

# South Hams Business Newsletter

October 2008

[www.southhams.gov.uk/business\\_index.htm](http://www.southhams.gov.uk/business_index.htm)



South Hams  
District Council

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## Raising business finance

A free half-day event on financial structure and financing business development to be held at Follaton House, Totnes on the 7th November 2008

The workshop will cover the following items:

### How you successfully raise finance?

Securing finance for development or capital investment requires:

- A well-defined business strategy
- A well-prepared business plan
- Robust and deliverable forecasts
- Firm negotiation of terms

### Who should attend?

Owners, Managing Directors, Finance Directors and anyone involved in small to medium sized businesses seeking to master the intricacies of funding and financing.

### Will I be able to get advice?

A Business Link finance advisor will be on hand to offer impartial, no obligation, one-to-one advice and guidance.

**You can book your place via any of the following:**

**Phone: 0845 600 9966**

**Fax: 01752 770184 or**

**Email: [enquiries@blpeninsula.co.uk](mailto:enquiries@blpeninsula.co.uk)**



### What will you go away with?

By the end of the event you will have a greater knowledge of:

- What your finance options are and what is the best financing structure for your business
- The expectations of funders and what the requirements are for raising funding
- Risk, return and reward and how much the various lenders expect for playing their part
- The various types of funding and the pros and cons of each
- What the banks really like to see and really don't like to see
- Equity funding and where to source it
- The process of arranging funding and how long it can take
- Getting business plans and forecasts right and the key areas to cover
- How to avoid the typical pitfalls in preparing your plans

South Hams District Council



# Springboard

Funding for innovation in Devon and Cornwall

**Springboard is the new investment fund created to support the development of innovative ideas that will have a significant impact on the economy of Devon and Cornwall.**

Investment, in the form of a loan, or possibly a grant, is available to any organisation in the public, private or voluntary sector, as 'seedcorn' funding to support early stage development, feasibility studies or 'step change' activity.

Applications are welcomed from organisations or projects focusing on:

- Innovation
- Development of high level skills in the workforce
- Creation of a positive environmental legacy
- Generation of an economic impact greater than the singular improvement of an applicant's core business activity.

The level of funding is at the discretion of the panel, but typically, investments will vary between £50,000 and £250,000.

For more information on the Springboard Fund, along with full details of eligibility criteria, visit [www.springboardfund.co.uk](http://www.springboardfund.co.uk) email: [enquiries@springboardfund.co.uk](mailto:enquiries@springboardfund.co.uk) or call business link on 0845 600 9966

## Selective Finance for Investment

Selective Finance for Investment (SFI) is aimed at businesses of all sizes looking to invest in assisted areas that need a grant to take their vision forward. (The wards assisted in the South Hams are: Bickleigh & Shaugh, Cornwood & Sparkwell)

The scheme focuses support on high quality, innovate, knowledge-based projects that lead to long-term improvements in productivity, skills and employment in South West England. The majority of jobs created are expected to be at NVQ Level 2 and above.

Under SFI there is now a minimum threshold of £10,000 for grant applications. Grants between £250,000 and £2 million will be appraised within the South

West RDA and referred to the South West Industrial Development Board. Any projects needing grants over £2 million will be appraised by the Department for Business, Enterprise and Regulatory Reform (BERR).

For further details visit; <http://www.southwestrda.org.uk/what-we-do/business-growth/finance/selective/index.shtm>

### Disability Discrimination Act:

(New access requirements and tax guidance)

HMRC has revised its guidance on the tax treatment of costs incurred by businesses on DDA compliance. This reflects changes in the tax system that came into force in April 2008. Businesses can reduce some costs of making their business more accessible with the help of the tax system.

Details of the current tax situation and how this might affect your plans can be seen if you visit the HMRC website.



# Grant for research and development

The Grant for Research and Development is a Department for Innovation, Universities and Skills (DIUS) business support initiative that provides funding to help individuals and small and medium-sized businesses research and develop technologically innovative products and processes. The grants are discretionary and the South West of England Regional Development Agency will draw on the advice of independent technical specialists and internal expertise to appraise applications and decide which projects can receive funding.

