

Sandon Village Design Statement Association

Secretary: Mrs Clare Rowe

Fairlawn
Mayes Lane
Sandon
Chelmsford
Essex CM2 7RW

Tel: 01245 224730

Email: clare@mansardheating.com

Minutes of the Sandon Village Design Statement Association held on Wednesday
5 October 2005 at Howe Green United Reformed Church

Present: Neville Jessop – Chairman
David Pearson – Vice Chairman
Clare Rowe
Cllr Dianne Neal
Cllr Pat Nicholson
Marjorie Fergusson
Ken Wedon
Judy Cecil

Apologies for absence were received from:

Sean Taylor
Andrea Elkington
Tom Browne

1. Welcome and Introductions

The meeting commenced at 7.30pm and the members of the committee introduced themselves to each other.

2. Minutes of the Inaugural Meeting

The minutes of the Inaugural Meeting were accepted and signed off by the Chairman

3. Discussion on possible new survey and contents

Neville explained how a survey should be issued to the residents of the Parish to obtain their ideas on how they would like to see the development of the parish.

A previous survey was carried out 3 years ago and the response was very disappointing. Guidance to the content of the survey was given by the Countryside Agency and the version sent out had been altered from the original brief and may have had some bearing on the lack of response.

It was suggested by Pat that if each member of the committee was responsible for an area, the surveys could be sent out and collected by that individual thus improving the number of responses received.

The content of the new survey was briefly discussed. It was felt that the importance of the Village Design Statement should be brought to people attention, that the number of questions should be a minimum of 40 and ensure that the survey was quick and easy to complete. It was also discussed that it may be necessary to ask specific questions that relate to each Hamlet.

Neville agreed to circulate a copy of the original survey to all members of the committee for their comment and ideas with a view to agreeing the content of the new survey at the next meeting.

Judy would supply an up to date list of all the properties in the parish at the next meeting.

4. Timetable

The timetable to produce the Village Design Statement was discussed and Neville felt that the public display of the information should be presented before the next Annual Assembly, which would take place at the end of April 2006.

5. Requirements of the Design Statement

The Sandon Village Design Statement is a document that needs to be adopted by Chelmsford Borough Council to used in conjunction with Chelmsford Borough Councils Development plan. It should be the view of the residents of the parish as to where development should take place and the type and style of that development.

Neville supplied each member of the committee with a suggested Village Design Statement Structure that he had taken from Countryside Agencies Village Design document. A copy of this document is to be issued to all committee members.

It was also requested that sub-committees needed to be set up to focus on each area of the VDS and to involve people with local knowledge etc.

A definitive map of the parish would be required and Pat said Sue had made this available to her.

6. Protected Areas

“The Nature Conservation Reference Guide” shows areas within the parish that have been suggested should be protected from development. We can refer to these areas and this document in the Village Design Statement.

Conservation areas have also been identified and these should be included.

Defined Settlement Boundaries may need to increase to incorporate areas where controlled development could be allowed. The initial feeling from the committee was that smaller scale housing should be allowed. There are three categories of this;

- a) Housing Association for rent
- b) Housing Association 80% ownership
- c) Outright purchase
- d)

It would also be necessary to discuss if further recreation land would be needed.

7. Finance

At the previous meeting the question was asked how much it would cost to produce the VDS. The parish of Little Baddow was approached and they confirmed that the complete cost to implement their VDS was £5400.

The Parish Council have already set aside the amount of £1000 towards the VDS and Neville will approach the Parish Council at the next meeting with regard to further funding. It was also noted that grants are available from The Rural Community Council of Essex and the Countryside Commission.

A bank account is being opened with Barclays Bank, the three signatories are David, Ken and Clare and once this account is open Dianne will transfer the initial £1000 into this. Signed copies of the Minutes and Constitution need to be forwarded to the bank along with Headed paper.

AOB

Headed paper needs to be created for the VDS work. Clare will contact Sue for Parish Council paper and to alter accordingly.

Neville asked the committee if they were happy with the amended constitution and this was signed and accepted.

A copy of the Essex Design Guide would be made available to all committee members as to what style of development would be appropriate to the parish.

Neville felt that all members of the committee should be aware of Planning Policy documents. He was going to obtain copies of these and each member of the committee would read and make themselves aware of any issues affecting the VDS.

**Next meeting to be held on Monday 24 October at 7.30pm at
Howe Green United Reformed Church.**