jason Dixon, Retail Manager, Marks and Spencer Plc

Councillor Jenny Laing, Leader, Aberdeen City Council

Christopher Carry, Partner, Jamieson and Carry, Jewellers

Elaine Farquharson-Black, Partner, Burness Paull LLP, Solicitors

Finlay Cran, Company Director, EDC (Hotels) Ltd

Liam Smyth, Membership Director, Aberdeen and Grampian Chamber of Commerce

Debbie Irvine, Director, Bryant Group Scotland Ltd

Vicki Jones, Director, John Lewis Parthership

#### **Members invited to meetings**

Graeme Mackie, Chief Inspector, Local Area Commander - Aberdeen South, North East Division, Police Scotland

Pete Leonard, Director of Communities, Housing and Infrastructure, Aberdeen City Council Steve Harris, Chief Executive, VisitAberdeen

#### Business plan 2016-21

If you have any comments or queries about Aberdeen Inspired or this Business Plan, please contact us using one of these methods:

Tel: (01224) 566291

Email: info@aberdeeninspired.com
Internet: www.aberdeeninspired.com

Facebook: https://www.facebook.com/

AbdnInspired

**Twitter:** https://twitter.com/abdninspired **Address:** Aberdeen Inspired, 3rd Floor, 32 Upperkirkgate, Aberdeen AB10 IBA





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T: (+44) (0)131 228 3777

F: (+44) (0)131 228 3878 DX ED10, EDINBURGH-1 www.brodies.com

#### **VAT INVOICE**

Aberdeen Bid Company Limited

Suite 3

Our Ref:

GRMI.ABE0113.00004

32 Upperkirkgate

Our VAT Registration:

Aberdeen

Invoice No:

GB997 3098 56

Invoice No:

202152957

#### SIGNAGE AGREEMENT AT CROWN STREET, ABERDEEN

, , , , , , , , , , , , , , , , , , , ,	: Net £	VAT %	VAT £	Total £
To fee for professional services in connection with entering into a signage agreement in relation to Hanging Signage at Crown Street, Aberdeen	750.00	20.00	150.00	900.00
Total Fees and Disbursements	750.00		150.00	900.00
Invoice Total			_	£ 900.00

PAYMENT TERMS: Payment is due on receipt, in the currency as marked above

Brodies LLP is a limited liability partnership registered no SO300334

Also at 110 Queen Street, Glasgow, G1 3BX

And at 31-33 Union Grove Aberdeen AB10 6SD

You may inspect a list of all members at the above addresses.

'Brodies' is a registered trade mark

ACCOUNT PAYABLE BY: Aberdeen Bid Company Limited Suite 3

32 Upperkirkgate Aberdeen AB10 1BA

#### **REMITTANCE ADVICE**

### PAYMENT IS DUE IN THE CURRENCY MARKED ON INVOICE NUMBER 202152957 TOTAL AMOUNT DUE £900.00

#### **WAYS TO PAY**

 Our preferred method is BACS/CHAPS into our bank account shown below. Please e-mail the remittance advice to <u>Cashroom@brodies.com</u> or forward to: Brodies LLP, 110 Queen St, Glasgow G1 3BX

Other ways to pay are:

- Online at www.brodies.com/payments to pay by Debit/Credit Card
- By Cheque: If paying by cheque, please return your remittance advice with your cheque and forward to:

Brodies LLP, 110 Queen St, Glasgow G1 3BX please quote the invoice number on the back of your cheque.

Sort Code
Account Number
Account Name
Brodies LLP
BAN
GB55RBOSE

BAN GB55RBOS83060812812593

BIC RBOSGB2L

(Please quote the Invoice number as the first line in the reference fields on the bank form) If you have any questions, please contact our Credit Control Team on 0131 656 3729.

				Road Closure	Measured.	Inspect/Measure/ Drill: Expected	'		Install: Expected		Install: Expected			Sign Illuminated:				
Sign Ref	Sign Message & Location	Sign & frame made	Shipped to Scotia		drilled & fixings		Plates fitted	Sign Insta <b>ll</b> ed		Electricals Callum		Electricals Scotia	Sign Illuminated	Expected w/c date	Defects?	Defect Notes	QC	Completion Notes
SUS.02	'BELMONT STREET'		,	N	1	Complete	1	1	Complete	1	Complete	1	1	Complete	твс		то ро	
	Belmont Street South									· ·				·				
SUS.04	'SHIPROW' Shiprow at Union Street	1	1	N	1	Complete	1	•	Complete	4	Complete	•	✓	Complete	YES	FIXINGS NOT ALIGNED		To be actioned after other priorities
	'SHIPROW' Shiprow at Market Street	4	4	N	1	Complete	1	1	Complete	4	15 November 2021		1	Complete	твс			
	'MERCHANT QUARTER' Stirling Street at Guild Street	4	1	N	1	Complete	1	1	Complete	1	Complete		1	Complete	ТВС			
SUS.09	'MERCHANT QUARTER' Back Wynd Steps		1	N	1	Complete	N/A	*	w/c 6 Dec	4	Complete	*	*	Awaiting install, will run cable and connect at same time	твс			RW confirmed consents for install.  Note estimate 3 - 4 hours, should be ok with KA
SUS.10	'WINDMILL BRAE' Windmill Brae at Crown Street	•	1	N	*	w/c 6 Dec	*	*	Sunday morning 12 Dec	1	Complete	*	*	Awaiting install, will run cable and connect at same time	твс			
SUS.12	'LANGSTANE PLACE' Langstane Place at Dee Street	•		N	•	Complete	•	•	Complete	1	Complete	•	•	Complete	твс			COMPLETE: Faulty transformer swapped out
SUS.14	'LANGSTANE PLACE' Langstane Place at Bon Accord Street			N	*	w/c 6 Dec	*	*	Sunday morning 12 Dec	,	Complete	×	*	Awaiting Install, will run cable and connect at same time	твс			May need extra material to be able to make spacers
SUS.18	'WEST END' Chapel Street South			N		Complete	1	1	Complete	4	Complete	4	1	Complete	ТВС			
SUS.24	'CROWN STREET' Crown Street North	,		Y	*	w/c 6 Dec	*	*	awaiting measurement	,	Complete	*	*	Awaiting install, will run cable and connect at same time	твс	Final details to be confirmed with KA after inspection (by 29/11)		STEVE TO ADVISE RE CLOSURE/ KA
SUS.25	'MERCHANT QUARTER' Carmelite Street	*	*	ТВС	*	w/c 13 December	N/A	*	2022	*	2022	*	×	2022	твс			Steve organising removal of render foir inspection
SUS.26	'GEORGE STREET' George Street	•	•	N	1	Complete	1	1	Complete	•	Complete	•	1	Complete	твс	COMPLETE: Wrong PSU swapped out		SIGN IS CONFIRMED LEVEL

