



Inaugural meeting held on Thursday 12 August 2021, 7.30 pm at the Chicken and Frog Bookshop, Crown Street, Brentwood

25 in person and 17 on Zoom were present, listed on page 3 below. A registration list, to confirm membership and consent to the use of personal data was signed by those in the room or via the chat box on Zoom.

Documents had been circulated in advance to enable the meeting to make progress.

A board for ideas via post-it notes (see page 6 below) and via chat box (see page 4 below) for those on Zoom was made available and members encouraged to use them. These would be considered at the first meeting of the management group.

## Notes on the agenda

### 1. Agree a chair and secretary for the meeting

Sue Kortlandt was asked to continue as Chair and Jane Winter volunteered to take notes.

### 2. Introductions – round robin of names and affiliations

Everyone introduced themselves.

### 3. Presentation by Julian Goode

Julian set the scene for the members with an overview of the current state that has led to the formation of the Brentwood Climate Action group. Participants were encouraged to think positively about 'what can we do' 'how do we do it' and 'what's the plan'. A copy of this presentation will be available to members via an appropriate digital link.

The meeting was reminded of the opportunities that will exist this Autumn, with the Green Week in September 18-26, the Brentwood Business Event on 20 October, the IPCC Report and COP 26 in November, in particular.

### 4. Discuss and adopt constitutions and identify officer roles to manage the group and its meetings (functions may include: chair, secretary, treasurer, communications, events)

The meeting agreed to be affiliated to the Friends of the Earth. There were considerable advantages in being associated in this way to move forward at speed in that their network of support was so comprehensive.

The constitution for the BCA was modelled on their template. This will be available on the

BCA website. Whether a quorum is necessary for the meetings will be confirmed.

## 5. Nominate and elect officers

The roles of officers were discussed and volunteers sought. All positions were filled and are:

Chair	Susan Kortlandt
Secretary	Jane Winter
Membership Secretary	Richard Millwood
Treasurer	Frances Howard, Katherine Anderson
Events Co-ordinator	Annie Sid, Laura Carey
Communications	Julian Goode

## 6. Discussion and proposals for initial actions and potential co-ordinators for projects

1. The meeting agreed that the BCA is a non party political organisation.
2. Venues were discussed and Greg Campbell will establish if the Brentwood Borough Council can offer a room when needed. The BCA is not a Brentwood town group, but works across the Brentwood Borough which includes 9 parishes and meetings will be held in different locations to enable local members to participate in person more easily.
3. The management group will investigate if the meetings can be recorded and available on the website.
4. A zoom account will be set up as will a What's App group. To facilitate this the Membership Secretary will request mobile phone numbers via an email.
5. The BAC will begin the process of becoming a Charity, this will not slow down a working agenda but be pursued alongside the actions taken.
6. Support from the MP will be sought.
7. A reference page will exist on the website of reports and documents to facilitate discussion. Summaries of key reports could be posted e.g.the IPPC report.
8. An inventory of local environmental-friendly businesses will be compiled.
9. Brentwood Borough Council has appointed a Climate and Sustainability Officer sited within Greg Campbell's team. She will take up her appointment on 1st October, and be a link with BCA. A key task is to produce a Strategy for the Council and the BCA would want to work with her on this in particular.
10. Brentwood is out to tender for the selection and installation of Electric Vehicle Chargers in its council-owned car parks initially.
11. Links with young people (16 and above) will be vital to the work of the BCA. Events/discussions in schools should be on the agenda, and representation sought from sixth formers and college students.
12. Annie Sid offered her social media connections to publicise actions.
13. The petition to encourage the Council to declare a Climate Emergency currently on the [susankortlandt.org](http://susankortlandt.org) website will be subsumed in a petition from BCA.

## 7. Date of next meeting

It was agreed for the date and place to be determined by the newly elected management group. Meetings will be two-weekly in a week day evening and be hybrid in style to enable face to face discussion and zoom participation.

## 8. Close

The meeting was closed at 9pm.

Jane Winter 13 August 2021

## Attendees in person

1. Katherine Anderson
2. Gareth Barrett
3. Tim Barrett
4. Andrew Briggs
5. Dodo Briggs
6. Malcolm Burgess
7. Greg Campbell
8. Sarah Cloke
9. Jen Grimes
10. Tony Grimes
11. David Hale
12. John Hamilton
13. Roy Hendley
14. Frances Howard
15. Paul Jeater
16. Derek Kortlandt
17. Susan Kortlandt
18. Marilyn Marston
19. Richard Millwood
20. Dominic Naylor
21. Andy Powell
22. Christine Powell
23. Caroline Russell
24. Will Russell
25. Jane Winter

## Attendees online

1. Philippa Brown
2. Laura Carey
3. Lisa Chubb
4. Fran Dapp
5. Julian Goode
6. Hugh Gorton
7. Ann Huish
8. Ron Huish
9. David Jobbins
10. Margaret Kelly
11. Phil Mynott
12. Jenny Rhodes
13. Annie Sid
14. Charlotte Simpson
15. Linda Toms
16. Eric Watts
17. Pauline Watts

