STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	9 August 2007, 2000hrs	**Meeting No.:**	6
Meeting Place:	Hillmount, Hillfield, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	*Clive Wigfall	**(CW)**	
	Luke Peakmean	**(LP)**	
	Chris Snow	**(CS)**	
	Charles Gillmore	**(CG)**	
	John Currie	**(JC)**	
	Paul Duckett	**(PD)**	
	Ian Brown	**(IB)**	
	Rebecca Cogger	**(RC)**	
	Roy Ellender	**(RE)**	
Apologies:			
	Chris Mortimer	**(CM)**	
	Rebecca Garner	**(RG)**	
	Matt Halkes	**(MH)**	
	Edward Lovesey	**(EL)**	

** Denotes part attendance*

		ACTION
1.0	**Approval of Previous Actions/ Corrections** 1.1 Meeting 5 Approved	
2.0	**Actions from Previous Meetings** *(previous in italics)* *5.0 Budget reports to be provided by CW*	***CW***
	6.0 Rebecca Cogger will investigate the availability of funds from the SG Carnival Committee	***RG***
	7.0 Still one bottle of wine to be claimed from the raffle!	***CM***
3.0	**Matters Arising** Accounts	
	3.1 MM reported that due to the reduction of the costs following decision to formulate questionnaire by the Group it was felt that there would be a £200-300 overspend. This should be covered by funding from the Carnival as in 2.6 above.	
	3.2 Detailed Budget/account reports to be provided next meeting	***CW***
	3.3 CW reported that the £2172 funding contribution from DCC had been received and banked by the Parish Council. CW to recover this amount from the PC and set up separate named account for PPSG.	***CW***
4.0	Website/Publicity	
	4.1 Update report for Parish Magazine to be prepared to include clarification on "Yarde Orchard Development"	***RC/CM***

		ACTION
	4.2 MM to pursue Michael O'dell to include article in Observer newspaper	***MM***
5.0	Production of Questionnaire	***ALL***

5.1 Agreed Categories for Questionnaire related to Consultation to provide consistency of understanding and audit trail :

1. Business/Tourism/Farming

2 .Housing/Public Open Spaces

3. Local Facilities & Recreation

4. Environment & Culture

5. Youth Issues

6. Parking, Transport & Footpaths

7. Elderly & Disabled

8. Children & Schooling

9. Health, Police & Fire

5.2 The Steering Group will be split into 3 working parties covering the above categories with the objective of preparing questions in a format similar to "Sample Questions For Parish Plan Surveys" provided by DCC.

5.3 The vehicle for preparation of the **specific** content will be the "Parish Plan Topics for Questionnaire" prepared by RG, attached. These topics were allocated to the Categories above as indicated.

5.4 The "Sample Questions" could be used as a reference/format for more **general** questions where considered appropriate.

5.5 Each Working Party should consider appropriateness and impact relative to the Consultation results. Refer also to the "Questionnaire Design Issues to Consider Before choosing the questions" sheet prepared by RG for guidance

5.6 The results of this process will be reviewed and refined at the forthcoming Group meeting in September.

5.7 Working Parties

Working Party	Categories Considered	Members	Party Leader
A	2,4,1	IB, CS, PD, RG	CS
B	6,3,9	RE, RC, CW, CM, CG	RE
C	5,7,8	MM, LP, JC, MH, EL	MM

CS/RE/MM

		ACTION
	5.7 Working Party Leaders to Contact each party member to agree dates for meetings **Date & Time of Next meeting** Group Meeting Weds 12th September, 0800hrs, venue TBA **Agenda**: to be Circulated (if required)	***MM***