KEY TO ABOVE COLOUR CODING:

7/12 Installed & Illuminated

1/12 Awaiting sign installation and connection 1/6 Awaiting drilling & wall fixings

1/12 Awaiting road closure plus all works
1/12 Awaiting manufacture completion
QTY/STATUS

All dates are anticipated case week commencing dates Where poossible works will be undertaken earlier

			ABERDEEN INSF	PIRED SUSPENED SIG	NAGE COST LIST				
Reference/File name	Invoice number	Date on invoice	Name of Suplier	Description	Total cost (inc. VAT)	VAT	Net cost	Cost incured and defrayed (Y/N)	Comments
Suspended Signage	11392	31/03/2021	Momentum Wayshov	Signage Consulting	£15,360.00	£2,560.00	£12,800.00		Have invoice
Suspended Signage	78	07/04/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	79	12/04/2021	Now Sales and Marke	Business Consulting	£375.00	£0.00	£375.00		Have invoice
Suspended Signage	80	20/04/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	81	27/04/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	82	03/05/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	83	10/05/2021	Now Sales and Marke	Business Consulting	£525.00	£0.00	£525.00		Have invoice
Suspended Signage	84	17/05/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	85	24/05/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	86	31/05/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	87	06/06/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	88	14/06/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have Invoice
Suspended Signage	89	22/06/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	90	28/06/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	11422	31/07/2021	Momentum Wayshov	Signage Consulting	£11,550.00	£2,310.00	£13,860.00		Have invoice
Suspended Signage	91	19/07/2021	Now Sales and Marke	Business Consulting	£525.00	£0.00	£525.00		Have invoice
Suspended Signage	92	26/07/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	93	02/08/2021	Now Sales and Marke	Business Consulting	£600.00	£0.00	£600.00		Have Invoice
				TOTAL	£36,135.00	£4,870.00	£35,885.00		

78 - 86 In one document

			ABERDEEN INSF	PIRED SUSPENED SIG	NAGE COST LIST				
Reference/File name	Invoice number	Date on invoice	Name of Suplier	Description	Total cost (inc. VAT)	VAT	Net cost	Cost incured and defrayed (Y/N)	Comments
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78 - 86 In one document

	ABERDEEN INSPIRED SUSPENED SIGNAGE COST LIST								
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Suspended Signage	82	03/05/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	83	10/05/2021	Now Sales and Marke	<b>Business Consulting</b>	£525.00	£0.00	£525.00		Have invoice
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Suspended Signage	93	02/08/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		Have invoice
Suspended Signage	94	14/08/2021	Now Sales and Marke	BUsiness Consulting	£750.00	£0.00	£750.00		
Suspended Signage	95	23/08/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		
Suspended Signage	96	29/08/2021	Now Sales and Marke	<b>Business Consulting</b>	£525.00	£0.00	£525.00		
Suspended Signage	97	06/09/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		
Suspended Signage	98	14/09/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		
Suspended Signage	99	20/09/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		
Suspended Signage	100	27/09/2021	Now Sales and Marke	<b>Business Consulting</b>	£600.00	£0.00	£600.00		
Suspended Signage	101	03/10/2021	Now Sales and Marke	<b>Business Consulting</b>	£450.00	£0.00	£450.00		
Suspended Signage	6121/2021	07/12/2021	Safety Scotland	Safety Consulting	£995.00	£0.00	£995.00		
Suspended Signage	202152957	21/12/2021	Brodies	Legal Advice - Signa	£750.00	£0.00	£750.00		
Suspended Signage	86160	22/09/2021	NES	Manufacture of Sus	£78,534.80	£0.00	£78,534.80		
Suspended Signage	86235	19/10/2021	NES	Manufacture of Sus	£10,243.71	£0.00	£10,243.71		
Suspended Signage	86302	12/11/2021	NES	Power supply units,	£724.40	£0.00	£724.40		
Suspended Signage	8251	15/10/2021	Scotia	Install Works	£80,000.00	£0.00	£80,000.00		
Suspended Signage	11433	29/09/2021	Momentum Wayshov	procurement, desig		£0.00	£5,750.00		
Suspended Signage	11445	31/10/2021	Momentum Wayshov	procurement, desig	£2,707.72	£0.02	£2,707.72		
				TOTAL	£220,565.63	£4,870.00	£220,315.63		

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W/ nes-solutions.co.uk T/ 01206 843200

Aberdeen Inspired Suite 2, 32 Upperkirkgate Aberdeen Scotland AB10 1BA United Kingdom NES Excelsior House Wyncolls Road Severalls Industrial Estate Colchester Essex CO4 9HU

Tel: 01206 843200

@nes-solutions.co.uk www.nes-solutions.co.uk

01224

#### **CREDIT NOTE**

 Note No.
 CRD2170

 Ref No.
 REF105674/12

 Order No.
 TBC

Dated 23/09/2021 Contact

Tel Fax

Re: Aberdeen Suspended Street Signs

ltem	Qty Pack	Description	Unit Price	Total
Α	1	ITEM AI - Moved to 106242	£3,892.00	£3,892.00
		ON SITE SUPERVISION.  1no person to attend site outside normal working hours and supervise installation of sign frames and letters by others. Works to be continuous over 4no nights.  NOTE: Includes flights and accommodation.		

