



MINUTES OF THE CHIGWELL PARISH COUNCIL

Date: Thursday 28 August 2025

Time: 7.00pm

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

Members present:

Cllr J Braha (Chair)

Cllr O Ali

Cllr E Costa

Cllr D Rye (Vice Chair)

Cllr L Clark

C Jefcoate - Acting Clerk, Chigwell Parish Council

Members of the Public and Councillors were 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 were 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

Meeting started at 7.18pm

MINUTES

FC074/25 - APOLOGIES FOR ABSENCE

Members received and **AGREE** to accept apologies for absence from Cllr F Rizvi, Cllr T Amuludun, Cllr R Hodds and Cllr L Morgan

FC075/25 - ANY OTHER ABSENCE

To **NOTE** any other absence

FC076/25 - DECLARATIONS OF INTEREST

None

FC077/25 - MINUTES

Members **AGREED** the minutes of the meeting of 24 July were an accurate representation of what took place ([Appendix 1](#))

FC078/25 - PUBLIC PARTICIPATION

Fourteen (14) members of the public were present.

Two members of the public representing CROADS reiterated their enthusiasm for remaining in the hall. Complaints were made about the request to move props and costumes stored in the hall, a padlock being cut off a cupboard and electric ring main being switched off. It has been confirmed that the Council have agreed the date with COADS to clear props by mid October to comply with the requirements of a H&S inspection and to free up storage needed by the Council. A padlocked cupboard was opened because the Council had no indication it was CROADS who had secured the cupboard and needed to establish what was inside. An inspection of the electrics indicated the RCB had tripped. It was noted no notification had been received by Council staff that there was an issue with the electrics

A member of the public raised the following:

EFDC have not emptied the dog litter bin on Courtland Drive - *the matter will be raised with EFDC*

Is there any update on the Trucam usage - *the Council has provided a camera to residents for it to be used by the Chigwell SpeedWatch group. It has been calibrated and is ready for use*

An allegation was made that there are illegal migrants occupying what was the Bluebell Restaurant. *No evidence was given that the occupants were migrants or illegal. If the allegation is that the property is being used as an unlawful HMO that would be a breach of planning and should be reports by residents to EFDC. The Parish Council should be provided with the report number and can monitor the situation*

VRS signs - *the Council is currently drawing up a Draft Strategy of short, mid and long terms objectives and this will feature. The issue of logistics needs to be addressed - permission is needed from ECC who are the Highways Authority to affix any item to street furniture. If the cameras are mobile, that is moved around Chigwell, as is proposed, the approval system at ECC is even more complex and expensive*

Is there any aspect of the proposed A113 Safer Roads scheme that concerns the Council - *the Clerk is currently reviewing the scheme and inviting input from Councillors*

It is alleged Chigwell Primary has withdrawn from S106 - what steps are Parish taking? *The Parish is aware of the situation and has previously challenged EFDC on the matter having engaged solicitors and taken legal advice. EFDC have declined to clarify whether the scheme on Green Belt can be considered to have sufficient special circumstances if the enabling aspect does not come forward.*

What compensation is to be paid to the Lewis Memorial Foundation for Victory Hall which they built on land leased to them and which reverted to the Parish in 2017 at the expiration of the 60 year lease. *The lease reverted to the Parish Council in April 2017 under the previous Council. As far as this Council is aware, no compensation was due under the terms of the lease termination and none was agreed by the previous Council*

FC079/25 - FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** and **NOTE** the bank payments for August ([Appendix 2](#)) - Cllr Braha and Clarke

To **REVIEW** and **NOTE** the card payments for August ([Appendix 3](#)) - Cllr Rye and Costa

FC080/25 - VICTORY HALL GRANT

To **CONSIDER** the proposal ([Appendix 9](#)) which recommends the following resolution:

Resolution:

Council **NOTES** the resolution made on 26 July under FC063/25 and the accompanying proposal

Council **RESOLVED** in principle to the distribution of the £60,000 grant on the basis set out in the proposal including the retention of a sum to be confirmed for Hub kitchen improvements, the inclusion of Pantry security, the redirection of monies to surgery refurbishment, accessibility works and the provision of Council match funding up to £15,000 (20%) to support Hub reconfiguration. Council **RESOLVED** to submit a formal proposal to vary the UKSPF grant in line with this resolution.

Council **RESOLVED** the existing Victory Hall main kitchen ear marked reserves remains protected for the separate refurbishment scheme and this project proceeds immediately.

Council **REAFFIRMED** minute ref FC063/25 and instructs the continuation of negotiations with Epping Forest District Council to secure either a financial contribution toward operational costs, such as an hourly rental contribution or a time-limited and clearly defined usage clause that is compatible with staff occupation and community or commercial hire, with any grant variation reflecting these protections.

