



BRENTWOOD TOWN CENTRE RENAISSANCE GROUP MEETING

29th August 2012

PRESENT:

Renaissance Group:

Nick Abbott (Chairman)	NA	BT
Michael Hardy	MHar	Brentwood Resident
Mike Hawkins,	M Haw	Brentwood Chamber of Commerce
Cllr Mike Le-Surf	ML-S	Brentwood Borough Council
Bryan Odell	BO	Total Data Management
Clive Othen	CO	Brentwood Chamber of Commerce
Sue Page	SP	Crown Street Retailer
Cllr Mark Reed	MR	Chairman, Retail, Community and Culture Panel BBC
Kay Thurgood	KT	Shenfield Retailer

Support Group:

Kim Anderson	KA	Brentwood Borough Council
Dan Cannon	DC	Brentwood Borough Council
Ashley Culverwell	AC	Brentwood Borough Council
Rissa Long	RL	Essex County Council
Susan Luckhurst	SL	Brentwood Borough Council
Jean Sharp	JS	Brentwood Borough Council

APOLOGIES: Peter Dawson, Crispin Downs, Kate Gordon, Cllr Roger Hirst, Cllr Louise McKinlay David Miles, Robert Overall, Prajay Patel and Julien Pritchard

	<p>4. <u>EVENTS – TORCH, XMAS, FARMERS MARKET, RESTAURANT:</u> (ii) <i>Farmers Market:</i> Clive Othen was present at the meeting.</p> <p>8. <u>PROJECT FUNDING APPLICATIONS:</u> NC had provided a breakdown regarding funding for Creatively Vacant.</p> <p>10. <u>ENVIRONMENTAL REPORT:</u> (ii) <i>Chapel Ruins:</i> SL awaited advice from Roy Ormsby regarding smartening up benches.</p> <p>13. <u>ANY OTHER BUSINESS</u> – NA had met with Clive Power regarding good news stories coming out of the RG which could be included in local press.</p>	
<p>2.</p>	<p><u>PLANNING</u></p> <p>JC advised that a consultation was to take place regarding the Local Development Plan for the next 15 years and a report was to be made to the Retail, Community and Culture Panel on 12.9. 12 in this regard.</p> <p>Two meetings for traders/RG/Brentwood First etc. etc and Members had been arranged on 16th October and 23rd October and would focus on Brentwood Town Centre and Shenfield to find out the key issues. The consultation would cover the whole borough and would help to advise on issues such as ASB, transport and future development. Planning officers would facilitate the meetings. An extensive formal consultation to identify key issues would follow.</p> <p>Regarding William Hunter Way, JC advised that meetings were continuing with developers. Progress was being made but some issues needed to be addressed. Cllr Parker was the lead Member for WHW.</p> <p>It was proposed that Cllr Parker and the developer should be invited to an RG meeting. Action: SL to invite Cllr Parker and developer to future meeting.</p> <p>JC confirmed that Waitrose were keen to trade in Brentwood.</p>	<p>SL</p>

<p>3.</p>	<p><u>BUDGETS</u></p> <p>SL circulated a budget summary sheet. The RG had plenty of capital monies but were struggling with revenue.</p> <p>NA advised that funding had been agreed for next year but he would request more.</p> <p>Proposed projects were discussed and NA suggested that the Food Festival be delayed until the next financial year.</p> <p>Action: SL and NA would discuss the use of the remaining budget off-line.</p>	<p>SL/NA</p>
<p>4.</p>	<p><u>TOWN CENTRE UPDATE:</u></p> <p>RL had been invited to the meeting in respect of Crown Street pedestrianisation, A Boards and the repair of the High Street following utilities' works.</p> <p>Crown Street: RL advised that funding had been approved for the scheme and it was to be reported on at the 19.9.12 Highways Panel. The proposal would have to go to public consultation.</p> <p>A Boards – RL reported that it was an ECC policy that advertising on the highway was not permitted, also the A boards caused a health and safety issue. Trading Standards undertook regular enforcement.</p> <p>AC said that a policy had been written by ECC and BBC in relation to A-Boards which BBC Members had approved and which needed to be approved by ECC. An ECC officer was progressing this.</p> <p>Action: RL would follow this up and advise RG members so that the matter could be chased by AC.</p> <p>Poor reinstatement of High Street: RL reported that utilities were duty bound to reinstate any disturbed area of highway within a certain period and an ECC officer was responsible for ensuring this was done. NA proposed he should walk down the High Street with the officer once per month. MHar sid there were other issues such as loose kerbstones in the High Street that needed attention.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. JS to circulate ECC Highways fault reporting address. 2. RL would ask relevant colleague to contact NA 	<p>RL</p> <p>JS RL</p>

