

## Sandon NDP – Steering Group Meeting at Parish Council Office Tues 2 October 2018 Notes of Meeting

### PRESENT:

Jan Ullmer    Pat Freeman  
Pam Knott    Cedric Calmeyer  
Dee Hyatt    Jane Willis

APOLOGIES: Judy Cecil

1. Minutes of previous Meeting 4 September were approved as a true record.

2. Matters Arising: Round Table Meeting with Jenny Robinson at 2.30 pm on Thursday 18 October.  
Pam and Dee can attend. Cedric may be available: he will confirm by the end of this week.

3. Debrief after Michelle Gardiner.  
See attached Notes of Meeting.

**i) Action:** SWOT analysis based on answers to our questionnaires.  
Cedric pointed out that this needs to include flood risk due to poor drainage.  
Jan has an example SWOT given by Michelle yesterday; she will use this to produce our own SWOT analysis with Judy.

**ii) Action:** Link each point of our Vision to one or more Objectives.  
Jane to do this once SWOT is completed.

**iii) Action:** Refine Objectives in a consistent format, and provide evidence for each one based on questionnaire results, documentation, and Chelmsford LDP.  
To follow once we have made progress with the two previous actions.

**iv) Action:** engage community sectors not reached by questionnaire.  
As a first step Jane will email the Head of Sandon school to suggest we could put a shortened questionnaire on the school website to get feedback from pupils.

**v) Action:** Engagement with businesses.  
Cedric will try to find a 'Business Questionnaire' format

DATE OF NEXT MEETING: Tuesday 6 November 2018 at 5 pm at the Parish Council Office.