## What is the Grant for Research and Development?

The South West of England Regional Development Agency is currently supporting four types of projects:

Micro Projects are small-scale development projects lasting no longer than 12 months. The output should be a simple prototype of a novel or innovative product or process. Aid of £5,000 - £20,000 for all micro businesses covering 45% of eligible costs is available

Research Projects typically involve planned research or critical investigation into the feasibility of new products or processes,

lasting between 6 and 18 months. The result of the project could be new scientific or technical knowledge that may be commercially exploited. Grants of £20,000 - £100,000 for micro and small businesses covering 60% of eligible costs are available.

Development Projects involve the shaping of industrial research into a plan or design (such as a pre-production prototype) of a technologically innovative product or industrial process. Grants of £20,000 - £250,000 are available for micro, small and medium sized businesses covering 35% of eligible costs.

Exceptional Projects involve technology developments that have higher costs, but can demonstrate that they will have a major effect on the performance of UK industry. These projects are likely to generate much wider economic benefits and must have strategic importance for a technology or industrial sector. The scheme offers grants between £250,000 and £500,000 for micro, small and medium sized businesses covering 35% of eligible costs.

For further information on how to apply please call Business Link on 0845 600 9966

## Business growing at Watermark Innovation Centre

Located at the top of the Watermark Centre in the heart of Ivybridge, are new business offices managed by South Devon Innovation Centre.

The offices are available on 'easy-in, easy-out' leasing terms – with only one month's notice either way, to give the utmost flexibility for businesses. From as little as £125 per month, the rent includes gas, electricity, water, telephone rental/broadband and business rates.

As well as the physical space, the Innovation Centre offers networking opportunities for any local businesses, with the 3rd Friday business breakfast event, which has so far attracted over 50 people to each of the previous meetings. This monthly get together offers informal networking and takes place from 8.30 –10am on the third Friday of every month. Guest speakers have already given inspiring talks about Effective Marketing and Managing Time. To book a place on any 3rd Friday, please call 01803 540 500 or email [lisa.Reynolds@southdevon.ac.uk](mailto:lisa.Reynolds@southdevon.ac.uk)

Adrian Sheen, the Business Manager for the South Devon Innovation Centres says: "We are here to help new and existing businesses in the area and have desk and office space in the Watermark Centre. It offers a professional, friendly and flexible environment for local businesses.



If you are interested in finding out more about the Innovation Centre, please call: 01803 540 670

## Attention All Business Ratepayers with empty Properties

### Changes to Business Rates liability from 1st April 2008

The government introduced reforms to empty property relief on the 1st April 2008 that may affect you if you are responsible for rates on an empty, or partly occupied, business or industrial property. The aim of the reforms is to encourage getting the properties back into use which will increase the supply of properties available to rent and reduce the need to develop on greenfield sites around the country.

In a nutshell any business property that has been empty for longer than three months – six months for industrial – will be liable to pay the full rate effective from April next year. Effectively this means there will no longer be a reduction in rates beyond the initial three or six month period from the date the property becomes empty.

The Council has written to all those cases which are currently registered as being empty, but all businesses should take note for future reference.

If you own a property that is in poor condition and cannot be economically repaired, the Valuation Office (VO) may judge that it should be taken out of the rating list altogether.

The VO is not a Council service, it is an independent government agency that forms part of Her Majesty's Revenue and Customs (HMRC). You can contact them at:

Plymouth Valuation Office,  
190 Armada Way, Plymouth, Devon. PL1 1EG.  
Tel: 01752 614100  
Fax: 01752 614199 or  
Email: southwestgroup.vo@voa.gsi.gov.uk

## Connexions

matches young job seekers to employers in South Devon



Businesses in South Devon can place job vacancies, aimed at 16-19 year olds, free of charge at their local Connexions centre.

