

## **Town Plan Task and Finish Group Meeting on Monday 28<sup>th</sup> November 2016 – Further Notes**

A note prepared by Christine Tustin dated 29<sup>th</sup> November has already been forwarded to aid consideration of budgetary requirements to address priorities identified in the Way Forward of the Town Plan (page 3 of the plan).

In addition the meeting identified ways forward on the following agenda items which it recommends to Council.

### **3a. Establishing a suitable structure to action and monitor the Town Plan.**

and

### **3b. Ownership of objectives and coordination**

**Recommendation:** For the time being the Council committees shall be responsible for taking forward (including ensuring involvement of outside agencies) and monitoring the objectives within the Town Plan – the ongoing needs for these should be addressed as part of the Council's operational review.

### **3c. Priorities and 3d. Resources**

This is covered by Christine Tustin's note, including resource to support young people and short term needs re visitors and tourism.

### **3e. Development of an Action Plan**

**Recommendation:** This should be considered within the operational review in order to ensure that any process and documentation is in line with general needs for the Town Council.

*Note: The Action Plans from which the Town Plan was constructed are lodged with the Council. An Action Plan could form the basis of regular reports on progress to residents.*

### **3f. Review/scrutiny on a regular basis**

**Recommendation:** A review or scrutiny process should be considered within the operational review.

### **3g. Production of an up to date statement on progress (e.g. possible newsletter)**

See Christine Tustin's note re budgetary provision to address this.

### **Further Meetings:**

The Task and Finish Group has no further planned meetings.

*A further meeting to review progress with members of the former Town Plan working party has been arranged for Monday 27<sup>th</sup> 2017*

Griff Holliday

1<sup>st</sup> December 2016.