



**MINUTES**

**Meeting:** Community Assets  
Committee

**Date:** 3<sup>rd</sup> November 2021

**Time:** 3.45pm

**Hosted from:** COUNCIL OFFICES, HAINAULT ROAD, CHIGWELL

**PRESENT: Councillors (3)**

Councillors; Lisa Morgan Skingsley (Chairperson), Rashni Chahal Holden (ex-officio) and Renu Phull.

**Officers (2)**

Anthony-Louis Belgrave – Clerk to the Council

Scott Donovan – Cemetery Supervisor

**Also in Attendance**

Councillor Alan Lion – Epping Forest District Council

There were members of the public in attendance.

# for part of the meeting.

Members were advised that Councillor Chahal Holden was attending the meeting as an ex-officio member of this committee, to ensure that this meeting was quorate.

Councillor Morgan Skingsley advised attendees that this would be a very short meeting, because of the limited time available, as Councillor Chahal Holden, could only be present for fifteen minutes. Consequentially, only selected agenda items could be progressed.

After brief discussion, this was **NOTED**.

**21.48 RECORDING OF MEETINGS**

**NOTED** that in accordance with Standing Order 3 (1) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

**21.49 APOLOGIES FOR ABSENCE (3)**

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

**21.50 DECLARATIONS OF INTEREST**

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

**21.51 CONFIRMATION OF MINUTES**

The minutes of the meetings which took place on 5<sup>th</sup> July 2021 and 16<sup>th</sup> September 2021 were **NOT CONFIRMED**.

**21.52 PUBLIC PARTICIPATION**

Members **NOTED** that there were no questions from members of the public.



**21.53 CHAIRPERSON'S REPORT**

Members **RECEIVED** a written report, from the Chairperson.

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

- The Chairperson's report be **NOTED**.

**21.54 OPEN SPACES/CEMETERY/ALLOTMENTS REPORT**

Members **RECEIVED** a report from the Cemetery Supervisor on the Cemetery, Open Garden areas and the Allotments, which included an update on the tree planting project, in commemoration of the Queen's Platinum Jubilee. Members **CONSIDERED** proposals for the installation of a bench on the Limes Farm Green.

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

- The Cemetery Supervisor Report be **NOTED**.
- The proposal to install a bench on the Limes Farm Green be **APPROVED**.

**21.55 CEMETERY PROJECTS – Garden Benches**

Members **CONSIDERED** proposals/quotations for the installation of three Garden benches, under the covered area, next to the Cemetery offices.

Members were reminded that in accordance with Financial Regulation 4.1, any decision that will result in an expenditure of over £2,500.00p will require ratification from this council, prior to implementation.

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

- The proposal to install three garden benches under the covered area, next to the cemetery offices be **APPROVED**.

**20.56 MEETING AJOURNMENT**

Councillor Morgan Skingsley (Chairperson) **PROPOSED** that because of time constraints this meeting be adjourned, to be reconvened at a date and time to be determined. After brief discussion it was moved by the Chairperson and **RESOLVED** that:

- This meeting would be adjourned, to be reconvened on Tuesday 9<sup>th</sup> November 2021, 10.30am.

**20.57 MEETING RECONVENED**

In accordance with a previous resolution; **20.23**, at the meeting held on Wednesday 3<sup>rd</sup> November 2021, it was moved by the Chairperson and **RESOLVED** that:

- This meeting would be reconvened, to transact the remaining matters on the agenda.



**PRESENT: Councillors (4)**

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

**Officers (1)**

Anthony-Louis Belgrave – Clerk to the Council

**Also in Attendance**

There no members of the public in attendance.

# for part of the meeting.

**21.58 RECORDING OF MEETINGS**

**NOTED** that in accordance with Standing Order 3 (1) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

**21.59 FESTIVE LIGHTING PROPOSALS**

Members **RECEIVED** an update on proposals to arrange festive lighting displays at Grange Hill, Limes Farm and Chigwell Row. The Chairperson briefly advised Members that she was still in discussions with representatives of Epping Forest District Council on the matter of festive lighting at Grange Hill/Limes Farm. Members were further advised that the festive lighting installed on the lamp-posts in Chigwell Row is already in place, and the respective contractor will be asked to turn them on at an appropriate date, whilst the festive lighting at Brook Parade needs to be repaired, but should be fixed in time for 4<sup>th</sup> December 2021.

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

- This information be **NOTED**.
- Members would be updated on the progress concerning a scheme make monetary donations to local organisations that were erecting festive lighting and/or hosting community events, within the parish.



## 21.60 2022/23 BUDGET REQUESTS/PROPOSALS

Members **CONSIDERED** the expenditure requirements of the Community Assets committee, for the coming municipal year. The following documents were provided, for Member's information: Parish Council's expenditure requirements for the 2021/22 budget, 2021/2022 Capital Projects & Future Planning Proposals.

