

**Stotfold Town Plan Implementation Group (IG)**  
**2.00 pm, 15<sup>th</sup> August 2018**  
**Council Chamber Greenacre Centre**

**Present:**

Cllr Sheila Bundock; Cllr Anne Clarey (chair); Wendy Craig (notes); Cllr Colin Phelps;  
Cllr John Talbot; Claire Whitty, Caroline Jenkins (Assistant Town Clerk).

1. **Apologies.** Glen Rickwood,
2. **Minutes of last meeting (10.07.2018) / matters arising**  
Minutes were accepted and this meeting is solely to review progress on update of Residents handbook
3. **Current status of Residents' handbook**

At the previous meeting Caroline had circulated a draft she had produced with ideas of what could be included in the new booklet and how it might look. This was then further discussed and the following points made:-

Last update thought to be 2015. It was proposed that the booklet would be A5 in format, available from STC and distributed via Estate agents to all new residents, either purchasers or rentals. CJ had previously distributed examples of similar handbooks from Biggleswade and Ampthill to the group for consideration.

Immediate concerns were that a Stotfold handbook should not contain advertisements or details of commercial enterprises. Also, that information would get out of date quickly and therefore a yearly update of contact details was proposed on a specified month.

Items discussed and for inclusion were as follows:

Time scale: elections are due next year (every 5 years), so finalise the handbook after that date to include most recent information on Councillors.

Update each year just after May elections

A good map. AC investigating sources, will contact BRCC for free map. Local Estate agents do not use maps anymore. CBC have a good (2013) map.

Brief history of Stotfold (SB supplied a draft for consideration which was circulated)

Explanation and description of the Stotfold Coat of Arms.

Population figures, last official census and current estimate.

Roles and responsibilities of: STC, CBC and MP along with list of responsibilities of each.

General % of council tax available to STC

Further sources of information, including commercial: TC notice boards, Stotfold News, web sites, Advice Central.

Information on Police: Biggleswade Pc based, telephone 101 line

Emergency services: Fire service, what to do in an emergency, Emergency refuge centre - Greenacres.

Health services: Larksfield, Hospitals, A&E, Opticians, dentists, pharmacy and defibrillator locations, Carers in Bedfordshire.

Places of Education: Children's centre, Nurseries, Pre-schools, schools and Academies.

Places of Worship, Churches: denomination and location only, not church groups

Facilities: Post Office, ATMs, CAB, Advice Central, SGNG, Library, Recycling facilities and locations, the Need Project, recreational spaces, Stotfold Mill and Nature reserve. Public toilets.

Transport: Buses, Lister Shuttlebus, Wanderbus & train service. Parking information.

Uniformed organisations: Scouts and Guides etc.

Halls for hire.

Annual events calendar.

*Keeping you informed page?* Caroline liked this inclusion in the Amptill booklet

The group commented that the overall appearance and layout of the draft Caroline had produced was attractive and professional.

The meeting closed after a consensus that the group had formed clear ideas about the proposed content of the booklet and had defined the limits of the information to what was useful, current but not subject to constant change. However, it was agreed that a pragmatic approach was required to ensure that the booklet contained as much information as was possible that was of clear use to new residents even if some items fell outside of the agreed limits. In particular this included information about Pre-school provision.

**Date of next meeting** Tuesday 18<sup>th</sup> September 2018 at 2 pm. Action: AC