



**SWBA Ltd BID: Minutes of Board Meeting – 2 August 2018**  
(Venue: DS Systems)

**1. Introductions and apologies**

**Present: Directors** - John D'Aprano (DS Systems), Nick Golson (Deen City Farm) and Lee Anderson (GreenLight Electrical)

**Estate Coordinator** - Claire Morris

**Observer** - Peter Aaronson (Arslan Security)

**Apologies: Directors:** John Simpson (White Light) and Nick Stefka (Box Office Supplies).

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.

It was noted that regrettably Marcus Miller had resigned from the Board owing to pressure of work commitments. Since there were now only five Directors it was agreed that BID members should be invited to consider joining the Board in order to broaden the representation of estate businesses.

**2. Matters arising from last BID Board meeting (3 May 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 for the SWBA estate was still being finalised by the Council. The BID was continuing to pursue the resolution of this as a high priority. (**Action:** Claire Morris to liaise with Merton Council).

**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 independent survey to assess parking demand and traffic volume on the estate had recently been undertaken by Capital Traffic and a report was awaited. Once this had been received, discussions would take place with the Council and TfL to lobby for improvements to parking management and safety;
- the findings of the review of security on the estate would be made available to BID member companies with the minutes. Work to draw up and implement an action plan to improve security within the BID area would now begin. As part of this, advice on preventative action to deter fuel thefts which had been received as part of the review's recommendations had recently been circulated to businesses (**Action:** Claire Morris);
- discussions with the Council about the future arrangements for monitoring and potentially upgrading the CCTV cameras on the estate were continuing.

A draft SLA and costings for this purpose had been received and the Board was considering these with the aim of reaching agreement as soon as possible (**Action:** John D'Aprano and Claire Morris);

- it was agreed that the location boards around the estate were now outdated and that consideration should be given to updating these to add logos and make any other appropriate changes. As a first step, an indication of the likely cost of this work would be obtained (**Action:** Nick Stefka and Claire Morris);
- a meeting with the Council and Veolia managers was being arranged at the BID's request to discuss improvements required to the service currently being provided for street cleaning and the removal of flytipping and other litter (**Action:** Nick Stefka and Claire Morris);
- it was noted that a number of updates had recently been made to the SWBA website and that work would now begin on adding other information, notably the proposed directory of BID member companies (**Action:** Claire Morris);
- arrangements for the BID to subsidise the cost of certain training courses, including first aid and fire training, for BID member companies were being discussed with Merton Chamber of Commerce (**Action:** John Simpson and Claire Morris);
- the Board had previously agreed that Meercat Associates should be contracted to operate a combined purchasing scheme to secure cost savings for utilities and other key services for BID member companies. Discussions were ongoing with a view to launching this scheme as soon as possible.

## **5. Financial Matters**

It was noted that the BID had now received £97,882 in levy payments for the first year ending 30 June 2018. Merton Council was continuing to pursue the small number of businesses which had not yet paid their levy. It was further noted that the Council had issued invoices at the end of July to BID member companies for levy payments for Year 2 of the BID term.

There was at present some £77,000 in the SWBA bank account, £15,500 of which had been received very recently from the Council and another £2,000 comprising VAT repayments. There were a number of payments due to be made shortly and the remaining amount was being allocated for the projects specified in the BID proposal document and would be utilised for this purpose.

## **6. Any Other Business**

There was no other business.

## **7. Date/Venue of next meetings:**

**SWBA Members' meeting 12.30pm, 6 September 2018 (venue: Deen City Farm)**

**SWBA Directors' meeting 12.30pm, 4 October 2018 (venue: TBA)**

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