Connexions Cornwall and Devon, the Government's specialist careers and advisory service helping all 13-19 year olds, comes into contact with over 98% of 16-18 year olds in Newton Abbot alone, and continues that high level of contact with 16-18 year olds throughout South Devon. Therefore, it is a good resource for employers who want to attract more young people into their industry. It works proactively with individual local employers and business groups to encourage them to give suitable work placements to young people leaving schools and colleges and has a free vacancy service that matches vacancies to suitable young people.

As part of this service, Connexions will:

- try to match a suitable young person to your vacancy
- promote your vacancy via a widely distributed vacancy bulletin, and on our young people's website

- help make your vacancy appealing to a range of young people
- link you to training providers specialising in your area of business
- signpost you to other organisations that may be able to help your business
- discuss your specific needs and vacancy details like pay, hours to be worked, job requirements, and method of application
- advice on help that may be available to you or your young employees about training
- keep in regular contact to ensure we fill your vacancy successfully.

Following feedback from local employers, Connexions has set up a team of advisers dedicated to working with organisations across South Hams and Teignbridge to improve the quality of the free vacancy and recruitment service already offered.

Please contact the Newton Abbot Connexions centre on 01626 367579 or newtonabbot@connexions-cd.org.uk to find out how Connexions can help your business.

# You're Waste Your Business – Guidance

(Environmental Protection Act 1990)

Under the Environmental Protection Act 1990, businesses have a duty of care for all their waste, including general rubbish and things that can be recycled. The council can only provide free services for household waste collections. Business rates do not cover a trade waste collection service.

There are substantial penalties that the courts can impose and there are fixed penalty fines for breaches of the Environmental Protection Act 1990 and The Clean Neighbourhood and Environment Act 2005.

The purpose of this legislation is to reduce fly tipping and unauthorised disposal of waste.

Businesses must keep records of how they have disposed of their waste. They can be asked to produce these records for examination. There is substantial penalty for failing to keep and produce records of waste disposal. Records have to be kept for two years. Businesses must not use unauthorised unlicensed waste carriers who will probably fly tip the waste elsewhere.

Recycling banks that include bottle banks are provided for domestic use only and are not for trade waste.



For more information, please refer to the contacts listed below:

- The Department for Environment Food and Rural Affairs (DEFRA) on 08459 556 000 or on their website at [www.defra.gov.uk](http://www.defra.gov.uk).
- The Environment Agency's website to check whether a waste carrier is licensed is [WWW.environment-agency.gov.uk](http://WWW.environment-agency.gov.uk) and look in public registers.
- ENCAMS (Environmental Campaigns) on [www.encams.org](http://www.encams.org)
- Recycling trade waste information on: [www.recycledevon.org](http://www.recycledevon.org)
- South Hams District Council Waste Management web site [WWW.southhams.gov.uk](http://WWW.southhams.gov.uk) or South Hams Street District Council 01803 861234
- Reducing, re-using and recycling plastic packaging

## Lee Mill Business Forum

Work has started on re-energising the Lee Mill Business Forum (formerly Industrial Forum). Following the very successful trial yellow lines pilot the Business Forum plan to tackle further issues to assist the development and sustainability of businesses on the estate.

Eric Cowsill Solicitors, who are based on the Lee Mill employment estate, are contributing some management time to assist the Forum in its objectives. Communication for such a venture is vital, and we need to ensure that we are

liaising with all relevant people in local organisations. If you are based at Lee Mill, please forward your contact details, including email address, to either Detha.Sanders@swlaw.co.uk, or carol.trant@southhams.gov.uk

## Lee Mill Traffic Management Pilot

The Lee Mill Traffic Management Pilot which commenced in October 2007 for a trial period of 18 months seems to be working well. If any business on the Estate has any outstanding issues regards the pilot please email: [southareham@devon.gov.uk](mailto:southareham@devon.gov.uk)

# Training & Skills

## One day conference – 28th November 2008

Coaver Conference Centre, DCC,  
County Hall, Exeter

Delegate rate: £330 per person

The Governments Waste Strategy 2007 focuses on waste reduction and highlights the need to enable businesses to reduce, re-use and recycle their waste. With packaging regulation targets tightening, commercial waste landfill targets on the horizon and landfill tax rising at £8/tonne/year the incentives are gathering for businesses to take action with their own waste and to influence their suppliers.

