

**BRENTWOOD BUSINESS PARTNERSHIP GROUP MEETING**

**17 July 2018**

PRESENT:

**Renaissance Group:**

Mike Hawkins	MH	Chair of Renaissance Group
Alan Jefcoate (Vice Chair)	AJ	Federation of Small Businesses & Vice Chair
Kaye Thurgood	KT	Representative Central Shenfield Cluster
Laurie Edmonds	LE	Website Host and Media Coordinator
Dan Foley	DF	Representative Baytree Centre
Nish Patel	NP	Representative Upper Shenfield Cluster
Kim Anderson	KA	Partnership, Leisure & Funding Manager
Nicky Smith	NS	Representative Brentwood Leisure Centre
Elaine Richardson	ER	Elaine Richardson Consultancy
<b>Support group</b>		
Phil Drane	PD	Brentwood Borough Council
Nishat Amin	NA	Brentwood Borough Council

**APOLOGIES:**

Cllr John Kerlake, Cllr Mark Reed, Cllr Gareth Barrett, Tony Wilson, Ian Lewis, Suzan Hearson Clark, Tasha King, Colin B, Cllr McCheyne, Cllr Clarke, Paul H, Val Barclay, Elaine Gale

		Action
1.	<b>Welcome and Introductions:</b> MH welcomed all present	
2.	<p><b>Minutes from 23.05.18:</b> The minutes were agreed as a correct record. Outstanding actions to carry forward:</p> <p><b>Action from 23.05.18 Minutes:</b></p> <p>Revised ToR to be reviewed by BBC Legal dept</p>	

3.	<p><b>Chair's Report</b></p> <ul style="list-style-type: none"> <li>- Idea brought from Southend Business Partnership Executive Committee to host a Brentwood Business Briefing.</li> <li>- BBP Constitution to be reviewed and finalized by BBC Legal dept. ToR approved prior to meeting</li> </ul>	MH
4.	<p><b>BBP Business Plan &amp; Sponsorship Package Proposal</b></p> <p><b>Business Plan -</b></p> <p>Need to include new pictures from Shenfield cluster events</p> <p>Ask KA and LE for photos from of BBP events</p> <p>Final circulation and review before print deadline</p> <p><b>Sponsorship –</b></p> <p><b>Batch to be printed for Dan for his meeting on 15<sup>th</sup> Aug</b></p>	<p>MH</p> <p>NA/LE/ KT/NP/ KA</p> <p>NA</p>
5.	<p><b>Business Trade Cluster update</b></p> <p><b>Report from Dan Foley on GOSH Event</b></p> <p>Dan reported a well-attended and received event. Great presence on Social media and interaction between the stall holders especially Refill. 9,500 footfall count with the target of 12,000. Footfall counter was lost due to power cut in the morning which may have affected the statistics.</p> <p><b>Shenfield Cluster Updates</b></p> <p>Only one summer event planned for upper Shenfield instead of both upper and central. Central Shenfield summer event with the bands tend to be expensive and doesn't receive enough funding. The cluster members prefer that funding be used for their Halloween event.</p> <p><b>Summer event date 26<sup>th</sup> Aug 2018</b></p> <p><b>KT reported that Perry Brooker at Havering Council shares monthly statistics using the Council's footfall counter system LE to contact Havering Council for more information</b></p>	<p>DF</p> <p>KT/NP</p> <p>KT/LE</p>

6.	<b>Report on Recent Activities from Chamber and FSB</b>  Alan Jefcoate reported that the FSB is currently changing its structure with branches and regional office being closed this year. There were no current events taking place in Brentwood, only in Southend, Chelmsford and Colchester.	AJ
7.	<b>New Bid Funding Applications</b> No new bids put forward	
9.	<b>Art Trail Update</b>  Launch event to take place on the Friday 31 <sup>st</sup> August 7.00pm – 9.30pm. Rest of the Trail to take place up until 13 <sup>th</sup> September.  Brentwood Town Hall Hoardings – possibility of a section for street art?	NA  NP
10.	<b>AOB</b>	
	Date of next meeting: Tuesday 11 <sup>th</sup> September 2018  <b>Location:</b> Baytree Centre, Unit 4 (old Baby Gap unit) commencing 6pm  <b>Future meeting dates for 2018:</b> Wednesday 10 <sup>th</sup> October Wednesday 21 <sup>st</sup> November	