<p>5.</p>	<p><u>EVENTS</u></p> <p>KA reported that Lighting Up Brentwood was to take place on 1.12.12 and the lights would be switched on at 5.00pm.</p> <p>It was proposed to put up additional lights in Kings Road and extend them past Brentwood Station up to The Avenue, to put in a ring main in Crown Street for the small Christmas trees, to have additional lights in St Thomas' Road and Hutton Road and provide a lighting pillar outside Shenfield library. KA requested RG funding for some of these.</p> <p>Action:</p> <ol style="list-style-type: none"> 1. KA to give NA a breakdown of costs. 2. KT would work with KA to work out a budget to support Shenfield Lighting Up. <p>KA advised there was to be free parking in the MSCP on Lighting Up day and 3 others – 22.12.12, Valentines Day 2013 and another was proposed.</p> <p>Publicity: an A5 24 page brochure was to be published in which local businesses could advertise. Details of the Shenfield Lighting-Up event were to be included. Production of this brochure was being outsourced.</p> <p style="color: red;">It was planned to hold the Shenfield Lighting-Up event on the day after Brentwood's event (i.e. Sunday 2nd December), with the Mayor presiding over the lighting-up ceremony. MHaw advised that for many years previously Brentwood Chamber of Commerce had organised this formal lighting-up ceremony when it had taken place earlier on the same day as the Brentwood event. However, having now been made aware of the alternative plan for 2012, MHaw said that the planned usual arrangements by the Chamber of Commerce would be stood down.</p>	<p>KA KT/KA</p>
<p>6.</p>	<p><u>MARKETING</u></p> <p>The Leisure Brochure had been published and DC was distributing it around the town.</p> <p>The loveBrentwood website had been launched. DC had promoted it to local businesses and 53 were now included on the site. There was to be a public launch in a couple of weeks' time with a Town Centre event and on-line launch.</p> <p>MHaw was concerned at the late publication of the brochure.</p> <p>MR said that the publishers did well last year but their service was unsatisfactory this year. He confirmed that the brochure had cost BBC nothing and there was no commitment for next year.</p>	
<p>7.</p>	<p><u>MARKET CHARTER:</u> CO was welcomed to the meeting and congratulated on his success in finding Market Charters from 1257 and 1252 which gave authority for Brentwood to hold markets. It seemed there were 7 Royal Charters for Brentwood and he would continue to investigate. NA confirmed the RG would like to support CO in his quest and thanked him for his efforts thus far.</p> <p>Cllr Baker requested that a local market operator be contacted with regard to</p>	

	<p>setting up future Brentwood markets. Action: SL to liaise with Cllr Baker regarding this contact.</p>	SL/PB
8.	<p><u>SHENFIELD</u> On behalf of Shenfield traders, KT requested RG funding for the following: 1. Notice Board – green/gold costing £2,000 – NA agreed funding 2. Benches – sponsorship had been arranged for one and some bike-storage hoops but 2 or 3 more benches were needed - NA agreed funding 3. Evergreens/topiary – NA agreed funding in principle 4. Bike racks – RL to provide costs. Action: SL to work out costs and progress matters.</p>	SL
9.	<p><u>LOCAL PROJECTS</u> MHar was to provide an update but due to a lack of time agreed to forward problems he had encountered and residents' comments onto AC.</p>	
10.	<p><u>DATE OF NEXT MEETINGS:</u></p> <ul style="list-style-type: none"> • 24th October at 4.30pm – Committee Rooms • 19th December at 4.30pm – Committee Rooms 	
11.	<p><u>SUMMARY OF ALL ACTION POINTS:</u></p> <p><u>1. MINUTES OF THE 9.5.12 MEETING AND MATTERS ARISING:</u></p> <p><i>1. (i) Alfred Road:</i> Action:</p> <ol style="list-style-type: none"> 1. SL would write to agents for the former post office building to obtain an update. 2. SL would advise RL who SB had been dealing with at ECC regarding Alfred Road. <p><i>2. Town Centre and Project Updates:</i> MR had followed up shops local to the new High Street toilets holding the RADAR key but the pharmacy manager was away – he would chase. Action: MR to pursue.</p> <p><i>(iii) Funding Training for Social Media and Retail Master Class:</i> Action:</p> <ol style="list-style-type: none"> 1. NA and SL would review budget implications off-line. 2. A joint effort to be considered between Chamber of Commerce and RG. <p><i>(iv) Empty Shop Project:</i> Action: NC to ask shop owners/agents to clean up premises.</p> <p><u>PLANNING</u> Action: SL to invite Cllr Parker and developer to future meeting.</p> <p><u>BUDGETS</u> Action: SL and NA would discuss the use of the remaining budget off-line</p>	

TOWN CENTRE UPDATE

Action: RL would follow this up and advise RG members so that the matter could be chased by AC.

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EVENTS

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- 1. KA to give NA a breakdown of costs.**
- 2. KT would work with KA to work out a budget to support Shenfield Lighting Up.**

MARKET CHARTER

Action: SL to liaise with Cllr Baker regarding this contact.

SHENFIELD

Action: SL to work out costs and progress matters.