 Sub Total
 £3,892.00

 VAT
 £778.40

 TOTAL
 £4,670.40

Terms

#### david narro associates

n

Tel: 0131 229 5553

Aberdeen Inspired Suite 2 32 Upperkirkgate Aberdeen

**AB10 1BA** 

#### **STATEMENT**

Date	20/05/2020
Account Ref	ABERINSP

#### All values are shown in Pound Sterling

Date	Due On	Days Over	Ref	Details	Debit	Credit	Balance
31/03/2020	30/04/2020	20	INV010586	19.1292 - Aberdeen	1,200.00		1,200.00

	Current		30-59 days		60-89 days		90-119 days		120+ days
£	1,200.00	£	0.00	£	0.00	£	0.00	£	0.00

Invoice	Value Overdue
£	1,200.00

Total Amount Due		
£	1,200.00	

<sup>\*</sup>Please note, the above ageing periods refer to overdue items only

#### **MOMENTUM** WAYSHOWING

Momentum Design Management Ltd. Bellefield House 104 New London Road Chelmsford, Essex, CM2 ORG Tel. 01245 356 361

Billed To

Aberdeen Inspired 32 Upperkirkgate Aberdeen AB10 1BA

Date: 31 Mar 2020 Account number:

Invoice # 011281 Order number:

Payment terms: 30 days from date of invoice Payment Due by 30 Apr 2020

Item Subtotal

Aberdeen Inspired - Suspended Signage £10,000.00

Scheme Design Documentation:

Concept Design Documentation:

Detailed Design, Technical Drawing, Specs

Sign Fixings Locations, Wire Positionings & Electricals

Disbursements:

£3,300.00
£1,650.00
£1,650.00
£1,650.00

Subtotal £10,000.00

VAT 20% £2,000.00

Invoice Total £12,000.00

#### REMITTANCE DETAILS:

VAT:

Bank: Barclays Bank Plc Account Name: Momentum Design Management Ltd.
Sort code: Account:

Please make cheques payable to MOMENTUM DESIGN MANAGEMENT LTD.

'Momentum Wayshowing' and 'Momentum Sign Consultants' are trading names of Momentum Design Management Ltd. Registered in England & Wales No. 4693551

#### david narro associates

Aberdeen Inspired Aberdeen Inspired, Suite 2, 32 Upperkirkgate, Aberdeen, AB10 1BA.

 Invoice Number:
 INV014441
 Invoice Date:
 28 Feb 2022

 Due Date:
 30 Mar 2022 (30 Days)
 VAT Code:
 446 4239 43

 Project Code:
 21.0227
 Reference Number:
 21.0227

Project Name: Aberdeen Signage - Stage 3-7

20% of Fee for Structural Engineering Services (minus paid) £980.00
General Expenses £39.20

£1,019.20

Plus VAT @ 20% £203.84

Total £1,223.04

Preferred payment method is via BACS.

**BACS details:** 

Please use invoice number (see above) as reference for BACS payment.

Payment is due within 30 days or interest will be charged in accordance with the Association of Consulting Engineers conditions of appointment.

If you have any queries regarding this invoice please contact us at accounts@davidnarro.co.uk

EDINBURGH GLASGOW INVERNESS STIRLING ABERDEEN

Alton House F3/2 Banchory Business Centre 34-36 Argyle Place 26 James Morrison Street 5 Viewfield Place Edinburgh 4 Ballifeary Road Stirling Burn O'Bennie Road Glasgow Inverness EH9 1JT G1 5PE FK8 1NQ Aberdeenshire IV3 5PJ AB31 5ZU T: 01330 826789 T: 0131 229 5553 T: 0141 552 6080 T: 01463 216060 T: 01786 449 562

David Narro Associates Ltd - Registration No.SC237904 - Registered office 36 Argyle Place, Edinburgh EH9 1JT

















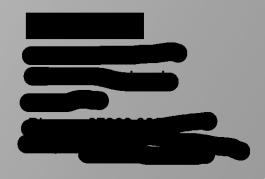
#### **INVOICE**

**DATE** 

01 May 2020

**INVOICE NO** 

200401



#### **INVOICE TO**

Aberdeen Inspired, 32 Upperkirkgate, Aberdeen. AB10 1BA

PROJECT	AI SUS. SIGNAGE	<b>PAYMENT TERMS</b>	<b>DUE DATE</b>
		Due on Receipt	15 May 2020
QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
4hrs	March/April 2020	£25.00	£100.00
Sub Total	•		£100.00

Total £ 100.00

Invoices are due on receipt. Payment within 14 days would be appreciated.



#### **INVOICE**

**DATE** 

**INVOICE NO** 

25 October 2020

201001



#### **INVOICE TO**

Aberdeen Inspired, 32 Upperkirkgate, Aberdeen. AB10 1BA

PROJECT	AI SUS. SIGNAGE	<b>PAYMENT TERMS</b>	<b>DUE DATE</b>
		Due on Receipt	09 November 2020
QUANTITY	DESCRIPTION	UNIT PRICE	LINE TOTAL
4hrs	16 <sup>th</sup> Oct Handover	£26.00	£104.00
Sub Total			£104.00

Total £ 104.00

Invoices are due on receipt. Payment within 14 days would be appreciated.



#### INVOICE



Page 1 of 2

ABERDEEN INSPIRED SUITE 3 32 UPPERKIRKGATE ABERDEEN AB10 1BA

If you have any enquiries about this invoice, please

contact the service provider as below: Invoice Date: 05-APR-22

Your Customer Ref: DCA307398

Your Order Reference:

Invoice no: T0004002

Batch: G000144403

Operations

By Telephone: 0

By e-mail: @aberdeencity.gov.uk

For payment details see overleaf

Invoice Details		Net Amount
Office of issue: Operations  West Tullos Roads Depot Craigshaw Drive Aber		
	deell, ABTZ SAL	0000 04
Miscellaneous Supervision of Suspended Signage contract (GBP492.90 + VAT) SSE charge for new service at Shiprow/ Market St (GBP336.94 + VAT)		2022.34
Labour excavation charges (GBP1,192.5+VAT)		
VAT Reg No 663 7266 13	Total Amount GBP	2022.34
	VAT	404.47
	Amount Payable	2426.81

#### PAYMENT TO BE MADE BY 28 DAYS FROM INVOICE DATE

Details of how to pay this invoice are shown overleaf. Your payment must reach us by 28 days from invoice date of this invoice. Late payment may result in further action being taken to recover any amount still due. For payment enquiries only please call us on 03000200292 or e-mail serviceincome@aberdeencity.gov.uk. Do not use these details if you have a dispute about the invoice or need to check details with the service provider. Their contact details are shown at the top of the invoice.

Further details of the service provided may be shown on accompanying pages to this main invoice.

