

Sandon Village Design Statement Association

Secretary: Mrs Clare Rowe

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Minutes of the Sandon Village Design Statement Association held on
Thursday 11 May 2006 at Howe Green United Reformed Church

Present: Neville Jessop – Chairman
David Pearson – Vice Chairman
Clare Rowe
Cllr Dianne Neal
Marjorie Ferguson
Derek Stebbing – Chelmsford Borough Council

Apologies for absence were received from:

Ken Wedon
Cllr Pat Nicholson

1. Apologies

2. Minutes of previous meeting

Clare apologised that no minutes had been written for the previous meeting held on 6 February 2006. She assured the committee that these would be prepared in due course.

3. Matters Arising

3.1 Introduction

Following the meeting that was held in February 2006 Derek Stebbing was asked to attend to give the committee guidance on the VDS process.

Neville briefly explained to Derek Stebbing how the initial steering group for the VDS had been set up following an Emergency Parish Meeting. He also went on to explain that the VDS committee had been working on a questionnaire that they were due to produce and distribute. At the meeting held in February 2006 Michelle Gardiner from the RCCE had attended and suggested that the questionnaire was structured more towards a Village Appraisal. She also went on to say that the questionnaire was normally produced following a Photo Workshop day.

3.2 Derek Stebbing explained what a Parish Plan was and stressed the importance of the committee producing a Village Design Statement. He also informed the committee that Jamie Cole at Chelmsford Borough Council would be happy to assist with the process.

He then went on to produce an email from Jamie Cole which confirmed what Michelle Gardiner had said at the previous meeting.

Derek also confirmed that he would really expected the committee to involve the RCCE as it is important for the committee to produce the VDS through the correct process. The RCCE has been heavily involved in helping other parishes produce their VDS and also assisted with funding.

Derek suggested that the committee looked at the questionnaire produced by West Hanningfield as it was a similar Parish to ours which had several Hamlets within it.

Dianne Neale did comment that it was unfortunate that the Parish Council had not received a letter from Chelmsford Borough Council at the beginning of the process. A letter was produced by the Council that informed all the local Parishes what assistance was available from the RCCE and the Borough Council.

4. Photo Fun Day

Several members of the committee had attended a Village Design Statement surgery organised by the RCCE on 8 May 2006. At this event they were advised that the next thing for the committee to do would be to organise would be a photo fun day.

Derek also felt this would be the next key stage for the group and said Jamie or himself would be happy to attend. He also confirmed that they would also be happy to help with scale maps and offered the use of the Councils Exhibition panels for displaying photographs.

The photo fun day would be an all day event where the parish is split into several areas, possibly 6 walks. The volunteers go out with cameras in the morning to take photos of what they like and dislike about the parish. Following a lunch the photos would then be printed/developed and in the afternoon the volunteers would comment/discuss the photos taken.

A couple of potential dates for the event were discussed, 17th and 18th June. Clare agreed to book the Village Hall and confirm that Michelle from the RCCE would be available.

A flyer would need to be produced and circulated to advertise the event; this flyer would need to go out within the next week as people would be asked to reserve a place. David was going to prepare a draft and email this to the committee for their comments.

It was discussed that digital cameras could be used with lap tops and colour printers and some disposable cameras purchased if necessary.

Neville agreed that he would organise the catering for the event.

5. Further Funding

The committee asked for a letter to be sent to the Parish Council requesting an additional £1000 towards the cost of producing the VDS. This letter needed to be presented at the next meeting of the Parish Council on 17 May 2006. Clare agreed to type and send this letter.

6. AOB

Due to other commitments Neville stepped down as the Chairman of the group and becomes Vice Chairman. David agreed to take over as Chairman.

Next meeting to be held on Monday 22 May 2006 @ 8.00pm Howe Green Chapel