

## ENVIRONMENT

**Playground Refurbishment** - continue to maintain and refurbish the play-ground and adult fitness equipment on Chigwell Station Green, undertake regular inspections of this apparatus and arrange quarterly professional inspections by an external specialist.

### Grounds Maintenance

Managed the grass cutting, other grounds maintenance, and maintained the open gardens in areas that the Parish Council has responsibility for.

#### St Mary's Way

Junction of Manor Road and Tomswood Road  
Junction of Lee Grove and Chigwell Rise  
Chigwell Parish Council Office  
Chigwell Station Green & raised garden  
Courtland Drive  
Brook Way/Barnaby Way

#### Brook Rise

Junction Lambourne Road and Gravel Lane  
Romford Road (outside Church)  
Junction of Manor Road and Hainault Road  
Chigwell Park Drive  
Manor Road planters outside shops  
Chigwell Cemetery

**Allotments** - managed and maintained two allotment sites for use by the residents and other local community groups. Re-designed and renovated the Gravel Lane Allotment site to improve the service provided and continue to allow access to equipment for the use of all allotment holders.

**Christmas Festive Lighting** - provided Christmas lighting displays along Brook Parade and Chigwell Station Green.

**Christmas Tree** - the traditional Christmas tree at Chigwell Station Green was illuminated throughout the festive period.



**Christmas Window Competition - 2017.** This competition has now entered it's sixth successive year. There were three entrants this year; Brook Buds Florists, Brook House Pharmacy, and Stephen Forman Optometrists. Judging took place during the second week of December 2017, the winners being Brook House Pharmacy. They were presented with their certificate and a Winner's trophy by Chigwell Parish Council; Chairman Councillor Alan Lion.

**Public Menorah** - continued to work in partnership with the Chabad Lubavitch Centre of Buckhurst Hill who arranged for a public Menorah to be erected and lit on Chigwell Station Green during Chanukah Festival.

**Litter** - ensured that Chigwell Station Green (and the playground) are litter-picked throughout the year at regular intervals and when required. In addition, arranged for litter removal at the Barnaby Way Wood and Chigwell Brook green spaces on an as necessary basis.

**Graffiti Removal** - removal/paint-over graffiti where possible in the Parish and continued to make graffiti removal kits (provided by the District Council) available to the public.

## CHIGWELL CEMETERY

**Plots** - Arranged and supervised 40 burials and sold Exclusive Rights of Burial in respect of 14 plots.

**Health and Safety** - continued the comprehensive audit of all memorials to ensure health and safety standards are maintained and continued to review and undertake operational health and safety improvements.

**Floral Displays** - continued to improvement and maintenance of the floral displays in the 'public' areas.

**Code of Practice** - continued to ensure that all work undertaken by stonemasons in the Cemetery adheres to the BRAMM/NAMM Code of Practice.

**Security** - continued to review and improve current security arrangements by the maintenance of 24 hr CCTV, and the installation of automatic solar powered gates.

**Dedications** - continued to provide the opportunity for tree dedications where appropriate.

**Water System** - continued to undertake improvement and maintenance to the main water system.

**Tree Works** - arranged for a wide range of improvement/surgery works to be undertaken to ensure that the general health of the trees is maintained.

**Cemetery Regulations** - undertaken a review and update of the Cemetery Regulations according to established codes of practice.

## SUPPORTING THE COMMUNITY

**Meetings** - held a total of 11 full Council meetings to consider matters that pertain to the betterment of the Parish and the local community.

### Outside Bodies

Represented the interests of local residents on a variety of external organisations that affect in the community. Examples of these are:

Epping Forest Countrycare Liaison Group  
Victory Hall Foundation  
Police & Community Liaison Group  
Limes Farm Residents Association  
Chigwell United Charities Trust  
Chigwell Residents Association  
Parish Passenger Transport Forum  
Local Highways Panel  
Air Training Corps -2324 (Chigwell) Squadron

Chigwell Community Trust  
Essex County Council Local Highways Panel  
EFDC Local Councils' Liaison Committee

**Public Enquiries** - dealt with approximately 8400 public callers and on-site enquiries at the Parish Council Offices.

**Recycling Bags Outlet** - continued to make recycling bags available to the public from the Parish Council Offices.

**Website** - continued the maintenance, and regular updating of a new and user-friendly website.

**Influencing Other Local Councils** - continued to influence responsible authorities, and campaigning on behalf of the community to improve local amenities and infrastructure. For example: Highway maintenance and safety, Environmental services, and general public safety.

**Consultation Exercises** - considered and responded to, where appropriate, a wide range of consultation exercises undertaken by other organisations/agencies on key issues affecting the local community.

**Key Community Issues** - continued to liaise with regional institutions, and campaign on behalf of the local community on a number of relevant issues.

**Community Facilities** - continued to explore opportunities for the provision of local community hall facilities.

**West Hatch High School Admission Policy** - Continue to communicate with representatives of the school and consider this matter on a regular basis at Council meetings in the interests of Chigwell residents.

**Traffic Safety/Improvement Measures** - submitted a variety of new applications for traffic safety/improvement measures in Chigwell. Successfully petitioned for the introduction of traffic safety/improvement measures at the junctions of Manor Road/Vicarage Lane and Manor Road/Tomswood Road.



**Extreme Weather** - the Parish Council continues to engage and maintain a working relationship with Essex County Council Highways to facilitate the clearance of road junctions, severe inclines and other potentially hazardous areas during periods of inclement weather. This scheme is managed by Essex County Council as the Statutory Highways Authority, and they communicate with our appointment contractor over when and where service may be most effectively utilised.

