



## Danbury Parish Council

Parish Office Old School House, Main Road, Danbury, Essex, CM3 4NQ

Tel: 01245 225111

[parish.council@danbury-essex.gov.uk](mailto:parish.council@danbury-essex.gov.uk)

6 May 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Community Engagement Committee** meeting of the Danbury Parish Council. The meeting will be held at the **Parish Office, Main Road, Danbury** on **Monday 12 May 2025** commencing at **7.30 pm**.

Yours sincerely

*Michelle Harper*

Ms M Harper  
Clerk to Danbury Parish Council

Distribution: Members of Committee as follows:

Councillors:

## **AGENDA**

### **25/26.01 Election of Chair**

To elect Chair

### **25/26.02 Election of Vice Chair**

To elect Vice Chair

### **25/26.03 Apologies for absence**

### **25/26.04 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.

### **25/26.05 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.

### **25/26.06 To approve Minutes of the Community Engagement Committee meeting held 10 February 2025**

To approve minutes of the Community Engagement and Health & Wellbeing Committee meeting held 10 February 2025

### **25/26.07 Actions from the Minutes**

To note actions (Appendix 1)

### **25/26.08 Review Action Plan**

To review the Committee Action Plan (Appendix 2)

### **25/26.09 School Visits 2025**

To receive an update

### **25/26.10 Events**

25/26.10.1 To consider and agree the plan for the Summer Fete (Appendix 3)

25/26.10.2 To consider and agree the plan for the Halloween Fete (Appendix 4)

25/26.10.3 To agree the dates for 2026 events:

- 28<sup>th</sup> March – Spring Fair (Easter is Sunday 5<sup>th</sup> April)
- 4<sup>th</sup> July – Summer Fete (alternate would be 27<sup>th</sup> June)
- 22<sup>nd</sup> September – Health & Wellbeing Fair
- 31<sup>st</sup> October – Autumn Fair
- 28<sup>th</sup> November – Christmas Fair
- 4<sup>th</sup> December – Friday Christmas Lights Switch on

### **25/26.11 Essex Village of the Year competition**

To consider the entry into the competition (Appendix 5)

### **25/26.12 Christmas Card Competition**

25/26.12.1 To receive an update from Cllr Sutton and agree whether to run this as a School based competition or as an independent Council competition

25/26.12.2 To agree the competition terms and conditions

**25/26.13          Remembrance Parade**

25/26.13.1      To note the responses from the Church and Scouts in relation to contributing to the costs of training volunteers and hiring necessary equipment

25/26.13.2      To consider whether to apply for a road closure for the Parade and whether to proceed with either road closure training or employing a contractor

**25/26.14          Donation Projects – Information Board for Dawson Memorial Field**

To consider the design and content of the information board (Appendix 6)

**25/26.15          Pop Up Banner**

To consider the designs for the banners (Appendix 7)

**25/26.16          Community Communication**

Committee to highlight any issues they believe residents should be made aware of

**25/26.17          Matters for Report (for information only)**

To note information

**25/26.18          Dates of next meeting**

Monday 8 September 2025 at 7.30pm