



## **SWBA BID: Note of 6 December 2018 Meeting (Venue: White Light)**

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

**Present:** John Simpson (White Light), John D'Aprano (DS Systems), Nick Stefka (Box Office Supplies), Ian Docksey (Trinitarian Bible Society), Kathryn St John-Mosse and Gillian Hermanstein (RPC), Nikki Cleeter and James Peppitt (Abbey Ward, Met Police), Caroline Cook (Merton Chamber of Commerce) and Claire Morris (SWBA Estate Coordinator).

**Apologies:** Nick Golson (Deen City Farm), Lee Anderson (GreenLight Electrical), Peter Elliott (BOC), Adam Laurie (Wow Your Crowd), Karen Owtram (Essential Services UK Ltd) and Diana Sterck (Merton Chamber of Commerce).

John Simpson was thanked for hosting the meeting.

### **2. Matters arising from last Members' meeting (6 September 2018)**

All outstanding matters were covered by the agenda.

### **3. BID Proposals - Progress Report**

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

- discussions with Merton Council aimed at finalising the draft Baseline and Operating Agreement were continuing;
- the results of the recent survey of parking and traffic flow on the estate had been analysed and a paper setting out the findings and identifying issues for consideration prepared. It was agreed that the paper would be circulated to BID members to seek their views so as to inform decisions about future lobbying of Merton Council and TfL. It was agreed by those present that the principal issue of concern was safety along Jubilee Way;
- a quote had been received for the cost of updating the existing signage around the estate. This was quite high and the Board would therefore be considering this and seeking an additional quote for comparison purposes. It was suggested that there might be some scope for sponsorship of signs to reduce the cost to the BID;
- contracts were due to be finalised imminently to begin upgrading the CCTV cameras on the estate. It was agreed that these improvements to estate security would also be of benefit to the police in dealing with crime;
- the combined cost-saving scheme which the BID had developed in partnership with MeerCat Associates for levy paying members was now ready to be launched and details would be made available within the next week;
- there had been good uptake by BID members of the subsidised fire warden training course at the end of November and the Trinitarian Bible Society was thanked for hosting this. There were still places available for the first aid course at the end of January for which booking details had been sent to BID members by Merton Chamber of Commerce;
- the BID promotional video was now on the website and businesses were encouraged to share this with their staff. Work was now underway on the development of a directory of BID member companies for the website and

businesses would be asked to complete a short form so that they could be listed;

- an environmental audit of the BID area had recently been carried out by students from the University of East London and a green infrastructure report produced. The BID Board would be considering its findings and proposals for environmental improvements, taking account of the cost implications of installing and maintaining any new features.

#### **4. Estate issues**

- Public consultations were ongoing in respect of the Merton Local Plan 2020 and the possible extension of the tram network from Sutton to South Wimbledon, both of which had implications for the SWBA estate. Details had recently been circulated to businesses with a request for views to inform the BID's responses which needed to be made in early January;
- It was reported that a business at the Saxon Business Centre had been experiencing regular fuel thefts from its vehicles. The Police emphasised the importance of reporting all such occurrences to them in order to help allocate resources where needed to tackle such crimes;
- It was noted that TfL had been formally asked by the BID to deal with the overhanging vegetation alongside the tramlink on Deer Park Road which was causing major difficulties for vehicles parking there;
- Japanese knotweed had been identified in some parts of the estate and it was agreed that this needed to be addressed, although it was recognised that this could be very costly.

#### **5. Security Matters**

One of the recommendations of the security review carried out earlier in the year was to provide businesses with a checklist to help them to assess how secure their premises were. This had been prepared and would be circulated to businesses.

#### **6. Financial Update**

It was noted that there was currently some £55,000 in the SWBA BID account, and that these funds were being allocated to specific projects as appropriate. All tax and VAT returns for 2018 had now been filed with HMRC.

There was some discussion of the new HMRC requirements for businesses with an annual turnover of £10,000 or more to provide digitalised accounts from April 2019. This would have implications for the BID and the Board would therefore be taking the necessary steps to ensure compliance. In doing so, there would be a significant cost which would need to be met from the BID budget.

Merton Council had so far received almost £90,000 of the total levy due for the 2018/19 BID year. Summonses would be issued in early January to those businesses which had not paid their levy by that time. There also remained a small number of businesses which had not paid their first year's levy despite action being taken by the Council to recover this money and this would be pursued.

#### **7. Any Other Business**

- Merton Chamber of Commerce was supporting the Merton Giving charitable venture which aimed to help improve lives across the Borough and

businesses were encouraged to get involved by giving money and in-kind support.

- Gym 1971, located on Lombard Road, was offering 30 minute lunch time fitness sessions at a cost of £7.50 available to all employees on the SWBA estate. Details of how to access this offer would be circulated with the minutes.

**8. Date/Venue for next meetings:**

**SWBA Directors' meeting 12.30pm, 7 February 2019**

**SWBA Members' meeting 12.30pm, 7 March 2019**

**(Venues: TBA)**