STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	22nd November 2007, 2000hrs	**Meeting No.:**	10
Meeting Place:	Red Slipper, Stoke Gabriel	**Minutes By:**	Ian Brown

Present:		
	Mick Mercer	**(MM)**
	Clive Wigfall	**(CW)**
	Edward Lovesey	**(EL)**
	Roy Ellender	**(RE)**
	Rebecca Cogger	**(RC)**
	Ian Brown	**(IB)**
	Luke Peakmean	**(LP)**
	Chris Snow	**(CS)**
	John Currie	**(JC)**

Apologies:		
	Charles Gillmore	**(CG)**
	Paul Duckett	**(PD)**
	Chris Mortimer	**(CM)**
	Rebecca Garner	**(RG)**

		ACTION
9.0	**Approval of Previous Actions/ Corrections** Approved,	
10.1	**Action Points from Previous Meeting** 9.2.4 Only question missed related to Pre-school, now included in questionnaire 9.3 Printing: 5 quotes for printing questionnaire on the agreed basis were received from RC/RG ranging from £222 to £704. The quote from £222 was received from Bendalls and it was agreed that the order would be placed with them. RC to liase, place order and initially obtain a proof document for approval. It was understood that delivery of the full quauntity of documents could be provided within 3 days of proof approval.	***RC***
	Matters Arising	
10.2	**Finalisation Of Questionnaire**	
	10.2.1 Various formatting amendments discussed and agreed, CS to amend	***CS***
	10.2.2 Working party of MM/CS/LP to further review & finalise document for circulation and prior to printing	***MM/CS/LP***
	10.2.3 Inclusion of a “Childrens” pictorial questionnaire was discussed, as provided for in the DCC PP pack, but was decided that the questions asked were already captured in the main body of the questionnaire. The form could however be promoted at the next public event.	***Note***
	10.2.4 Frontispiece prepared by EL agreed, title etc to add. This image would be adopted for all SGPP public notices.	***MM/CS/LP***

		ACTION
	10.2.5 Incorporate either standalone introduction or covering letter to include: • Introduction • Instruction to complete the questionnaire • Sample question	***MM/CS/LP***
10.2.6	Final "Pilot" version to be circulated to Group by 29.11.07	***MM/CS/LP***
10.3	**Distribution and Collection of Questionnaire**	
	10.3.1 Re-sealable envelopes required for questionnaire CM apparently has an economic source, JC to liase with CM based on a 700no requirement	***JC/CM***
	10.3.2 Printed sticky labels required in monochrome for each envelope	***JC***
	10.3.3 Refer to village boundary plan provided by MM for extent of distribution	***ALL***
	10.3.4 RC to contact "Christian Aid" to obtain distribution plan	***RC***
	10.3.5 RC/IB to propose final distribution matrix	***RC/IB***
	10.3.6 SG Scouts group to be approached for assistance in distribution	***RC***
	10.3.7 Date for distribution was discussed and due to the approaching busy Xmas period it was agreed that early new year would be appropriate	
	10.3.8 Collection date would be geared to a date one week after date of distribution.	
	10.3.9 Collection procedures and collection points to be considered by all for agreement at next meeting	***ALL***
10.4	**Next Public Event**	
	10.4.1 Public review of results, probably in March following collation by Malcolm Mcdonald, publicising, format etc to be discussed next meeting	
10.5	**Any Other Business** None	
10.6	**Date & Time of Next meeting** **TBA** **Agenda**: to be Circulated	