**Unauthorised & Unsafe Parking** - identified affected areas, lobbied for parking enforcement and restrictions to prevent unauthorised parking at unsuitable locations, and reduce the possibilities and incidents of congestion.

**Highway Maintenance & Safety** - continued to communicate, primarily with Essex County Council-Highways to increase the level of highway maintenance and improvements in the Parish. At Parish Council meetings, regularly considered the issues and actions arising from the Essex County Council's Local Highways Panel meetings.

**Community Safety** - continued to promote community safety in the Parish in a number of ways, including:

- Lobbied to reduce anti-social behaviour and the sale of unauthorised alcohol in the Parish.
- Continued to promote the establishment of Neighbourhood Watch Schemes through the regular posting of leaflets on the Parish Council's notice boards.

**Emergency Plan** - The Parish Council continued to abide by the Emergency Response Plan, first adopted in September 2011.

**Notice Boards** - continued to update the 10 notice boards throughout the Parish on a bi-weekly basis to ensure that the community is kept well-informed on the issues that affect the entire, local community.

**Remembrance Sunday** - continued to lay wreaths on Remembrance Sunday at a number of locations throughout the Parish. Also, contributed to improvement works around the War Memorial in the High Road.

**Councillor Contact Details** - continued to make Councillors' contact details available to the public by posting on six notice boards throughout the Parish and updating the Parish Council's web site.

**Council Meeting Dates** - continued to make the public aware (through the Parish Council website and the notice boards) of Council and Planning Committee meeting dates throughout the year.

## **PLANNING**

**Community Information** - regularly keeps the community informed about local planning applications, including fortnightly updates on the Parish Council website and notice boards.

**Epping Forest District Council Local Plan and Green Belt Review** - ensured that the concerns of the local community were clearly communicated to the Epping Forest District Council Forward Planning Committee with regards to future development in the area. Advised and informed local groups and individuals alike exactly what the Local Plan, Green Belt Review and the respective consultation documents are, and what they mean to them specifically. As part of the Neighbourhood Plan the Parish Council is in the process of commissioning a series of studies originating from an appointed, professional agency to critically and thoroughly examine the recommendations and conclusions of Epping Forest District Council with regards to future development in Chigwell.

**Neighbourhood Plan** -formulated a Neighbourhood Plan policy which the Council intends will be adopted as the planning policy document for Chigwell.

**Neighbours' Views** - actively encouraged the community to copy their objection/support letters to the Parish Council and attend Planning Committee meetings to express their views on local applications.

**Meetings** - held a total of 23 meetings to consider planning applications.

**Planning Applications** - commented on a total of 346 planning applications directly relating to the Parish.

**Preventing Undesirable Developments** - the Parish Council's comments have contributed to the prevention of a number of unsuitable planning proposals.

**Supporting Improvements** - supported a number of planning applications which, we believe, represented an improvement to the environment and would be beneficial to the local community.

**Validation of Planning Applications** - made a number of representations to ensure that all planning applications in Chigwell have been through the necessary checks at Epping Forest District Council before they are submitted to the Parish Council for consideration as a statutory consultee.

**I-Planning** - continued discussions to ensure the Parish Council is best placed to meet the requirements of the I-Planning initiative being progressed by Epping Forest District Council.

**Statutory Planning Committee** - continued to participate in an external Statutory Planning Committee which has been established to look at the needs of Town and Parish Councils.

## **INTERNAL ORGANISATION**

**Policies and Procedures** - constantly reviewed and introduced new Parish Council processes, policies and procedures to ensure efficient and effective service provision.

**Health and Safety** - continued to implement a range of health and safety policies and procedures to ensure that health and safety responsibilities are met.

**Standing Orders** - continue to review and update Standing Orders to reflect advised best practice.

**Value for Money** - reviewed operational costs associated with insurance and banking arrangements to ensure value for money.

**Remuneration Scheme** - reviewed the Parish Council's current Remuneration Scheme for Councillors.

**Financial Accounts** - ensured that the Parish Council's financial accounts are the subject of regular Internal Audits and an External Audit throughout the year.

## **FINANCE**

Clearly, there is a cost involved in running a Parish Council. Your Parish Councillors are convinced that their scrutiny of expenditure ensures that local taxpayers receive value for money. The Parish Council's precept last year was **£276,954**. This year it is **£290,801**. This means our spending plans for 2018/2019 has decreased by £37,913. The Parish Council's precept on a Band D property will be **£46.57** (a decrease from the previous year of £0.68).

To help you compare our spending, the table below sets out this year's precept, and resulting Band D Council Tax, for Chigwell and its neighbouring Town/Parish Councils. **Although Chigwell is the third largest Parish in the District, our Band D precept is still the lowest of the seven largest local councils.**

The Parish Council precept (which is the equivalent of £0.89p per week) amounts to 2.9% of your total Council Tax bill. It must also be remembered that local taxpayers meet all of the Parish Council's precept whereas District Council and County Council expenditure is offset by Central Government funding.

<i><b>Town/Parish Council</b></i>	<i><b>Precept 2018/2019</b></i>	<i><b>Band D Council Tax 2017/2018</b></i>
<i><b>Waltham Abbey</b></i>	<b>£825,000</b>	<b>£107.94</b>
<i><b>Loughton</b></i>	<b>£665,000</b>	<b>£53.59</b>
<i><b>Epping Town</b></i>	<b>£458,099</b>	<b>£87.23</b>
<i><b>Buckhurst Hill</b></i>	<b>£359,000</b>	<b>£68.89</b>
<i><b>Chigwell</b></i>	<b>£290,801</b>	<b>£46.57</b>