

**Fivehead Village Plan Steering Committee**  
**Wednesday 6<sup>th</sup> September 2006**

**Minutes**

**Present.** Keith Summers (in chair), Andrew Barrett, Kevin Stevens, Margaret Smith, Bruce Whittle, John Taylor, Malcolm Cavill, Harry Price, Richard Chedzoy, Bob Powell, Barry Knox, Margaret Knox.

**1. Apologies.** Mervyn Wilson, Sue Jackson.

**2. Minutes and Matters Arising.** The Minutes of the meeting held on 9<sup>th</sup> August were approved. 1<sup>st</sup> and 4<sup>th</sup> prizes from the draw had not been claimed. MK & KS to inform relevant ticket holders.

**3. Finance: Budget.** RC reported the budget to be on course. Parish Council is holding £1600 RC, £250. Anticipated printing costs for the Plan are £1061.

**4. Questionnaire: results, update.** The data input from 24 randomly selected questionnaires have been checked by RC and BP. Average error rate 1 per questionnaire. Some of this could be due to interpretation. The formulae have yet to be checked (imminent). An overall error rate of 0.35% had been calculated. This figure would support the validity of the results. There is a concern the data format is too dense for popular interpretation. There had been an 89% return rate. BK circulated a pre-plan newsletter published by Curry Mallet and Beercrocombe showing the factual results of their survey. He favoured something similar being created. It was agreed this would be a good way to maintain momentum using Fivehead Matters 4 as a vehicle. JT, MW and BK to decide content. AB would design the layout. RC would obtain printing costs. BK thought that the statistics were firm enough to go public (although MW has yet to analyse the manuscript responses). Interested bodies need to be informed of certain results. It was debated how this could best be achieved. It was thought best to focus on issues with a large response rate. KS JT and MS would form a working party (starting 13<sup>th</sup> Sept.). It was agreed a PP member should take responsibility for each key question but members are there to facilitate not necessarily to run emerging projects. KS queried Playing Field question statistics & received satisfactory reply. People seeking a History Group were in email contact. AB stated similar things should be part of an action plan. A plan is needed to access funding.

**5. Public Meeting: October date, Group contact, previous publicity, Fivehead Matters 4, content (see mins).**

A provisional date of Wednesday 25<sup>th</sup> October at 7.30pm was agreed. MK to check hall availability. Date subject to review on Oct. 4<sup>th</sup> (next committee meeting).

The Open Day/Evening should be structured around the results and would be a good opportunity to raise awareness of groups and projects needing leadership, as identified by the working party. KS to ask Gerard Tucker to attend on 25<sup>th</sup> as it was felt advice is needed as to how to best go forward from here. Publicity for the evening would be via posters and in Fivehead Matters 4 which would incorporate the survey results (see above). The draft version of this extended Fivehead Matters would be approved on 4<sup>th</sup> October. RC would get a quote for and arrange the printing with JT as a fall back. Rapid distribution would then be needed.

**6. Any Other Business** AB needs input from groups for the website village diary. Members who belong to groups should arrange for a nominated person to inform AB of forthcoming events.

**7. Date of next meeting.** October 4<sup>th</sup> 8.00pm