



## **SWBA Ltd BID: Minutes of Board Meeting – 2 November 2017 (Venue: White Light)**

### **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) and Marcus Miller (Millers Bespoke Bakery Ltd)

**Estate Coordinator** - Claire Morris

**Observer** - Diana Sterck (Merton Chamber of Commerce)

### **2. BID Board – Potential Director Appointment**

Marcus Miller had expressed an interest in joining the Board. Millers Bespoke Bakery Ltd employed around 100 staff on the SWBA estate and Marcus was keen to contribute to the achievement of the BID's aims and objectives.

Nick Stefka proposed that Marcus Miller be appointed as a Director of the SWBA Ltd, seconded by John D'Aprano, and this was unanimously agreed by the Board.

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

A draft Agreement setting out the specific services which Merton Council would be responsible for providing for the SWBA estate was currently being considered by the Council and its legal services. It was agreed that finalising this document should be a high priority.

**Action:** Claire Morris to liaise with Merton Council to progress.

### **4. BID Proposals – Draft Delivery Plan 2017/18**

A paper summarising progress to date on the individual projects set out in the BID Proposal document was discussed. The Board agreed that work should focus in the first instance on the following key proposals:

- to formulate a plan to review and address parking and traffic issues affecting the SWBA estate, consulting businesses on the major areas of concern, to enable discussions with Merton Council and TfL to be initiated (**Action:** Nick Golson and Claire Morris);
- to consider new and improved signage for the estate to allow businesses to be more easily identified and located (**Action:** Ash Daud and Marcus Miller);

- to review and reconsider proposals for a through bus route to serve the SWBA estate and to consult with relevant bodies including the Council and TfL (**Action:** Ash Daud and Marcus Miller);
- to prepare a specification for undertaking an independent review of security on the estate and to invite three companies to tender for this work (**Action:** John D'Aprano, John Simpson and Lee Anderson-English);
- to undertake a full survey of lighting on the SWBA estate to identify key areas in need of upgrading in order to lobby the Council for improvements to be made (**Action:** Lee Anderson-English and John Simpson);
- to pursue with Merton Council arrangements for the introduction of litter bins at key points on the estate (**Action:** Claire Morris);
- to finalise immediate updates required to the SWBA website (**Action:** Ash Daud) and to consider commissioning a video to promote the BID (**Action:** John D'Aprano and Claire Morris);
- to liaise with potential sources for securing deals for individual businesses for utilities (**Action:** Nick Stefka);
- to establish contact with the Wandle Valley Regional Park Trust and Sustainable Merton with a view to developing a partnership to take forward work on enhancing the environment of the estate (**Action:** John D'Aprano and Claire Morris);
- to arrange a meeting with the Metropolitan Police to discuss future arrangements for policing the estate (**Action:** John Simpson and Claire Morris).

It was noted that there had been no expressions of interest in the Estate Ranger role from BID member companies other than from Nick Stefka who had indicated that he would be prepared to undertake this role. This proposal was unanimously agreed by the Board and arrangements would be made to formalise this appointment, including drawing up a contract of employment (**Action:** John Simpson).

## **5. Financial Matters**

It was noted that Merton Council had collected approximately £55,000 in levy payments to date which represented just over half the total income for the first year of the BID. After discussion it was agreed that consideration should be given to the possible transfer of funds in tranches in order to fund work on particular projects.

**Action:** Claire Morris to discuss with Merton Council arrangements for transferring funds as required.

## **6. Arrangements for BID Members' open meeting – 7 December 2017**

Consideration was given to the possibility of holding some form of social event in December specifically to publicise the BID in place of the more usual meeting format. However, it was agreed that a better approach would be to

hold pre-meeting events (such as tours of business premises) perhaps on a quarterly basis as a means of promoting interest in developments around the SWBA estate.

## **7. Any Other Business**

There was no other business.

## **8. Date/Venue of next meetings:**

**SWBA Members' meeting 12.30pm, 7 December 2017**

**SWBA Directors' meeting 12.30pm, 4 January 2018**

**(Venues: TBA)**

