CHIGWELL PARISH COUNCIL
COMMUNITY SERVICES AND ASSETS COMMITTEE REPORT TO FULL COUNCIL

Date: 27 August 2026

The Community Services and Assets Committee (CSAC) held its first meeting since 12 February 2026. The next meeting of the Committee is scheduled for 24 September 2026 at 4:00pm.

Committee Appointments

The Committee elected the following members:

- **Chair:** Cllr Lisa Morgan
- **Vice-Chair:** Cllr Rochelle Hodds

Christmas Lights

The Committee agreed that Cllr Hodds will liaise with the Grounds Team and the Clerk on behalf of CSAC regarding the Christmas Lights programme. A progress report will be presented to the Committee, following which recommendations and decisions will be reported to Full Council.

Caretaking and Cleaning of Council Premises

The Committee agreed that Cllr Clarke will liaise with the Clerk on behalf of CSAC regarding caretaking and cleaning arrangements across Council premises. Any findings, updates, or recommendations will be reported back to the next meeting of the Committee.

Clerk's note: *This matter was previously considered and resolved by Full Council, at which Councillor Clarke was present. A separate update has subsequently been provided to Members. Following the Council's decision, a three-month agreement was entered into between Chigwell Parish Council and the Limes Farm Community Group for the provision of cleaning services, enabling Council staff to focus their resources on cemetery operations and related priorities (Minute Reference: FC045/26).*

Village Hall and Community Hub

Regarding the Victory Hall and Community Hub, including maintenance works and budget considerations, the Committee agreed that Cllr Braha will liaise with the Clerk on behalf of CSAC and provide feedback at the next Committee meeting.

The associated Working Group has met on two occasions. Notes from those meetings are available separately for Members' information.

Cemetery and Open Spaces

The Committee noted that the cemetery building has now been formally deemed unsuitable for occupation and use by the Clerk. This action was welcomed, as concerns regarding the suitability of the building as a workplace have previously been raised by both staff and Councillors.

Biodiversity and Grass Cutting Programme

The Committee discussed grass-cutting arrangements across the Council's open spaces.

Members noted concerns that in some locations vegetation and weeds have reached significant heights, with reports of growth approaching six feet in certain areas. Concerns were also raised regarding the accumulation of glass and plastic bottles within Council-managed land, creating potential health and safety risks, particularly during the current period of dry weather.

The Committee further noted that infrequent grass cutting has increased concerns regarding fire risk in some locations.

To address these issues, the Committee requested that Cllr Morgan liaise with the Grounds Team and the Clerk regarding biodiversity management and grass-cutting operations. The Committee also expressed support for the reintroduction of the fortnightly grass-cutting schedule, except for designated "No Mow May" areas and any approved biodiversity management zones.

Prepared by:
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Chigwell Parish Council