# STOKE GABRIEL PARISH PLAN STEERING GROUP

## Action Points

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| **Date & Time:** | 24th May 2007, 2000hrs | **Meeting No.:** | 4 |
| **Meeting Place:** | Red Slipper, Stoke Gabriel | **Minutes By:** | Ian Brown |
| **Present:** | | | |
| | Mick Mercer | **(MM)** | |
| | Clive Wigfall | **(CW)** | |
| | Luke Peakmean | **(LP)** | |
| | Rebecca Garner* | **(RG)** | |
| | Roy Ellender | **(RE)** | |
| | Charles Gillmore | **(CG)** | |
| | John Currie | **(JC)** | |
| | Chris Mortimer | **(CM)** | |
| | Paul Duckett | **(PD)** | |
| **Apologies:** | | | |
| | Edward Lovesey | **(EL)** | |
| | Rebecca Cogger | **(RC)** | |
| | Matt Halkes | **(MH)** | |
| | ** Denotes part attendance* | | |

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| **1.0** | **Approval of Previous Actions/ Corrections**<br>1.1 Approved | |
| **2.0** | **Actions from Previous Meetings** *(previous in italics)*<br>*2.6.1 Parish Plan "toolkit" can be found on Devon County Council Website*<br>*2.6.2 RE reported contact with Loddiswell Parish Planners, advice given was "do not be over ambitious but realistic" Willing to give a presentation if required.* | ***ALL*** |
| | *3.4.3 No responses reported from the 0845/email addresses displayed on notices posted around the village* | |
| | *3.7.2 Add a skills asset map to the questionnaire for the Profile; consideration required in respect of the general anonymity of the questionnaire. Initial Data to be collected at consultation.* | ***MM*** |
| | *3.7.4 Consultations to include working with Youth Groups, JC to discuss with Scouts and Stoke M8's, report imminent. Jill Hamilton (Secretary to Parish Council) to provide appropriate info following set-up of Stoke M8's.* | ***JC*** |
| | *3.8.2 CW confirmed village hall booked for 1st & 2nd June for consultation* | |
| **3.0** | **Matters Arising**<br>**1st & 2nd June Consultation meetings**<br>Publicity | |
| | 3.1 Advert/article to be entered in the June edition of the Parish Magazine | ***JC/RC*** |
| | 3.2 RC to contact local papers and other media to raise profile/awareness of the parish plan process and date and content of consultation. | ***RC*** |
| | 3.3 Continue with leaflet circulation to all local groups, businesses and other organisations, including: Pubs, Church, Toddler/Pre-school, Garage, Garden | ***JC/RC*** |

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| | Centre, River Shack.<br><br>3.4 CW advised that a report on Parish Plan progress had been given to the Parish Council<br><br>3.5 Advertisement Board outside village hall for Consultation Day to be considered.<br><br>Structure<br><br>3.6 MM circulated a sketch plan of the proposed layout for the hall for the consultations.<br><br>3.7 RG may, if time allows, provide a 3d model of the village to stimulate thought and interaction for parishioners comments.<br><br>3.8 Display boards will be erected to allow "sticking" of the post-it notes from parishioners comments<br><br>3.9 A welcome table/area will be used to provide information on the Parish Plan and instructions for the parishioners. Instructions to be circulated by email to steering group members<br><br>3.10 Tables will be used to provide information on topics of interest;<br><br>• Business & Tourism<br>• Farming Community<br>• Children & Schooling<br>• Health, Police, Fire<br>• Disabled & Infirm<br>• Local Facilities & Recreation<br>• Churches & Religion<br>• Retired People<br>• Housing, Planning and Open Spaces<br>• Environment and Culture<br>• Transport, Highways & Footpaths<br>• Youth<br><br>3.11 Members on duty (helpers) will need to advise/assist Parishioners, whenever/wherever required/requested.<br><br>3.12 MM to email list of helpers/set-up duties etc<br><br>3.13 LP tabled data and photos of local interest to be shown in the hall, consider also local school paintings. | ***JC/RC/RG***<br><br>***RG***<br><br>***MM***<br><br>***LP*** |

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| | 3.14 "Exit" table to be provided with form to provide initial data for skills map. Feedback forms etc. | |
| | 3.15 CW to check if Hall could be provided FOC and administer hall keys/security. | ***CW*** |
| | 3.16 At the end of the last consultation day, an initial review of the results will be carried out by the members present, for further discussion at the next Steering Group meeting. | |
| **4.0** | **Funding Application**<br>4.1 Cheque for the full amount of the application is due this week, CW to chase if it does not arrive. | ***CW*** |
| **5.0** | **Costs**<br>5.1 Cost of formulating Questionnaire by Malcolm Macdonald to be reviewed by MM with a view to achieve a saving for more "tailored" service. Appointment to be made subsequently. | ***MM*** |
| | 5.2 All receipts for expenses to CW asap, CW to raise cheques on receipt of payment from Devon County Council | ***All/CW*** |
| | 5.3Budget reports to be provided, CW to advise asap if any extra fund raising activities are required to cover costs. | ***CW*** |
| **6.0** | **Any other Business**<br>6.1 Jill Hamilton requested a list of the Steering Group members, JC to provide IB with her email address. | ***JC/IB*** |
| | **Date & Time of Next meeting**<br>4th July 2007, 2000hrs, Red Slipper Stoke Gabriel<br>Note: IB will be on Holiday, volunteers to take notes please! | ***ALL*** |
| | **Agenda**: to be Circulated (if required) | ***MM*** |