

Biggleswade Town Plan Steering Group

Notes of Steering Group Meeting held at Town Council Chamber on Monday 13 October, 2008, at 7.30 p.m.

Present: Mike Scott-Coomber – Chair
Mike Strange, Jean Simmons, Doreen Evans, Sheila Grayston
Gerry Lawrence, Martin Thomas, Paula Brazier, Jemma McClean, Doris Brunt, Vic Brunt

Apologies: Peter Woodward, Steven Watkins, Jean Rainbow,
Helen Horner, Stephen Bailey

Note Taker: Sheila Grayston

Observers: Cllr. Jane Lawrence & Cllr. George Wilson

1: Website

Following agreed meeting of Mike Scott-Coomber, Mike Strange; Jemma McClean & Sheila Grayston the final wording for the initial website pages was agreed and it is now “live” at www.biggleswadetownplan.org.uk
Those who had not been at the previous meeting were able to view this using Mike Strange’s laptop. It was agreed that the website address be added to all handouts and be advertised via local newspaper article. Included in these initial pages is a mini questionnaire and it is anticipated this will be another source of gleaning “likes & dislikes” during the consultation period. The estimated cost for setting up the website site was circa £40.00 but the invoice was in fact only £29.95. It was also agreed that there should be a direct link to the Biggleswade Town Council’s website.

Action: Sheila Grayston to ask the Town Council to consider this request.

2: Publicity

Following discussion it was agreed that the Steering Group should obtain a banner that could be used at all public events.

Action: Sub group of Mike Scott-Coomber, Jean Simmons, Sheila Grayston & Vic Brunt to agree design of a banner and obtain estimate.

It was also agreed that Martin Thomas’s suggestion for a window sticker that could be placed in all local shops was an excellent idea – suggested wording “Have your say” plus website address.

**Action: Martin to e-mail Sheila a list of all shops & trades
Mike to obtain estimates for 250 stickers**

It was also agreed that a supply of leaflets/mini questionnaires, with the website address, should be printed. Print run of 1000.

Action: Mike Scott-Coomber to obtain quote for printing

3: Community Group Talks

Mike Scott-Coomber and Peter Woodward had made a start in speaking to local groups - Biggleswade Rotary & Mayflower Club. Sheila Grayston had spoken to Biggleswade & District Pensioners Group. Asda had agreed to a display in their supermarket at the end of November. Sheila Grayston liaising with Judith Blackman, Events Manager to agree a date. Mike, Jean, Gerry, Vic, Doris & Sheila offered to help at the Asda display.

Paula Brazier confirmed the Headteacher at Stratton Upper School was very supportive and was happy for the RAVE bus to be taken to the school in order to involve students. It was agreed this activity should be at a lunchtime in the interest of health & safety of students.

**Action: Sheila Grayston to agree date with ASDA
Paula Brazier & Jemma McClean to agree a date for RAVE
BUS at Stratton Upper School**

4: Real Event

Following discussion it was agreed that people were unlikely to walk up to the Town Council Chamber from the town centre and hence it would be better, if space was available, to have a tent in the Market Square. Martin Thomas offered to lend a tent for the occasion.

This event enables people to write on small flags about issues that concern them and pin them to a map of Biggleswade. The flags would be colour coded e.g. traffic, environment, housing, health, etc, etc. This would also be advertised via the local newspaper.

5: Stratton Upper School Students

Paula Brazier, Head of Humanities at Stratton Upper School, advised that her students could become involved after half term following arranged field trips. They could collect data and analyse it, she would also like them to redesign the mini questionnaire – make it more “funky” and younger person friendly. She was very keen that the school council should be involved with the project.

Action: Paula Brazier to re-design mini questionnaire with her students and issue and collect responses from them.

6: Library

It was agreed that the Library would possibly give better access to and contact with the 18 – 50 age group. It was agreed that we explore the possibility of space sometime in November. Mini questionnaires would be available, with details of the website address, and a collection box would be placed at the Library for return of the forms.

Action: Mike Scott-Coomber to liaise with the library to agree a date and space available

7: Biggleswade Railway Station

It was suggested that an early morning survey of passengers would reach another group of people. Issue of mini questionnaires could be given to passengers, with the website address, for those who did not have time to complete the form there and then.

8: Any Other Business

Cllr. Jane Lawrence expressed her disappointment that there had been no reports to the Town Council of the work of this group and no detailed budget had been sent to them.

Jemma McClean & Sheila Grayston responded that a budget for the Steering Group had been agreed and submitted to the Town Council and this was approved at a meeting in August, 2008. People at the meeting to discuss the budget were Cllrs. Peter Woodward, (Mayor), Steven Watkins, Sheila Grayston, Jemma McClean and Doreen King (Town Clerk).

Sheila Grayston also confirmed she had sent an interim report that would be sent to all councillors with the next Town Council agenda.

Mike Scott-Coomber advised that the group were still in the consultation period and hence at this initial stage it is a "broad brush" to obtain the views of Biggleswade people.

It was agreed the volunteers from the Country Fayre at St.Andrews should be invited to attend the next meeting of the Steering Group.

Unfortunately Jean Rainbow had advised, due to a health problem, she would not be able to take up the role as Secretary to the Steering Group. The Chair asked if any other member would be willing to do this of if they knew of anyone who might be willing to undertake the role.

6: Date of next meeting

It was agreed the next meeting would be on Monday 10 November, 7.30 p.m. at Biggleswade Town Council Chamber.