

**Minutes of the Community Engagement Meeting held on 7 February 2022**  
**at 7.30pm at the Parish Office**

Present: Cllrs S Berlyn, A Chapman, N Day, B Hallett (Chair) and M Hessing

In attendance: M Harper (Clerk)  
M Dyer (Assistant Clerk)

**21/22.24 Apologies for absence**

None

**21/22.25 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

**21/22.26 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

**21/22.27 To approve Minutes of the Community Engagement Committee held 15 November 2021**

RESOLVED: that the minutes of the Community Engagement Committee meeting held on 15 November 2021 be approved and signed as a correct record, proposed by Cllr Hessing and seconded by Cllr Day, agreed

**21/22.28 Actions from the Minutes**

The actions were noted

**21/22.29 Christmas Tree Lighting Event December 2022**

It was agreed that the event would take place on a Friday evening at the beginning of December 2022, schools, police and other local organisations to be approached regarding providing a band to play the carols, Sports & Social Centre to be contacted regarding refreshments and Christmas Craft Fayre and investigation into the possibility of Santa's Grotto and reindeer to be undertaken

**21/22.30 Annual Parish Meeting – Monday 11 April 2022**

It was agreed that Waste Busters, Sustainable Danbury and the Neighbourhood Plan Group would be asked to make presentation. The timings of the meeting to be the same as previous years.

**21/22.31 Community Woodland**

It was agreed that the Clerk would ask Rev Jacqui Jones to carry out a dedication of the Community Woodland on either Saturday 2 or Sunday 3 April 2022. Once the date and time is confirmed the event will be advertised and local groups invited to attend. The plaque design and artwork were agreed.

**21/22.32 Noticeboards**

Following discussion regarding the noticeboards it was agreed that Cllrs Day and Hallett would update the ones at Elm Green, Runsell Green and Grounds Store. Committee members to review the boards for further discussion.

**21/22.33 Danbury Jubilee Festival**

The Committee reviewed the proposals for the Jubilee Celebration weekend and agreed the following:

- The Big Lunch on Sunday 5 June would be combined with the Festival on Friday 3 June
- The Jubilee Trail on Saturday 5 June would be cancelled
- Councillors to confirm their availability to help

*The Lighting of the Beacon would go ahead on Thursday 2 June;*

- the refurbishment of the Beacon had been previously agreed with Keeble Brothers,
- confirmation on the preparation of the wood, lighter and filling of the basket required
- instructions on the procedure for ensuring the fire was extinguished as the end of the event
- Marshalls for the event were needed
- Piper/Bugler and Choir to be confirmed
- Refreshments (cold drinks) would be available before the lighting of the Beacon in the Sports Hall – WI to be asked if they would provide the Jubilee Pudding
- barriers and fencing will need to be erected 25m either side of the Beacon before the event and taken down

*The Festival would go ahead on Friday 3 June – only cost to attendees will be food and drink;*

- Assistant Clerk to get quote for the Chelmsford Community Radio and staging (including electrical requirements)
- Bakers of Danbury are sponsoring an Inflatable Helter-Skelter and Bouncy Castle (shaped like a Ferris Wheel)
- Assistant Clerk to get quotes for two additional fairground rides
- Confirmation of stalls and activities run by local organisation to be drawn up for next meeting
- WI have agreed to provide afternoon teas from the Dawson Suite
- Food and drink providers to be approached regarding availability and pitch fees
- Scouts to be approached regarding provision of assistance - marshalling, set up and clearing away
- Sports & Social Centre to arrange a Farmers/Craft Market along with possible ‘taster’ snooker session
- Bowling and Tennis Clubs to arrange ‘taster’ sessions
- Football and Cricket Clubs to be approached regarding activities
- Community Groups to be approached to form a Community Village

*The Quiz to go ahead on the evening of Friday 3 June in the Sports Hall*

- Quiz Master confirmed
- Entry fees of £2.00 per person agreed

**21/22.34 Community Phone Box**

RESOLVED: that the Community Engagement Committee would contribute £25.00 towards the purchase of seeds to start the seed exchange, proposed by Cllr Chapman and seconded by Cllr Day, agreed

**21/22.35 Danbury Times**

The next edition would feature the revised Jubilee celebrations and the annual reports from Committee Chairs

**21/22.36 Matters for Report (for information only)**

To note information

**21/22.37 Dates of next meeting**

22 February 2022 at 12.00pm

Meeting closed at 9.31pm

Chairman .....

Date .....