These should be retained for reference. Payment terms remain as stated above

#### How to pay this invoice

This invoice is now due for payment. Our payment terms are as stated overleaf. If full settlement is not received within that time from the date of issue we will commence immediate recovery action. Late payment may also result in interest being charged.

If you have a dispute with the invoice you must contact the service provider (noted at the top of page1) within 7 days of receipt. Failure to do this will mean your dispute becomes invalid and we will continue to seek payment.

#### You can pay by:

- Online: you can pay online with your Debit or Credit Card at www.aberdeencity.gov.uk , select "Make a Payment" from the "Council Services" dropdown at the top of the page, then choose the option "Pay an Invoice". The full customer reference and the invoice number must be entered in the "Reference" box in uppercase with no spaces.
- Telephone payments: you can also use your Debit or Credit Card to make a telephone payment by calling 03000 200 292 and selecting option 1 (Payments).
- Home banking or BACS: electronic transfers may be made from your own bank account to Aberdeen City Council. Our bank details are noted below.
- Standing Order: these will only be accepted for recurring invoices (i.e. if you normally receive regular invoices). You should contact your own bank/building society to arrange this. Payment must be made to Aberdeen City Council. Our bank details are noted below. Please note that if paying by this method, you must ensure that your standing order is updated or renewed if the payment amounts vary. Aberdeen City Council is not responsible for any payment shortfall as a result of a standing order not being updated.
- **Aberdeen City Council Bank Details:**

Bank: Clydesdale Bank plc Aberdeen Principal Branch: Account Name: Aberdeen City Council

Sort Code: Bank Account::

If you are paying from outside the UK, our IBAN number is GB90CLYD8260 1130 009059 and our SWIFT code is

- Cheque payments: these should be sent to Aberdeen City Council, Payments Control Team, Business Hub 7, Marischal College, Aberdeen AB10 1AB. Your cheque should be made payable to "Aberdeen City Council". Please write (or include) your customer reference number shown on the front of this invoice. Do not send cash by post.
- In person: you can pay at the following office:

Customer Service Centre, Marischal College, Broad Street, Aberdeen, AB10 1AB

There are no other facilities for paying in person.

Please always remember to quote your customer reference number when making a payment.

If you make an "on account" payment we reserve the right to apply this against the oldest open item (invoice) in your name.

Aberdeen City Council is an Armed Forces-friendly organisation. To find out more, please contact armedforces@aberdeencity.gov.uk.



Aberdeen Inspired Suite 2 32 Upperkirkgate Aberdeen AB10 1BA

Tel: 01224 56

Email: info@aberdeeninspired.com

**VAT Reg No:** 970777380

Aberdeen City Council Marischal College, Broad Street Aberdeen AB10 1AB



#### Payment due Immediately

INVOICE	Page 1		
Invoice No	464		
Invoice Date	05/03/2021		
Order No			
Account Ref	SUPP02		

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Recovery of Expenditure to date on Suspended Signage Project	32,034.42	0.00	32,034.42	20.00	6,406.88

#### Payable by BACS

Aberdeen BID CO LTD Clydesdale Bank 62 Union Street Aberdeen AB10 1WD

Sort Code: Account:

Total Discount	£	0.00
Total Net Amount	£	32,034.42
Carriage Net	£	0.00
Total Tax Amount	£	6,406.88
Invoice Total	£	38,441.30

Tel: 01224 56

Email: info@aberdeeninspired.com

**VAT Reg No:** 970777380

Aberdeen City Council Marischal College, Broad Street Aberdeen AB10 1AB



#### Payment due Immediately

INVOICE	Page 1
Invoice No	472
Invoice Date	27/05/2021
Order No	
Account Ref	SUPP02

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Recovery of Expenditure to date on Suspended Signage Project	31,168.42	0.00	31,168.42	0.00	0.00

#### Payable by BACS

Aberdeen BID CO LTD Clydesdale Bank 62 Union Street Aberdeen AB10 1WD

Sort Code: Account:

Total Discount	£	0.00
Total Net Amount	£	31,168.42
Carriage Net	£	0.00
Total Tax Amount	£	0.00
Invoice Total	£	31,168.42

Tel: 01224 56

Email: info@aberdeeninspired.com

**VAT Reg No:** 970777380

Aberdeen City Council Marischal College, Broad Street Aberdeen AB10 1AB



#### Payment due Immediately

INVOICE	Page 1
Invoice No	473
Invoice Date	09/07/2021
Order No	
Account Ref	SUPP02

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Suspended Signage - Manufacturing Cost	105,517.00	0.00	105,517.00	0.00	0.00

#### Payable by BACS

Aberdeen BID CO LTD Clydesdale Bank 62 Union Street Aberdeen AB10 1WD

Sort Code: Account:

Total Discount	£	0.00
Total Net Amount	£	105,517.00
Carriage Net	£	0.00
Total Tax Amount	£	0.00
Invoice Total	£	105,517.00

Tel: 01224 56

Email: info@aberdeeninspired.com

**VAT Reg No:** 970777380

Aberdeen City Council Marischal College, Broad Street Aberdeen AB10 1AB



#### Payment due Immediately

INVOICE	Page 1
Invoice No	476
Invoice Date	18/08/2021
Order No	
Account Ref	SUPP02

Quantity	Description	Unit Price	Disc Amt	Net Amt	VAT %	VAT
1.00	Suspended Signage Funding	263,314.58	0.00	263,314.58	0.00	0.00

#### Payable by BACS

Aberdeen BID CO LTD Clydesdale Bank 62 Union Street Aberdeen AB10 1WD

Sort Code: Account:

Total Discount	£	0.00
Total Net Amount	£	263,314.58
Carriage Net	£	0.00
Total Tax Amount	£	0.00
Invoice Total	£	263,314.58

Momentum Design Management Ltd. Bellefield House 104 New London Road Chelmsford, Essex, CM2 ORG Tel. 01245 356 361

Billed To

Aberdeen Inspired 32 Upperkirkgate Aberdeen AB10 1BA

Date: 27 Jan 2021 Account number:

Invoice # 011363 Order number:

Payment terms: 30 days from date of invoice Payment Due by 26 Feb 2021

Item Subtotal

Aberdeen Inspired - Suspended Signage

£5,987.50

Spreadsheet, Photo Collation & Admin, Dropbox Set Up: 0.75 days

Building Owner Presentation: 0.25 days

Liaison, Coordination & Local Meetings (Clients & Suppliers): 1.75 days

Design & Strategy Communication (included in scheme concepts doc): 1.5 days

£825.00

Total = 4 days

Visits, Meetings, Audits in Aberdeen £2,100
Travel, Accommodation & Subsistence £1,550

Subtotal £5,987.50

VAT 20% £1,197.50

Invoice Total £7,185.00

#### **REMITTANCE DETAILS:**

VAT:

Bank: Account Name: Momentum Design Management Ltd.
Sort code: Account:

Please make cheques payable to MOMENTUM DESIGN MANAGEMENT LTD.

