

Sandon Neighbourhood Development Plan (NDP)
Meeting of steering group

Parish Council Office Tuesday 8th October 5pm 2019

Minutes

1. Present: Jane Willis (JW), Dee Hyatt (DH), Cedric Calmeyer (CC), Jan Ullmer, Pam Knott, Judy Cecil (JC) and visitor Michelle Gardiner (MG) from RCCE (Rural Community Council of Essex)
Apologies: Pat Ferris
2. Minutes of previous meeting 3rd September 2019.
JC apologised for not managing to attend the RCCE coffee morning on 27th September.
Michelle Gardiner advised about the Basic Condition Statement. We may be able to get advice from Chelmsford City Council (CCC) about the format and about other aspects of the NDP.
3. Progress with Action Log
 - a. Engagement with Sandon School - ongoing.
Action: DH will chase up concerning the school questionnaire.
 - b. Housing Policy – agreed well done to CC, with one minor addition to include bridleways in the infrastructure section.
 - c. Basic Conditions Statement – discussion. Wait until wording of draft policies is confirmed and shared with Chelmsford. MG advised it would be a good time to talk to Jenny Robinson in the planning dept.
Action: JC will email an update and draft policies for Jenny to review.
4. Consultants – we have a list of potential consultants. MG advised that some are very busy. She gave advice to look at the ‘Locality’ website where there is information about grants and access to experts/packages which we may find useful before engaging a consultant. JW asked about composing an initial letter to a consultant and how we would engage them on the right terms. Maybe speak to other NDP groups.
Action: All to look at Locality website.
5. AOB - Sat 9th November RCCE NDP meeting at Feering with training for Reg 14 and beyond. (Reg 14 concerns pre-submission consultation before draft plan goes to CCC for their view) CCC responses may require changes to the plan. There is a formal document of response/negotiation/change/evidence etc.

Action: Can someone go from Sandon?

MG invited us to ask for bespoke training if/when needed. Noted that at Reg 14 stage the Parish Council and clerk get more involved and take the lead.

Suggestion made to speak to the Little Baddow NDP group, via the Parish Clerk or their NDP chairman.

Action: JC to email and arrange

Sandon parish profile/census data coming from MG.

MG advised it would be good to set up more engagement with the community, so we will aim for a presence at the Church Christmas fayre with draft policies on show. Could use the banner.

Action: JC to arrange and all to support on Saturday 16th November, 12 noon to 2.30pm

Also suggested we put the draft vision and draft policies on the website

Action: JC send round policy headings for website and fayre

Item for next meeting: to consider some bespoke training??

6. Date of next meeting: Tues 5th November 5pm

The link below takes you to the Locality technical support section. Loads of other stuff!

[Link to 'Locality' website:](#)