

## Sandon Parish Neighbourhood Plan - Meeting of steering group

Parish Council Office Tuesday 7<sup>th</sup> November 5pm

### Minutes

1. Present:

Dee Hyatt, Pam Knott, Cedric Calmeyer, Jan Ullmer, Jane Willis, Rosemary Hoare, Pat Ferris and Judy Cecil. No apologies.

2. Notes of previous meeting agreed.

a. Matters arising:

Ted Munt has received confirmation that Chelmsford City Council has agreed to the Sandon Parish Neighbourhood Plan.

3. Chair and Secretary:

Dee chaired this meeting and it was agreed Jane will chair in future. Agreed Judy will be secretary.

4. Sandon Topics:

There was discussion about the proposed article for Sandon Topics. Agreed to increase impact of the title and keep brief, but enough information to present an accurate summary. Judy to email revised wording to group and then to Ted for Topics

5. Plan and time line:

Brief discussion about the Chelmsford Local plan – agreed we will all have a look at the website.

<https://www.chelmsford.gov.uk/planning-and-building-control/planning-policy-and-new-local-plan/>

Agreed Jane and Judy will contact Chelmsford planning department and arrange a meeting with the liaison person for neighbourhood plans.

Dee and Judy to attend a networking event on 16<sup>th</sup> November at Arlesford.

Plan to prepare a questionnaire at the next meeting. It would be good to look at other neighbourhood plan examples before the meeting. Could try:

<http://www.ourneighbourhoodplanning.org.uk/case-studies>

Plenty of examples of NPs linked to this website.

Or just type: Neighbourhood plan questionnaire into Google or similar

Pat will look into booking the Village Hall on February 22<sup>nd</sup> 2018 for an awareness raising event and find cost. (*Since moved to Wednesday 21<sup>st</sup> as this is when the hall is available.*)

Cedric to look into the cost of an awareness raising film/video to show in February and to put on Youtube

6. Funding for Neighbourhood plan:

Agreed to apply for some government funding. ( We think Ted has already sent in an expression of interest.)

Suggested we ask for:

|                                  |                      |
|----------------------------------|----------------------|
| Village Hall hire for event      | £110 Pat to check    |
| Catering for event               | £200                 |
| Film to raise awareness          | £700 Cedric to check |
| Printing including questionnaire | £1200                |

7. Date of next meeting: Tuesday 5<sup>th</sup> December 5pm Parish office.

Meeting ended 6pm

Jan – send separate email

For information:

<https://mycommunity.org.uk/take-action/neighbourhood-planning/>

<http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/>

Danbury Neighbourhood plan website:

[www.danburyneighbourhoodplan.com](http://www.danburyneighbourhoodplan.com)

*Note*

Wednesday 21<sup>st</sup> February 2018 – Village Hall will cost £60 booked by Pat 5.30pm – 9.30pm for event

Celia (cleaner/caretaker) would put chairs away and clean up for £50  
No chairs away and only £20