## Apologies

1. Anyima Boateng
2. Ed Caines
3. Helen Capon
4. Frankie Carpenter
5. Dick Carter
6. Ani de la Prida
7. Victoria Guggenheim
8. Philip Holland
9. Paul Hollingsworth
10. Kate Lund
11. Sheila Maxey
12. Theresa McCaffrey
13. Roger McNulty
14. John Pickard
15. June Simmons

## Transcript of part of the Zoom chat

[Richard Millwood: I'm very sorry, but I failed to capture the first set of chat - this is a combination of the second two spells of Zoom chat. I have changed 'Zoom names' into real names.]

**Richard Millwood** to Everyone (8:11 pm)  
Please add a message if you wish to say anything or nominate or indeed vote

**Phil Mynott** to Everyone (8:19 pm) We need to set a date and a time for a big group photo to make an impact for Gazette and other news outlets - Philip M

**Annie Sid** to Everyone (8:19 pm) Great idea

**Philippa Brown** to Everyone (8:21 pm) Hi Richard, If you could just summarise what's being said in the room please? It is a bit tricky to hear on zoom

**Annie Sid** to Everyone (8:23 pm) Can't hear I think put it as a debt

**David Jobbins** to Everyone (8:24 pm) For future hybrid meetings maybe a mike in the room would help a lot for Zoom attendees to hear.

**Richard Millwood** to Everyone (8:25 pm)  
Thanks David - perhaps a bluetooth mike that can be passed around

**David Jobbins** to Everyone (8:25 pm) Great

**Julian Goode** to Everyone (8:25 pm) gd idea!

**Richard Millwood** to Everyone (8:25 pm)  
Phillipa - we are talking about meeting rooms and times and pressing the council to help us!

**Frances Howard** to Richard Millwood (Direct Message) (8:25 pm) It would be worth keeping all the records of the cost (invoice, receipt etc) - it can be treated as a start-up cost potentially - apologies if this has been said already!

**Julian Goode** to Me (Direct Message) (8:26 pm)  
Happy to meet as 'officers' via Zoom or all round mine for socially distanced coffee as soon as you like!

**Richard Millwood** to Frances Howard (Direct Message) (8:26 pm) Yes indeed Frances Thanks Julian@ Phil- I'll tel people your idea for a group photo

**Jenny Rhodes** to Everyone (8:26 pm) Will we have a way to communicate, like a group chat on WhatsApp or Signal, or a FB group, or email group?

**Philippa Brown** to Everyone (8:26 pm) Thank you. The other possibility is Parish Councils /

possibly churches as they might have halls that they may allow us to use free / at reduced rates?

**Annie Sid** to Everyone (8:26 pm) Pubs, bars, callcotts have meeting rooms and usually offer them at a very low rate in the hope of selling drinks/food. Esp if its a mid week eve slot

**Richard Millwood** to Frances Howard (Direct Message) (8:27 pm) Thanks Annie

**Frances Howard** to Me (Direct Message) (8:27 pm) I think that that just to me by mistake!

**Richard Millwood** to Frances Howard (Direct Message) (8:27 pm) Jenny I think the action network may be our vehicle - that is the online system promoted by FoE

**Richard Millwood** to Everyone (8:27 pm) Jenny I think the action network may be our vehicle - that is the online system promoted by FoE

**Jenny Rhodes** to Everyone (8:28 pm) OK thanks

**Richard Millwood** to Everyone (8:28 pm) Phil- I'll tel people your idea for a group photo

**Julian Goode** to Everyone (8:28 pm) Action Network is good, can do broadcast emails to all those signed up. Could use WhatsApp for groups doing stuff/organising too Def set up Facebook Page asap; then website etc asap

**Annie Sid** to Everyone (8:30 pm) Facebook page for sure Whatsapp is great too, but the chat can get crazy, esp with the volume of people

**Linda Toms** to Everyone (8:31 pm) I need to go. Thank you for a great meeting. I'm excited to be part of the group. I'll look forward to the next meeting.

**Hugh Gorton** to Everyone (8:31 pm) WhatsApp is v good for comms in groups like this

**Richard Millwood** to Everyone (8:31 pm)  
Thanks Linda

**Laura Carey** to Everyone (8:32 pm) I'd say whats app and email

**David Jobbins** to Everyone (8:33 pm) Agree with Annie

**Julian Goode** to Everyone (8:33 pm) WhatsApp

**Phil Mynott** to Everyone (8:34 pm) But we also need email communications alongside WhatsApp

**Richard Millwood** to Everyone (8:34 pm) Agreed Phil

**Julian Goode** to Everyone (8:34 pm) Agreed def Phil

**Phil Mynott** to Everyone (8:35 pm) Already got a meeting two weeks from today (26th)

**Julian Goode** to Everyone (8:36 pm) As long as we can Zoom in, super!

**Annie Sid** to Everyone (8:37 pm) Can hear anything- think its a back of the room/mask problem

**Richard Millwood** to Everyone (8:37 pm) Willrussell is asking how quickly we can get up and running

**Richard Millwood** to Everyone (8:37 pm) How quickly can we become a charity that can receive funds?

**Fran Dapp** to Everyone (8:38 pm) Have missed lots not hearing speakers

**Julian Goode** to Everyone (8:38 pm) We can meet as officers asap, and have another big group meet in 2 weeks re immediate events - Bg Green Week etc

