



BRENTWOOD TOWN CENTRE RENAISSANCE GROUP MEETING

19TH DECEMBER 2012

PRESENT:

Renaissance Group:

Nick Abbott (Chairman)	NA	BT
Michael Hardy	MHar	Brentwood Resident
Mike Hawkins	MHaw	Brentwood Chamber of Commerce
Cllr Mike Le-Surf	ML-S	Brentwood Borough Council
David Miles	DM	Federation of Small Businesses
Cllr Philip Mynott	PM	Brentwood Borough Council
Sue Page	SP	Crown Street Retailer
Cllr Mark Reed	MR	Chairman, Retail, Community and Culture Panel BBC
Kaye Thurgood	KT	Shenfield Retailer
Jane Bennett	JB	Brentwood In Bloom
Laurie Edmonds	LE	Local By Social

Support Group:

Kim Anderson	KA	Brentwood Borough Council
Owen Walters	OW	Brentwood Borough Council
Ashley Culverwell	AC	Brentwood Borough Council
Susan Luckhurst	SL	Brentwood Borough Council
Roy Ormsby	RO	Brentwood Borough Council
Jean Sharp	JS	Brentwood Borough Council
Lisa Stroulger	LS	Brentwood Borough Council

APOLOGIES:

Steve Boyle (SB), Peter Dawson, Cllr Roger Hirst, Cllr Louise McKinlay, Robert Overall and Julien Pritchard

		Action
1.	Welcome and introductions: The Chairman welcomed all present to the meeting and introduced Laurie Edmonds.	
2.	Variation in order of the agenda: The Chairman proposed that item 6 – Marketing – be considered at the beginning of the meeting.	
3.	<p>Marketing: Website stickers: LS advised that LoveBrentwood website stickers which were being produced and would be delivered to shops in the High Street with a covering letter to promote the website. Traders were able to upload and update information to the site.</p> <p>Details of the initiative would be forwarded to the Chamber of Commerce and FSB and NA proposed that it could be publicised at breakfast meetings.</p> <p>2013 banners: Three examples of concepts for banners for 2013 were circulated for consideration and were voted on. Concept 1 received 8 votes, Concept 2 received 3 votes and Concept 3 received 0 votes.</p> <p>It was proposed that Members' opinions be sought and Concept 1 was approved subject to Members' agreement.</p> <p>It was proposed that the colours used for the banners should match in with Brentwood in Bloom's colour scheme for the High Street.</p> <p>NA thanked JB on behalf of Brentwood In Bloom for making the High Street look fantastic during 2012. JB advised that this year's plants needed to be ordered very soon but the number of hanging baskets would be reduced compared to last year due to lack of funds. NA proposed that a contribution from the RG should be discussed at the 28.2.13 RG meeting.</p> <p>JB confirmed that the colours of plants displayed would be consistent across the borough.</p> <p>KT said problems had been reported with bees and wasps in planters in Shenfield. Action: JB and KT would discuss outside the meeting.</p> <p>'Made in Brentwood': Laurie Edmonds – Director of Local By Social gave a presentation regarding an initiative of launching a Made in Brentwood brand to promote locally made goods which could be stocked in Brentwood shops and be promoted on the LoveBrentwood website. A logo would be designed to be included on labels and stickers.</p> <p>Group members were mainly supportive of the initiative and put forward ideas for its' promotion. Action: LS would work with LE to establish costs and how to progress the initiative.</p>	<p>JB/KT</p> <p>LS/LE</p>
4.	Minutes and matters arising: The minutes were agreed as a correct record with the addition of DM's apologies which had not been recorded and all matters arising were covered within the agenda.	
5.	Vice-chairman invitations and voting: Applications for the position of vice-chairman had been received from MH and SP who both left the room while a vote	

	was taken. MH was appointed vice-chairman and the chairman congratulated him and thanked SP for her application.	
6.	<p>Town Centre Update:</p> <ul style="list-style-type: none"> • Alfred Road: A written update from SB was circulated which indicated that the matter were progressing but there were still various issues to be resolved. ML-S requested SB give an update at the 28.2.13 RG meeting. NA had met with the new owner of the Baytree Centre who intended to seek legal advice on the matter. Action: SB be invited to 28.2.13 meeting. • Social media training: Three dates had been booked and FSB were providing the business-related training which was to take place on 14th, 21st and 28th January 2013. 23 businesses had come forward for places. • South Street Lighting: A contractor had been appointed and a meeting was to take place with him on 20.12.13. • ECC update (Highways): The day of the meeting was the last date to receive responses to the consultation on Crown Street and so far no responses had been received. A-Boards – a policy had still not been published. MHar believed the policy should be decided locally. Repairs – NA reported that he had accompanied an ECC officer along the High Street who had identified repairs needed but no action had been taken. Action: A letter would be sent to ECC regarding this issue on behalf of the RG. • Pigeons: MHar expressed concern regarding the damage being done to the Chapel Ruins by pigeons. The group was advised that James Ross, Conservation Officer, was in contact with English Heritage. Action: SL would follow up with Mr Ross. NA believed money had been allocated from the Assizes Trust fund to effect repairs to the ruins. Action: SL would follow up. • Lion and Lamb Court: MHar was also concerned regarding cars parking in Lion and Lamb Court and had been advised that no enforcement could take place there. PM said he was currently pursuing the issue through Members Casework. • William Hunter Way: MHaw enquired re an update regarding William Hunter Way. AC advised there had been no significant developments. Action: Cllr Parker to be invited to the 28.2.13 RG meeting. 	<p>JS</p> <p>AC</p> <p>SL</p> <p>SL</p> <p>LS</p>
7.	<p>Events: Lighting Up: KA gave an update on the successful lighting up events in Brentwood and Shenfield High Streets. The Brentwood event was to take place on 30.11.13 and it was anticipated there may be parking issues if the development of William Hunter Way had commenced.</p> <p>KT thanked KA and the Ward Councillors for their contribution to the success of the Shenfield event.</p> <p>MR paid tribute to KA for her work in organizing/supporting the events. Action: KA would investigate and seek outline costs for stringing lights across the High Street for 2013.</p>	<p>KA</p>

	<p>Food Fest: Scoping had been done for this event but undertaking it depended on the financial situation. It would take place after April 2013 anyway. NA wished to focus on local produce at the event and proposed that planning should continue whilst awaiting the outcome of the Council's budget.</p> <p>NA passed onto details of a contact he had made at the C of C lunch who wished to be involved with Food Fest.</p> <p>Action: LS to contact.</p>	LS
8.	<p>Shenfield: KT thanked RO for decluttering Hutton Road by removing bins and requested a gritting bin be provided.</p> <p>The erection of the notice board was going through a consultation process and Stuart Anderson was going to send details of benches – 2 to be provided by the RG and a resident wished to provide one in memory of their father.</p> <p>Action: RO would chase SA for bench catalogues.</p> <p>KT wished to bid for RG funding for hanging basket posts.</p>	RO
9.	<p>Governance: NA was to attend O and S Committee on 25.2.13 when the RG Governance was to be discussed. PM had requested a report be made to the Committee as some Members were not clear on the governance of the RG.</p>	
10.	<p>Funding Applications: Action: SL would circulate these to RG members.</p>	SL
11.	<p>AOB: SP requested a sign for Crown Street similar to that provided for Moore's Place.</p> <p>Action: LS to follow up.</p> <p>NA thanked SL for her contribution to the work of the RG since she was leaving the Council's employ.</p>	LS