

Minutes

Meeting: Brentwood Town Centre Renaissance Group Meeting
Venue: Committee Rooms, Town Hall
Date: Thursday 28th February 2013
Time: 6.00 pm
Minutes: Corporate Support

Attendees: Renaissance Group, Nick Abbott (NA) (Chairman) – BT; Michael Hardy (MH) (Vice Chairman) – Brentwood Resident, Mike Hawkins (MH)–Brentwood Chamber of Commerce, Lois King (LK)– Live Local, Local for Business, Cllr Mike Le-Surf - BBC, Alan Jefcoate – Federation of Small Businesses, Sue Page (SP), Cllr Philip Mynott - BBC, Julien Pritchard – Pinney Talfourd Solicitors, Cllr Mark Reed – Chairman, Town Centre Management, Community and Localism Panel BBC, Kaye Thurgood – Shenfield Retailer, Sue Winton – Manager Baytree Centre

Support Group, Kim Anderson (KA) – BBC, Ashley Culverwell (AsC) – BBC and Lisa Stroulger (LS) - BBC

Apologies: Steve Boyle, Jennifer Candler, Cllr Roger Hirst, Cllr Louise McKinlay and Robert Overall.

NB: Due to the unavailability of a minute taker at this meeting, it was necessary to tape record the meeting. The minutes below have been transcribed from that tape recording by a person who was not present at the meeting. Every effort has been made to ensure that the minutes accurately reflect what was said at the meeting.

1. Welcome and Introductions

MHar opens the meeting, asks for any objections to tape recording being in place.

2. Minutes and Matters Arising

NA confirms that minutes and matters arising from last meeting are up to date and accurate. These were signed off as correct.

3. Terms of Reference

AsC updated the group about the Overview and Scrutiny Committee. A report on the Renaissance Group was handed to members at the meeting giving details of the history of the group and laid out the Governance arrangements that are in place.

AsC stated that the 'Old Terms of Reference' (issued August 2012) had been mistakenly attached to the document but the only difference was that of the Members of the Group.

The new Terms of Reference were tabled at this meeting.

Actions:

- Group to read through Terms of Reference and agree and feed back to AsC by Thursday 7th March 2013
- Terms of Reference once agreed to go back to BBC

4. Achievements 2012/2013

A list of the Group's achievements over the last year was tabled at the meeting.

The most recent achievement was the Social Media training for Local Businesses on Twitter, Facebook and Google Advertising – feed back was exceptional with good scores, (Evaluation document was tabled).

5. Identify and Prioritise Projects for completion in 2013/2014

(Document tabled with Renaissance Group Heading).

A funding application would be required for each item, should it be decided to progress with any, including:

Made in Brentwood

FoodFest

Marketing Campaigns – street markets; events; parking etc

Love Brentwood – to name but a few.

Actions:

- Approximate costings to be provided to the next Renaissance Group
- Group to add any other items encouraging Shenfield, Ingatestone and Warley Hill, applying on funding application to be put forward

6. Town Centre Update

LS explained about the CCTV cameras and that market stall holders were not setting up before 7.00 am. Agreement was to smarten up the appearance of the market, including new gazebos and to hold meetings on a regular basis.

There were problems raised over the 'A boards' policy.

AsC tried explaining the contents of the Policy, drawn up by ECC. There was disagreement within the meeting, as the original local documents had already been agreed.

Elements from the original document are to be put forward to ECC to compile the new document.

Actions:

- Item to come back to next meeting to be discussed further, amalgamating old document into new before putting forward to ECC

Markets were discussed and that there had been no complaints recently and the parking issue had been addressed.

Alfred Road Update

The urgency of getting this resolved has fallen back.

Action:

- LS to liaise with Steve Boyle regarding Alfred Road and invite him to feedback to next meeting

High Street Paving update

Essex County Council had provided an update that they had ordered the paving slabs and workman are in place to start. It was suggested that the Head of Highways from ECC be invited to the next RG meeting. It was stated that Robert Overall is currently invited to attend each RG meeting, but has so far been unable to attend for some time.

Actions:

- LS to chase ECC as to when the above works will commence
- LS to check if there is a 'stock' of old slabs that can be used

Crown Street Works

Road closure will commence on 1st April 2013.

