



**BRENTWOOD BUSINESS PARTNERSHIP GROUP MEETING**

**20 March 2018**

PRESENT:

**Renaissance Group:**

Mike Hawkins	MH	Chair of Renaissance Group
Alan Jefcoate (Vice Chair)	AJ	Federation of Small Businesses & Vice Chair
Cllr John Kerlake	JK	Brentwood Borough Council
Cllr Mark Reed	MR	Brentwood Borough Council
Kaye Thurgood	KT	Representative Upper Shenfield Cluster
Laurie Edmonds	LE	Website Host and Media Coordinator
Dan Foley	DF	Representative Baytree Centre
Nicky Smith	NS	Representative Brentwood Centre
Nish Patel	NP	Representative Central Shenfield Cluster
Colin Barber	CB	Chairman Brentwood Chamber of Commerce
Cllr McCheyne	RM	Brentwood Borough Council
Cllr Clarke	NC	Brentwood Borough Council
Paul Mason Hughes	PMH	Representative Havering College
Kim Anderson	KA	Brentwood Borough Council
<b>Support group</b>		
Elaine Richardson	ER	Brentwood Borough Council
Phil Drane	PD	Brentwood Borough Council
Nishat Amin	NA	Brentwood Borough Council

**APOLOGIES:**

Cllr Gareth Barrett, Tony Wilson, Ian Lewis, Suzan Hearson Clark, Tasha King, Val Barclay, Elaine Gale

		Action
1.	<b>Welcome and introductions:</b> MH welcomed all present and Paul Mason Hughes, new member representing Havering College.	
2.	<p><b>Minutes from 22.11.17:</b> The minutes were agreed as a correct record. Outstanding actions to carry forward:</p> <p><b>Action from 22.11.17 minutes:</b></p> <p><b>Sponsorship</b> – Meeting to discuss the options for sponsorship packages for events.</p>	

	<p><b>Action: Decide on a meeting date – Bring sponsorship proposal for next meeting 23<sup>rd</sup> May.</b></p> <p>Crown Street Arch – Still awaiting update</p>	MH, KA, KT, LE, NS
3.	<p><b>Chair's Report and Brentwood Business Partnership feedback</b></p> <p><b>Item 1 – Phoenix Radio</b></p> <ul style="list-style-type: none"> <li>• MH proposed different advertisement packages for radio advertisement.</li> <li>• NS suggested that feedback wasn't that great from their use, however probably worth trying out on a one off occasion first before committing to anything.</li> </ul> <p><b>Item 2 – Elaine Richardson departure from BBC</b></p> <p><b>Action: Meeting to be arranged with Phil Ruck (Chief Executive, Brentwood Borough Council) to discuss Council's support for BBP in light of ER's departure.</b></p>	MH/PD
4.	<p><b>Christmas lighting up events review</b></p> <p>Kim Anderson produced an evaluation and feedback report on local businesses and their views on the lighting up events at Brentwood and Shenfield.</p> <p>Great feedback generally from both Brentwood and Shenfield, with 50% of businesses interested in sponsorship opportunities.</p> <p>Local residents at Shenfield wish that the Shenfield lighting up doesn't clash with Billericay.</p> <p>Brentwood Lighting Up agreed date - 24<sup>th</sup> Nov 2018 Shenfield agreed date - 9<sup>th</sup> Dec 2018</p> <p><b>Action: KA to invite SHC to Brentwood Lighting Up working group meeting to discuss involvement.</b></p>	KA/SHC
5.	<p><b>Business Trade Clusters Update</b></p> <p><b>Brentwood: -</b></p> <p><b>Upper and Central Shenfield: NP &amp; KT reported</b></p>	

	<ul style="list-style-type: none"> <li>• Upcoming events this year: Easter Egg Hunt to run over two week Easter break, summer events and Halloween</li> <li>• Prize sorted for Easter egg hunt, along with 200 cream eggs donated by the Co-op</li> <li>• Sign outside NatWest Bank not in great condition. MR suggested BBP look to replace/fix sign and to be funded by BBP</li> </ul> <p><b>Baytree Centre:</b> DF updated on plans to improve the centre including the latest on retail units and Columbia Threadneedle plans to let space.</p>	
6.	<p><b>New Bid Funding Applications</b></p> <ol style="list-style-type: none"> <li><b>1. Bid to remove Love Brentwood signs – ER</b> <ul style="list-style-type: none"> <li>• All agreed</li> </ul> </li> <li><b>2. Bid for Brentwood Arts Festival – LE/EG</b> <ul style="list-style-type: none"> <li>• Elaine Gale to take over project from Laurie Edmonds.</li> <li>• ER - Possibility to combine a Brentwood Market Charters event?</li> <li>• 10<sup>th</sup> Anniversary year</li> <li>• BBP have been funding for last two years</li> <li>• All agreed</li> </ul> </li> </ol>	
7.	<p><b>Business Support Update</b> ER and NA attended the BEST Business Showcase</p> <p>ER and NA co-hosted a Business Pop-up Café where local businesses and traders could receive one-to-one business advice from professionals in banking, marketing, accountant etc. Event was well received and will look to host another.</p>	
8.	<p><b>LDP Update</b> PD update:</p> <p>Latest consultation taken place across the borough and was well received. Thanks to DF and Baytree center for allowing use of a unit to host a three-day event. Plan to move quickly ahead onto the next step and submit the plan to Government. Will continue to keep the group updated with business/economic updates.</p>	
	<p>Date of next meeting: <b>Wednesday 23<sup>rd</sup> May 2018</b></p> <p><b>Location TBC.</b> Either Baytree Centre or Seven Arches Rd Wedding &amp; Ceremonies Room, commencing 6pm</p> <p><b>Future meeting dates for 2018:</b> Wednesday 11<sup>th</sup> July Wednesday 29<sup>th</sup> August</p>	

	Wednesday 10 <sup>th</sup> October Wednesday 21 <sup>st</sup> November	
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