



## **Minutes of Steering Group Meeting**

**Tuesday 16<sup>th</sup> September, 5pm - 6pm  
Biggleswade Town Council Offices**

### **Present**

Jemma McLean (BRCC)  
Doreen Evans  
Steven Watkins  
Vic Brunt  
Doris Brunt  
Shelia Grayston  
Jean Simmons

### **Apologies**

Helen Horner  
Janice Buckle  
Gerry Lawrence  
Stephen Bailey

### **Town Plan Stand at Country Fayre**

Plans were finalised for the Town Plan stall at the country fayre.

Attending on Saturday now is Jemma, Steven, Mike, Peter and Shelia. Jean has passed on her apologies for the day as she is no longer able to make it.

Jemma has spoken to Sarah from St Andrews church and agreed that we will set the stall up on Friday. Jemma, Mike and Shelia will meet at St Andrews at 10am on Friday to set up.

Jemma will provide the following display material: display board, 'What is a Town Plan' poster and handouts, volunteers slips and box, likes and dislikes headings, post it notes, pens, example completed parish and town plans, caterpillars and bar charts and sticky dots. **Action JM**

### **Draft timescale for discussion**

The timetable was provisionally agreed with a few additions to the community groups that will be spoken to. Jemma will add these groups and circulate timetable to be looked at the next meeting. **Action JM**

## **Progress with talks to community groups**

The analysis that Mike has put together from the post it note comments collected at the open meeting was distributed and discussed.

It was suggested that it would be beneficial for the Town Plan to have a website or be linked to the Town Councils website in order to publicise information about the groups activities and the status of the plan. It was decided that a meeting would be arranged between a couple of members of the town plan group and the person who administers the Town Council's website to see if the town plan info could be added to some pages on the Town Council Website. Shelia will try to arrange this meeting. **Action SG**

Shelia will arrange presentations to be made about the Town Plan to OPAG and the Biggleswade and District Pensioners Club. Shelia also volunteered to try and find out which parent and toddler groups would be good for us to talk to. **Action SG**

Mike will try to arrange a presentation with the history society. **Action MS**

Doris offered to put together a list of groups that would be worth contacting and will email to Jemma. **Action DB**

## **Any other business**

Jemma brought along the maps for the planning for real event which were obtained from the county council. A time will need to be put aside to lay the maps out to take a good look at them and then mount them onto polystyrene.

It was checked that everyone was happy to have their contact details shared with the rest of the group. Jemma will distribute these. **Action JM**

## **Date & location of next meeting**

The next meeting will be held on **Tuesday 30<sup>th</sup> September at 7:30pm at Biggleswade Town Council Offices**