Banners in High Street

LS explained that the current banners were still in good condition. It was suggested that under current budget circumstances, replacement banners be held off until the current banners needed replacing and in the meantime funds be directed elsewhere.

The point was made that positive comments had been received about the current banner design.

Members had agreed that of the new designs, option 2 was the preferred option.

Agreed:

- The RG agreed that Option 2 was also the preferred option.
- That the condition of the banners would be reviewed again in the Summer.

Actions:

- A calendar to be produced of forthcoming events as to when banners could be used
- Scene Scape work for Warley Hill and Kings Road update to be added to the next agenda and for appropriate person to attend the meeting
- Highways – costs required for 'light standards' LS to update at next meeting

- Costs for 'tree pit' banners – wrap around and for banner in Shenfield, Warley Hill and Ongar Road

7. FoodFest

It was suggested by the RG that if held, this event should be held off for one year (to 2014), allowing for the planning and organisation that the event will require. It may involve the closure of the High Street, be held in the summertime (date not yet known), pop up shops, shop events etc. The theme would include local produce – sponsorship and engagement would be required from local businesses. It was suggested that it might work alongside a programme of other events including the Strawberry Fair and the Arts event.

Cllr Mynott asked that the Arts Council be consulted regarding this possible event.

Actions:

- LS/Lois and Sue to organise agenda item for next meeting titled 'Views and Ideas' for example; sponsors, celebrity chefs, shops, outline costs
- LS to seek opinion of the Arts Council

8. Local Projects Update – Michael Hardy

NB: This Item difficult to hear

Brook Street is a mess. The Group were not clear on who owned the land containing two derelict houses.

Actions:

Brook Street –

- MR to look back at meeting regarding the planters and verges
- Removal of litter and basic tidiness of area is required
- Ownership of the buildings

Shenfield

KT Crab Apple trees not maintained, the falling of the apples are resulting in injury to pedestrians and is becoming a constant problem. Street Scene has been informed and Stuart Anderson has said that they are the wrong type of trees for that area. The trees have also caused lifting of the pavements.

Essex County Council has stated that the trees will not be felled.

KT suggests felling then replacing with more suitable trees for that area.

It was suggested that the cost for this could run into thousands.

Actions:

- AsC to liaise with Essex County Council for an update regarding the trees

9. Value for Money and Accountability – Ashley Culverwell

AsC explained the importance of the discussions that the RG make.

He stated that bids for project funding should have some kind of business approach with an aim to it. Projects should have a proforma and state its aim.

10. Budget Update and Funding Applications – Lisa Stroulger

Papers tabled showing budget update and funding applications.

LS explained to the group that the grant for this financial year was £15,000. The Capital spend was £38,000.

The RG to explore becoming more financially independent through funding and sponsored events.

Shenfield Poster Sight

Dates are being organised for installation. The utilities underground had not been considered when the installation quote was originally sourced. An extra £280.00 was therefore now required to secure an engineer to oversee the installation.

Agreed:

- The RG group agreed for the required payment of £280.00 to be paid towards the overseeing of the installation of the sign
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11. Christmas Lights Report – Kim Anderson

KA explained the 'cross banner lights' these were suggested to go across the High Street in Brentwood. KA had invited our current lighting contractor along to assess the area, a number of concerns raised as follows:

- Permissions would be required from all involved with the fittings of the banners
- Properties would need to be assessed for suitability
- The fixtures would need to be secure enough to take the weight of the banners
- There is a possible height issue, vehicles could get entangled
- Essex County Council have issues with the lights across the high street
- The cost for each banner is £2,000
- The cost would be dependant on how many were required.

KA explained that there are other possible options but they all would have a cost.

Actions:

- KA to liaise with a designer and find suitable ways, cost effective ways of possible re-design of light/banner display

12. A.O.B

Actions:

- O&S New Group (Brentwood First Group) to be invited to meetings.
- Members of RG to be aware of any problematic politics, which they should choose not to be a part of.
- Crossrail – to be an agenda item for the next meeting, attendance required from Crossrail

13. Dates of Future Meetings

Traders meeting; 5th March, 6-8pm; Committee Rooms

Renaissance Group 4.30-6.30pm

17th April

5th June

17th July (5.30pm)

4th September

23rd October

11th December