Momentum Design Management Ltd. Bellefield House 104 New London Road Chelmsford, Essex, CM2 ORG Tel. 01245 356 361

Billed To

Aberdeen Inspired 32 Upperkirkgate Aberdeen AB10 1BA

Date: 30 Jun 2021 Account number:

Invoice # 011413 Order number:

Payment terms: 30 days from date of invoice Payment Due by 31 Jul 2021

Item Subtotal

Aberdeen Inspired - Suspended Signage £17,400.00

Procurement, Detailed Design Development and Implementation Support

April 2021 £5,100 May 2021 £5,400 June 2021 £6,900

> Subtotal £17,400.00 VAT 20% £3,480.00

Invoice Total £20,880.00

#### REMITTANCE DETAILS:

Bank: Account Name: Momentum Design Management Ltd.
Sort code: Account:
VAT:

Please make cheques payable to MOMENTUM DESIGN MANAGEMENT LTD.

Momentum Design Management Ltd. Bellefield House 104 New London Road Chelmsford, Essex, CM2 ORG Tel. 01245 356 361

Billed To

Aberdeen Inspired 32 Upperkirkgate Aberdeen AB10 1BA

Date: 31 Jul 2021 Account number:

Invoice # 011422 Order number:

Payment terms: 30 days from date of invoice Payment Due by 31 Aug 2021

Item Subtotal

Aberdeen Inspired - Suspended Signage £11,550.00

Procurement, Detailed Design Development and Implementation Support

 July 2021
 £7,865

 August 2021 (up to and including 13/8/21)
 £3,685

Subtotal £11,550.00

VAT 20% £2,310.00

Invoice Total £13,860.00

#### REMITTANCE DETAILS:

VAT:

Bank: Account Name: Momentum Design Management Ltd.
Sort code: Account:

Please make cheques payable to MOMENTUM DESIGN MANAGEMENT LTD.

Momentum Design Management Ltd. Bellefield House 104 New London Road Chelmsford, Essex, CM2 ORG Tel. 01245 356 361

Aberdeen Inspired 32 Upperkirkgate Aberdeen AB10 1BA

Date: 28 Feb 2022 Account number:

Invoice # 011483 Order number:

Payment terms: 30 days from date of invoice Payment Due by 31 Mar 2022

Item Subtotal

Aberdeen Inspired - Suspended Signage Implementation Management & Support, January & February 2022 £4,125.00

Subtotal £4,125.00

VAT 20% £825.00

Invoice Total £4,950.00

#### REMITTANCE DETAILS:

Bank: Account Name: Account Name: Account: Momentum Design Management Ltd.

VAT: Momentum Design Management Ltd.

Please make cheques payable to MOMENTUM DESIGN MANAGEMENT LTD.

Momentum Design Management Ltd. Bellefield House 104 New London Road Chelmsford, Essex, CM2 ORG Tel. 01245 356 361

Aberdeen Inspired 32 Upperkirkgate Aberdeen AB10 1BA

Date: 31 Mar 2022 Account number:

Invoice # 011494 Order number:

Payment terms: 30 days from date of invoice Payment Due by 30 Apr 2022

Item Subtotal

Aberdeen Inspired - Suspended Signage Implementation Management & Support - March 2022 (inclusive of the visit to Aberdeen 9th March - 11th March and all associated costs) £3,850.00

Subtotal £3,850.00

VAT 20% £770.00

Invoice Total £4,620.00

#### REMITTANCE DETAILS:

VAT:

Bank: Account Name: Momentum Design Management Ltd.
Sort code: Account:

Please make cheques payable to MOMENTUM DESIGN MANAGEMENT LTD.

Aberdeen Inspired

Invoice Date 2 Mar 2021

Invoice Number INV-0073

Reference Suspended Signage Project



Description	Quantity	Unit Price	Amount GBP
Business Consultancy	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 5 Mar 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



	Aberdeen Inspired
Invoice Number	INV-0073
Amount Due	600.00
Due Date	5 Mar 2021

Aberdeen Inspired

Invoice Date 2 Mar 2021

Invoice Number INV-0073

Reference Suspended Signage Project Now Sales and Marketing

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**GBR** 

Description	Quantity	Unit Price	Amount GBP
Business Consultancy	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00
		Less Amount Paid	600.00
	A	MOUNT DUE GBP	0.00

Due Date: 5 Mar 2021

## **PAYMENT ADVICE**

To: Now Sales and Marketing

XXXXXXXXXXXX

GBR

Customer Aberdeen Inspired
Invoice Number INV-0073

Amount Due 0.00

Due Date 5 Mar 2021

Amount Enclosed

Aberdeen Inspired

Invoice Date 8 Mar 2021

Invoice Number INV-0074

Reference Suspended Signage Project Now Sales and Marketing



Aberdeenshire

GBR

Description	Quantity	Unit Price	Amount GBP
Business Consultancy	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
	-	TOTAL GBP	600.00

Due Date: 12 Mar 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



ABERDEEN Aberdeenshire

GBR

Customer	Aberdeen Inspired
Invoice Number	INV-0074
Amount Due	600.00
Due Date	12 Mar 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date

8 Mar 2021

>>>>>>> 

600.00

0.00

Invoice Number

INV-0074

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Reference

Suspended Signage Project

**GBR** 

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Description	Quantity	Unit Price	Amount GBP
Business Consultancy	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 12 Mar 2021

## PAYMENT ADVICE

To: >>>>>>>>> >>>>>>>

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Invoice Number	INV-0074
Amount Due	0.00
Due Date	12 Mar 2021

