



BRENTWOOD TOWN CENTRE RENAISSANCE GROUP MEETING
17TH APRIL 2013

PRESENT:

Renaissance Group:

Nick Abbott (Chairman)	NA	BT
Michael Hardy (Vice-chairman)	MHar	Brentwood Resident
Cllr Nigel Clarke	NC	Brentwood Borough Council
Cllr Mike Le-Surf	ML-S	Brentwood Borough Council
Cllr Louise McKinlay	LMcK	Brentwood Borough Council
Cllr Philip Mynott	PM	Brentwood Borough Council
Mr O.	MrO	Brentwood Resident
Sue Page	SP	Crown Street Trader
Cllr Mark Reed	MR	Chairman, Town Centre Management, Community and Localism Panel BBC
Sue Winton	SW	Manager, Baytree Centre

Support Group:

Kim Anderson	KA	Brentwood Borough Council
Ashley Culverwell	AC	Brentwood Borough Council
Lisa Stroulger	LS	Brentwood Borough Council

APOLOGIES:

Steve Boyle, Jen Candler, Mike Hawkins Cllr Roger Hirst, Lois King, David Miles, Robert Overall, Julien Pritchard and Kaye Thurgood

		Action
1.	Welcome and introductions: MHar opened the meeting and welcomed all present.	
2.	Minutes of the 28.2.13 meeting and matters arising: It was noted that the minutes had been transcribed from an audio recording of the 28.2.13 meeting. They were agreed as a correct record. All matters arising were included on the agenda except A-Boards.	

	<p>Regarding Item 6 – Town Centre Update – ML-S requested that Steve Boyle attend the next RG meeting to give an update on the situation regarding Alfred Road.</p> <p>Action: SB to be invited to next meeting.</p>	JS
3.	<p>Terms of Reference: LS advised that no feedback had been received following her circulating the ToR to RG members. A report would be prepared for the June 2013 Strategy and Policy Board meeting.</p> <p>Action: LS to draft report.</p>	LS
4.	<p>Budget Update: LS circulated the budget document which had now been confirmed. Unallocated RG funds were to be carried over from 2012/13.</p>	
5.	<p>Draft costs for possible future projects: The costs for proposed projects were circulated and also four bid forms.</p> <p>Action: SB to be invited to next meeting.</p> <p>1. <u>Love Your Market event – 18 - 25.5.13.</u> A bid of £1000 was submitted to cover the marketing and a musician and photographer to provide additional atmosphere.</p> <p>It was agreed that local people should be engaged to take photo's and young musicians could play at the event. PM suggested the local photographic society be approached via the Arts Council.</p> <p>Action: LS to progress.</p> <p>2. <u>Foodfest event 2014</u> – SP, LS and Lois King had met and suggested that the event should take place on one day. They estimated the cost as between £5-7k but this was likely to be covered by sponsorship, concessions and donations.</p> <p>There was some discussion regarding the High Street being closed, use of empty shops, whether the event should be held on the same day as the Strawberry Fair or Arts Festival, etc.</p> <p>The Group agreed the event should be entitled 'Love Brentwood Local Food Festival' and that RG funding be put aside in case sponsorship did not cover the total needed.</p> <p>Action: LS/SP to progress</p> <p>3. <u>Kings Road/Warley Hill</u> – Bid for new directional map/poster site, marketing location map for stores and businesses, website.</p> <p>The Group noted that a website was in development and it was agreed that the RG contributed £95 subject to a domain name being established. This would be linked to the Brentwood website.</p> <p>4. <u>Made in Brentwood</u> – Campaign to brand and showcase products made and grown and sold within the Borough. A service provision could also be included. This initiative would support the local economy, small manufacturers and traders within the Borough; increase outlets, availability and sales. A commitment would be needed from each retail area.</p>	<p>LS</p> <p>LS/SP</p>

	<p>It was suggested that matching door stickers, posters and tags/labels be produced and various designs were considered by the Group. Action: LS and SP would discuss designs and progress. The estimated cost of the scheme was £3,000 and the Group agreed to initial funding of £1500.</p> <p>LMcK requested a list of all planned proposals for 2013/14 be provided. Action: LS to compile list.</p> <p>5. <u>Borough wide Longstanding Business Awards</u> – Cllr Russell had proposed this award but AC doubted there was sufficient staff capacity to support it. The Group considered any such award should reflect a business' contribution to Brentwood rather than longevity.</p> <p>NA proposed the idea be progressed and requested the entry form be re-vamped and the Gazette be approached to include it on their website. A plaque could be given as a prize. Action: LS to progress</p> <p>6. <u>Lamp column banners for Shenfield, Kings Road, Warley Hill.</u> Stress testing had been requested by ECC. Initial costs depended on the outcome of the stress tests and the number of lamp columns but estimates were £7k-10k per area. MH suggested Network Rail may fund those banners close to stations. Action: LS would contact ECC re stress-testing. LMcK highlighted the need for support being given to other shopping areas in the Borough including funding for Shenfield's Christmas event. Action: LS would contact KT to discuss.</p> <p>7. <u>Replace Union Jack Banners with new Love Brentwood branded designs</u> - cost approximately £8k. It was noted that the current banners were still in good condition.</p> <p>NA proposed that decisions on items 6 and 7 be deferred until a future RG meeting.</p> <p>LMcK advised that the RG's funding was safe for 2013/14 but it was anticipated the group would need to become self-funding through sponsorship in the future.</p>	<p>LS/SP</p> <p>LS</p> <p>LS</p> <p>LS</p> <p>LS</p>
6.	<p>Alternative resource streams: A discussion ensued regarding alternative resource streams and it was agreed that a future RG meeting be devoted to considering this matter.</p>	
7.	<p>Local projects update:</p> <p>1. <u>Brook Street</u> - There was general concern regarding the bad state of the area around Brook Street roundabout, litter, parking, etc. The Group was advised that Cllr Ann Coe was to spend her ward budget on clearing the area and that liaison was underway with ECC. It was suggested that Brentwood in Bloom could be involved, also sponsorship be sought from garden centres and local businesses. Action: LS to write to Joanna Killian at ECC to establish the current situation.</p>	<p>LS</p>

