



MINUTES

Meeting: Community Assets
Committee

Date: 5th July 2021

Time: 11.00am

Hosted from: COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

PRESENT: Councillors (3)

Councillors; Lisa Morgan Skingsley (Chairperson), Celina Jefcoate and Renu Phull.

Officers (1)

Anthony-Louis Belgrave – Clerk to the Council

Also in Attendance

There were members of the public in attendance.

for part of the meeting.

21.16 DECLARATIONS OF INTEREST

Members **NOTED** that there were no Declarations of Interest.

21.17 APOLOGIES FOR ABSENCE (2)

NOTED that apologies had been received from Councillors: Naveed Akhtar and Rochelle Hodds.

21.18 MINUTES

The minutes of the committee meeting which took place on 3rd June 2021 were **CONFIRMED**.

21.19 MATTERS ARISING

None.

21.20 PUBLIC PARTICIPATION

The following questions were received by an attending member of the public and responded to be the Chairperson:

Q. Could you provide a figure for the total expenditure incurred on the Courtland drive 'rewilding' project and the rationale behind the siting of the Owl house in this area?

A. In response, Members were advised that the entire area was cut-back, as well as a variety of grounds maintenance and arboricultural works. The total expenditure on this project was approximately £12,000. The Owl house, as well as other bird houses were installed in April 2021, following qualified advisory received from a consultant, the Owl house was re-sited.



Q. Repeated occurrences of vehicular parking on the grassed verge along Courtland drive have caused damage to this area, a matter which needs to be addressed, What does the council propose?

A. This issue would be investigated by the Chairperson and the Cemetery Supervisor, the results of this will be conveyed to the Community Services Committee, so their findings may be considered and appropriately actioned.

Q. The grassed verges are in a state, some sort of action is urgently required.

A. The Chairperson would investigate this issue and report back her findings to the committee.

21.21 ALLOTMENTS

Members **RECEIVED** an update on the present circumstances pertaining to plot availability, maintenance and correspondences sent to specified tenants.

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

- The invoices for the Allotment plots would be posted as soon as possible.
- The correspondences drafted by the Chair, would be sent out to the specified tenants, as soon as possible.
- The Policies, Terms, Conditions and Pricing for the Allotments would remain unchanged.
- A review of the policies, terms and conditions and pricing for the Allotments would be undertaken in April 2022.

21.22 VOLUNTTER LITTER PICKERS

Members were reminded of the intent for this council to facilitate litter picker projects for young people, as part of the Duke of Edinburgh's Award programme for 14–24-year-olds. This scheme recognises adolescents and young adults for participating in a variety of self-improvement exercises and ventures which are of community benefit.

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

- The council would purchase all the necessary items: including Litter-pickers, Hi-visibility vests, gloves and bags.

21.23 TEMORARY LITTER PICKER

Members **CONSIDERED** the proposal for the employment of a part-time litter-picker, on a temporary basis, as shown at **Appendix 3**.

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

- The employment of a part-time litter-picker would be **APPROVED**.
- This proposal would be delegated to the Personnel committee.



21.24 CEMETERY

Members **RECEIVED** updates on the following Cemetery related matters: Cemetery office refurbishment project, the meeting with the Project Manager/Architect, the refurbishment of the Cemetery CCTV systems, the septic storage tank inspection and the requirement for a security gate at the rear of the offices.

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

- The proposal to update the Cemetery CCTV systems would be delegated to the Finance and Governance committee.
- The Clerk would contact the council's insurers to investigate whether an insurance claim may be pursued for the apparent subsidence at the Cemetery office building.
- The Clerk would chase the Architect for the new drawings/sketches.

21.25 VICTORY HALL

Members were advised that the Cemetery Supervisor is in the process of garnering proposals and quotations for electrical works at the Chigwell Member's Club/Victory Hall. Members were further advised that the Cemetery Supervisor is in the process of completing the recommendations as listed in the respective Action Plans, received from the H&S consultancy.

