

# Sandon Village Design Statement Association

Secretary: Mrs Clare Rowe

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Minutes of the Sandon Village Design Statement Association held on Monday  
23 November 2005 at Howe Green United Reformed Church

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

Apologies for absence were received from:

Judy Cecil

1. Apologies

2. Minutes of previous meeting

Minutes were accepted and signed by the Chairman.

3. Matters Arising

3.1 Progress on Bank Account

Dianne confirmed that the account had been opened and a chequebook should be received shortly. A cheque for £1000.00 had been received from the Parish Council.

3.2 Application for Grants

Clare will make contact with the RCCE and the Heritage lottery fund with a view to applying for grants. It was also noted that a grant could possibly be available from the Environmental Trust.

The Parish Council had been approached for further funding and had asked the Chairman to give a breakdown of cost before their next meeting on 12 December 2005.

4. Village Appraisal amendments

The committee discussed the changes to the questionnaire and made some final amendments. It was agreed that the results of the questionnaire would be presented along with other material at the Village Fete and that this date would be put on the questionnaire.

The amendments were to be made by Clare by the end of November 2005 and the revised questionnaire issued to all members of the committee for their authorisation.

The general style and layout was agreed to be fine but it was suggested that a colour front cover would create a better impact. David agreed to put something together and circulate it.

5. Photograph progress

Most of the photographs taken are now available to be viewed on the Howe Green web site. Some more were required around Mayes Lane and the Quarry and it was suggested that some Arial photos might be of interest. Dianne knew of someone locally who may be able to assist.

AOB

The distribution of the Village Appraisal questionnaire was discussed. The Parish Clerk has a list of all the roads in the parish and the number of houses within these.

Clare agreed to contact the Parish Clerk for this information with a view to confirming how many questionnaires were needed and who would deliver in which area.

It was discussed that there are in the region of 600 properties within the parish and that possibly 1000 copies should be produced. The additional copies could be used to give to people who had misplaced the original. Dianne agreed to contact Reprographics at Chelmsford Borough Council to obtain a quotation for the photocopying.

At an earlier meeting it was felt that the distributors would collect the completed questionnaires by hand in an effort to increase the response and it was agreed that this should be done.

It was also felt that a notice in the January Parish Magazine to advise people about the forthcoming questionnaire would be advantageous. Clare was given the contact details for Ian Underwood (225756) to arrange this.

The final draft would be completed by the end of November 2005 and the copies delivered to Pat by the first week in December. Pat was happy to store the questionnaires in her garage where the distributors could collect them.

The aim would be for the questionnaires to be delivered at the beginning of January 2006 and the distributors would try to collect the results one week from delivery. All the completed questionnaires would then be returned by the end of January 2006.

Clare raised a concern regarding how the results would be gathered and David said he would look into a way of compiling the results possibly on an Access system.

**Next meeting to be arranged when appropriate**