



SWBA BID: Minutes of Board Meeting – 18 October 2018
(Venue: Deen City Farm)

1. Introductions and apologies

Present: Directors - John Simpson (White Light), Nick Golson (Deen City Farm) and Nick Stefka (Box Office Supplies)

Estate Coordinator - Claire Morris

Observer - Diana Sterck (Merton Chamber of Commerce)

Apologies: Directors: John D'Aprano (DS Systems) and Lee Anderson (GreenLight Electrical).

In view of the fact that there was no quorum at the meeting, the action points discussed and recorded were agreed subsequently by the Board by correspondence.

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

All outstanding matters were covered by the agenda.

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

It was noted that the draft Agreement setting out the specific services which Merton Council would be responsible for providing had still not been finalised due to delays on the Council's part. The BID would therefore press for this to be resolved as a matter of urgency.

4. BID Proposals – Progress on Delivery Plan

A paper summarising progress to date on the individual projects set out in the BID Proposal document was discussed. Key points were as follows:

- the results of the independent survey to assess parking demand and traffic flow on the estate had been received. It was agreed that a summary of the findings would be produced and circulated to BID members for information and to obtain views on how this should be taken forward for the purpose of future lobbying of the Council and TfL (**Action:** Claire Morris);
- work was proceeding with drawing up an action plan to implement the findings of the review of security on the estate. As a first step, a security awareness questionnaire would be produced for businesses to enable them to evaluate the measures already in place on their premises and to identify areas where improvements might be needed (**Action:** Claire Morris);
- arrangements were being finalised with the Council for the upgrading of the CCTV cameras on the estate. The aim was to purchase one new camera initially and to progressively replace the remaining cameras over the BID term (**Action:** John D'Aprano and Claire Morris);
- an indication of the likely cost of updating the various location boards around the estate would be obtained as soon as possible (**Action:** Claire Morris);

- a meeting had recently been held with the Council and Veolia managers to discuss the BID's concerns about the service currently being provided for street cleaning and the removal of flytipping and other litter. The situation would continue to be monitored and kept under review (**Action:** Nick Stefka and Claire Morris);
- work was progressing with the development of a directory of businesses for the SWBA website. The intention was to collect details from businesses as soon as possible to begin populating this (**Action:** Claire Morris);
- it was agreed that the BID should subsidise a number of places for BID members on appropriate training courses – notably fire warden and first aid – to be run by Merton Chamber of Commerce and arrangements would therefore be put in hand for this purpose (**Action:** Claire Morris);
- Meercat Associates had now been formally contracted to operate a combined purchasing scheme to secure cost savings for utilities and other key services for BID member companies. Details and literature were currently being prepared with a view to launching the scheme by early December.

5. Financial Matters

It was noted that Merton Council had now collected some £72,000 of the total anticipated levy for the current BID year.

A number of payments were due to be made in the near future and funds had been allocated to specific projects for expenditure over the course of the BID year.

6. Any Other Business

There was no other business.

7. Date/Venue of next meetings:

SWBA Members' meeting 12.30pm, 6 December 2018

SWBA Directors' meeting 11.00am, 6 December 2018

(Venues: TBA)

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