

Sandon Village Design Statement Association

Secretary: Mrs Clare Rowe

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Minutes of the Sandon Village Design Statement Association held on
Tuesday 30 May 2006 at Howe Green United Reformed Church

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

Apologies for absence were received from:

1. Apologies

2. Minutes of previous meeting

Minutes of the meeting dated 11th and 22nd May were accepted and signed by the Chairman. This was proposed by Ken and seconded by Denis.

3. Matters Arising

The Parish Council had agreed to book the Sandon School Hall on behalf of the VDS which resolves the issue with the Public Liability Insurance. Pat Nicholson is the person who deals with the Public Liability Insurance on behalf of the Parish Council and any future issues regarding this should be addressed to her.

The flyers for the Photo Fun Day had been distributed over the weekend. It was pointed out that there was a small balance to deliver in the East Hanningfield Road up to Great Gibcracks. Marjorie offered to deliver the balance.

Neville was still waiting to receive confirmation from Ordnance Survey regarding the reproduction and use of their maps.

4. Photo Fun Day

Clare was to email Michelle to ask if their display equipment was also available for the Fun Day. Seven A1 display boards were already being supplied by Chelmsford Borough Council and these would be dropped off at Clare's the evening before the day.

Clare agreed to deliver the display boards to the Hall on morning of the Fun Day and to collect them in the afternoon. They would then be stored in her garage until the Village Fete. Clare was also responsible for supplying litter bags, mops, kitchen towels and name stickers.

Neville agreed to order all the stationery required for the event; Clipboards, pens, paper, A1 flip charts, spots, post-its and Velcro hooks. He also confirmed that he was happy to do the catering and that his wife was able to be the appointed First Aider.

Maps had been supplied by Chelmsford Borough Council. These would be marked up with the routes for the Fun Day. One copy of the map would be used for display purposes and the second given to each group.

The routes had been walked/driven over the previous week and discussions had been held via email and some small alterations made. It was felt some clarification might be needed on routes that past Great Baddow to ensure that photos were only taken of Sandon Parish. Permission would need to be obtained to take photos in certain places, for example Alexandra Mews and the Vicarage. Denis said that he would speak to the relevant people.

David had prepared all the paperwork needed for the day. The committee agreed to read through this information and send any comments to David by email before the next meeting.

Computers and printers are being supplied by David, Neville, Dianne and Clare. Each person was to obtain a new ink cartridge and pass a receipt to Diane. All agreed to meet at David's house on Thursday 15 June at 7.00pm for a run through before the day.

Dianne agreed to put a notice in the Essex Chronicle to advertise the Photo Fun Day.

Any members of the committee receiving a response to the flyer would email the details to Clare who would keep a register. A telephone call would be made to each attendee before the event to confirm they are coming.

5. Village Fete

Diane had booked the marquee, which included lighting, tables and chairs and she would ask for them to arrive and begin setting up at about 8.30am.

The preparation of the display boards would be done before the event so they could be delivered on the morning by Clare. The rest of the committee would arrive around 10.30am to assist with the rest of the setting up.

Pat agreed to produce a laminated banner and Clare agreed to supply balloons (Green/Cream).

A register or book would be needed for those wanted to comment or ask questions and post-it notes available so people have the opportunity to comment on the photos.

6. AOB

It was agreed by the committee that on occasion Childcare costs would be paid if Clare was unable to arrange cover for her children through her normal channel of family and friends.

**Next meeting to be held on Tuesday 13 June 2006 @ 3.00pm Howe Green Chapel
Meeting following Photo Fun Day Wednesday 21 June 2006 @ 7.30pm**