



SWBA BID: Note of 5 April 2018 Meeting (Venue: White Light)

1. Introductions and apologies

Present: John Simpson (White Light), Nick Stefka (Box Office Supplies), Nick Golson (Deen City Farm), Peter Elliott (BOC), Kathryn St John-Mosse and Gillian Hermanstein (RPC), Adam Laurie (Wow Your Crowd), Richard Armitage, Diana Sterck (Merton Chamber of Commerce), Ian Smith (Shield Associates) and Claire Morris (SWBA Estate Coordinator).

Apologies: John D'Aprano (DS Systems), Lee Anderson (GreenLight Electrical), Ash Daud (Flexicom Solutions) and Sara Williams (Merton Council).

John Simpson was thanked for hosting the meeting and for providing lunch.

2. Matters arising from last Members' meeting (1 February 2018)

It was noted that the launch of the Merton Abbey Mills (MAM) membership scheme had been delayed but that details would be made available in due course.

3. SWBA Security Review – April 2018

Ian Smith of Shield Associates who had been engaged to carry out a review of security on the SWBA estate for the BID explained how this would be done. The initial stage would be taking place during the week commencing 9 April with visits to the estate at certain times of the day and night. An external assessment of buildings and assets would be undertaken to establish the current position and to identify improvements that might be made. An action plan would then be prepared which would contain practical advice for businesses on the estate. Once the work had been completed, it was intended to hold a presentation for BID members to set out the findings of the review.

4. BID Proposals - Progress Report

An update was provided on progress with a number of key proposals as follows:

- the draft Baseline and Operating Agreement with Merton Council was still being discussed with the Council with several outstanding issues yet to be resolved;
- quotes had now been received from two companies for a survey of parking and traffic flow on the estate. Whilst the cost of carrying out the survey would be in the region of £6,500, those present recognised that it would be important to have sound data-based evidence to

support the BID's case for improved parking and traffic safety on the estate when lobbying the Council and TfL. It was therefore agreed that the BID Board would consider how to proceed;

- Shield Associates would be carrying out an independent review of security on the estate during the week commencing 9 April and would then produce a report containing recommendations;
- Adam Laurie from Wow Your Crowd had begun work on the promotional video about the SWBA and the BID which included filming footage of the meeting and around the estate;
- a meeting had recently taken place with Meercat Associates who worked exclusively with BIDs, to discuss what they might be able to provide in terms of combined purchasing of various services for BID members. It was considered that views should be sought from businesses as to whether they would be interested in such arrangements to assist the Board in deciding how to take this forward;
- it was agreed that the Board would consider what training courses were required and at what cost in consultation with Merton Chamber of Commerce;
- it was noted that Nick Stefka had now been the Estate Ranger for three months and those present agreed that the work he had done so far had resulted in a marked improvement in the cleanliness and appearance of the estate.

5. Estate issues

Those present considered that the main issue of concern since the beginning of the year was in relation to flytipping around the estate. A number of cases which were reported to the Council were not resolved within an acceptable timescale and although the situation had subsequently improved, the BID would be keeping up the pressure on the Council to ensure that a satisfactory service was provided.

It was agreed that recent traveller activity on Merton Industrial Park emphasised the need for businesses and their staff to continue to remain vigilant at all times.

6. Financial Update

Total BID levy payments received by the Council at the end of March amounted to £94,225. The BID had already received £85,000 of this and would shortly be invoicing the Council for the remainder. It was noted that the Council had issued court summonses in January to those businesses which had not so far paid their levy. As a result the amount outstanding was just over £4,500 and the BID would therefore be discussing next steps with the Council about recovering this as appropriate.

Annual accounts for the year ending 31 January 2018 had now been prepared for approval by the BID Board before being submitted to Companies House and would be available to BID members once they had been agreed.

7. Any other business

Merton Council was currently working on a workplace health and wellbeing programme for the three local BIDs (SWBA, Willow Lane and Love Wimbledon). This was intended to support local businesses to work together to become healthy workplaces, addressing the needs of employers and employees in relation to both mental and physical health. An action plan would be developed across each BID area to implement local programmes relevant to the businesses in the BID. As part of this, businesses would be encouraged to sign up to the GLA's Healthy Workplace Charter and supported to promote health and wellbeing messages such as by training individuals to act as workplace health champions. Further information would be provided as the work developed.

It was noted that Merton Council was encouraging businesses to sign up to be refill stations under the Refill London Campaign to offer free tap water refills to tackle the issue of single use plastics and plastic pollution. Further details were available as required.

The annual Merton Best Business Awards had now opened for entries and SWBA businesses were encouraged to consider putting themselves forward for this.

8. Date/Venue for next meetings:

SWBA Directors' meeting 12.30pm, 3 May 2018

SWBA Members' meeting 12.30pm, 7 June 2018

(Venues: TBA)