

BIGGLESWADE TOWN PLAN STEERING GROUP

**Steering Group Meeting Tuesday 17 February 2009
Biggleswade Town Council Chamber 7.30 p.m.**

Present: Gerry Lawrence (**GL**) – Chair
Mike Strange (**MS**), Sheila Grayston (**SG**), Doreen Evans (**DE**),
Hazel Ramsay (**HR**), Helen Horner (**HH**), Jemma McLean (**JM**),
Alan Dansey (**AD**), Ron George (**RG**).

Apologies: Janice Buckle, Vic Brunt, Doris Brunt, Ian Bond.

Minutes: E mailed to members prior to the meeting

Matters Arising:

- 1 **MS** asked for the minutes referring to the survey at the Biggleswade station to be amended to read that the proposed survey would be taking place in the morning instead of *morning and evening*.
- 2 **MS** asked for matters arising to be numbered in the minutes of future meetings.

HR undertook to make the amendment. **SG** proposed and **MS** seconded that the minutes be accepted

Chairman's reports:

Agenda 5 Green Infrastructure (GI) Meeting Report

GL reported that the first GI meeting was due to take place on **February 19th** in the evening.

There is also going to be a GI day time event at the Baptist Church on **March 5th 12.00 – 8.00pm**. **JM** has arranged for the display board used by the Steering Group in the library to be on display at this meeting. **GL** will attend this event.

The next GI evening event is planned for **Thursday March 19th at 7.30 pm**. **AD** is going to attend but as a representative of the Pentecostal church and **GL** said that other members of the Steering Group could attend.

Point of contact for Green Infrastructure Meetings - Cliff Andrews
01767 626456

RG commented that a plan for Biggleswade had been produced in the past and that the issue of a village hall for Biggleswade had yet to be resolved. **GL** asked the Steering Group not to dwell on past reports but to maintain a positive approach and to endeavour to produce a report that would encompass opinions from as many local groups and organisations as possible.

Agenda 6 Town Centre Partnership (TCP) Meeting Report

GL reported that he had attended the meeting at Chicksands and that the terms of reference of the TCP had been stated and discussed and that tenders were being put out to produce the plan.

The TCP will be questioning Biggleswade retailers about the 3 biggest challenges they consider Biggleswade to be facing now and in the future. The TCP intend to also try to engage businesses and landowners in order to safeguard and preserve the positive aspects of Biggleswade.

All of the Biggleswade members of the TCP were opposed to current 'piecemeal' Bonds Lane application. They had all expressed a preference for that whole area to be developed as a complete project. They also expressed concern at the condition of the pavements and general air of neglect in Hitchin Street.

RG thought that rear access for the supermarkets in the Market Square should be considered.

JM said that further information about the Bonds Lane development was available on the MBDC web site.

SG said that the planning presentation regarding the Bonds Lane development to the Town Council had not been very good and that the developers had closed down the presentation before Cllrs. had a chance to ask any questions. **JM** asked about the 'time scale' of the TCP report. **GL** thought about 2 yrs.

Agenda 7 Real Event Report

GL was pleased to report that the maps had now been coloured in and were ready for use. **JM** showed a sample of loft insulation board that had been used by other Steering Groups as backing for the maps. **JM** said that the community room at Cardington could be used to prepare the maps for the event. Although other maps of the surrounding areas would be available at the event the main focus of the display would be the 6 maps which showed the main areas of/around Biggleswade.

SG had managed to contact Ian Cobham regarding the renting of the St Andrews room for the event. **SG** proposed using the room twice. Once for a Saturday display from 10.00am- 4pm and again for one evening session from 6am - 9pm. As yet no fees had been discussed. **GL** proposed that **SG** be given authority to agree fees to the value of £300 (three hundred pounds) the proposal was seconded by **MS** and agreed by those present.

GL had received the necessary paperwork to apply for the project grant from MBDC and intended to apply as soon as possible.

