



SWBA BID: Minutes of Board Meeting – 6 February 2020 **(Venue: White Light)**

1. Apologies

Present: Directors - John Simpson (White Light), John D'Aprano (DS Systems), Nick Stefka (Box Office Supplies) and Ian Docksey (Trinitarian Bible Society)

Estate Coordinator - Claire Morris

Apologies: Directors: Nick Golson (Deen City Farm) and Lee Anderson (GreenLight)

Key Action Points Agreed:

- to continue to work with the Council on safety improvements to Jubilee Way and Windsor Avenue in particular, including the introduction of appropriate width restriction signage
- to begin developing a signage and wayfinding strategy for the BID area
- to initiate discussions on a potential waste and recycling scheme
- to investigate ways of further greening and improving the BID environment
- to offer subsidised cost places on a new mental health first aid course

2. Matters arising from last BID Board meeting (7 November 2019)

All outstanding matters were covered by the agenda. In addition, it was noted that Merton Council had now sent final versions of the Baseline and Operating Agreements covering the range of services it provided to the BID. Since the BID had not been given notice of the final amendments which had been made these would need to be checked before the documents could be signed.

3. BID Proposals – Progress on Delivery Plan

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

- the work to install a new pedestrian crossing at Jubilee Way and Morden Road had been delayed and confirmation was currently awaited from TfL about the planned timing for this;
- Merton Council had notified the BID that the changes to the parking arrangements along Jubilee Way which had been due to be carried out in December had been rescheduled for the end of January. However, this work did not go ahead because the area had not been fully cleared of parked vehicles and therefore needed to be undertaken at some future date. The Board agreed that the BID should write to the Council to express its concern at this further delay;
- there had so far been no progress by the Council to address the need for appropriate signage to warn vehicles of the width restriction on Windsor Avenue and for the road markings around the BID area to be refreshed and for 20mph roundels to be added. This would therefore also be raised as a matter of concern with the Council;
- confirmation was currently awaited that the work being carried out by Tyco to install the new CCTV cameras had been completed;

- a meeting had been held with Jonathan Docksey of DesignJD to discuss ways to improve the existing signage and wayfinding arrangements around the estate and this project would now commence;
- discussions were ongoing about further ways in which the BID area could be environmentally improved. A meeting would be held shortly with a specialist company to establish what tree planting might be feasible. Consideration was also being given to ways in which some of the proposals contained in the green audit undertaken for the SWBA by the University of East London might be implemented;
- it was agreed that work should begin on developing a cost saving waste and recycling scheme for levy paying businesses. An initial meeting for this purpose had been held with First Mile who already worked with some SWBA businesses. As a first step they would be invited to attend a BID members' meeting in order to explore how such a scheme might operate;
- in addition to the existing first aid and fire warden training courses currently being subsidised it was agreed that the BID would also subsidise the cost of a new mental health first aid course which was being introduced by Merton Chamber of Commerce. It was considered that in view of the increasing need to deal with issues of this nature in the workplace it was important for the BID to support businesses in this way. Further details would be made available to levy paying businesses;
- it was agreed that it would be beneficial to produce a short video later in the year to highlight the various improvements which had been made to the SWBA estate since the BID came into being. This would therefore be taken forward over the coming months.

4. Financial Matters

The BID had completed all the financial returns required and had submitted its accounts to Companies House. The accountants Hartley Fowler had been appointed to handle the BID's financial matters with effect from the end of February.

It was noted that Merton Council had now collected the majority of the levy income for the current BID year 2019/20. The Council had advised that those businesses which had not yet paid their levy would be issued with summonses in mid-February.

There had been a discussion at the last BID members' meeting on 5 December 2019 about the possibility of the BID making a sum of £2,000 available to assist Deen City Farm with a project to improve its playground facilities. A letter would be sent to BID levy paying businesses inviting views about this proposal.

5. Any Other Business

There was no other business.

6. Date/Venue for next meetings:

SWBA Members' meeting - 12.30pm, 5 March 2020 (Venue: Trinitarian Bible Society)

SWBA Directors' meeting - 12.30pm, 2 April 2020 (Venue: GreenLight)

