



**BRENTWOOD BUSINESS PARTNERSHIP GROUP MEETING**  
**09 January 2019, 6pm – 8pm**

PRESENT:

**Brentwood Business Partnership Group:**

Mike Hawkins	MHa	Chair of BBP
Alan Jefcoate (Vice Chair)	AJ	Federation of Small Businesses & Vice Chair
Kaye Thurgood	KT	Representative Central Shenfield Cluster
Dan Foley	DF	Representative Baytree Centre
Kim Anderson	KA	Brentwood Borough Council
Tracey Lilley	TL	Brentwood Borough Council
Kaye Thurgood	KT	Central Shenfield Cluster Leader
Cllr Mark Reed	MR	Brentwood Borough Council
Cllr John Kerslake	JK	Brentwood Borough Council
Paul Mason Hughes	PMH	Representative Havering College
Nicky Smith	NS	Representative Brentwood Leisure Trust
Ian Southgate	IS	Representative Brentwood Theatre
Martyn Hart	MHt	Representative Ingatestone Cluster
Eve Herrington	EH	Representative Highways England
Pete George	PG	Representative Atkins
<b>Support group</b>		
Laurie Edmonds	LE	Brentwood Borough Council
Nishat Amin	NA	Brentwood Borough Council

**APOLOGIES:**

Phil Drane, Cllr Gareth Barrett, Cllr Roger McCheyne, Cllr Nigel Clarke, Nish Patel, Colin Barber

		Action
1.	<p><b><u>Welcome and Introductions:</u></b></p> <p>MHa welcomed all present including new Cluster Leaders IS from the Brentwood Theatre to lead Brentwood East End Cluster and MHt to represent Ingatestone as its Cluster Leader.</p>	

<p><b>2.</b></p>	<p><b><u>M25/J28 Improvements – Highways England</u></b></p> <p>Pete George, Project Manager at Atkins, introduced the presentation. Atkins are design, engineering and project management consultants who have been appointed to undertake the option development for the M25 Junction 28 project. Highways England aims to improve the road infrastructure in the South East, and J28 has been highlighted as a key junction needing improvement.</p> <p>Highways England is currently undergoing a, statutory consultation. It is expected that construction will begin in June 2021 for an estimated two years.</p> <p>Eve Herrington advised that the online consultation form is available at <a href="https://highwaysengland.citizenspace.com/he/m25-junction-28-statutory-consultation/">https://highwaysengland.citizenspace.com/he/m25-junction-28-statutory-consultation/</a>. Consultation ends 28<sup>th</sup> January 2019.</p> <p>Brentwood Business Partnership (BBP) members were encouraged to share the consultation link to get as much feedback on the project.</p> <p><b>Action – Email consultation link to BBP group.</b></p>	<p><b>NA</b></p>
<p><b>3.</b></p>	<p><b><u>Minutes from 10.10.18:</u></b></p> <p>The minutes were agreed as a correct record.</p> <p>All action points from the last meeting are works in progress.</p>	
<p><b>4.</b></p>	<p><b><u>Chair’s Report (BBP annual report to BBC Policy Committee)</u></b></p> <p>The Chairman’s report this meeting was in the form of the annual report to Brentwood Borough Council’s (BBC) Planning, Policy and Resources (PPR) Committee. All present were happy with the report to go to PPR Committee on 23 January 2019.</p> <p>The BBP Management Team is working closely with BBC’s Legal Department to finalise the BBP terms of reference.</p> <p>Meetings are being lined up with possible BBP sponsors and the BBP Management Team.</p>	

**5. Council Executive Report**

**Economic Development**

Work is currently taking place on a business monitoring report across Brentwood and Shenfield High Streets. The aim of the exercise is to make contact with the retail businesses and note down stats such as business purpose, industry, use class order and shop vacancy percentage.

The Discover Brentwood website is currently being updated including the Brentwood Business Partnership page.

Havering College, in conjunction with Brentwood Borough Council, will be hosting a National Apprenticeship Week Pop Up Shop at the Baytree Centre from 4<sup>th</sup> – 9<sup>th</sup> March. The event will consist of presentations, workshops, and exhibitors who will be promoting the benefits of apprenticeships.

The BBC Economic Development Team is planning a series of training workshops for 2019. More details will follow soon.

A Spring Clean is being organised along the Brentwood High Street by the BBC Depot Team with support from Economic Development. The dates of the 2019 Spring Clean are to be confirmed.

**Planning Policy**

The next Local Development Plan consultation will be launching on the week commencing 21<sup>st</sup> January and will last for up to 6 weeks.

**Action – Share the consultation link to members of BBP.**

**LE**

**Corporate Enforcement**

TL has carried out an investigation into the Big Issue Magazine sellers in Brentwood and Shenfield.

	<p>The BBC Enforcement Team, in partnership with Essex Police and South Essex Parking Partnership, is tackling the problem of people parking on the Brentwood High Street in the evening.</p> <p>A Corporate Enforcement truck is now patrolling the Borough which is helpful in the more rural areas.</p>	
<p><b>6.</b></p>	<p><b><u>Leisure Strategy Update – KA</u></b></p> <p>Evaluations for both Lighting Up Brentwood and Shenfield Christmas Fayre are currently taking place.</p> <p><b>Action – KA to report back on the Christmas events in the next BBP meeting taking place on 19 February.</b></p> <p><b>Action - Share link for Brentwood Lighting Up video to BBP members.</b></p> <p>Subject to budgets and planning approval, there will be improvements to King George’s Playing Fields, including upgrades to the pavilion building. The Council is currently also looking at a five-year improvement programme for play areas across the borough.</p> <p>KA is conducting a feasibility study for the development of a football hub at the Brentwood Centre.</p> <p>BBC has started a procurement process for the community halls, a tender will be issued for operators.</p> <p>JK asked whether the procurement for the community halls is for someone to take over all the halls or as individual lots. KA responded with that they are individual lots and that she will send out more information to members soon.</p>	<p><b>KA</b></p> <p><b>NA</b></p>
<p><b>7.</b></p>	<p><b><u>Business Trade Cluster update</u></b></p> <p><b>Brentwood Cluster Baytree – DF</b></p> <ul style="list-style-type: none"> <li>- DF thanked the partnership for their funding for the event. Christmas was a positive event gathering some interest.</li> <li>- DF gave an overview of shops renewing their license in the last quarter.</li> <li>- The Centre is currently waiting for a decision on their planning application.</li> <li>- The Baytree Centre Cafe has closed and will remain empty until further progress of the plans for the centre.</li> </ul>	

