

**Fivehead Village Plan Steering Committee**  
**Meeting held on Wednesday 3 May 2006 at 8pm**  
**at Fivehead Village Hall**

**Present** Keith Summers, chairman, Barry Knox, Andrew Barrett, Margaret Smith, John Taylor, Bruce Whittle, Sue Jackson.

1. **Apologies.** Mervyn Wilson, Malcolm Cavill, Margaret Knox, Richard Chedzoy.

2. **Minutes** of 5 April meeting were approved.

**Matters arising.** It was asked if the minutes should be more discreet if they are to be published on the website. It was agreed that they should be published on the website marked DRAFT until approved.

3. **June 17<sup>th</sup> – Open Day.** Report from Bruce Whittle. Maximum number of helpers required to set up and man displays/stalls and refreshments. Open to the public 2.30 – 4.30. Post Office agreeable to photographs for exhibition being left there. (It was agreed that there would be an exhibition NOT a competition). K.S. to ask FPC to agree to maps (currently held by M.K.) being shown,. It was agreed that B.K. would purchase a sheet of Perspex to protect map. J.T. to do posters advertising Open Day. Article in FM3 re Open Day (B.W.) FM3 to be delivered week beginning 22 May to ensure village is aware.

4. **Questionnaire.** Content. Barry Knox has made changes as agreed at last meeting and some alterations to wording. He has contacted Andrew Freeman who thought it should /could be more clearly presented i.e. headings for sections/categories. After much discussion and comparisons with the format of other villages' questionnaires it was agreed to use the Isle Abbots' format and retain our questions as at present.

The form now needs to be formatted. Andrew Barrett to do this.

It was agreed that the final version will be presented on 17 June with assurances to the public that the SC will help with any problems in completing it. It was also agreed that the format of the front cover of the Nynehead form should be used including attaching 2 identical raffle tickets to each questionnaire for prize draw of £50, £25, £15, and £10.

B.W. to do logo for front cover (heron from the tile design).

B.W. and S.J. to write info sheet for inside front cover.

320 copies to be printed.

Delivery. It was agreed that J.T. and B.W. would divide the village into sections for delivery and that all members of the SC would deliver questionnaires – responsible for ensuring return of all they have delivered.

5. **Website.** Has now gone live. A.B. has not had much feedback since the Parish Meeting. There have been some contacts re genealogy, burial plots and diary events.

6. **A.O.B.** What is the future of this group after the plan is produced? It was agreed that it would be needed to manage and implement the plan.

7. **Next meeting** Wednesday 7 June, 8 p.m. at Village Hall.