

**CHIGWELL PARISH COUNCIL- FULL COUNCIL MEETING  
OFFICER'S REPORT TO THE PARISH COUNCIL  
COMMUNITY USE POLICY ASSESSMENT**

**Meeting Date:** 26/02/2026

**Event:** Ramadan & Eid Illuminated Sign – The Green

**Event dates and times:**

- *Ramadan display:* 27 February (or earlier) – 26 March 2026
- *Eid display:* 25 – 31 May 2026

**Venue:** The Green

**Applicant:** Chigwell Muslim Community Centre (Registered Charity No. 1207295)

**Event Description:** Temporary, static illuminated community sign displaying “Ramadan Mubarak” and “Eid Mubarak.”

**Estimated Attendance:** None – static installation only

**Publicity:** Local community networks and cultural community channels

**Charges:** No fee waiver requested; installation self-funded

**Brief Summary (against assessment policy)**

- Eligible not-for-profit organisation providing demonstrable community benefit.
- Supports cultural recognition, inclusion, and community cohesion within Chigwell.
- Full Risk Assessment and Safeguarding Policy supplied, addressing proximity to children’s play area and wider public safety.
- Installation undertaken by qualified contractors; static moderate illumination with timer controls to mitigate disturbance.
- Public liability insurance (£2,000,000) provided and valid for the entire display period.
- Meets Community Use Policy criteria for responsible and safe use of Parish land.

**Financial and staff implications**

- Event is self-funded by the applicant; no concession sought.
- Minimal officer time required for coordination and verification of compliance.
- Any exceptional operational requirements (if identified) to be agreed in advance.

## **Conditions**

Approval subject to standard terms, including:

- Valid public liability insurance for the duration of both display periods.
- Provision of finalised risk assessment, safeguarding compliance and electrical safety certification.
- Installation and removal by qualified contractors, including secure anti-tamper fixings.
- Moderate illumination only, with timer controls (e.g. lights off by 10:30 pm).
- No obstruction of footpaths, access routes, or visibility near the play area.
- Area to be kept clean, with all materials, packaging and installation waste removed by the applicant.

## **Recommendation**

That Council approves the temporary Ramadan and Eid illuminated sign on The Green for the periods specified, subject to the above conditions and standard documentation.

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Chigwell Parish Council