



MINUTES OF THE COMMUNITY ASSETS COMMITTEE

Date: Thursday 24 April 2025

Time: 12.00pm

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

Members present:

Cllr Lisa Morgan (Chair
Cllr Debby Rye
Cllr O Ali

Cllr Rochelle Hodds (vice chair)
Cllr L Clark

Also attending:

Sam Warren - Open Spaces Supervisor, 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

CAC149/24 - APOLOGIES FOR ABSENCE

None

CAC150/24 - OTHER ABSENCES

None

CAC151/24 - DECLARATIONS OF INTEREST

None declared

CAC152/24 - MINUTES

The minutes of the previous meeting held on 06 March 2025 were **APPROVED** as an accurate record of what took place

CAC153/24 - PUBLIC PARTICIPATION

Councillors **NOTED** a written question from a resident questioning why Lechmere Ave did not have speed cameras. Councillors advised for the installation of speed cameras, Essex Highways would be responsible as the highways authority. The installation of variable speed signs by the Parish will be considered during the council year 2025/26

CAC154/24 - COUNCILLORS REPORTS

It was **NOTED**:

Progress on the installation of a bench is being reviewed by Cllr Clarke - the cost of a Highways License to place a bench is £900.

Cllr Hodds attended Iftar and Time for Tea Easter Bonnet competition proved very popular with attendees

The next Councillor surgery will be Cllrs Clarke and Ali on the first Saturday in May

Cllr Ali raised the matter of CCTV and was advised this should be referred to Community Services.

CAC155/24 - ALL SITE CAR PARKS

No decision was reached

CAC156/24 - CHIGWELL PARISH WARD SIGNS

Costs will be in excess of £5,000 and so needs to be referred to Full Council.

CAC157/24 - FINANCIAL TRANSACTIONS

The committee **REVIEWED** and **AGREED** the proposed community asset expenditures report for March

CAC158/24 - GUTTERING/DOWNPipes

It was suggested the works be considered and done in house. Matter to be referred back to officers to assess feasibility and carry out if appropriate

CAC159/24 - EXTERNAL WALLS

Deferred

CAC160/24 - BILLY GOAT LEAF VACCUM

It was noted the unit had a possible trade in value of £300. Officers to provide recommendations to Full Council regarding removal from asset register

CAC161/24 - CEMETERY NOTICE BOARDS –

Damage to the Limes Farm notice board was reported. Officers to follow up

CAC162/24 - SOIL BOX

The Committee agreed to incur a cost of £1916.66 (£2,300 inc VAT) to purchase an additional soil box and a session of shoring training. An additional request for a smaller soil box for cremations was suggested but no resolution made

CAC163/24 - CHRISTMAS LIGHT

Referred back to officers to investigate including requirements for any permits and upcoming lamppost works

CAC164/24 - CEMETERY MATTERS

To CONSIDER matters regarding

:

A. Cemetery perimeter security

Referred back to officers to review, including feasibility and cost of tamper proof bolt

B. A report on the faulty automated Cemetery Gates

Referred back to officers to review, including feasibility and costs of alternative solutions including aluminium posts. It was noted a member of the public notified the Council of someone locked in

C. Man Down system for staff security

Deferred

D. Proposal to reduce paper usage in the Cemetery Offices

Referred back to officers to produce proposal and costs for alternatives, including iPad for recording permits

CAC165/24 - PARISH MAIN OFFICE MATTER

It was **AGREED** to ask staff to consider the purchase of a countertop dishwasher, if feasible, new crockery and hot drinks supplies for the Parish Office

CAC166/24 - ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE MADE

CAC167/24 - DATE OF NEXT MEETING

No further meetings