



Danbury Parish Council

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

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2 April 2025

Dear Councillors

In accordance with the Local Government Act (LGA) 1972, Sch 12, paras 10 (2)(b) you are summonsed to attend the **Car Park Sub Committee meeting** of the Danbury Parish Council. The meeting will be held at the **Parish Office, Main Road, Danbury** on **Tuesday 8 April 2025** commencing at **7.00pm**.

Yours sincerely

Michelle Harper

Ms M Harper
Clerk to Danbury Parish Council

Distribution: Members of Sub Committee as follows:

Councillors: J Armstrong, S Berlyn, G Chapman, P Churchouse, M Hessing and L Naggs

AGENDA

24/25.01 Election of Chairman

24/25/02 Election of Vice Chairman

24/25.03 Apologies for absence

24/25.04 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.

24/25.05 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.

24/25.06 To approve Draft Terms of Reference

To approve the draft Terms of Reference for recommendation to Leisure Centre Committee (Appendix 1)

24/25.07 Scheme of Works

To consider the scheme of works

24/25.08 Exclusion of Press and Public

In accordance with S.1 of the Public Bodies (Admission to Meetings) Act 1960 to resolve that in view of the nature of the business to be discussed it is in the opinion of the Committee advisable that the Public and Press be excluded and they are instructed to withdraw

24/25.09 Appointment of Consultants

To consider the appointment of consultants for the tender process (Appendix 2)

24/25.10 Matters for Report (for information only)

To note information

24/25.11 Dates of next meeting

To be confirmed