

BIGGLESWADE TOWN PLAN STEERING GROUP

Steering Group Meeting Tuesday 19th May 2009
Biggleswade Town Council Chamber 7.30 p.m.

Present: Gerry Lawrence (**GL**) – Chair. Mike Strange (**MS**) – Data Manager, Cllr. Sheila Grayston (**SG**) - Treasurer, Hazel Ramsay (**HR**) – Sec. Jean Simmons (**JS**), Helen Horner (**HH**), Doreen Evans (**DE**), Sam Newhouse (**SN**), Simon Green(**SG2**), Alan Dansey(**AD**), Jemma McLean (**JM**), Pam Bagnall (**PB**), Andy Buckley (**AB**), Sam Caldbeck (**SC**), Cllr Rex Skinner(**RS**), Diana Blackburn –Stout (**DBS**), Vic Brunt (**VB**), Ron George (**RG**), Eric Stuart (**ES**)

Apologies: Doris Brunt, Ian Bond, Cllr R Kerfoot, Angie Jenkins.

Minutes: E mailed to members prior to the meeting
Proposed by **SG** seconded by **HH**

Matters Arising: None

VB asked **MS** what constitutes a written compliance with regard to the Group constitution
The Group welcomed new members **DBS** and **ES**.

Chairman's Reports:

Agenda 5 Town Centre Partnership (TCP)

GL reported that Savills had attended the TCP meeting and that a lot of discussion had taken place regarding previous plans for Biggleswade and he hoped that future meetings would focus on the reports currently being compiled.

Agenda 6 BRCC moved to item 9A

Agenda 7 Savills

Jodie Slater did not attend this meeting

Agenda 8 S Caldbeck (Regeneration & Economic Development Officer)

SC expressed his enthusiasm and support for the Biggleswade Town Plan Steering Group. He felt this was a real opportunity for the feelings and suggestions from Biggleswade residents to be included in the TCP. Savills had attended the meeting of the TCP and had stated that they anticipated that their plan would be able to be presented to the TCP within 12 – 14 mths. **SC** confirmed that the TCP plan would include planning requirements that would form part of a legal and binding document and it was therefore essential that strong links were maintained between the Town Group and the TCP.

SC congratulated the Group on the quality of their research and the recording and analysis of the data from their research. It was agreed that **MS** would forward the data to **SC**. **VB** suggested that the TCP should also look at previous traffic studies that had been carried out in Biggleswade.

SC told the Group that he would look into the possibility of funding to help with analysis costs and possibly the distribution of the questionnaire. He suggested some further research be carried out at local schools.

SC said that he would be able to incentivise a competition to find a name for the Steering Group report. **SN** said that they would run a competition in their next issue of Kamikaze magazine and he would report back to **SC**. **SC** asked Group members to email him with their suggestions. He also suggested that Group members look at the website biggleswademasterplan.info. **SC** left the meeting

Agenda 9 Focus Groups

Membership and leaders of the Groups was discussed and amended. **HR** read out the amended list to the Group and they agreed the amendments to the Focus Groups (see attached list.) **PB** told the Group that the Savills remit was to include business objectives and included the London Road Retail Park.

Agenda 9A Questionnaire Workshop

JM distributed examples of questionnaires from other town plans in the area and copies of the PowerPoint presentation that had been used with other groups. She led the discussions on the phrasing of questions, maximising the response rate and analysing the answers. A Focus Group Pack was handed to each Group leader and **JM** requested that questions from the Focus Groups be forwarded to her before June 14th and that they would be discussed at the next Group meeting. **JM** stressed the need for advance publicity, local press and posters etc prior to the distribution of the questionnaire. The distribution of the questionnaire was again discussed and it was agreed to wait until more information from **SC** was to hand.

Agenda 10 Community Groups

JS reported on her survey with the Mother and Toddler group and that she had passed the information the **MS**.

Agenda 11

MS told the Group that they were working within the agreed time table

A.O.B.

HR asked for completed membership forms to be handed in or sent to her as soon as possible

GL asked for as many people as possible to attend the Town Assembly on May 26th to support **JM**'s presentation

Date of next meeting:

Monday 22nd June 7.30 pm. Biggleswade Town Hall

Focus Groups

- Part 1 Environment: leader
Gerry Lawrence
DE, AJ, GL, VB, DBS,
- Part 2 Crime, Disorder and Safety: leader
Sheila Grayston
SG, HR, ES
- Part 3 Education and Part 4 Employment: leader
Gerry Lawrence
HH, SG, GL.
- Part 5 Traffic, Transport and Parking (to include footpaths): leader
Mike Strange
MS, AB, VB, PO
Post Meeting Note: MS handed over to Vic Brunt to lead
- Part 6 Information and Communication and Part 12 Youth: leader
Alan Dansey
SN, SG (2), OD, AD, AB
- Part 7 Community Services & Facilities & Part 8 Recreation: leader
Andy Buckley
JS, AB, RS, AB
- Part 9 Housing and Development & Part 10 Retail Services leader
Pam Bagnall
IB, SG, PB, MS, AD