STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	8th November 2007, 2000hrs	**Meeting No.:**	9
Meeting Place:	Red Slipper, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Clive Wigfall	**(CW)**	
	Edward Lovesey	**(EL)**	
	Rebecca Garner	**(RG)**	
	Rebecca Cogger	**(RC)**	
	Ian Brown	**(IB)**	
	Luke Peakmean	**(LP)**	
	Chris Snow	**(CS)**	
	John Currie	**(JC)**	
Apologies:			
	Charles Gillmore	**(CG)**	
	Paul Duckett	**(PD)**	
	Roy Ellender	**(RE)**	
	Chris Mortimer	**(CM)**	

		ACTION
8.1	**Approval of Previous Actions/ Corrections** 1.1 Approved, all actions cleared	
	Matters Arising	
9.1	**Chairman's Report** 9.1.1 Parish Council has seen the draft questionnaires and made comments, 8.11.07 is the deadline for all feedback to be provided to MM	***ALL***
	9.1.2 MM has provided the draft questionnaire to both Malcolm Macdonald and Paul Edwards at DCC also for comments, who have both responded	
	9.1.3 MM reported that feedback from all parties was positive and helpful,	
9.2	**Production of Questionnaire** 9.2.1 All feedback including that from the piloted forms was discussed and noted for CS to complete the form and format including title page/cover and sample question as agreed.	***CS***
	9.2.2 CM will be on hand for consultation on excel software if required	***CM***
	9.2.3 CS to email all group members with revised document	***CS***
	9.2.4 All to review document an inform group of any questions that may have been missed in the formatting exercise	***ALL***
9.3	**Printing Of Questionnaire** RC/CW to obtain quotes from printers for: • 600 copies x15 pages • In Monochrome • Binding	***RC/CW***

		ACTION
	• Date for completion of printing	
9.4	**Distribution and Collection of Questionnaire** To be discussed at next meeting	
9.5	**Any Other Business** None	
9.6	**Date & Time of Next meeting** 22.11.07 20.00 Red Slipper **Agenda**: to be Circulated	