



**SWBA Ltd BID: Minutes of Board Meeting – 11 January 2018
(Venue: Deen City Farm)**

1. Introductions and apologies

Present: Directors - John Simpson (White Light), John D'Aprano (DS Systems), Nick Stefka (Box Office Supplies), Ash Daud (Flexicom Solutions), Lee Anderson-English (GreenLight Electrical), Nick Golson (Deen City Farm)
Estate Coordinator - Claire Morris
Sue Morgan – CEO, Wandle Valley Regional Park Trust

Apologies: Marcus Miller (Millers Bespoke Bakery Ltd)

2. Matters arising from last BID Board meeting (2 November 2017)

All outstanding matters were covered by the agenda.

3. Draft Baseline and Operating Agreement with Merton Council – Progress Report

The draft Agreement setting out the specific services which Merton Council would be responsible for providing for the SWBA estate had been considered by the Council and its legal services. Discussions were ongoing in respect of several outstanding points with the aim of finalising the document in the near future.

Action: Claire Morris to continue to liaise with Merton Council.

4. BID Proposals – Progress on Delivery Plan 2017/18

A paper summarising progress to date on the individual projects set out in the BID Proposal document was discussed. Latest key developments and action agreed were as follows:

- an initial meeting about parking and traffic issues affecting the SWBA estate had now been held with Merton Council. It was agreed that, as a first step, consideration should be given to commissioning an independent survey to assess parking demand and traffic volume on the estate to provide data-based evidence in support of detailed SWBA proposals to be discussed with the Council (**Action:** Claire Morris to obtain several quotes for a survey);
- three companies had been invited to tender to undertake an independent review of security on the estate, of which two (Shield Associates and Bill Croft and Associates Ltd) had expressed an interest. One quote had been received to date and it was agreed that once the second materialised a decision would be taken about which company should be awarded this work;

- It was noted that Merton Council had now upgraded all street lighting on the estate apart from Jubilee Way which was due to be completed shortly. Whilst this had resulted in improved lighting quality it was agreed that it should be properly assessed to ensure that the work done was compliant with required standards. It was further agreed that a uniform standard of lighting around the entire estate was desirable and that in view of particular concern about the lighting on some footpaths that landlords in those areas should be consulted as appropriate about making improvements. Finally, 'Secured by Design' accreditation for the estate should be sought as part of the overall security and lighting review (**Action:** Lee Anderson-English);
- a meeting had been held with Merton Council to consider the potential introduction of litter bins at key points around the estate. It was noted that in order for the Council to place any bins on the public highway there would need to be a period of monitoring to support the case for these. Alternatively bins could be placed on private land to be cleared at the SWBA's expense. It was agreed that the position would be reviewed once the Estate Ranger had been in post for a month to assess more accurately whether and where there was particular demand for bins to be introduced;
- two quotes for the production of a video to promote the BID had been received and it was agreed that Wow Your Crowd should be asked to undertake this work, at a cost of £1,500;
- it was agreed that work should commence as soon as possible to set up a directory of BID member companies on the SWBA website. Each business would be invited to provide a short description of its activities unless it did not wish to be listed for this purpose (**Action:** Ash Daud and Claire Morris);
- it was agreed that two grit bins should be purchased for use when needed on the estate and that these should be located on private land rather than on the public highway (**Action:** Nick Stefka).

It was noted that Nick Stefka had begun work as the Estate Ranger on 2 January. His duties to date had involved reporting a number of instances of fly tipping to Merton Council as well as clearing litter where appropriate across the estate.

5. Potential projects in collaboration with Wandle Valley Regional Park Trust

The Wandle Valley Regional Park Trust was particularly keen to work with local BIDs to seek public funding for projects which improved the environment for the benefit of all businesses and their employees. After discussion, it was agreed that in the first instance the SWBA BID should work with the Trust to formulate a proposal seeking funding under the GLA's Green Capital Grants scheme where expressions of interest were due by mid-February. Whilst this would require some match funding on the part of the BID it was noted that there were potential additional sources of funding available from Merton Council, notably under the Community Infrastructure Levy (CIL) scheme, which could be applied for. It was further agreed that it would be desirable for

a green audit of the SWBA estate to be carried out as early as possible in order to identify and target key areas and initiatives with the aim of achieving enhanced environmental benefits longer term.

Action: Nick Golson, Lee Anderson-English and Claire Morris to liaise with the Trust on developing potential proposals.

6. Financial Matters

It was noted that Merton Council had collected approximately £85,000 in levy payments to date and arrangements would be made to transfer these funds to the SWBA account.

Action: John Simpson to invoice Merton Council.

7. Any Other Business

There was no other business.

8. Date/Venue of next meetings:

SWBA Members' meeting 12.30pm, 1 February 2018 (venue: Deen City Farm)

SWBA Directors' meeting 12.30pm, 1 March 2018 (venue: TBA)