Much work is being done both nationally and locally to reduce packaging waste, to make it reusable, to make it recyclable and to increase its recycle content. This conference aims to bring delegates up to date on the current research, national company initiatives and local best practice.

**Contact Information:**  
**01392 383387**

## Environmental Training for Business

Is your Business Wasting profit? -  
You can go Green in 3 days

**22nd Oct Plymouth,**  
**23rd Oct Cornwall**

Free advice from experienced environmental business mentors with presentations from local businesses. Introduction to subsidised European Union (EU) programme designed specifically for small and medium sized businesses in the South West.



## Groundwork Environmental Management Systems + ( GEMS + )

Groundwork Environmental Management Systems+ ( GEMS + ) is specially designed for small and medium sized enterprises. It aims to help you to understand the environmental impact of your business through practical training, following the BS8555 standard for implementing environmental management systems. The GEMS + course is accredited with the Institute of Environmental Management and Assessment and is equivalent to an NVQ level 3. The course consists of five full day contact training sessions.

The cost is £975.00 (+VAT) - The course will take place in Totnes.

## Environmental Action Course:

Four half-day training sessions including practical on-site tasks. Accredited by The Open College Network level 2 course. Encourages staff with basic knowledge, to develop skills to support an Environmental Management System at an operational level in the workplace.

Cost £220.00 (+VAT)

## Corporate Social Responsibility 22nd Oct - Royal William Yard, Plymouth

29th April 2009

Stay ahead in the light of the challenges of resource depletion and climate change. A one day workshop for business leaders to create a vision to keep the competitive edge for a sustainable future.

Cost £150.00 (+VAT)

**For further information on the above  
workshops please contact:**  
**Kathy Byles Tel No: 01752 217720 or**  
**[kathy.byles@groundwork.org.uk](mailto:kathy.byles@groundwork.org.uk)**

# Business Continuity in the community

## What is business continuity?

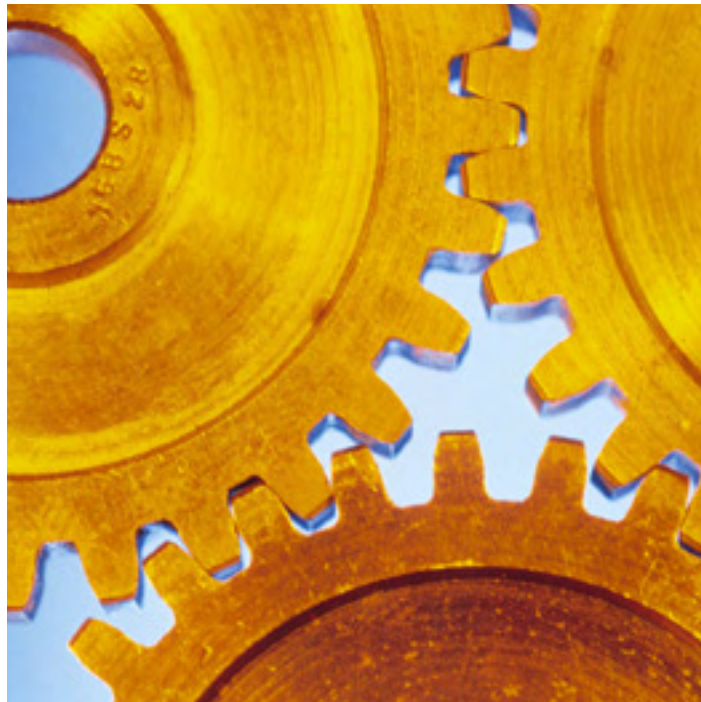
The promotion of business continuity advice to the business sector was introduced as one of the seven new duties for local authorities, under the Civil Contingencies Act 2004. Specifically, the Act requires local authorities to provide advice and assistance to those undertaking commercial activities in relation to business continuity planning (BCP) in the event of emergencies.

