

Fivehead Parish Plan Steering Group

Met in the Village Hall on Wednesday 19 October 05.

Present: Keith Summers, chairman, Bob Powell, Kevin Stevens, Barry Knox, Margaret Knox, Bruce Whittle, John Taylor, Sue Jackson, Suzy Parsons, Margaret Smith, Malcolm Cavill, Andrew Barrett, Richard Chedzoy, Mervyn Wilson (secretary)

1. Various papers were handed round:
 - Village statistics from 2001 Census
 - Brief statement of what the Parish Plan is (MW)
 - Website information (AB)
 - Parish Plan application form for funding
 - Simple question form (MW)
 - List of names, addresses, tel and emails brought up to date (KS)
2. Parish Plan application form: this has to be filled in by the Parish Council. Margaret Knox and Malcolm Cavill to fill in the information sections before next meeting.
3. Seminar at FPH Taking it Forward, on 31 October. Keith Summers and Mervyn Wilson to attend. Sue Jackson in reserve.
4. Collection of facts: Map download,
organisations list (SP & MK)
5. Newsletter about Parish Plan. Title: Fivehead Matters. Progress and plans to be produced by next meeting. Editorial Committee MW, BW and AB.
6. Agreed that we needed a corporate style and logo for publications: AB to work on.
7. Collation: BK raised a question about suitable software: Access
8. Website: AB's proposals accepted.
 - Accept CVS (John Newman) offer of assistance of an IT student free for a year for development of site
 - Delay decision on training
 - Refuse with thanks Edward Blunt's offer of URL: choose our own and accept costs
 - AB to oversee and be webmaster. Name:
fivehead.village.org.uk
9. Costs: At present we have no funds. We shall need to make a percentage contribution to costs. This may be in cash or kind. All members therefore should note any costs they have incurred, whether they are gifts or loans in expectation of future repayment. Richard

Chedzoy agreed to act as treasurer. He should be informed of all such costs incurred.

10. Prebid gathering of information. There was some discussion on this. It was agreed that we need to find out local opinion:

- Going to individuals with simple questions

- Writing a letter to all organisations

- Expressing our own views

This process should begin after the next meeting and be completed by December 10. Exact methods to be finalised at next meeting, and process of collation.

11. Date of next meeting: Wednesday 2 November 8 pm