

Minutes of the Community Engagement Committee meeting held on 9 September 2024 at 7.30 pm at the Parish Office

Present: Cllrs A Chapman, Hallett, Hessing, Naggs, and Sutton

In attendance: Ms M Harper (Clerk), Little Baddow Parish Councillors Alan Roche and Steve Scott

24/25.19 Election of Chair

RESOLVED: that Cllr Hallett be elected as Chairman of the Community Engagement Committee, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

24/25.20 Election of Vice Chair

RESOLVED: that Cllr Naggs be elected as Vice Chairman of the Community Engagement Committee, proposed by Cllr A Chapman and seconded by Cllr Sutton, all agreed

24/25.21 Apologies for absence

Cllr Berlyn and G Chapman

24/25.22 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.

There were no declarations of interest

24/25.23 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 comment from the members of the public present

24/25.24 To approve Minutes of the Community Engagement Committee meeting held 13 May 2024

RESOLVED: that the minutes of Community Engagement Committee held 13 May 2024 be approved and signed as a true record

24/25.25 Actions from the Minutes

The actions were noted

24/25.26 Joint events with Little Baddow Parish Council

It was agreed that Little Baddow Parish Councillors present would report back to the Little Baddow Parish Council and advise on future involvement. Members discussed joint advertising and support for events being run by either parish councils.

24/25.27 Events

24/25.27.1 RESOLVED: that the documents and plan for the Halloween Fete as detailed below were approved and it was agreed to spend up to the budget on additional decorations for the Spooky Trail, proposed by Cllr Hessing and seconded by Cllr A Chapman, all agreed

- Operational Plan for the Halloween Fete and Event Plan
- Risk Assessment
- Traffic Management Plan
- Emergency Procedures

24/25.27.2 The Operational plan for the Christmas Fete was reviewed

24/25.27.3 The Clerk provided an update on the Christmas Light Switch on, noting that the Assistant Clerk was liaising with Danbury Mission regarding support at the event and the school regarding a choir

24/24.27.4 The Event Dates for 2025 were noted:
Easter – 5th April
Health Fair – 26th April
Summer Fete – 14th June
Health Fair – 27th September
Halloween Fair – 25th October
Christmas Fair – 29th Nov
Christmas Lights - 5th Dec

24/25.28 Strategic Plan

24/25.28.1 It was agreed not to undertake a residents survey at this time but a suggestion box would be put onto the Parish Council table during events

24/25.28.2 It was agreed that information sheets relating to nature ID kits would be available at the events

24/25.29 School Visits 2024

Cllr Hallett advised that contact will be made with schools during early November for the 2025 visits

24/25.30 New Neighbour Welcome Leaflet

RESOLVED: that the New Neighbour Welcome Leaflets would be made available on the website and printed copies in the office for distribution as necessary, proposed by Cllr Hessing and seconded by Cllr Sutton, all agreed

24/25.31 Dogs in Danbury

It was agreed that the Clerk would respond to the concerns raised by a member of the public advising that an article on responsible dog ownership would be in the next Danbury Times

24/25.32 Traffic Management Training

RESOLVED: that the Committee would provide traffic management training for volunteers up to a cost of £1,000 to assist in the closure of the road for the Remembrance Parade subject to confirmation from Chelmsford City Council that the road can be closed, proposed by Cllr Sutton and seconded by Cllr Hessing , all agreed

24/25.33 The Danbury Times

It was noted that the next edition will go out in November; meetings with the editorial team will be held in September

24/25.34 Projects

It was agreed that following projects would be put forward for consideration for an allocation in respect of the community benefit fund and donation expected to be received by the Parish Council:

- Bench by the Pond
- Additional noticeboards
- Information Boards on Dawson Memorial Field
- Accessible Play Equipment near the junior play area

24/25.35 Budget 2025/26

It was noted that the budget for 2025/26 will be discussed at the next meeting of the Committee and any suggestions need to be submitted to the Clerk by the end of October

24/25.36 Community Communication

Responsible dog ownership and the new neighbour/Welcome to Danbury leaflet

24/25.37 Matters for Report (for information only)

There were no matters for report

24/25.38 Dates of next meeting

Monday 21 October 2024 at 7.30pm

There being no further business the Chairman closed the meeting at 9.07pm.

Chairman

Date