Council delegates authority to the Clerk and Responsible Financial Officer, in consultation with the Chairman and Vice-Chairman and relevant, non-conflicted committee chairs, to engage on a without-prejudice basis with stakeholders that may include EFDC, the Primary Care Network and Integrated Care Board, the Limes Farm Community Group and Chigwell Library to

prepare Heads of Terms for a peppercorn lease of the Parish office as a GP surgery subject to legal advice

to commission the necessary surveys, feasibility and cost planning and to obtain competitive quotations

to prepare a risk register for Victory Hall, the Hub and the proposed lease

to incur professional and due-diligence expenditure up to £7,500 excluding VAT from earmarked reserves, with any further spend returning to Council

Council requires that no binding grant agreements or variations, leases, building contracts or purchase orders for works are executed without a further Council decision approving the final legal documents and budget. Before any final commitment the following should be in place as appropriate

- an approved EFDC grant variation on terms that satisfy FC063/25
- confirmation of Subsidy Control and procurement compliance plus any necessary statutory consents (e.g. planning)

- a memorandum of understanding rebalancing LFCG activity at the Hub, the Library and the Limes Centre
- acceptable Heads of Terms for the GP surgery premises including Care Quality Commission-related obligations
- an affordability assessment demonstrating the ongoing viability for Victory Hall and the Hub

If satisfactory EFDC terms cannot be secured, Council instructs the Clerk to bring to the next ordinary meeting clear options to seek allocation of the grant to alternative suitable infrastructure in Chigwell or alternative options, together with recommendations.

Council requests a written progress report to the next ordinary meeting and thereafter monthly updates to members on negotiations, due diligence, costs, risks, timelines and stakeholder engagement.

Reason

This decision aligns capital investment with local healthcare priorities, protects and extends community services across Chigwell, improves accessibility and security, optimises Council assets through staff relocation and upholds the Council's fiduciary duties while complying with grant conditions.

Cllr Ali left the meeting

FC081/25 - REQUEST FOR SIGN AT LIBRARY

To **CONSIDER** the officer report ([Appendix 4](#)) which recommends the following resolution:

Resolution:

It was **RESOLVED** to Chigwell Parish Council grant permission for Essex County Council to install a public library sign at the entrance to Victory Hall car park on Parish Council land and that the Clerk be authorised to liaise with Essex County Council on the final siting and arrangements for installation.

Cllr Ali return to the meeting

FC082/25 - CODE OF CONDUCT

Members **NOTED** that the revised Councillor Code of Conduct was formally adopted by Full Council on May 2025, **CONFIRMED** that all Councillors are required to sign the declaration to abide by the Code of Conduct, **REQUESTED** that all Members present sign the Code of Conduct declaration form at this meeting with signed copies to be retained by the Clerk and **REQUIRES** all serving Councillors sign the Code of Conduct declaration form within 14 days of the date of this meeting. Cllr Clark and Ali signed the Code Of Conduct, all others present had done so previously. It was **NOTED** that the signatures of Cllrs Hodds, Morgan and Rizvi remain outstanding

FC083/25 - CONSENT FOR SERVICES OF SUMMONS BY EMAIL

Council **RESOLVED** that all councillors should agree to receive their summons to attend meetings of the Council electronically via email, in accordance with Schedule 12 of the Local Government Act 1972.

In accordance with Schedule 12 of the Local Government Act 1972, paragraph 10(2)(a), the Council **AGREED** the use of electronic communication for the service of summons to attend meetings. All

councillors present confirmed their agreement ([Appendix 5](#)) to receive summons and accompanying agenda papers by email, and each councillor present provided to the Proper Officer a written consent agreeing such summons shall be sent the Councillor's official email address. Those not present are requested by Council to sign and return their agreement.

This resolution shall remain in effect until a councillor notifies the Clerk in writing that they wish to withdraw their consent.

FC084/25 - POLICIES FOR REVIEW AND ADOPTION

Members **CONSIDERED** and **AGREED** the recommendation to **ADOPT** the following policies

Biodiversity and Herbicide Policy - [Appendix 6](#) - Adopted

Environmental and Climate Change Policy - [Appendix 7](#) - Adopted

Social Media Policy - [Appendix 8](#) - Adopted

FC085/25 - BENCH AT BUS STOP

At the Council meeting of 26 June Cllr Clarke was appointed to liaise with District Councillor Alan Lion and County Councillor Lee Scott to support a request to ECC for a future upgrade of the Fencepiece Road bus stop. Cllr Clarke reported she had been in contact with Alan Lion and, on his advice, was collating robust evidence of need from residents who had asked for this

FC086/25 - COMMUNITY USE - APPLICATION

Members **CONSIDERED** the officer report ([Appendix 10](#)) and the recommendations therein and **RESOLVED** to approve the booking of Victory Hall by Limes Farm Community Group on Saturday 27 September 2025 from 11.00 to 14.15 with a 50 per cent concession on the Saturday commercial hire rate resulting in a hire charge of £211.25 for the stated period subject to standard conditions and documentation. The adjoining Hub area will also be available if required.

FC087/25 - COUNCILLOR SURGERIES

It was **AGREED** that Councillors surgery times would be varied and the November surgery would be between 1.00pm and 3.00pm carried out by Cllr Braha and Costa. Cllr Osman will do September with another Councillor to be approved. Cllr Rye to contact District Councillors to ask them to attend

FC088/25 - CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

The update from Cllr Rizvi was **DEFERRED**

FC089/25 - ACTING CLERK REPORT

Councillors NOTED the update from the Acting Clerk ([Appendix 11](#))

FC090/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

BENCH AT BUS STOP

VICTORY HALL KITCHEN

FC091/25 - DATE OF THE NEXT MEETING

Thursday 25 September at 7.00pm

Meeting closed 8.45pm