

# **BIGGLESWADE TOWN PLAN STEERING GROUP MEETING**

**Monday 6 September 2010**

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

**Present:** Gerry Lawrence – Chair, Sheila Grayston, Mike Strange, Vic Brunt, Mark Ty-Wharton, Jemma McClean, Kim Sadler, Nicholas Titley

**Apologies:** Eric Stuart, Pamela Bagnall, Andy Buckley, Alan Dansey, Helen Horner

**Minutes:** Minutes for meetings held on 2 August 2010 were agreed.

**Matters arising:** Response from Cllr. Wendy Smith – Mayor – still awaited.

**Agenda 5:** Gerry Lawrence advised that the next meeting of the Town Centre Partnership Group was due to be held on Wed 8 September – the delay was due to holiday commitments of several members of the group.

**Agenda 6:** Gerry Lawrence, Mark Ty-Wharton and Sheila Grayston had meet and written several parts of first draft of Final Document. The group agreed that there should be a tribute paragraph to late Mike Scott-Coomber, first Chair of the Town Plan Steering Group. It was also agreed to write a paragraph thanking the Town Councillors who had attended the initial public meeting held at the Weatherley Centre and for the financial support of the Town Council to enable the consultation process of the Town Plan Steering Group. Kim Sadler offered to type up the hand written notes and Sheila Grayston would then circulate them to all members of the group to enable further comment and propose amendments to the text.

**Agenda 7:** Volunteers to set up the display should be at the Town Council Chamber at 3.30/4.00 p.m. on Friday 17 September, and volunteers for Saturday 18 September to be available from 9.30 a.m. till 4.30 p.m. Mark Ty-Wharton offered to amend the Action Plan Tables and Nicholas Titley offered to copy the amended Action Plan Tables on size A1 sheets. Gerry Lawrence would supply maps – Parish Boundary, Conservation Area and Green Infrastructure. Sheila Grayston had sent a press release to local newspapers and Mike Strange had arranged both the printing and delivery of fliers advertising the event. Printing cost was £119.00 for 7,500 fliers and delivery to all households in Biggleswade was £390.00.

**Agenda 8:** It was agreed by the group that Mike Strange should renew the website host at a cost of £32.00.

**Date of next meeting:** Monday 4 October 2010