
SAWBRIDGEWORTH TOWN COUNCIL

MEETING NOTES BY THE TOWN CLERK

TOWN ACTION PLAN 2015-20

Meeting held at 19:30 on Monday 24 August 2015
at Sayesbury Manor, Bell Street Sawbridgeworth

See Attached for those present

1	Apologies for absence: Sandra & John Burnicz; Barry Hodges
2	<p>Review of first meeting 08 August 2015</p> <ul style="list-style-type: none">• Why we are here, a brief review of the purpose behind preparing a Town Action Plan• What we agreed was to establish working parties to address the eight main categories of concerns that may be relevant to the community.• Relationship with a Neighbourhood Plan, there will be a presentation by an EHDC officer at 19:00 on Monday 07 September. This meeting is open to all members of the public.
3	<p>Projected Timescales</p> <ul style="list-style-type: none">• Working Group meetings were proposed to be at monthly intervals to keep up the momentum and to be combined with plenary sessions• Public consultations, the first was proposed for November 2015 but after discussion following the group sessions this was modified to October in order to gain input from parishioners at an early stage.• Preparation of Draft Plan would follow this and be prepared by the end of 2015 for circulation to group members.• Second Public Consultation would be in January 2016 to gauge public opinion, views and potential additions or modifications.• Preparation of Final Plan would follow this and would be ready for publication at the Annual Town meeting on 11 April 2016.• Printing and Distribution to all residents and businesses in the parish would then follow.
4	<p>Working Parties</p> <ul style="list-style-type: none">• Proposed working groups were circulated and modified by those present, the produced version is attached and may still be modified.• Terms of Reference were circulated and met general approval and are attached for reference• Templates for each working group topic were circulated and it was suggested that they be used as guidelines for the groups, copies are attached.
5	<p>Other Business</p> <ul style="list-style-type: none">• There were no other points raised.
6	<p>Date for Next Meetings</p> <ul style="list-style-type: none">• Working groups will meet as and when convenient.• Working group and plenary session. Suggestion Tuesday 15 September

The session ended at 22:00