	<p>2. <u>Lion and Lamb Court</u>: PM reported that 5 cars were parking there but ownership could not be established. Action: AC to follow up and report to the next meeting.</p>	AC
8.	<p>Christmas Lights Update: KA advised that she was awaiting a response regarding the Christmas lights and would report back at a future meeting.</p>	
9.	<p>Crossrail: A local resident attended the meeting and advised the Group of information he had gathered regarding proposals for Crossrail in Shenfield. Mr O was thanked for attending and for the information he had provided. Action: 1. LS to invite the Chairman of Crossrail and Eric Pickles MP to the next meeting - NA proposed the date of the RG meeting be changed if necessary. 2. LS to draft cross-party letter to be sent to a) Crossrail and b) The Gazette - to be checked for correct information before being sent by Mr O.</p>	LS LS
10.	<p>a) Alfred Road Update: SB had provided a written update on the situation which indicated some progress. NA requested Alison Crowe be involved in the matter. Action: AC to chase</p> <p>b) High Street Paving works Update The ECC Cabinet Member had written to NA to advise that necessary works would be completed, however, LS updated that due to the bad weather, ECC had since advised the High Street paving was not considered a priority. Action: LS to write to Joanna Killian and copy in Eric Pickles and Gazette.</p> <p>c) Free Parking Update: The last free parking day in the MSCP had been 30.3.13. NC thought the initiative had been successful because it had been advertised. A report was to be made to Community Panel when the success of the free parking days would be assessed. It was noted that the notices were still up and needed removing. Action: LS to arrange removal.</p> <p>NC highlighted that improved signage was needed for the MSCP and Chatham Way Car Park.</p> <p>d) Crown Street Works Update: The Group noted that the works had been due to start on 2nd April 2013 but had been delayed by ECC and were now due to begin in May/June. NC advised that local businesses had promised sponsorship of £4.5k. Action: LS to write to Joanna Killian to ascertain progress.</p> <p>e) Tree Planter ‘wrap arounds’: RG members expressed their views on this proposal. Planning advice needed to be sought. LS to contact Planning for advice.</p> <p>f) Market Charter Update: The Records Office advised that the Charter cannot be picked up until after Purdah. It was suggested that Brentwood School be requested to undertake translation.</p>	AC LS LS LS
11.	<p>AOB: 1. Pigeons around the High Street ruins: The pigeon problem continued and a</p>	

	<p>hawk or culling was to be considered. Action: AC would re-visit the issue</p> <p>2. Trees in Shenfield which dropped fruit onto the pavement: It was noted that the pavement had been cleaner of late.</p> <p>3. A-boards: AC advised that ECC continued to police these but it was a low priority. LS suggested a style and design policy document be produced.</p> <p>Action: LS would provide guidance document for next meeting.</p> <p>4. Planning Updates: It was requested and agreed that Planning Officer updates on High St applications at RG meetings be reinstated. Action: LS to include on future agendas</p> <p>5. William Hunter Way: An update was requested. Action: To be included on agenda for next meeting.</p> <p>6. Red Frog, High Street: It was noted the windows at this premises were very dirty and SP volunteered to clean them. Action: LS would contact landlord.</p>	<p>AC</p> <p>LS</p> <p>LS</p> <p>LS</p> <p>LS</p>
	<p>List of Actions:</p> <p>Item 2 - Minutes of 28.2.13 meeting and matters arising: SB to be invited to next meeting.</p> <p>Item 3 – Terms of Reference : LS to draft report for Strategy and Policy Board.</p> <p>Item 5 – Draft costs for possible future projects:</p> <p>1. Love Your Market event: LS to progress</p> <p>2. Foodfest event 2014: LS/SP to progress</p> <p>4. Made in Brentwood: LS and SP would discuss designs and progress</p> <p>LMcK requested a list of all planned proposals for 2013/14 be provided: LS to compile list</p> <p>5. Borough-wide Longstanding business Awards: LS to progress</p> <p>6. Lamp column banners for Shenfield, Kings Road, Warley Hill: LS would contact ECC re stress-testing. Funding for Shenfield's Christmas Event: LS would contact KT to discuss.</p> <p>7. Local Projects Update –</p> <p>1. Brook Street: LS to write to Joanna Killian at ECC to establish the current situation.</p> <p>2. Lion and Lamb Court: AC to follow up and report to the next meeting.</p>	

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b) High Street Paving works Update: LS to write to Joanna Killian and copy in Eric Pickles and Gazette.

c) Free Parking Update: LS to arrange removal of old notices.

d) Crown Street Works Update: LS to write to Joanna Killian to ascertain progress.

e) Tree Planter 'wrap arounds': LS to contact Planning for advice.

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