After in-depth discussions, during which Members referred to the existing Capital Projects and the future proposals, as shown at the respective appendices, it was moved by the Chairperson and **RESOLVED** that:

- The Chairperson and Councillor Jefcoate would draft a list of suggestions for budgetary requests/proposals, to be considered at a subsequent meeting.
- A further fire risk assessment for the entire Victory Hall/Member's Club would be pursued.

## 21.61 VICTORY HALL RENOVATION PROJECT

### a) Chigwell Member's Club Roof Repairs

Members were advised that a segment of the roof over the Chigwell Member's Club building is severely dilapidated and is leaking.

Members were asked to **CONSIDER** the associated report and the received proposals/quotations for the roof repairs, as shown at the respective appendix, and were reminded that in accordance with Financial Regulation 4.1, any decision that will result in an expenditure of over £2,500.00p will require ratification from this council, prior to implementation.

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

- This information be **NOTED**.
- The proposal received from 'Mells Roofing' be **APPROVED**.

### b) Victory Hall redecoration & Kitchen Replacement

Members **RECEIVED** an advisory from the Chairperson on a proposal to re-decorate Victory Hall and replace/renovate the kitchen.

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

- Proposals for the renovation of the kitchen facility at Victory Hall (to include timeframe) would be garnered from selected contractors, to be duly considered at a subsequent meeting.
- Proposals for the re-decoration of Victory Hall (to include timeframe) would be garnered from selected contractors, to be duly considered at a subsequent meeting.



- Clarifications on whether certifications pertaining to food preparation/hygiene would be necessary for the Victory Hall kitchen facility.

#### **21.62 VOLUNTEER LITTER PICK EVENTS**

Members **RECEIVED** an update from the Chairperson on the intention to schedule a series of Volunteer Litter-pick events, within the wards of Chigwell Village, Chigwell Row and Grange Hill.

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

- The schedule of Volunteer Litter-picks would be **AGREED** as follows:  
Sunday 5<sup>th</sup> December 2021, 16<sup>th</sup> January 2022: Grange Hill  
Sunday 12<sup>th</sup> December 2021, 9<sup>th</sup> January 2022: Chigwell Row  
March 2022 (date to be determined): Chigwell Village

#### **21.63 PARISH OFFICE RECEPTION ROOM – re-decoration proposal**

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

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

- Proposals for the re-decoration of the reception room at the Parish offices would be garnered from selected contractors, to be duly considered at a subsequent meeting.

#### **21.64 COMMUNITY ASSETS RISK ANALYSIS REPORT**

Members **CONSIDERED** the Risk Analysis report, which has been subdivided into the following categories: Environment and Victory Hall Management.

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

- The Chairperson and Councillor Jefcoate would review this document, which would be duly considered at a subsequent meeting.

#### **21.65 INVENTORY OF LAND AND ASSETS REVIEW**

Members were reminded that Standing Orders require that an inventory of land and assets, including buildings and office equipment be reviewed on an annual basis. Accordingly, Members **REVIEWED** the inventory of land and assets, as shown at the respective appendix.

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

- The Chairperson and Councillor Jefcoate would review this document, which would be duly presented to the committee, at a subsequent meeting.
- The Clerk would investigate where the benches, owned by the Parish council are installed, to advise the committee at a subsequent meeting.



- The Clerk would investigate the mechanisms of the ‘Tracker system’ installed on the EV Vehicle and the Kubota digger and advise the committee at a subsequent meeting.

#### 21.66 FIRE RISK ASSESSMENT – Chigwell Member’s Club

Members were advised this assessment and the associated report were undertaken by an external service provider on 25<sup>th</sup> October 2021, the purpose of which is to provide an assessment of the risk to life from fire on these premises and where appropriate, to make the necessary recommendations to ensure compliance with fire safety legislation.

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

- The included recommendations/actions would be pursued, the committee would be advised of the progress, at the subsequent meeting.

#### 21.67 DATE OF NEXT MEETING

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

- The next meeting would be schedule for 1<sup>st</sup> December 2021, at 10.30am.

#### 21.68 EXCLUSION OF THE PUBLIC AND THE PRESS

Members were advised by the Clerk that the business to be considered has been interpreted as being of a confidential nature, therefore the public and press should be excluded from the meeting. However, it is the committee’s exclusive responsibility to determine whether this advice should be applied to the following matters.

The Clerk advised members that the matter should be interpreted as being of a confidential nature because it concerns; ‘*the early stages of a dispute.*’ In accordance with the following statutory legislation;

- *Public Bodies (Admissions to Meetings) Act 1960*
- *Local Government Act 1972 ss. 100 & 102*

Members **CONSIDERED** whether the nature of the business and proceedings to be transacted, would likely result in confidential information being disclosed.

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

- This information be **NOTED**.
- The matter would be considered as being of a confidential nature because the received appeal letter had not been redacted.



**21.69 APPEAL RECEIVED FROM AN ALLOTMENT TENANT**

Members were advised that an appeal against an eviction has been received from a tenant for an allotment plot, as shown at respective confidential appendix.

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

- This information be **NOTED**.
- The eviction as previously agreed would be **APPROVED**.

Signed .....

**Chairperson**

Date .....

DRAFT