Less Amount Paid

**AMOUNT DUE GBP** 

Aberdeen Inspired

Invoice Date 16 Mar 2021

Invoice Number INV-0075

Reference Suspended Signage Now Sales and Marketing

ABERDEEN

Aberdeenshire

GBR

Description	Quantity	Unit Price	Amount GBP
Business Engagement	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 19 Mar 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



ABERDEEN Aberdeenshire

GBR

Customer	Aberdeen Inspired
Invoice Number	INV-0075
Amount Due	600.00
Due Date	19 Mar 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date 16 Mar 2021

Invoice Number INV-0075

Reference Suspended Signage >>>>>>> >>>>>>> >>>>>> >>>>>> TGBR

Description	Quantity	Unit Price	Amount GBP
Business Engagement	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
	<del>.</del>	TOTAL GBP	600.00

Due Date: 19 Mar 2021

## **PAYMENT ADVICE**

To: Now Sales and Marketing

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**GBR** 

Customer Aberdeen Inspired
Invoice Number INV-0075

Amount Due 600.00
Due Date 19 Mar 2021

Amount Enclosed

Aberdeen Inspired

Invoice Date 23 Mar 2021

Invoice Number INV-0076

Reference Suspended Signage Scheme Now Sales and Marketing

ABERDEEN

Aberdeenshire

GBR

Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 26 Mar 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



ABERDEEN Aberdeenshire

GBR

Customer	Aberdeen Inspired
Invoice Number	INV-0076
Amount Due	600.00
Due Date	26 Mar 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date 29 Mar 2021

Invoice Number

Reference Suspended Signage Now Sales and Marketing

ABERDEEN

Aberdeenshire

GBR

Description	Quantity	Unit Price	Amount GBP
Business Engagement	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 2 Apr 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



ABERDEEN Aberdeenshire

GBR

Customer	Aberdeen Inspired
Invoice Number	INV-0077
Amount Due	600.00
Due Date	2 Apr 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date 6 Jun 2021

Invoice Number INV-0087

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 7 Jun 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Customer	Aberdeen Inspired
Invoice Number	INV-0087
Amount Due	600.00
Due Date	7 Jun 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date 14 Jun 2021

Invoice Number INV-0088

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
	_	TOTAL GBP	600.00

Due Date: 18 Jun 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Customer	Aberdeen Inspired
Invoice Number	INV-0088
Amount Due	600.00
Due Date	18 Jun 2021

Aberdeen Inspired

Invoice Date 22 Jun 2021

Invoice Number INV-0089

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
	_	TOTAL GBP	600.00

Due Date: 25 Jun 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



	Aberdeen Inspired
Invoice Number	INV-0089
Amount Due	600.00
Due Date	25 Jun 2021

Aberdeen Inspired

Invoice Date 28 Jun 2021

Invoice Number INV-0090

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
	_	TOTAL GBP	600.00

Due Date: 2 Jul 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Customer	Aberdeen Inspired
Invoice Number	INV-0090
Amount Due	600.00
Due Date	2 Jul 2021

Aberdeen Inspired

Invoice Date 19 Jul 2021

Invoice Number INV-0091

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	3.50	150.00	525.00
		Subtotal	525.00
		TOTAL NO VAT	0.00
	_	TOTAL GBP	525.00

Due Date: 23 Jul 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Aberdeen Inspired
INV-0091
525.00
23 Jul 2021

Aberdeen Inspired

Invoice Date 26 Jul 2021

Invoice Number INV-0092

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 30 Jul 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing
Attention:

Customer	Aberdeen Inspired
Invoice Number	INV-0092
Amount Due	600.00
Due Date	30 Jul 2021
Amount Enclosed	
Anount Lincoscu	

Aberdeen Inspired

Invoice Date 2 Aug 2021

Invoice Number INV-0093

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 6 Aug 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing
Attention:

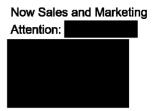
Customer	Aberdeen Inspired
Invoice Number	INV-0093
Amount Due	600.00
Due Date	6 Aug 2021

Aberdeen Inspired

Invoice Date 14 Aug 2021

Invoice Number INV-0094

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	5.00	150.00	750.00
		Subtotal	750.00
		TOTAL NO VAT	0.00
		TOTAL GBP	750.00

Due Date: 20 Aug 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Customer	Aberdeen Inspired		
Invoice Number	INV-0094		
Amount Due	750.00		
Due Date	20 Aug 2021		
Amount Enclosed			

Aberdeen Inspired

Involce Date 23 Aug 2021

Invoice Number INV-0095

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Engagement	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 27 Aug 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



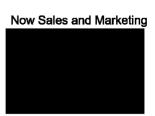
	Aberdeen Inspired
Invoice Number	INV-0095
Amount Due	600.00
Due Date	27 Aug 2021

Aberdeen Inspired

Involce Date 29 Aug 2021

Invoice Number INV-0096

Reference Suspended Signage

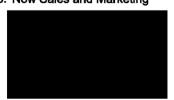


Description	Quantity	Unit Price	Amount GBP
Business consulting	3.50	150.00	525.00
		Subtotal	525.00
		TOTAL NO VAT	0.00
		TOTAL GBP	525.00

Due Date: 3 Sep 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



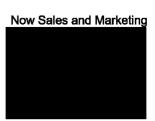
0096
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00
p 2021

Aberdeen Inspired

Involce Date 6 Sep 2021

Invoice Number INV-0097

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 10 Sep 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



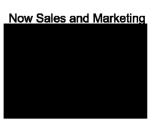
Customer	Aberdeen Inspired
Invoice Number	INV-0097
Amount Due	600.00
Due Date	10 Sep 2021
Amount Enclosed	

Aberdeen Inspired

Involce Date 14 Sep 2021

Invoice Number INV-0098

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 17 Sep 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Customer	Aberdeen Inspired
Invoice Number	INV-0098
Amount Due	600.00
Due Date	17 Sep 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date 20 Sep 2021

Invoice Number INV-0099

Reference Suspended Sigange



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 24 Sep 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



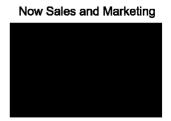
Customer	Aberdeen Inspired
Invoice Number	INV-0099
Amount Due	600.00
Due Date	24 Sep 2021
Amount Enclosed	

