



## **SWBA BID: Note of 5 October 2017 Meeting (Venue: Zone Creations)**

### **1. Introductions and apologies**

**Present:** John D'Aprano (DS Systems), Nick Stefka (Box Office Supplies), Ash Daud (Flexicom Solutions), Peter Elliott (BOC), Ian Meredith (Endecotts), Raymond Kinsella (Merton Chamber of Commerce), Kathryn St John-Mosse (RPC), Kevin Self (Zone Creations), Anthony Melbourne and Amber Ziaian (Abbey Support), David Skinner (Tenable Precision), Imran Hakeem (vShine Innovations), Paul Baynton (Mainyard Studios) and Claire Morris (SWBA Estate Co-ordinator).

Apologies from: John Simpson (White Light), Nick Golson (Deen City Farm), Lee Anderson-English (GreenLight Electrical), Ian Docksey (Trinitarian Bible Society), Gillian Hermanstein (RPC), Marcus Miller (Millers Bespoke Bakery), Sara Williams (Merton Council), and Niamh Darlington (Mainyard Studios).

Kevin Self was thanked for hosting the meeting and for providing lunch.

### **2. Matters arising from last meeting**

It was noted that the Merton Abbey Mills (MAM) scheme was still due to be launched in the autumn. The intention was to arrange a meeting with Peter Wallder at MAM in the near future to discuss how the SWBA could be involved in this and what benefits might be available to SWBA businesses.

### **3. Presentation – Kevin Self – Zone Creations**

**Kevin Self** gave a presentation on the work of Zone Creations, which had been set up in 1999. The company originally began by providing laser cutting for architectural businesses and subsequently developed into high tech production and design. The focus was to produce high quality products such as packaging for goods at the luxury end of the market which meant a low volume of production. The business employed a range of individuals specialising in particular areas including engineers, welders, silversmiths, cabinet makers and sculptors. The company's projects ranged from making individual pieces of furniture for private clients, including members of the Royal Family, to packaging and point of sale displays for various luxury goods companies as well as store design for major retailers and art installations at various national and international events. A recent example of a major commission involved the design and creation of a dedicated room for storing wine on a superyacht owned by an overseas client.

### **4. General Data Protection Regulation (GDPR) – Changes to legislation and implications for businesses – Ash Daud (Flexicom Solutions)**

**Ash Daud** outlined the key changes to the GDPR legislation which was due to come into effect on 25 May 2018. This was EU legislation regulating the protection of the personal data of EU citizens and would apply to any organisation doing business in the EU so UK businesses would need to comply with this, irrespective of Brexit.

Once the legislation took effect any breaches of data protection would be required to be notified and could result in fines of up to 4% of global turnover or 20 million euros.

It was essential that businesses began to prepare for this change at the earliest opportunity by identifying how and where their data was held and particularly to ensure that they could deal with any potential breach which might arise. It might therefore be appropriate for some businesses to appoint a Data Protection Officer for this purpose.

The greatest challenge for businesses related to the fact that consumers would have greater control of the data which organisations held about them in future. Businesses should therefore have appropriate policies in place to protect this data and to be able to prove that all necessary steps had been taken to do so. It was essential to know where all data pertaining to the business was held, including that used for the purposes of supplier agreements. It would therefore be good business practice for companies to proactively engage their customers by stating what data was currently held about them and asking for their explicit consent to continue to hold this information.

There was some discussion of the wider implications of this change, particularly in relation to employee data which would usually need to be kept for a considerable length of time, as well as any data which might still exist on computer systems which had been retained following upgrades and which would therefore need to be identified and dealt with as necessary.

## **5. BID Proposals – Progress Report**

**John D’Aprano** reported that work was now beginning on various aspects of the proposals in the BID document in line with the timetable set out in the delivery plan for 2017/18 which had been circulated to BID members with the minutes of the first BID Board meeting held on 7 September. Meetings with the Council and other interested parties would be arranged to progress a number of the proposals.

It was noted that the employment of a part-time Estate Ranger was a particular priority. Any potential candidates who might be interested in being considered for this role were invited to contact Claire Morris to discuss this further.

## **6. Estate Issues**

It was agreed that the main issue of concern continued to be litter in various areas of the estate, particularly around the Tramlink exit. Merton Council had been asked to take action to deal with such instances as they arose. There was also concern about the state of the vegetation along the parking spaces adjacent to the Tramlink on Deer Park Road which was overgrown in places and was resulting in drivers not parking in those areas to avoid damage to their vehicles. This would be reported to the Council as a matter of urgency.

At present there were no imminent roadworks or planning works due to be undertaken which would directly affect the SWBA estate. This would be monitored in consultation with the Council as appropriate.

The Abbey Ward Safer Neighbourhood Team were not present but it appeared that there were no recent crime incidents to report.

## **7. Financial Update**

An updated report on the current position relating to the SWBA’s finances was provided. It was noted that the current balance in the account was some £9,250 with

approximately £2,500 outstanding to creditors. A VAT rebate had now been received which amounted to just over £4,000. Insurance to cover Public and Employment Liability which was a requirement of the baseline agreement with Merton Council for the BID had now been arranged. BID levy payments to the Council to date amounted to almost £32,000 which represented approximately 30% of the total anticipated income for the first year of the BID. Arrangements would be made for this to be transferred to the SWBA shortly.

## **8. Any Other Business**

- **David Skinner** reminded businesses that action was needed to comply with new pensions changes due to come into effect in April 2018, with contributions increasing from the current minimum of 2% of qualifying earnings to 5%.
- Details of a free 7 day trial offer and 10% discount for membership for all employees in SWBA businesses at Nuffield Health's Centre at Merton Abbey had recently been circulated. Nuffield Health was also keen to offer SWBA businesses a free Health MOT service to assist with employees' health and welfare. It was agreed by those present that there were considerable advantages to businesses in having suitable health arrangements and insurance policies in place for the benefit of their workforces.
- **Raymond Kinsella** provided details of two forthcoming events which might be of interest to SWBA businesses. Lord Mark Price, a former Government Trade Minister and Managing Director of Waitrose, would be speaking about Brexit and other issues at the Wimbledon Bookfest on 11 October. There would also be a Marketing Jigsaw event at the New Wimbledon Theatre on 26 October. Further details were available from Merton Chamber of Commerce.

## **9. Date/Venue for next meetings:**

**SWBA Directors' meeting 12.30pm, 2 November 2017**

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

**(Venues: TBA)**