



**MINUTES OF THE MEETING OF THE
COMMUNITY SERVICES AND ASSETS COMMITTEE**

Date: Thursday 13 November 2025

Time: 7.00pm

Location: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members to be present:

Cllr L Skingsley Morgan (Chair)
Cllr L Clarke
Cllr O Ali

Cllr R Hodds (Vice Chair)

Acting Clerk:

Cllr Celina Jefcoate

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors are asked to **NOTE** that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

Cllr Jamie Braha and Cllr Debby Rye

Acting Proper Officer to Chigwell Parish Council

Date: 7 November 2025

AGENDA

1. 🖐️ APOLOGIES FOR ABSENCE

Members received and **AGREE** to accept apologies for absence from: Cllr J Braha

2. ANY OTHER ABSENCE

To **NOTE** any other absence

3. DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the Agenda

4. 🖐️ MINUTES

To consider the minutes of the previous Community Services and Assets Committee meeting held 11 September 2025 for **APPROVAL** ([Appendix 1](#)).

5. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

6. CEMETERY ACTIVITIES

To **NOTE** the reported cemetery activities for the year to date ([Appendix 2](#))

7. 🖐️ BUDGET 2026/27

To **NOTE** the budget available to all committees for 2026/27 ([Appendix 3](#)) and to **CONSIDER** proposals to Full Council for budget allocations for projects and to **AGREE**

8. 🖐️ PROPOSED WORKS ON STATION GREEN

To **CONSIDER** the officer report ([Appendix 4](#)) and **AGREE** an appropriate course of action regarding any recommendations therein

9. 🖐️ REPLACEMENT NOTICE BOARD - LIMES FARM

To **CONSIDER** the officer report ([Appendix 5](#)) and **AGREE** an appropriate course of action regarding any recommendations therein

10. GRASS CUTTING SCHEDULE

To **NOTE** the final cut will be taking place in October/November according to weather and the schedule for 2026 will be compiled in line with the agreed Biodiversity and Herbicide policy previously adopted by Council

11. MEADOW BIO-DIVERSE PROJECT

To **NOTE** grants are being sought for hedge planting and that Council has agreed the location of four beehives on the land

12. LOCK ON THE LADIES TOILET AT COMMUNITY HUB

To **NOTE** this has been adjusted.

13. WATER METER FUNCTION

To **NOTE** this has been assessed

14. LEAK IN COMMUNITY HUB ROOF

A temporary fix has been effected. To **NOTE** officers consider no further works are considered necessary at this time. Any future non urgent works would be put on hold pending possible building works

15. 🖐️ STREAMLINING CSC & CAC

To **NOTE** the handover from CSC and CAC chairs ([Appendix 6](#)) and **CONSIDER** any recommendations therein to streamline the committee and to **AGREE** an appropriate course of action

16. UPDATE FROM THE CLERK

To **NOTE** the officer report ([Appendix 7](#))

17. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

18. 🖐️ DATE OF THE NEXT MEETING

Agreed by Full Council as Thursday 12 February at 7.00pm.

Notes on Declarations of Interest

Members with a disclosable pecuniary interest in an item should withdraw from the room while that item is being considered. Members should also leave the room if their continued presence is not compatible with the Council's Code of Conduct or the Seven Principles of Public Life.

The disclosure must include the nature of the interest. If you become aware during meeting of an interest that has not been disclosed under this item you must immediately disclose it. You may remain in the meeting and take part fully in discussion and voting unless the interest is prejudicial.

A personal interest is prejudicial if a member of the public with knowledge of the relevant facts would reasonably regard it as so significant that it is likely to prejudice your judgement of the public interest and it relates to a financial or regulatory matter.

It is not practical to offer detailed advice during the meeting on whether or not a personal interest should be declared, or whether a personal interest should be regarded as a Disclosable Pecuniary Interest. Members are advised to seek the advice of the Monitoring Officer well before the meeting if needed.



Indicates Councillors are expected to make a decision (within the remit of the committee)