Aberdeen Inspired

Involce Date 27 Sep 2021

Invoice Number INV-0100

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	4.00	150.00	600.00
		Subtotal	600.00
		TOTAL NO VAT	0.00
		TOTAL GBP	600.00

Due Date: 1 Oct 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



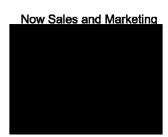
Customer	Aberdeen Inspired
Invoice Number	INV-0100
Amount Due	600.00
Due Date	1 Oct 2021
Amount Enclosed	

Aberdeen Inspired

Invoice Date 3 Oct 2021

Invoice Number INV-0101

Reference Suspended Signage



Description	Quantity	Unit Price	Amount GBP
Business Consulting	3.00	150.00	450.00
		Subtotal	450.00
		TOTAL NO VAT	0.00
		TOTAL GBP	450.00

Due Date: 8 Oct 2021

# **PAYMENT ADVICE**

To: Now Sales and Marketing



Customer	Aberdeen Inspired
Invoice Number	INV-0101
Amount Due	450.00
Due Date	8 Oct 2021
Amount Enclosed	



NES
Excelsior House
Wyncolls Road
Severalls Industrial Estate
Colchester
Essex
CO4 9HU
United Kingdom
Tel: 01206

Fax: 01206 845090

@nes-solutions.co.uk

www.nes-solutions.co.uk

PROFORMA INVOICE

Ref No. Order No. Dated REF105674/10 TBC 22/06/2021

Contact

01224

Mobile

Aberdeen Inspired Suite 2, 32 Upperkirkgate Aberdeen Scotland AB10 1BA United Kingdom

Re: Aberdeen Suspended Street Signs

Item	Qty Pack	Description	Unit Price	Total
Α	1	To progress the sample for Aberdeen suspended street signs.	£34,051.20	£34,051.20

To supply drawings and structural calculations.

Agreed payment of 30% by return

Sub Total	£34,051.20
VAT	£6,810.24
TOTAL	£40,861.44

Payment: In full prior to commencement of manufacture. Payment: Cheques made payable to North Essex Signs

PLEASE NOTE NEW BANK DETAILS:

BACS: Sort Code: Account

Number:

BIC: CLYDGB21321, IBAN: GB31CLYD82632100011817

Account Name: North Essex Signs Ltd

Credit cards also accepted.

E & OE

This contract is subject to conditions of sale



For the attention of

Date: 07 December 2021

**Invoice No:** 6121/2021

Description: Principal Designer Sub-Consultant Role (CDM986)

**Aberdeen Suspended Signs Project** 

100% of contract value (£995)

Amount £995.00 VAT @ 20% £199.00 Total £1,194.00

PAYMENT TERMS: 14 DAYS FROM DATE OF INVOICE, THANK YOU

FOR BACS PAYMENTS

SAFETY SCOTLAND LIMITED

Safety Scotland Limited, Heritage House, Grandholm Crescent, Grandholm Village, Bridge of Don, Aberdeen, AB22 8BH

Tel: 01224 826777 • info@safetyscotland.com

Registered in Scotland: 263944 VAT No: GB 842 6637 13

Registered Address: Heritage House, Grandholm Crescent, Grandholm Village, Bridge of Don, Aberdeen, AB22 8BH



W/ nes-solutions.co.uk T/ 01206 843200

Aberdeen Inspired Suite 2, 32 Upperkirkgate Aberdeen **Scotland AB10 1BA United Kingdom** 

В

ITEM

SUS 04/05

**NES Excelsior House Wyncolls Road Severalls Industrial Estate** Colchester **Essex CO4 9HU United Kingdom** 

Tel: 01206 Fax: 01206 845090

@nes-solutions.co.uk

www.nes-solutions.co.uk

**CONFIRMATION OF ORDER** 

Ref No. REF105674/7

Order No. TBC

Required By

Dated 26-May-21

Contact

Tel

01224

Mobile

ltem	Qty	Part code	Description	Unit Price	Total
Α	1	ITEM	SUS 02 To manufacture ex-works, 1no set of illuminated text reading BELMONT STREET. Overall 395mm	£4,796.00	£4,796.00
			CAP HEIGHT 30mm deep.		
			NOTE: Includes wiring and mounting to pre made frames.		
			TEXT & TYPEFACE : BELMONT STREET as per clients artwork.		
			SIZE: 395mm CAP HEIGHT 30mm deep.		
			CONSTRUCTION: SUS.02 BELMONT STREET B @ 395mm High, Re: BELMONT STREET Overall span of letters @ 5950mm wide		
			Face and partial side illuminated Full paint to back and outside returns and top half of inside return to illuminate open in the middle !!!		
			- 30 mm opal acrylic		
			- LED illumination: white - including threaded pins M3x20mm - template		
			- 1 meter cable		
			- inside corners milled with 4mm cutting too		
			<ul> <li>Power Supply to suit</li> <li>3mm Flat Cut aluminium back plates</li> </ul>		
			COLOUR : Finished black.		
			ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position.		
			FIXING : To steel frames.		

£5,224.00

£5,224.00

Item Qty Part code Description Unit Price Total

To manufacture ex-works, 1no set of illuminated text reading SHIPROW. Overall 395mm CAP HEIGHT 30mm deep.

NOTE: Includes wiring and mounting to pre made frames.

TEXT & TYPEFACE : BELMONT STREET as per clients artwork.

SIZE: 395mm CAP HEIGHT 30mm deep

CONSTRUCTION: S @ 395mm High, Re: SHIPROW Overall span of letters @ 2960mm wide Face and partial side illuminated Full paint to back and outside returns and top half of inside return to illuminate open in the middle!!!

- 30 mm opal acrylic
- LED illumination: white
- including threaded pins M3x20mm template
- 1 meter cable
- inside corners milled with 4mm cutting too
- Power Supply to suit
- 3mm Flat Cut aluminium back plates
- Powder coated to RAL: Black

COLOUR: Finished black.

ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position.

FIXING: To steel frames.

C 1 ITEM

SUS 04/05

To manufacture ex-works, 1no set of illuminated text reading 'LEADING TO MARITIME MUSEUM. Overall 145mm CAP HEIGHT 30mm deep.

NOTE: Includes wiring and mounting to pre made frames.

