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# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING NOTES BY THE TOWN CLERK

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### TOWN ACTION PLAN 2015-20

Meeting held at 19:30 on Wednesday 17 February 2016  
at Sayesbury Manor, Bell Street Sawbridgeworth

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Those present:

Tony Vidler	Doug Hintridge	Greg Leary
Cllr Ruth Buckmaster	Cllr Heather Riches	
Richard Bowran - STC	Joanne Sargant - STC	

1	Apologies for absence: Roger Beeching; Eric Buckmaster; Angela Alder; Hazel Mead; Teresa Bishop; Derek Filler
2	Where we're at <ul style="list-style-type: none"><li>• Working Group SWOT analyses had been updated with the outcome of the First Public Consultation.</li><li>• The relationship with the potential production of a Neighbourhood Plan was discussed.</li><li>• Emphasis was placed on the importance of the Town Action Plan in the event that a Neighbourhood Plan was not attempted.</li></ul>
3	What's next <ul style="list-style-type: none"><li>• The expanded SWOT analyses were displayed around the chamber and all those present toured the eight themes and added further comments.</li></ul>
4	Forward Plan <ul style="list-style-type: none"><li>• Agreed there should be a Second Public Consultation</li><li>• This was set for Saturday 12 March between 12 noon and 16:00 in the council chamber</li></ul>
5	Writing the Plan <ul style="list-style-type: none"><li>• Clerk is to produce a first draft of the Plan and the Action Points for display at the consultation.</li><li>• Agreed that emphasis should be placed on "Who Does What" as there is evident confusion as to the roles and responsibilities of each tier of local government.</li><li>• Additional points and priorities to be sought and the final version to be presented at the Annual Town Meeting on 11 April 2016.</li></ul>
6	Other Business <ul style="list-style-type: none"><li>• No other points were raised.</li></ul>

The session ended at 20:35