

Sandon Village Design Statement Association

Minutes of Meeting 1 April 2008 @ 8.00pm held at 9 Chalklands

Those present:

Cllr. David Pearson – Chairman
Neville Jessop – Vice-chairman
Cllr. Dianne Neal
Dennis Terry
Marjorie Ferguson

1. Apologies

Sue

2. Review Questionnaire

Are any additional explanations required? No

Wording 'borough council' changed to 'Chelmsford Borough Council'.

David expressed concern about the quality of the map on page 2. He has requested a better map from CBC but none had been received as yet. It was decided that we should not wait but should proceed with what we have if a better one is not received in time.

Neville raised the question of identity cards for use when collecting the questionnaires. It was decided that, for Howe Green at any rate, the collectors are known to the residents and therefore identity cards are not required. Collectors who are not known should carry some form of identity.

Dianne expressed her opinion that we should supply stamped addressed envelopes to some areas of the parish for returning the questionnaires.

Three photos for front cover – one each of Sandon village, Howe Green and Butts Green.

- The photo for Howe Green was agreed.
- A picture of Sandon village green was picked out DN029, with some pruning.
- *David agreed to take a new photo of Butts Green road.*

3. Review Database

The reports should be amended to show percentages of total number answering.

Heather Reid (David's daughter) has volunteered to do the data entry.

As a test, Neville completed a questionnaire and David entered the data in the computer. Data entry for one questionnaire took 8.5 minutes. It was agreed that we should pay £2.50 per questionnaire for data entry.

4. Questionnaire Production and Distribution

Printing estimate obtained from Bernie ~£900 for 1250
1250 Books & Booklets (12 pages)
A4, Wire stitched *David agreed to ask what this means.*
Inner Page Options: 100gm Cartridge
No of Pages in Black & White – 8~
Cover options: 200gm gloss, full colour, unlaminated

Standard dispatch : 6 days

Price: £879.39 (estimate)

Dennis suggested distributing plastic bags with the questionnaire.

Copies of the questionnaires can be obtained and returned at the Annual Assembly.

David outlined the distribution used for Howe Green.

Dianne does Butts Green Road and Mayes Lane.

For the rest of Sandon, distribution is currently done by Pat and Ian Coppin. Extra help is needed. *David agreed to put out an email requesting volunteers.* Keith Fleet and Clive Margesson were mentioned. Marjorie volunteered to do Butts Green Road. Perhaps Sue could do the Mayes Lane part. EH Road from Southlands to Butts Green Road. Dennis suggested putting up a notice at the Horticultural show on Sunday. Neville can supply a list of members of the Horticultural Society – about 50. Delivering may not be a problem but collecting may be. Dianne favoured supplying SAEs for the return. Neville reported on the failure of a similar attempt. Neville and Dennis agreed to work together to cover the village.

Schedule:

7 th April	To printers
17 th April	From printers
18-28 th April	Distribution
5-12 th May	Collection
19 th May	Final return date.

David will be on holiday from 19th May. Neville agreed to liase with Heather to feed questionnaires through.

Questionnaires go to businesses also, including the school. Also Plymouth Brethren.

5. Any Other Business

None.

6. Next Meeting

To be arranged.