

CHIGWELL PARISH COUNCIL

OFFICER'S REPORT TO THE PARISH COUNCIL

Meeting Date: Thursday 28 August 2025

Subject: Installation of Public Library Signage at Victory Hall Car Park

1. Purpose of Report

To seek approval from Chigwell Parish Council to permit Essex County Council to install a public library sign at the entrance to the Victory Hall car park on Parish Council land.

2. Background

The Parish Clerk has met with the Library Service Team Manager who has requested permission to place signage at Victory Hall car park to promote the library. The sign will help raise awareness of the library, encourage greater community use, and support efforts to increase footfall. Essex County Council has confirmed that the design will be appropriate and that the installation will be undertaken at no cost to the Parish Council.



3. Proposal

It is proposed that a sign for the public library be installed at the entrance to the Victory Hall car park, ensuring it is clearly visible to passers by. The sign will be as per the photo provided by Essex County Council and will be installed and maintained by them. No financial contribution or maintenance responsibility will fall to the Parish Council.

4. Supporting Documentation

Photograph of design and size of proposed sign (left)

5. Council Responsibilities and Considerations

Finance and Best Value for Money

The installation and any associated costs will be met entirely by Essex County Council. There is no financial impact on the Parish Council.

Governance

Approval is required as the land is owned by the Parish Council.

Community Engagement

The proposal supports community access to local services by raising the profile of the library and encouraging its use.

Equal Opportunities

The proposal will benefit all residents equally and does not disadvantage any particular group.

Crime and Disorder

The sign is not anticipated to have any impact on crime or disorder.

Human Rights

The proposal does not adversely affect the rights of residents.

Health and Safety

The installation will be carried out by Essex County Council in accordance with their health and safety procedures.

Biodiversity

The proposal has no impact on biodiversity or the local environment.

6. Recommendation

That Chigwell Parish Council approve the request from Essex County Council to install a public library sign at the entrance to Victory Hall car park on Parish Council land.

That the Clerk be authorised to liaise with Essex County Council to approve the final siting and oversee the installation.

7. Resolution

It is proposed that 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.

Prepared by:

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