

## Sandon Neighbourhood Plan - Meeting of steering group

Parish Council Office Tuesday 16<sup>th</sup> January 5pm 2018

### Minutes

1. Present: Jane Willis, Cedric Calmeyer, Dee Hyatt, Rosemary Hoare, Pam Knott, Jan Ullmer and Judy Cecil.  
Apologies: Pat Ferris
2. The Questionnaire was reviewed and revised. Version 4 attached for further comments/amendments.  
Cedric proposed and all agreed that we approach Amanda Parsons to produce a dedicated NDP website. (At present NDP documents and information are kept on the Parish Council website)  
The plan is to hand deliver the questionnaires, one to every Sandon household (around 700), at the end of February and include a stamped addressed envelope. Agreed to use stamps rather than try to arrange freepost with Post Office. (Printer to produce questionnaires and envelopes.)  
We will encourage residents of Sandon and people who run a business/organisation (but who may live outside the parish) to complete questionnaires. Extra copies may be downloaded and printed from the NDP website or collected from the Parish Office.  
The questionnaire may be completed electronically and returned to [judy@cecil.family.clara.net](mailto:judy@cecil.family.clara.net)  
Need to consider analysis at a future meeting.  
Jane and Judy agreed to deliver Dee's Topics and questionnaires.
3. Date of next meeting- Tuesday 6<sup>th</sup> February at 5pm at the Parish Office.
4. Additional item: possible attendance at RCCE policy writing training 26<sup>th</sup> February 10am Hatfield heath Institute CM22 7DU £15/person. Agreed Jane, Cedric and Judy will attend. Judy will ask Ted to book for us.

NB Consider brief item re: General Data Protection Regulations for next meeting?