STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	28th July 2008, 2000hrs	**Meeting No.:**	16
Meeting Place:	Hillmount, Hillfield, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Chris Snow	**(CS)**	
	Edward Lovesey	**(EL)**	
	John Currie	**(JC)**	
	Ian Brown	**(IB)**	
Apologies	Paul Duckett	**(PD)**	
	Roy Ellender	**(RE)**	
	Chris Mortimer	**(CM)**	
	Clive Wigfall	**(CW)**	
	Luke Peakman	**(LP)**	
	Rebecca Cogger	**(RC)**	
	Rebecca Garner	**(RG)**	

		ACTION
	Action Points from Previous Meeting Accepted as a true record	
14.0	Feedback regarding Parish Council meeting of 28.4.08.. MM to set date for council liaison meeting possibly late September. Draft Parish Plan document to be provided to councillors before meeting to allow comments to be discussed.	***MM***
15.1	15.1.2 Potted history of SG to be provided for Plan (as Halberton), with photos if possible. IB to prepare.	***IB***
15.2	Responsibility for ownership and storage of Questionnaires, MM to discuss with Parish Council at liaison meeting.	***MM***
	Matters Arising	
16.1	**Resignations** Luke Peakman, and Chris Mortimer have resigned from the Steering Group, MM thanked them for their hard work to date. CM has agreed to assist with IT matters.	
16.2	**Accounts** 16.2.1 **MM** has previously distributed accounts @ 14.07.08 to all members, it was expected that the cash balance would be utilised for the production of the report and launch/publicity costs	
	16.2.2 Accounts to be reviewed at the Liaison meeting with the Parish Council	***MM***
16.3	**Formulating The Plan** 16.3.1 Health/Police/Fire section outstanding, to be forwarded to MM asap	***RE***
	16.3.2 Action Plan for Youth to be concluded asap and forwarded to MM	***JC***
	16.3.4 Editorial sub-group will be MM/CS/JC. CS will be the lead-editor	

		ACTION
	16.3.5 Group to email appropriate photos for their section to CS asap.	***ALL***
	16.3.6 Draft to be formatted in Microsoft Word for standardisation/eased of editing.	***CS***
	16.3.7 All sections to be forwarded to CS to produce initial draft.	***MM***
	16.3.8 Audit of drafts of each Section to be carried out to ensure only facts are discussed relative to the raw data .	***RE/CS/MM***
	16.3.9 Introduction, Executive Summary and Acknowledgments in the production of the Plan to be produced by MM.	***MM***
	16.3.10 Formal Launch of the Plan will be Saturday 22nd November 2008	
	16.3.11 CW to confirm availability of Village Hall	***CW***
	16.3.12 Formal presentation/discussion to Parish Council on 24th November if required.	***MM***
	16.3.13 Group to comment on draft following CS circulation asap	***ALL***
	16.3.14 MM to draft update for SG News by deadline of 10.08	***MM***
	16.3.15 EL to provide coloured rendering of front cover to JC	***EL***
16.4	**What Next?** 16.4.1 Final Plan to be circulated 2 weeks before launch with appropriate publicity to encourage participation and formation Action Groups to take specific cases forward.	
	16.4.2 Publicity to be considered nearer time but Press coverage in Totnes Times and Herald Express to be considered as well as local covers in SG news etc. to promote interest in becoming members of the Action Groups.	***RC***
	Date & Time of Next meeting: TBA	
	Agenda: to be Circulated	***MM***