**TEXT & TYPEFACE:** 

LEADING TO MARITIME MUSEUM. as per clients artwork.

SIZE: 395mm CAP HEIGHT 30mm deep.

CONSTRUCTION: SUS/04/05 LEADING TO MARITIME

MUSEUM @ 145mm High,

Re: LEADING TO MARITIME MUSEUM

Overall span of letters @ 4300mm wide Face illuminated (FL) Full paint to back and outside returns

- 30 mm opal acrylic
- LED illumination: white
- including threaded pins M3x20mm template
- 1 meter cable
- inside corners milled with 4mm cutting too
- Power Supply to suit

COLOUR: Finished black.

ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position.

£4,924.00

£4,924.00

ltem	Qty	Part code	Description	Unit Price	Total
			FIXING : To steel frames.		
D	1	ITEM	SUS 07 To manufacture ex-works, 1no set of illuminated text reading 'M E R C H A N T Q U A R T E R' Overall 395mm CAP HEIGHT 30mm deep.	£5,012.00	£5,012.00
			NOTE: Includes wiring and mounting to pre made frames.		
			TEXT & TYPEFACE: 'M E R C H A N T Q U A R T E R' as per clients artwork.		
			SIZE: 395mm CAP HEIGHT 30mm deep.		
			CONSTRUCTION: SUS.07 MERCHANT QUARTER		
			M @ 395mm High, Re: SHIPROW Overall span of letters @ 7095mm wide Face and partial side illuminated Full paint to back and outside returns and top half of inside return to illuminate open in the middle !!! - 30 mm opal acrylic - LED illumination: white - including threaded pins M3x20mm - template - 1 meter cable - inside corners milled with 4mm cutting too - Power Supply to suit - 3mm Flat Cut aluminium back plates - Powder coated to RAL: Black  COLOUR: Finished black.  ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position.		
E	1	ITEM	FIXING : To steel frames.  SUS 09 To manufacture ex-works, 1no set of illuminated text reading	£4,096.00	£4,096.00
			'MERCHANT QUARTER'  Overall 295mm CAP HEIGHT 30mm deep.		
			NOTE: Includes wiring and mounting to pre made frames.		
			TEXT & TYPEFACE: 'M E R C H A N T Q U A R T E R' as per clients artwork.		
			SIZE: 295mm CAP HEIGHT 30mm deep.		
			CONSTRUCTION: SUS.09 MERCHANT QUARTER		
			M @ 295mm High, Re: MERCHANT QUARTER Overall span of letters @ 5220mm wide Face and partial side illuminated Full paint to back and outside returns and top half of inside return to		
			illuminate open in the middle !!! - 30 mm opal acrylic		

**Unit Price** Part code Description **Total** Item Qty - LED illumination: white - including threaded pins M3x20mm - template - 1 meter cable - inside corners milled with 4mm cutting too - Power Supply to suit - 3mm Flat Cut aluminium back plates - Powder coated to RAL: Black COLOUR: Finished black. ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position. FIXING: To steel frames. F ITEM **SUS 10** £4.834.00 £4,834.00 To manufacture ex-works, 1no set of illuminated text reading 'W I NDMILLBRAE' Overall 395mm CAP HEIGHT 30mm deep. NOTE: Includes wiring and mounting to pre made frames. TEXT & TYPEFACE: 'WINDMILLBRAE' as per clients artwork. SIZE: 395mm CAP HEIGHT 30mm deep. CONSTRUCTION: SUS.10 WINDMILL BRAEM @ 445mm High, Re: WINDMILL BRAE Overall span of letters @ 6040mm wide Face and partial side illuminated Full paint to back and outside returns and top half of inside return to illuminate open in the middle!!! - 30 mm opal acrylic - LED illumination: white - including threaded pins M3x20mm - template - 1 meter cable - inside corners milled with 4mm cutting too - Power Supply to suit - 3mm Flat Cut aluminium back plates - Powder coated to RAL: Black COLOUR: Finished black. ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position. FIXING: To steel frames. G ITEM **SUS 12** £5,030.00 £5,030.00 To manufacture ex-works, 1no set of illuminated text reading LANGSTANE PLACE Overall 395mm CAP HEIGHT 30mm deep. NOTE: Includes wiring and mounting to pre made frames. TEXT & TYPEFACE: 'LANGSTANE PLACE' as per clients artwork. SIZE: 395mm CAP HEIGHT 30mm deep. **CONSTRUCTION: SUS.12 LANGSTANE PLACE** 

Item Qty Part code Description Unit Price Total

L @ 395mm High, Re: LANGSTANE PLACE Overall span of letters @ 6260mm wide

Face and partial side illuminated

Full paint to back and outside returns and top half of inside return to

illuminate open in the middle !!!

- 30 mm opal acrylic
- LED illumination: white
- including threaded pins M3x20mm template
- inside corners milled with 4mm cutting too
- Power Supply to suit
- 3mm Flat Cut aluminium back plates
- Powder coated to RAL: Black

COLOUR: Finished black.

ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position.

FIXING: To steel frames.

H 1 ITEM

**SUS 12** 

£2,690.00 £2,690.00

To manufacture ex-works, 1no set of illuminated text reading 'LEADING TO JUSTICE MILL LANE' Overall 145mm

CAP HEIGHT 30mm deep.

NOTE: Includes wiring and mounting to pre made frames.

**TEXT & TYPEFACE:** 

'LEADING TO JUSTICE MILLLANE' as per clients artwork.

SIZE: 145mm CAP HEIGHT 30mm deep.

CONSTRUCTION: SUS/12 LEADING TO JUSTICE MILL LANE L @ 145mm High, Re: LEADING TO JUSTICE MILL LANE Overall span of letters @ 4370mm wide

Face illuminated (FL)

Full paint to back and outside returns

- 30 mm opal acrylic
- LED illumination: white
- including threaded pins M3x20mm template
- inside corners milled with 4mm cutting too
- Power Supply to suit

COLOUR: Finished black.

ILLUMINATION: White LED illumination ready for connection to a 240 volt fused spur supplied by others located at the sign position.

FIXING: To steel frames.

I 1 ITEM

SUS.12-LS

£1,200.00

£1,200.00

To manufacture ex-works, 1no shaped light trough. Overall 700mm x 1800mm x 38mm (WxHxD)

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**TEXT & TYPEFACE: N/A**