

## **BIGGLESWADE TOWN PLAN STEERING GROUP**

**Steering Group Meeting Tuesday 16<sup>th</sup> March 2009**  
**Biggleswade Town Council Chamber 7.30 p.m.**

**Present:** Gerry Lawrence (**GL**) – Chair  
Mike Strange (**MS**), Sheila Grayston (**SG**), Hazel Ramsay (**HR**),  
Vic Brunt (**VB**), Jean Simmons (**JS**)

**Apologies:** Doris Brunt, Ian Bond, Jemma McLean, Angie Jenkins, Alan  
Dansey, Janice Buckle, Peter Woodward, Helen Horner,

**Minutes:** E mailed to members prior to the meeting

### **Matters Arising:**

- 1 **SG** to contact **SW** regarding the format of information from the Youth Club.

**SG** proposed and **MS** seconded that the minutes be accepted

### **Chairman's reports:**

#### **Agenda 5 Green Infrastructure (GI) Day Time Event March 5<sup>th</sup>**

The display board used by the Steering Group in the library was used at this event but **GL** was disappointed that only 13 people visited our stand to leave like/dislike notes. **MS** has the e mail details of people who expressed an interest in becoming involved with the Steering Group.

Concerns expressed at the GI event:

Litter not cleared

Extra allotments needed

Country Park development

Improved access the Common as the current access via Albone Car Park is an eye sore

Cycle way improvements wanted to RSPB, Langford and Old Warden.

**VB** is member of Sustrans and said that Sustrans would match funding from Central Beds.

**SG** told the meeting that the proposed improvements to the Railway Station area should begin 30.03. – 10.04.09 and it was hoped that more commuters would be able to use buses rather than cars to the station and relieve some of the parking congestion. Improvements had also been proposed to the station parking facility to try and keep the streets clearer of commuter parking.

## **Agenda 6 Town Centre Partnership (TCP) Meeting Report**

**GL** reported that the TCP was to decide between the two tenders submitted by Atkins and Savills and that the TCP was hopeful that their plan would be ready in 12-18mths. Concerns were expressed by the Group that the TCP report would be duplicating the research undertaken by the Group and that the public would be confused by the doubling up of questionnaires etc. **MS** and **JM** to talk to Sam Colbeck about this.

Date of next TCP meeting April 16<sup>th</sup>

## **Agenda 7 Planning for Real Event Report**

**SG** was able to confirm the date of the day time Real Event as Sat April 11<sup>th</sup> (10.00- 4pm) and that the evening would be either Wed 15<sup>th</sup> or Wed 22<sup>nd</sup> April (6pm-9pm) The fees, yet to be confirmed, would be in the region of £90 for the day and £50 for the evening. Refreshments and facilities would be available for Group members but would not be available for members of the public.

**VB** offered to help with fixing the maps to the boards and would visit Wickes with **SG** to look at suitable boards which could be stored on the premises of BRCC at Cardington and attached to the maps at Cardington before being used at the Real Event.

The Group agreed to accept the offer from Alan Dansey (**AD**) to be responsible for the publicising the Steering Group events in the Chronicle.

## **Agenda 8 Visible Programme of events:**

**MS** has collated the information gathered from Group presentations and had produced a Programme & Key Events Chart for the Group.

**VB** Asked if the 2<sup>nd</sup> questionnaire was essential. He felt it would make it a longer process and that we should aim to have the Group Plan completed and produced by Jan 2010 before the TCP plan.

**MS, VB, GL** discussed requirements the 2<sup>nd</sup> questionnaire.

**VB** asked about the approval of the Group final report and the likelihood of the Town Council taking the Report forward for further action.

**VB** proposed writing to all members of the Group saying that their help would be needed to complete the Plan within the time scale.

**VB** proposed a vote of thanks to **MS** for producing the Group Programme Chart. Seconded by **SG**

**MS** has produced 'portable' laminated flip charts one A3 size and two A4 sized of 10 pages and 3 pages for the like/dislike post it notes making it easier to use at presentations to local groups. **SG** was waiting to hear from the Swimming and Football clubs **SG** was hoping to have a joint meeting with them re a Town Plan presentation.

**JG** has produced ID badges for Group members to wear at Group Events and presentations and **MS** some paper bookmarks which he was hoping would be made available on the Biggleswade Library counter.

**Agenda 9 ASDA:**

**SG** reported that ASDA has apologised for the delay in replying to her. It was because of staff issues. **SG** confirmed that the date had been confirmed as Wed 28<sup>th</sup> March from 10am-4pm and that 2 tables and the Group banner would be used for the display.

**Agenda 10 Ivel Rangers:**

**SG** had a good response from them and asked them to include their parents. The Rangers had asked in particular about the possibility of a local ten pin bowling alley and a non alcoholic meeting place in the Town open in the evening, maybe a coffee bar.

**Agenda 11 Station Survey:**

**SG** to contact the Station booking office to confirm that the passenger survey would be taking place on 30<sup>th</sup> March between 7am – 8.30am

**Agenda 12 Window Sticker / leaflet:**

**MS** had sourced and obtained Window stickers - 250 at a cost of £175.95 which needed rectification by **MS** with a cost of £ 20.77 for materials; **MS** obtained a further 250 corrected stickers from the same supplier for £57.50 (total cost £254.22 against the original quote of £342.13 for 250). **MS** had also sourced 5,000 combined leaflet/survey forms at a cost of £79.

**SG** offered to obtain a collection box for the responses.

**VB** offered to obtain street lists for distribution. **HR** proposed investigating the cost of delivery. Seconded by **MS**

**Agenda 13 Community Groups – Presentations:**

**VB** -OPAG

**JS** - Church Toddler groups

**GL** - Townswomen's Guild **AD** has contact details

**HH** - has placed an entry in the Holmemead School newsletter

**Agenda 14 Structure of the Steering Group Report:**

**MS** said he would to supply a copy of the project programme and a preliminary proposed structure for the final report for discussion.

**Agenda 15 Steering Group Constitution:**

**VB** proposed that the Group should accept the standard constitution for Steering Groups as supplied by JM.

Seconded by **SG**

**A O B**

**GL** proposed that **SG**, as treasurer, should have a Petty Cash float as per the constitution, to reimburse Group members for purchases i.e. spray paint and backing boards. Seconded by **MS**

**Date of next meeting:** Tuesday 21<sup>st</sup> April 7.30 – Town Hall

