



MINUTES

Meeting: Community Assets
Committee

Date: 3rd June 2020

Time: 11.00am

Hosted from: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (3)

Councillors; Lisa Morgan Skingsley (Chairperson), Rochelle Hodds (Vice-Chairperson) and Celina Jefcoate.

Officers (1)

Anthony-Louis Belgrave – Clerk to the Council

Also in Attendance

There were no members of the public in attendance.

for part of the meeting.

21.00 RECORDING OF MEETINGS

NOTED that in accordance with Standing Order 3 (l) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

21.01 ELECTION OF CHAIRPERSON

Councillor Jefcoate **PROPOSED**, and Councillor Hodds **SECONDED**, Councillor Morgan Skingsley. As there were no other nominations, Councillor Morgan Skingsley was elected as Chairperson of the Community Assets Committee.

21.02 ELECTION OF VICE CHAIRPERSON

Councillor Jefcoate **PROPOSED**, and the Chairperson **SECONDED**, Councillor Hodds. As there were no other nominations, Councillor Hodds was elected as Vice-Chairperson of the Community Assets Committee.

21.03 APOLOGIES FOR ABSENCE (2)

NOTED that apologies had been received from Councillors: Naveed Akhtar and Renu Phull.

21.04 OTHER ABSENCES (0)

Members **NOTED** that there were no other absences.



20.11 CEMETERY

Members were advised of the deficiencies with the existing CCTV system at Chigwell cemetery.

Member **CONSIDERED** three proposals and the quotations for the upgrade of the CCTV system.

After discussions, it was moved by the Chairperson and **RESOLVED** that:

- The proposal/quotation would be **APPROVED**, and this decision would be ratified by the council, at a subsequent meeting.

Members **RECEIVED** an update on the matters associated with the septic tank at the cemetery and of the intent to submit samples for laboratory testing. Members **RECEIVED** an update on the Cemetery Renovation Project.

After discussions, it was moved by the Chairperson and **RESOLVED** that:

- An on-site meeting would be scheduled with the Project Manager.
- All documentation associated with this project would be conveyed to Members, for their information.
- The council's insurance policy would be conveyed to Members, to determine whether subsidence insurance was included.
- Further investigation into the security requirements at the rear of the cemetery office would be undertaken, to determine whether fencing and/or a gate should be erected.
- * Cemetery Insurance policy to be provided

20.12 PLANTING

Members **CONSIDERED** the planting schemes and associated budgetary requirements, as shown at **Appendix 4**.

After discussions, it was moved by the Chairperson and **RESOLVED** that:

- The planting schemes and associated budgets would be **APPROVED**.
- Budget for plans discussed is £2000.00

20.12 VICTORY HALL UPDATE

Members were updated on the progress of the completion of the recommendations as detailed on the Action Plans for Victory Hall.

After discussions, it was moved by the Chairperson and **RESOLVED** that:



* The clerk stated that he hadn't looked at any of the Risk Assessments provided, therefore Scott Donovan would be asked to look at the Risk assessments and action any necessary issues that arise

*Members would be provided with paper copies of the received Action Plans.

* It was agreed that the padlock on the Men's club be changed immediately, to prevent members from entering, as the building was deemed unsafe.

20.13 LAND AT REAR OF VICTORY HALL UPDATE

Members were advised by the Chairperson on the proposal to allow two Shetland Ponies and a donkey, to maintain the field at the rear of Victory Hall.

After discussions, it was moved by the Chairperson and **RESOLVED** that:

- The proposal would be progressed.

20.14 PARISH NOTICE BOARDS

Members highlighted that the notice boards hadn't been updated.

- Clerk to update as a matter of importance

20.15 KEY PRIOROTIES & OBJECTIVES

Members were advised on the following key priorities and objectives:

- Review the Cemetery gate issue.
- Cemetery Staff Uniform.
- Open Spaces tree maintenance plan.
- Cemetery Office renovation (installation of staff-showering facility)
- Gate/fencing at the rear of the cemetery office.
- Review of Open spaces
- Replacement of bench sited at Limes Green.
- CCTV Grange Hill Parade
- Community Litter-pick in all three Wards
- Tree planning for 70th anniversary commemoration of Her Majesty's reign.

20.16 ITEMS FOR THE NEXT AGENDA

To be determined by the Chairperson and Vice-Chairperson.



Signed

Chairperson

Date

DRAFT