



SWBA Ltd BID: Minutes of Board Meeting – 3 May 2018
(Venue: DS Systems)

1. Introductions and apologies

Present: Directors - John Simpson (White Light), John D'Aprano (DS Systems), Nick Golson (Deen City Farm)

Estate Coordinator - Claire Morris

Apologies: Nick Stefka (Box Office Supplies), Lee Anderson (GreenLight Electrical), Diana Sterck (Merton Chamber of Commerce).

2. Matters arising from last BID Board meeting (11 January 2018)

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 was still under consideration by the Council. It was agreed that the Council should be requested to finalise this document without further delay.

Action: Claire Morris to liaise with Merton Council.

4. BID Proposals – Review of progress Year 1 (2017/18) and strategy for Year 2 (2018/19)

A paper summarising progress to date on the individual projects set out in the BID Proposal document was discussed. Key developments to date and action to be taken as a priority for Year 2 of the BID term were identified as follows:

- an independent survey to assess parking demand and traffic volume on the estate would be undertaken by Capital Traffic as soon as possible. The results of the survey would then be used to inform discussions with the Council and TfL in order to seek improvements to parking management and safety in key areas;
- an independent review of security on the estate had now been completed by Shield Associates and the report of this received. The Board would consider this and BID member companies would be informed of the report's conclusions and recommendations to improve security within the BID area;
- in the context of the security review it was noted that discussions were ongoing with the Council about the future arrangements for monitoring and potentially upgrading the CCTV cameras on the estate (**Action:** John D'Aprano and Claire Morris);
- it was agreed that whilst the general standard of cleanliness around the estate had improved in recent weeks, there was still a need to ensure that appropriate action was taken by the Council to deal with any incidents

without unacceptable delays. A proposal for locating litter bins at key points on the estate had been sent to the Council and would be pursued as a priority (**Action:** Claire Morris);

- it was considered that a green audit of the estate to identify areas which would benefit from environmental improvements and to identify potential sources of funding for this purpose should be initiated as soon as practicable. Several quotes for the cost of undertaking this work would therefore be obtained (**Action:** Claire Morris);
- it was agreed that updates required to the SWBA website, including setting up a directory of BID member companies, should be pursued as a priority and that consideration should be given to potentially outsourcing the management of this to a third party (**Action:** Claire Morris);
- arrangements for the BID to subsidise the cost of certain training courses, notably first aid and fire training, for BID member companies would be discussed with Merton Chamber of Commerce and a timetable for courses identified (**Action:** John Simpson and Claire Morris);
- at least one grit bin would be purchased for use when needed on the estate (**Action:** Claire Morris);
- it was agreed that Meercat Associates should be invited to attend a meeting of BID member companies to provide information about the combined purchasing arrangements for utilities and other key services which could be offered to the BID to enable the Board to decide how to proceed on this front.

5. Financial Matters

It was noted that Merton Council had now collected some £94,000 in levy payments to date. A small number of businesses had not yet paid their levy for the first year of the BID term and the Board had therefore agreed that the Council should be instructed to take appropriate enforcement action to recover the outstanding payments.

It was further noted that the intention was for the Council to issue invoices to member companies for levy payments for Year 2 of the BID term towards the end of June.

6. Any Other Business

There was no other business.

7. Date/Venue of next meetings:

The Board agreed that an AGM for BID members should be held on 12 June 2018 at 12.30pm at Deen City Farm.

Dates for meetings of the BID Board and SWBA members to be held from July 2018 onwards would be finalised in the near future.

