STOKE GABRIEL PARISH PLAN STEERING GROUP

Action Points

Date & Time:	1st October 2008, 2000hrs	**Meeting No.:**	17
Meeting Place:	The Red Slipper, Stoke Gabriel	**Minutes By:**	Ian Brown
Present:			
	Mick Mercer	**(MM)**	
	Chris Snow	**(CS)**	
	Clive Wigfall	**(CW)**	
	John Currie	**(JC)**	
	Ian Brown	**(IB)**	
Apologies	Paul Duckett	**(PD)**	
	Roy Ellender	**(RE)**	
	Edward Lovesey	**(EL)**	
	Rebecca Cogger	**(RC)**	
	Rebecca Garner	**(RG)**	

		ACTION
	Action Points from Previous Meeting Accepted as a true record	
14.0	Parish Council Liaison meeting now set for 22.10.08. See Matters Arising	***MM***
	Matters Arising	
17.1	Final Amendments to Parish Plan	
	17.1 The Draft Parish Plan was tabled and various amendments to text agreed. CS and PD to liaise to provide final draft in format discussed.	***CS/PD***
	17.1.2 Printing and dissemination of final plan by 8th November	
	17.1.3 Printing required: • 12 no High Quality prints (A4) • 50 no coloured on standard quality A4 paper • 600 no single page summaries (for distribution to each property) on standard quality A4 paper	***RC***
	17.1.4 RC to negotiate costs of printing with Bendalls (or other)	***RC***
	17.1.5 Distribution Plan of copies to be reviewed	***MM/ALL***
17.2	**Meeting with Parish Council 22.10.08, 2000hrs**	
	17.2.1 Draft Parish Plan document to be provided to councillors before meeting to allow comments to be discussed, CW to liaise with John Robinson (acting secretary) as required.	***MM/CW***
	17.2.2 Accounts to be reviewed	
	17.2.3 Agenda for meeting to be circulated to Council	***MM***
	17.2.4 Responsibility for ownership and storage of Questionnaires to be agreed.	
	17.2.5 IB to take record of meeting	***IB***

		ACTION
	17.2.6 Deadline for all comments on Plan from the Council to be the 22.10.08, MM to advise JRobinson.	***MM***
17.3	**Early Launch**	
	17.3.1 Early copies of the Plan to be left in PO and uploaded to Website by 08.11.08	***CM/MM***
	17.3.2 Village Hall Launch and presentation on 22.11.08, will allow parishioners opportunity to ask questions. Format to be discussed at next meeting.	
	17.3.3 Prime Objective will be to encourage Parishioners to form action groups to take the results of the PP forward to fruition.	
	17.3.4 Consider raffle to increase interest on the day	
	17.3.5 CW confirmed the Hall is booked for the morning 22.11 until 1300hrs	
	17.3.6 Publicity for launch: • Press coverage in Totnes Times and Herald Express • Coverage in SG news • Posters & Flyers	 ***RC*** ***MM*** ***JC***
17.4	**What Next?**	
	Consider: • **Facilitating formation of Action Groups to move plan forward** • **Co-ordinate and guide Action Groups as required** • **Reference points for Action Groups**	 ***ALL***
	Date & Time of Next meeting: TBA	
	Agenda: to be Circulated	***MM***