**Annie Sid** to Everyone (8:38 pm) Can you ask them to speak loudly please

**Jenny Rhodes** to Everyone (8:38 pm) The A12 road widening scheme - If anyone wants to comment on this the deadline is Monday.

**Richard Millwood** to Everyone (8:38 pm) Tim Barrett - we can work towards some of the events Julian mentioned Malcolm Burgess is mentioning well-prepared meetings with Alex Burghart MP

**Annie Sid** to Everyone (8:39 pm) agree

**Philippa Brown** to Everyone (8:40 pm) Thanks Richard - the typed summaries of what everyone is saying are v helpful

**Richard Millwood** to Everyone (8:40 pm) Andrew Briggs is remarking that although we could talk to government, they are against it!

**Annie Sid** to Everyone (8:40 pm) Is 18th for the 1st event too soon? Could hold something on Crown St- talks, awareness, fund-raising

**Jenny Rhodes** to Everyone (8:40 pm) There's 5 mins left on the Zoom

**Richard Millwood** to Everyone (8:41 pm) Thanks Jenny

**Philippa Brown** to Me (Direct Message) (8:41 pm) Julian had his hand raised to speak I think

**David Jobbins** to Everyone (8:42 pm) Quite right Richard. Will we have a relationship with Extinction Rebellion (there's a Chelmsford group). \*Chelmsford

**Lisa Chubb** to Everyone (8:44 pm) I agree that a focus on local awareness and education and information will be helpful and help residents to believe have a place to be heard and they can make a difference

**Annie Sid** to Everyone (8:44 pm) Agree with you Lisa

**Richard Millwood** to Everyone (8:45 pm) I will copy this chat and sen it to Jane to add to her notes.

**Julian Goode** to Everyone (8:47 pm) bloody zoom!

**Philippa Brown** to Everyone (8:47 pm) Well TBF it's free :-)

**Frances Howard** to Everyone (8:48 pm) that's always a bonus :)

**Richard Millwood** to Everyone (8:48 pm) We'll have a licence next time <https://susankortlandt.org/wp/campaigns/climate-emergency/> Sue's petition has that data and we can invite them into this one

**Phil Mynott** to Everyone (8:50 pm) Seems appropriate to come under the Climate Action banner

**Julian Goode** to Everyone (8:51 pm) can we meet as a ctte asap then?

**Annie Sid** to Everyone (8:52 pm) If its a small cute meeting I can host these in the greenhouse/the larder FOC Could easily host maybe up to 10 Ctte not cute Spell check

**Richard Millwood** to Everyone (8:53 pm) Julian, Annie - I guess that will be convened ASAP

**Annie Sid** to Everyone (8:54 pm) There are forest schools. Thank you for setting this up, great to see all the generous contributions offered already. Excited to hear more about the next meeting

## Post it note suggestions

### 1. Jane Winter

- a. Connect 3 High Streets by a cycle path
- b. EVCs in the car parks
- c. Cycle racks along cycle path

### 2. Anonymous

- a. Directory of Brentwood Businesses and Social Enterprises for e-circulation to members

### 3. Anonymous

- a. Group or group representatives meet MP Alex Burghart with clear aims and objectives.
- b. Group needs to clearly brief itself
- c. Possible links with Green Week meeting locally or in Parliament.
- d. Need to check MP's role in a meeting - (he is Johnson's private secretary)

### 4. Anonymous

- a. Connect with schools and young people in an engaging way

### 5. Anonymous

- a. Wednesday might be a good meeting day

### 6. Anonymous

- a. Use 'Givt' App for donations to the group
- b. See what other climate action groups have done which have worked – “don't re-invent the wheel”

### 7. Anonymous

- a. Clarify the aim of the group
  - i. Julian mentioned I think:
    - 1. A network for local climate action
    - 2. A forum to “challenge / lobby authority etc
    - 3. Another one I didn't catch
  - ii. I think it is critical to define this further ASAP
- b. If we are a group that aims to:
  - i. Promote best practice/motivate/build green community etc
  - ii. and to lobby
  - iii. and raise profile (events/actions etc)then I suggest each of these areas would need a working party to collect ideas and steer towards implementation.
- c. The fortnightly meeting could be a touch point for each working party to update members and seek further input / support
- d. The working parties could meet more frequently / less formally
- e. Slack is probably a good platform for all this