

Minutes of the Community Engagement Committee Meeting held on 22 January 2024  
at 7.30 pm at the Parish Office

Present: Cllrs A Chapman, G Chapman. B Hallett (Chairman), M Hessing, and L Naggs

In attendance: Ms M Harper (Clerk)

**23/24.47 Apologies for absence**

Cllrs Berlyn and Sutton

**23/24.48 Declarations of Interest**

Members are required to declare any personal or prejudicial interests they know they may have in items of business on the meeting's agenda. They are reminded that they will need to repeat their declaration at the appropriate point in the meeting and leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time. Members have dispensation to discuss and vote in respect of matters relating to the Precept and the DCA.

There were no declarations of interest

**23/24.49 Public Question Time**

Members of the public are invited to address the Council, give their views and question the Council on issues on this agenda, or raise issues for future consideration (at the discretion of the Chairman). Members of the public may not take part in the Council meeting itself. At the close of this item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman. The session will last for a maximum of 15 minutes with any individual contribution lasting a maximum of 5 minutes. Members of the public should address their representation through the Chairman of the meeting.

There were no members of the public present

**23/24.50 To approve Minutes of the Community Engagement Committee meeting held 8 November 2023**

RESOLVED: that the minutes of Community Engagement Committee held 8 November 2023 be approved and signed as a true record subject to the following amendment:

**23/14.40 Commemorative Plaque in Community Woodland**

Following discussion, it was agreed that the replacement of the commemorative plaques would be CONSIDERED following receipt of the woodland management plan

**23/24.51 Actions from the Minutes**

The actions were noted

**23/24.52 Events**

23/24.52.1 RESOLVED: to approve the Operational Plan for the Easter/Spring Fair to be held on 23 March 2024, proposed by Cllr Hessing and seconded by Cllr Naggs, all agreed

23/24.52.2 RESOLVED: to approve the Operational Plan for the Summer Fete to be held on 15 June 2024, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

**23/24.53 Website**

The update on the new website was noted

**23/24.54 New Neighbour Packs**

The draft document was reviewed and it was agreed that members would review and send any additional information to the Clerk for consideration at the next meeting

**23/24.55 School Visits 2024**

Cllr Hallett advised that the Danbury Park School visit would take place on 21 March and that Heathcotes had requested councillors attend the careers week commencing 11 March. St John's School were considering dates at the end of May or early June. Cllr Hallett will discuss the presentation and activities with the schools. Cllrs Hallett and Naggs would attend Danbury Park School and Heathcotes.

**23/24.56            The Danbury Times**

It noted that the next edition is due to be published in April and will consist mainly of committee reports in preparation for the Annual Parish Meeting due to be held on 22 April at the Danbury Leisure Centre. There was some discussion regarding the delivery of the Focus.

**23/24.57            Annual Parish Meeting – 22 April 2024**

It was agreed to hold the Annual Parish Meeting in the Dawson Suite with tea/coffee and biscuits available and that there would be no community stalls this year. There was some discussion over potential speakers and it was agreed that there could be an update on the Neighbourhood Plan, potentially from Chelmsford City Council and more information in relation to the Area of Outstanding Beauty.

**23/24.58            Councillor Surgeries and attendance at local club meetings**

It was agreed that Councillors would be available at the fetes and fairs being held at the Leisure Centre.

**23/24.59            Christmas Lighting**

RESOLVED: to purchase 50m of coloured bulbs at a cost of £147.47, proposed by Cllr A Chapman and seconded by Cllr Hallett, all agreed

**23/24.60            Community Communication**

Cllr Hallett will update the noticeboards with information on the Annual Parish Meeting, and information relating to the events would be advertised.

**23/24.61            Matters for Report (for information only)**

There were no matters for report

**23/24.62            Dates of next meeting**

Monday 11 March 2024 at 7.30pm

There being no further business the Chairman closed the meeting at 9.08pm.

Chairman            .....

Date                .....