

# **BIGGLESWADE TOWN PLAN STEERING GROUP MEETING**

**Monday 4 October 2010**

**Biggleswade Town Council Chamber 7.30 p.m.**

**Present:** Gerry Lawrence – Chair, Sheila Grayston, Mike Strange, Vic Brunt, Kim Sadler, Nicholas Titley, Jackie Baker, Helen Horner, Alan Dansey, Andy Buckley

**Apologies:** Eric Stuart, Pamela Bagnall, Mark Ty-Wharton, Jemma McClean

**Minutes:** Minutes for meetings held on 6 September 2010 were agreed.

**Matters arising:** Reminder that photos of initial Chair – Mike Scott-Coomber and Gerry Lawrence, Chair, still awaited. Report from Cllr. Wendy Smith, Mayor of Biggleswade, had been received.

**Agenda 5:** Gerry Lawrence advised of the Draft Strategy & Masterplan Document via Central Bedfordshire. There is to be a supplementary Planning Document. Town Centre Partnership Group had received a presentation in regard to the Transport Planning Document. It was agreed that contact be made with Central Bedfordshire for information about copies of the reports and website details.

**Agenda 6:** Andy Buckley gave a presentation of photos and text via “mock-up” pages for final report. It was agreed to only use photos that directly related to the text. Alan and Nicholas to research possibility of aerial photos for Saxon Gate and The Common. It was also agreed to use Points 11 & 12 for printing of text and Points 16 & 18 for titles. Captions to photos to be Point 10. It was agreed to write a short intro to each section of Action Plan Tables, plus there should be a tribute to the initial Chair of the TPSG – late Mike Scott-Coomber.

**Agenda 7:** The Public Consultation on Action Plan Tables had been very well attended with support from residents of Biggleswade and several Town Councillors. Gerry thanked all members of the group who had help prepare the presentation and those who had helped on the day – speaking to members of the public and recording the data/comments.

**Agenda 8:** It was agreed to seek alternative quotes for printing of the final report that would be circulated to Biggleswade Town Council, Central Bedfordshire Council and all Stakeholders. Sheila would liaise with Juliet Brookes, Finance Officer, to confirm current budget, and seek confirmation from Central Bedfordshire when the 2 tranches of £600.00 would be transferred.

Andy requested that in view of the amount of work he had taken on with the Full Final Report that another member of the group take on the formatting of the Summary Leaflet that would be delivered to all homes in Biggleswade - volunteers were asked to contact Gerry. It was agreed by the group that A to B of Potton Road would be used to make that house to house delivery in view of the excellent job they had done with the delivery of fliers advertising the Public Consultation Day.

**Date of next meeting:** Monday 1 November 2010