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

- The Cemetery Supervisor would undertake daily/weekly/monthly tests for the emergency lighting/fire and smoke detection systems, which would be delegated to the Clerk to the Council, during his absence.
- The Chairperson would contact the Chigwell Row Operatic and Dramatic Society (CROADS) to complete the removal of potentially hazardous materials stored in the building.
- The Clerk would contact the Management for the Chigwell Member's Club, requesting that the fridges and beer-pumps be switched off and disconnected.
- The Clerk would update the Risk Assessments for the next meeting.



21.26 PARISH OFFICES

Members **RECEIVED** an update regarding control measures required because of a Fire risk assessment, dated 12th May 2021 and the progress towards completing the listed recommendations.

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

- The Clerk to the Council would engage the appropriate service providers to undertake the necessary works.
- The Clerk would engage a locksmith for the front door locks.

21.27 UNIFORMS FOR STAFF

Members **RECEIVED** an update from the Chairperson on this matter.

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

- The Cemetery Supervisor and Cemetery Assistant/Horticulturist would be provided with uniforms, which would feature the Chigwell Parish Council 'Coat of arms' on the chest.

21.28 FUTURE PLANNING

Members **RECEIVED** an update from the Chairperson and **NOTED** the following future planning proposals, which was attached to the agenda.

6 month Plan	
Victory Hall	Re-opening of facility, in accordance with relevant regulations
Uniforms	Cemetery/open spaces staff
Chairs	Replacement of Parish and cemetery office chairs
Allotments	Inspection of the allotment sites, to ensure that the Terms and conditions are being followed and applied.
Park Bench	Re-installation of the Park bench on Limes Farm Hill.
Tree Planting	Tree planting project, in honour of Her Majesty's 70 th Jubilee (One tree for each Ward)
Christmas Tree	Christmas Tree in Grange Hill Ward, to be received by way of public donation
Christmas Lights	Christmas festive lighting for Tree and Limes shops / Grange Hill shops
Salt	Look at distribution of salt for winter



12 month Plan	
Litter Picks	To organise community litter picks and/or D of E litter picks
Allotments	To organise erecting a boundary fence for Gravel Lane allotments, securing boundary - lock change
Grove Lane	Meadow plans
Cemetery Gates	To review cemetery gate issues

Septic storage tank	Review cemetery septic storage tank
Laptop cemetery	Review need for laptop/computer and printer
Planting	Review open spaces and planting
Rear of Cemetery	Review need to enclosure rear of cemetery office
Facilities	Review, consider and approve the need for improved staff facilities - incl shower, kitchen
Victory Hall	Decorate and plan for a working group to look at renewing a lease
Froghall lane Trees	Review costing for tree cutting

3 year Plan	
CCTV	CCTV for Grange Hill shops
Open Spaces	Review all open spaces , planting budget
Cemetery	Review all equipment
Cemetery	Building review
Dog Bins	Review need for dog bins in Parish
Biodiversity	Review our Biodiversity as a parish



21.29 REPORTS

The Chairperson reported to Members that:

- The Cemetery Supervisor would draft a report pertaining to the ‘cemetery gates’ to include proposals and quotations for repairs, if deemed necessary.
- A wholesaler would be selected by the Clerk, to purchase plants for the Open spaces.
- A proposal for the installation of CCTV systems Grange Hill would be garnered by the Clerk.
- It has been agreed that this committee would plant one apple tree in each Ward, in celebration of Her Majesties’ 70th Jubilee. The Clerk to the Council would consult with the Cemetery Assistant/Horticulturist towards selecting suitable locations.
- No grit-salt would be ordered for the winter because there is already a large surplus.
- Festive Christmas lighting for Limes farm; The Chairperson reminded Members that a budget of £5000, was agreed by the previous council for the installation of festive lighting, within Grange Hill Ward. The Chairperson proposed that this display could be sited at the Limes Farm shops.
- Members were advised that the seasonal grass cutting of the Open-garden areas began on 23rd March 2021, and that certain areas would be left to grow, in accordance with the council’s biodiversity pledge.
- Community Litter picks would be commenced in all three Wards.

21.30 DATE OF THE NEXT MEETING

To be determined by the Chairperson.

Signed

Chairperson

Date