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**Town Action Plan Working Group**

**Tuesday 13 August, 11.30am via Teams**

**NOTES**

1. To note who is present and accept apologies

Present: Cllrs Glover, Groves and Manton

 Town Clerk

Apologies: Cllrs Hughes and Nellins

1. To appoint a Chair

Cllr Manton was appointed as Chair

1. To consider the report from the workshop event

The chair said the workshop was extremely successful. The seven high impact actions were prioritised and several other potential actions were identified.

It was agreed that the report did not need to be discussed in detail at this stage.

Discussions took place regarding projects; improving the entrances to the town was identified as a priority. The entrances currently look unkept as the grass has not been cut and the shrubs are overgrown.

1. To discuss and agree if any stakeholders/individuals/organisations should be included on the working group

It was agreed that key stakeholders should be invited to join the working group. Involving representatives from local businesses, organisation and groups was also discussed; hopefully some would sponsor some of the projects.

It was agreed that the working group should remain reasonable small; a further group of interested individuals to be identified who are willing to be called upon to help/support project implementation.

 Five key stakeholders were identified.

1. To discuss next steps eg setting up task and finish groups.

It was agreed to set up a Teams meeting with the five key stakeholders to share details of the project plans, future engagement and project implementation with a view to exploring if they would like to be part of the working group. A provisional date of Tuesday 20th August was set.

The second action discussed was to hold a meeting/drop in event for representatives from local businesses/organisations to start a conversation with them about the action plan and discuss their potential involvement/support. The event would take place one evening.