STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	18th April 2007, 2000hrs	**Meeting No.:**	3
Meeting Place:	Red Slipper, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Clive Wigfall	**(CW)**	
	Luke Peakmean	**(LP)**	
	Chris Snow	**(CS)**	
	Roy Ellender	**(RE)**	
	Edward Lovesey	**(EL)**	
	John Currie	**(JC)**	
Guest:	Paul Edwards	**(PE)**	Community Council for Devon
Apologies:			
	Rebecca Garner	**(RG)**	
	Vicky Porter	**(VP)**	
	Charles Gillmore	**(CG)**	
	Chris Mortimer	**(CM)**	
	Paul Duckett	**(PD)**	
	Matt Halkes	**(MH)**	
	** Denotes part attendance*		

		ACTION
1.0	**Approval of Previous Actions/ Corrections** 1.1 Approved	
2.0	**Actions from Previous Meetings** *(previous in italics)* *4.1 IB to formulate members directory consisting of email addresses and phone no's-**Attached*** *Remaining phone no's to IB asap (hilian@tiscali.co.uk)* *6.1 MM to contact Paul Edwards DCC liaison officer to request Parish Plan "toolkit" for each member* *6.2 Consider inviting a member of another PPSG who has successfully completed their plan to give a talk on their experiences*	***IB*** ***VP,CG,CM, PD,MH*** ***MM*** ***MM***
3.0	**Advice from Paul Edwards** PE provided a handout "About Parish Planning", and some useful advice: • Described PP as "Document of influence to promote or defend the wishes of the Parishioners" backed up and auditable through statistics. • Use broad heading at the consultation with "post-its" to focus thinking and reactions, also provide headings to stimulate interest from teenagers. • The consultation room should be child friendly, provide a "Creche" type facility • Utilise Malcolm Mcdonald of SHDC to prepare questionnaire based on the statistics results from the consultation. • Call on each household to deliver/explain questionnaires and collect on completion • Celebrate the completion of the report with a launch event, invite Parish	

		ACTION
	Council, District Council and of course the Parishioners! • The final report should include and "Executive Summary" for impact, but cross-referenced to the main report. • The report should include an "ownership" column to allocate responsibilities for delivery of the aims and actions. • The report should be high impact and concise. • Funding for the actions can come from a number of sources, eg Awards for All from the Lottery fund (<£10k), Kay Dawson at SHDC can provide further information	
4.0	**Matters Arising** **Communications and Publicity** 4.1 Upload "Action Points" from meetings to PPSG Website 4.2 Notices have been posted around the village, no feedback as yet 4.3 All emails and telephone calls arising from the notices posted around the parish will be handled & collated for feeding into the consultation process by MM/CM.	***MM/CM***
5.0	**Funding Application** 5.1 Application form completed and forwarded to PE, PE confirmed acceptance in principle, funds wont be available for 2 weeks 5.2 Cost of formulating Questionnaire by Malcolm Macdonald will be £2,300, plus VAT which is recoverable. Principle agreed by members, MM to consult with Malcolm and issue confirmation of appointment. 5.3 Budget reports to be provided	***MM*** ***CW***
6.0	**Reports From Consultations** 6.1 A written summary of progress from liaison consultations to date to be provided by each member by email to MM asap.	***ALL***
7.0	**Formulation of Community Profile** 7.1 A Community Profile to be provided for the Consultation 7.2 Add a skills asset map to the questionnaire for the Profile 7.3 Working Party to formulate the Profile: LP, MM, CM. Working Party to arrange to meet asap to commence the Profile 7.4 Consultations to include working with Youth Groups, JC to discuss with Scouts and Stoke M8's. 7.5 Working Party to provide a report for the next PPSG meeting	***LP/MM/CM*** ***TBA*** ***LP/MM/CM*** ***JC*** ***LP/MM/CM***
8.0	**Initial (Parish) Consultation Meeting** 8.1 Provisionally Scheduled for Friday June 1st between 1900hrs to 2100hrs and Saturday June 2nd between 1000hrs and 1200hrs. 8.2 Venue: Village Hall, availability to be confirmed. 8.3 Working Party to determine structure/format of Consultation Meeting: MM,	***MM*** ***MM/LP/VP***

		ACTION
	LP, VP to meet asap. 8.4 JC to promote Consultation Meeting fro a Publicity perspective following confirmation of the final structure and requirements. 8.5 Working Party to provide a report for the next PPSG meeting **Date & Time of Next meeting** **Working Parties**: Dates TBA between members as id'd above **Steering Group**: 23rd May 2007, 2000hrs, Red Slipper Stoke Gabriel **Agenda**: to be Circulated (if required)	 ***JC*** ***MM/LP/VP*** ***MM***