## How would your business cope in the event of a serious incident or emergency? Have you even thought about it?

- 80% of businesses affected by a major incident close within 18 months.
- 90% of businesses that lose data from a disaster are forced to shut within 2 years.
- 58% of UK organisations were disrupted by September 11th. One in eight was seriously affected.
- Nearly 1 in 5 businesses suffer a major disruption every year.

An unexpected disaster could potentially result in any number of the following outcomes:-

Loss of income / Loss or reputation and/ or loss of customers / Financial, Legal and Regulatory penalties / Human resource issues and an impact on insurance premiums



## What is a Business Continuity Plan?

A business continuity plan should be a set of instructions of what to do, and what not to do, at the time of a crisis.

## Does a small company need a Business Continuity Plan?

Yes, even a sole trader is advised to have systems in place to be able to continue his/her work in case of fraud, theft, sabotage, flooding, fire, IT and utility failures and terrorist attacks.

## What should I do next?

Carry out the 10 minute assessment to discover how much business continuity planning you have already achieved.

[http://www.southhams.gov.uk/the\\_10\\_minute\\_assessment.pdf](http://www.southhams.gov.uk/the_10_minute_assessment.pdf)

## Guide to small businesses

For more guidance access the following website link: <http://www.devon.gov.uk> or contact Peter Dale the SHDC Emergency Planning Officer on 01803 861278 or [peter.dale@southhams.gov.uk](mailto:peter.dale@southhams.gov.uk)



## Langage Employment Estate

New drive to help Langage firms go car free

Over the last nine months an area wide travel plan called Langage Links has been prepared for the Langage business park by

the Highways Agency, in partnership with businesses at Langage, Devon County Council, Plymouth City Council and South Hams District Council.

As part of the plan, a travel to work survey was carried out among the companies on the business park, which revealed that 58% of employees drive their car to work, however 59% of all car drivers would consider using public transport and 61% would consider car sharing if measures were introduced to help support sustainable travel.

## Why **LANGAGE LINKS**

Points include:

- To support the growth of businesses in the light of proposed expansion in housing and employment in the area including over 100 hectare expansion of Langage employment site
- To help improve transport efficiency and reduce the traffic pressure on the A38 from local journeys
- To help manage demand for parking in the area
- To help improve the environmental performance of companies particularly in relation to carbon emissions
- To enable staff without access to a car to be able to access Langage, thereby widening the job force pool

For further information please refer to:

[www.langagelinks.co.uk](http://www.langagelinks.co.uk)

## Local Government Reorganisation

# If it ain't broke don't fix it

A Unitary Devon, serving 750,000 residents, would have the second largest population after Birmingham. It would also have fewer councillors per head and cover a much wider area. Devon residents would have the worst level of representation in the country, and face huge disruption of services with a massive bill for the change.

The Boundary Committee's own website shows there is very limited support for the Unitary Devon proposal or the Exeter/Exmouth option. The majority of local people think that local government in Devon is not broken and does not need fixing.

There is no clear case for a unitary Devon. Your council recommends keeping the present system of district, parish and county councils across the county but with a commitment for all to work together to improve services and reduce costs under the 'Integrated Devon' banner.

Through an enthusiastic commitment to the 'Integrated Devon' initiative a lot had been achieved

already to improve services and reduce costs. If the 'integrated' arrangements are allowed to continue it would save the huge transition costs and inevitable disruption caused by such a large-scale change.

The government has now said that keeping the status quo should be an option 'if representations are received promoting the retention of the existing pattern of local government'. If you believe this should happen, please write to the Secretary of State with your reasons why.

The vast majority of residents believe the Boundary Committee's proposals are not the answer for Devon as a whole.

**Many people have given their views directly to the Prime Minister thanks to an online petition. If you believe a large unitary council is wrong for Devon then take a look at the petition online at <http://petitions.number10.gov.uk/devonstatusquo/> Your opinion counts.**

## Keep the local in 'local' government - You CAN make a difference!