



Brentwood Environmental Business Alliance Board Meeting

Date: 29th July 2022

Time: 12.00 – 13.00

Venue: Via Microsoft Teams

MINUTES

Attendees: Otilie West (OS) (Chair), Laurie Edmonds (LE), Luke Spencer (LS), Karen Dixon (KD), Alan Marsh (AM), Tony McPartland (TM) Sophie Stephens (SS), Sally Powell (SP)

Minutes by: Zoey Foakes (ZF)

Agenda Item		Lead
1.	Welcome	O West
2.	Minutes of previous meeting	O West
3.	<p>Actions from previous meeting:</p> <ul style="list-style-type: none">a) Tree planting action plan to be createdb) Businesses to fill out case study form for new BEBA websitec) Carbon Webinar to have own page on websited) Board to send any photos to Ottie to add to website	<p>c) Dates changed to September – LTC collaborating on this.</p> <p>SS updated on LTC who are keen to run their own series of carbon webinars to help engage with local SMEs and get them on board with project. Decided to invite them in as part of the conversation. David covering theoretical side, SS to give examples of SME working on this, LTC to talk about how this works on bigger projects – expectations and how SMEs can help meet requirements. To start in September to give time for marketing and exposure. Marketing plan in place.</p>

4.	Tree planting action plan	<p>LTC – Hull Farm – LTC and Forestry England have not applied for Environmental Impact Assessment. Potential opportunity for voluntary tree planting at Hull Farm this Autumn. Hopeful we will get EIA approved in time for Autumn planting or at least some of it dependent on tree supply in the UK which is difficult at this time.</p> <p>Grant application to DEFRA for street trees – members to put forward suggested sites.</p> <p>Warley Country Park – replanting commitment under management scheme (min 800 trees to 2500 trees), St Faiths – failure of planting in 2021 – residents have been pulling up trees and with dry weather led to dramatic losses. Replanting scheme will take place there.</p> <p>Hatch Road Country Park – some replanting will be needed there. 3000-4000 trees to be replanted – looking for volunteers.</p> <p>Loss of trees is a trend across Essex due to dry weather.</p> <p>Meeting in August to work out best strategy eg species choice, composting. More idea of programme at the end of August.</p>	A Marsh
5.	BusinessTime in Essex proposal	<p>Peter presented at last meeting. Readership – 20,000 (15,000 printed) Advertising process – starts at £99 +VAT</p>	O West
6.	<p>BEBA Admin</p> <p>a) approval of logo for members/ happy to email out to those who have made a pledge on the website (email will be sent to promote this)</p> <p>b) procedure for when businesses ask to advertise themselves etc</p> <p>c) approval for BEBA to be used to promote councils environment strategy business survey</p>	<p>a) All happy with logo for Members to use on websites? OW to send out.</p> <p>b) Need to ensure we are letting in the right organisations – any tips/ideas to share.</p> <p>c) Happy for BEBA email account to be used to promote the Council Environment Strategy survey?</p>	All/ O West
7.	Brentwood Business Showcase sustainability zone	<p>Two thirds full for exhibitors – almost sold out.</p> <p>Finalising floor plan inside main hall – Chamber of Commerce stage in main</p>	All/ L Edmonds

		<p>hall and sustainability zone hall in main hall.</p> <p>Similar layout to last years event.</p> <p>Advertising – we have taken a full page advert and finalising artwork for visitor registration.</p> <p>BEBA panel discussion at event – look back at one year on and achievements.</p> <p>LTC happy to be part of panel discussion.</p> <p>Other panel suggestion – progress on BEBA and direction of travel and the future.</p> <p>LE to distribute artwork for Showcase when available.</p> <p>Suggestion – consider a sum up/recap/taster (20 minute) of previous webinars and encourage attendance of future webinars and sign up as one hour may not work.</p> <p>Drop in clinic at the Business Showcase.</p> <p>Consider organisations to come in and offer expertise knowledge.</p> <p>Meeting to be arranged on Business Showcase for BEBA.</p>	
8.	Shared Prosperity Fund	<p>£1m issued to Brentwood to spend over next 2.5 years - £300K supporting High Streets, £300K arts, culture and heritage, £300K local sports groups, £100K wider business support.</p> <p>Investment plan to be submitted on Monday 1st August.</p> <p>Look to put money towards BEBA for future projects (£5k potential).</p>	All/ L Edmonds
9.	Any other business	<p>OW confirmed leaving BBC but will get meetings arranged and set up. Thank you for all hard work and great to work with you all.</p>	All
10.	Next Meeting Date & Close	<p>Meeting closed at 1pm</p> <p>Future meetings to be arranged and circulated.</p>	All