Agenda 8 Window stickers:

MS and **JM** had obtained quotes for self cling window stickers .**MS** quote inc. VAT = £198.95. **JM** thought that a company in Letchworth might be more competitive. **MS** to contact the Letchworth company.

Agenda 9 Leaflets:

MS showed an electronic example of an A5 black and white leaflet to the meeting. **JL** suggested an initial order of 2,000 leaflets and that **MS** be authorised to spend £250 (two hundred and fifty pounds) without further approval on these leaflets. The proposal was seconded by **SG** and agreed by those present. **HH** asked for an electronic copy of the leaflet so that she could include an extract in the Holmemead school newsletter.

Agenda 10 Ivel Rangers/Youth Club:

HR read a response from Cllr Steve Watkins (**SW**) stating that he had undertaken a post-it-note survey of the Youth Club and had a record of their responses. He noted that since his survey had taken place more members had joined the club and would make a second visit 24/02 – 24/03 to include them in his report. **SG, MS, GL** would attend if possible.

SG agreed to see the Ivel Rangers on 24th Feb. **MS** said that he would attend if **SG** was unable to be there.

JM said she would contact **SW** and **PW** and get the likes/dislikes information from them and pass the database to **MS** who agreed to maintain it for the Group.

Agenda 11 Station Survey:

Date tbc after the clocks have 'gone forward'. Week commencing 30th March was suggested. **GL,SG,HH,MS** to carry out the survey. **SG** will contact First Capital Connect regarding our proposed presence on that station.

MS and **JM** will design badges to ID Steering Group members on the station.

GL will inform the Chronicle about the survey.

Agenda 12 ASDA:

SG has received no response from her 2 letters to the ASDA community liaison officer. **SG** agreed to try again.

Agenda 13 Community Groups:

Cllr. Peter Woodward (**PW**) had already 'surveyed' the Ivel Rotary and the Mayflower club. **MS** to discuss the town plan at the History Society at their AGM.

The Steering Group agreed that there was a need to try to contact people in as many age groups as possible. **MS** asked if there was a list of local Groups.

SG suggested contacting the Biggleswade Youth Football team and Swimming team - hopefully the members and their parents could be involved in the survey.

HH suggested distributing the leaflets at the various Play Groups and Toddler Groups in Biggleswade.

GL thought that contact should be made with the Biggleswade football ground to discuss a survey of the fans on a home match day.

AD agreed to bring a list of Groups to the next meeting and offered to help with publicity as it is his forté

The Steering Group discussed the possibility of a display/leaflet distribution in St Andrews Church hall during a Saturday coffee morning and noted that the Scout AGM would be held in May.

Agenda 14 Structure of the Steering Group Report:

JM distributed copies of reports that had been compiled by other local towns and villages. She said that there was a workshop available for compiling the final report. **GL** and **MS** agreed to have a meeting about this.

Agenda 15 A.O.B.

GL spoke about the impact on the town of the imminent transfer of MBDC and Beds County Council to a Unitary authority.

SG confirmed that the Euro and Unitary elections would be held in June and added that she felt that this would not have much impact on the Town Council's support for proposed Town Plan. She also confirmed that the contacts for the Steering Group would continue to be **JM** and **Laurence Marshall**.

MS offered to review the Steering Group timetable and monitor the timetable of events for the whole of the programme. This was proposed by **GL** and agreed by those present.

MS asked if the Steering Group thought that absences should be recorded at Steering Group meetings as well as the apologies received. No decision was reached.

JM said that she was disappointed that although 3 Town Cllrs. had originally been appointed to the Steering Group only **SG** had regularly attended the meetings.

MS expressed his concern about this and felt that **SG** must continue her good work with the Steering Group. **GL** agreed.

JM brought to the Steering Group's attention that the Steering Group did not have a constitution and she had brought a specimen constitution with her that could be used. The Steering Group agreed to look at the specimen copy before the next meeting and **JM** said that she would insert "Biggleswade" in the constitution where appropriate and bring it to the next meeting for further discussion.

Date of next meeting:

Monday 16th March at 7.30 – Town Hall

