



Minutes of Steering Group Meeting

Tuesday 19th August, 7.30 – 9.00pm
Biggleswade Town Council Offices

Present

Jemma McLean (BRCC)
Doreen Evans
Mike Scott - Coomber
Gerry Lawrence
Jean Simmons
Sheila Grayson (Biggleswade Town Council)
Janice Buckle
Stephen Bailey
Steven Watkins
Peter Woodward

Apologies

Helen Horner

Town Plan Stand at Country Fayre

Steve Bailey has been in contact with Sally Jones at the Biggleswade Country Fayre Committee and has arranged for a Town Plan stall. Sally will contact Jemma when she returns from holiday to finalise the arrangements.

The Fayre will run from approximately 10:30am until 4pm on Saturday 20th September. The following have volunteered to help on the day: Jemma (all day if needed), Steven Watkins (all day), Peter Woodward (all day), Shelia Grayson (will split her time between the town plan stall and other stalls that she is previously committed to) and Jean Simmons (from 10:30am – 12:30)

Display boards will be available at the church, Jemma will discuss the space available with Sally. Jemma will also bring along to the event copies of the 'What is a Town Plan' handout, some example of completed plans from other communities, some volunteers slips and flip charts, post it notes and pens for the likes and dislikes exercise.

Planning for Real event

Jemma has approached the county council about producing the maps for the planning for real event and will let the group know when these will be ready, they will probably take a few weeks. **Action JM.**

It was suggested that some children from one of the local schools may like to get involved with colouring the maps in. Shelia will find out who the head teacher is at Holemead School. **Action SG.**

A date will be set for the planning for real event once the maps have been received and there is an idea of when the school children will be able to decorate them. The end of October is the target timescale. Suggested venue of the Town Council Chambers, with boards around the town to direct/ inform people.

It was suggested that having a town plan display outside Asda or Sainsburys on a weekday or Saturday morning would reach a lot of people. It was decided that this could also be a good opportunity to promote the planning for real events and could carry out a likes and dislikes exercise and hand out flyers for the planning for real event approximately 2 weeks before it would be held. Shelia volunteered to contact Asda and Sainsburys to find out if this will be possible. **Action SG**

Talks to Community Groups

Jemma will look for a list of community groups on the Library's website and bring this along to the next meeting. **Action JM**

Mike brought along the list of community groups from the Biggleswade Chronicle.

Jemma will contact Laura at the Biggleswade chronicle to see if they are happy to print some regular updates on the town plan, e.g. publicising meetings, providing a summary of any key points discussed at the meetings and writing an invitation for any community groups or individuals that are interested to get in contact. **Action JM**

The following groups were suggested that a representative from the Town Plan group could go along to talk to promote the Town Plan and carry out a simple likes and dislikes exercise:

- Mayflower group (Jean to find out if they would be happy for someone to come along - **Action JS**)
- Lunch Club
- Rotary Club (Peter to approach the Ivel Rotary Club to see if he can attend a future meeting – **Action PW**)
- Scouts (Steve Bailey to contact – **Action SB**)
- Youth Club, the under 13yrs club run by Ken Lynch and the 13yrs- 16yrs run by the county council youth service.

Timescale and Budget

The provisional budget put together by Jemma and Zoe from BRCC has been approved by the Town Council. It has been approved that £3000 expenditure has been allocated for this financial year and further will be allocated next financial year to allow a professional looking town plan to be printed.

It was decided that the group would like to have the Town Plan completed by September 2009 and the initial consultation completed in the next 3 months.

Jemma will put together a draft timescale and circulate it around the group for comment. **Action JM.**

Committee Members

The following people have kindly volunteered to take on the following positions:

Chair: Mike Scott-Coomber
Vice Chair: Steve Bailey
Treasurer: Shelia Grayson
Publicity Officer: Jean Simmonds

There is still the role of secretary that needs to be filled.

Any other business

The results of the likes and dislikes exercise held at the Town Plan open meeting were distributed around the group.

Date & location of next meeting

The next meeting will be held on **Tuesday 16th September at 5:00pm at Biggleswade Town Council Offices**