	<p><b>Brentwood Centre – NS</b></p> <ul style="list-style-type: none"> <li>- NS shared the new magazine which includes a pullout of the new Chat 1st scheme which pulls together all the Centre’s well-being programmes into one.</li> <li>- The Brentwood Carp Show will be taking place on 26/27 January, a major event for the Centre.</li> </ul> <p><b>Action – LE to add NS to next meeting’s agenda to present the works and plans of the Brentwood Centre.</b></p> <p><b>Shenfield Upper &amp; Central Report – KT</b></p> <ul style="list-style-type: none"> <li>- Lifestyle is closing due to retirement.</li> <li>- KT reported that November was quiet in the lead up to Black Friday. However, December was very busy, especially for businesses that offer something that’s not so easily available online or where people prefer to deal in person.</li> <li>- Halloween in the High Street was very successful, with around 2,000 people attending over the 2-hour event. The event came in under budget by £200.</li> <li>- KT passed on her thanks to KA and her team in making another successful event. This was also helped by securing two big sponsors, Rainer Hughes Solicitors and Mullis &amp; Peake. KT thanked the partnership for support with the funds.</li> </ul> <p>IS, Manager of the Brentwood Theatre, will be taking on the Deputy Cluster Leader role for the Brentwood East End Cluster. The Theatre had a busy Christmas period with over 3,000 people through the door across 40 shows. They are focusing on youth engagement and outreach work and will be holding a mini festival during February half term in partnership with Chicken &amp; Frog Bookshop and the Hermit Club.</p> <p>MHt gave a short update on Ingatestone Cluster. There are 215 businesses based in Ingatestone, with 70% located on High Street. MHt has been actively involved in providing business content for Ingatestone’s Local Development Plan. The biggest issues reported by business include parking, mobile phone coverage, decreasing footfall, theft and litter.</p>	<p><b>LE/NS</b></p>
--	---	---------------------

<p>8.</p>	<p><b><u>BBP Workplan</u></b></p> <p>BBP has a carry forward of £44,000. Mike Hawkins has indicated that the BBP budget for 2019 should not exceed £16,000 for events, initiatives and capital projects.</p> <p><b>Business Briefing</b></p> <p><b>Action - Research topics that would be of interest for Brentwood.</b></p> <p>Jeff Randall, a Sky Business journalist, was suggested by MR as a possible speaker.</p> <p>BBP will approach the Brentwood Chamber of Commerce to see if they would be interested in working together to organise and promote a business briefing.</p> <p><b>Capital Projects</b></p> <p>The Crown Street Arch installation fees will be a minimum £2,200, payable to Essex Highways. Some of these fees may need to be met by the Partnership. More information will be followed regarding this soon.</p> <p>The Town Centre notice boards are in need of repair. Malcolm Lane &amp; Son has provided a quote for £1950 to replace the corkboards and windows of all the Town Centre notice boards.</p> <p><b>Other Workplan Suggestions</b></p> <p>More suggestions were presented to the group of a variety of projects that BBP could introduce this year. Please refer to the Workplan Ideas PowerPoint presentation attached.</p> <p>DF commented to say that the Baytree Centre events were good and did increase footfall; however, when the events are only held for one day, it limits how many people can attend. The Baytree Centre is more inclined to host more long-term and sustainable projects like a Christmas Grotto or Gruffalo Trail that last longer than one day.</p> <p>KT suggested the group should focus on public realm improvements such as fixing footpaths in Shenfield and tackling the empty shop units in Brentwood.</p>	<p>NA/LE</p>
-----------	---	--------------

	IS suggested creating more 'Instagrammable' installations to increase social media awareness of Brentwood.	
8.	<p><b><u>Report on Outcomes on BBP Business Plan</u></b></p> <p>Report was handed out to all present at the meeting.</p> <p><b>Action – Email the report to all members.</b></p>	NA
9.	<p><b><u>New Bid Funding Applications</u></b></p> <p>No new bids to report.</p>	
10.	<b><u>AOB</u></b>	
	<p><b>Date of next meeting: Tuesday 19<sup>th</sup> February 2019, 6pm – 8pm</b></p> <p><b>Location: TBC</b></p> <p><b>2019 Meeting dates (subject to change)</b></p> <ul style="list-style-type: none"> <li>- Wednesday 3 April, 6.00pm – 8.00pm</li> <li>- Tuesday 14 May, 6.00pm – 8.00pm</li> <li>- Wednesday 26 June, 6.00pm – 8.00pm</li> <li>- Wednesday 7 August, 6.00pm – 8.00pm</li> <li>- Tuesday 17 September, 6.00pm – 8.00pm</li> <li>- Wednesday 30 October, 6.00pm – 8.00pm</li> <li>- Wednesday 11 December, 6.00pm – 8.00pm</li> </ul>	