



**EXTRAORDINARY MEETING OF THE  
COMMUNITY ASSETS COMMITTEE**  
Convened Under Standing Order 6C

To be convened: 11<sup>th</sup> May 2023

Time: 12pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members are hereby **SUMMONED** to attend the above meeting  
to transact the following business.

Members are respectfully reminded that each item of business should be carefully  
examined, with any pecuniary and non-pecuniary interests duly declared.

Members to be present:

Cllr Lisa Skingsley Morgan

Cllr Elliott Costa

Cllr Naveed Akhtar

Debby Rye

Cllr Rochelle Hodds

Cllr Renu Phull

Scott Donovan

Christine Fuchs

**Members of the press and public are invited to attend this meeting.**

**Photographing, recording, broadcasting or transmitting the proceedings may  
take place**

**AGENDA**

**71.23 RECORDING OF MEETINGS** 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. The Clerk to ask Members of the Public to declare if they are recording.

**72.23 APOLOGIES FOR ABSENCE** Clerk to report apologies and Council to vote on the acceptance of apologies & their submitted reasons.

**73.23 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.

**74.23 MINUTES** To receive and confirm the minutes of the meeting held 28<sup>th</sup> March 2023

**75.23 PUBLIC PARTICIPATION** To **NOTE** any representations made by members of the public there is a time limit of 3 minutes per speaker (unless there is only one speaker when the limit is 5 minutes); no more than 15 minutes shall be allocated to this item except at the discretion of the Chairman of the Meeting.



- 76.23 NEW BARIATRIC CHAIRS – To RECEIVE an update from staff on the 7 chairs agreed at the last meeting**
- 77.23 SOCIAL SPACES - To CONSIDER and APPROVE £1000.00 for the continuation of this much needed community engagement activity in the Community Hall**
- 78.23 RISK ASSESSMENTS – To CONSIDER and APPROVE staff to advance with the necessary arrangements to bring all of the risk assessments up to date on behalf of the council, this includes Victory Hall / Community Hall, Cemetery, Parish Office and the Open spaces**
- 79.23 WILDLIFE SIGNS - To CONSIDER and APPROVE purchasing wildlife signs for the parishes Open Spaces, in line with our Essex Wildlife report**
- 80.23 INSURANCE – To RECEIVE an UPDATE on the increase of the Public and Employer liability for Cemetery.**
- 81.23 FENCING - To CONSIDER and APPROVE the Essex Wildlife to run a program for specialized natural fencing, in line with our ECO reports**
- 82.23 LAWNMOWER – To RECEIVE an update from Open spaces manager**
- 83.23 BENCHES -UPDATE from Open spaces manager on Installation of benches and the purchase of the Memorial bench for T/L Queen Elizabeth II**
- 84.23 VICTORY HALL FLOOR – To RECEIVE an UPDATE from Open spaces manager on need for repair on floor in the hall**
- 85.23 VICTORY HALL KITCHEN - To CONSIDER and APPROVE on the progress of a new kitchen for the Hall**
- 86.23 CEMETERY FURNITURE UPDATE – To RECEIVE an UPDATE from Open spaces manager and to CONSIDER and APPROVE the purchase of an office table**
- 87.23 CLEANING – To CONSIDER and APPROVE cover for cleaning whilst cleaning staff are absent**
- 88.23 LITTERPICKER – To CONSIDER and APPROVE job advert to be RECOMMENDED to Full Council**
- 89.23 EMERGENCY EXPENDITURE – To APPROVE various emergency spends on behalf of CAC – Accounts department to supply details**



**90.23 HALL HIRE – To CONSIDER and APPROVE all relevant documentation associated with the Hiring of the Halls – Accounts department to supply**

**91.23 MANAGEMENT / SUPERVISOR TRAINING – To CONSIDER and APPROVE appropriate training for staff to be RECOMMENDED to personnel committee**

**92.23 ALLOTMENT UPDATE – To RECEIVE an update from staff**

**93.23 DATE OF NEXT MEETING**

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

#### **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.

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A handwritten signature in black ink, appearing to be 'Lisa Skingsley Morgan', written over a horizontal line.

**Lisa Skingsley Morgan**

**Chair of Community Assets Committee**



## MINUTES

### MEETING OF THE COMMUNITY ASSETS COMMITTEE

Date: Tuesday 28 March 2023

Time: 12.00pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Councillors  
present: Skingsley-Morgan, Hodds, Costa#, Akhtar#, Phull

Non Councillor  
Members present: Deborah Rye

#for part of the meeting

Public: More than 10

#### **38/23 RECORDING OF THE MEETING**

The Chair advised the meeting could be filmed and recorded and asked, out of courtesy, if any members of the public proposing to record could make it known. It was confirmed the meeting would be recorded

#### **39/23 APOLOGIES FOR ABSENCE**

Apologies **RECEIVED** and **ACCEPTED** from Scott Donovan and Christine Fuchs

#### **40/23 DECLARATIONS OF INTEREST**

None raised or declared

#### **41/23 MINUTES**

The minutes of 6 September 2022 were not available. The minutes of for 24 January 2023 and 23 February 2023 were approved

**42/23 PUBLIC PARTICIPATION**

Several members of the public raised questions about Victory Hall, its use by community groups and the booking policy. See Appendix 1

**43/23 LIABILITY INSURANCECHAIR'S REPORT**

Councillors considered whether the current level (£5 million) of liability insurance was sufficient and it was **AGREED** this would be included by staff as part of the annual review

**44/23 GRAVEL LANE FENCING**

Deferred pending a report from the Clerk

**45/23 KING'S CORONATION MEMORIAL BENCHES**

The cost of £469 +VAT per bench plus delivery was **AGREED** . The requirement for three quotes was suspended as no other supplier of recycled plastic benches could be sourced and it was thus a specialist supply. Placements on Limes Farm and outside the Parish Office **AGREED**

**Action:** Cllr Hodds to ask Cllr Bhanot to investigate with EFDC the possibility of placing a bench on their land at Chigwell Row as the land at the Bald Hind is not considered by staff to be adequately protected from traffic impact

**46/23 VICTORY HALL FLOORING**

Deferred pending a report from the Clerk

**47/23 VICTORY HALL KITCHEN**

Deferred pending a report from the Clerk

**48/23 NEWSLETTER**

Councillors expressed disappointment at the service level of the distribution company engaged for the first issue.

**Action:** CSC to engage a new distribution supplier for any further hard copy editions

**49/23 VAISAKHI AND RAMADAN CELEBRATIONS**

Whilst the Council is not able to directly fund religious celebrations the use of the Green for all inclusive community events is encouraged. The Parish have reached out to communities and signage celebrating Eid has been proposed and **AGREED** on the Green.

Action: Parish staff to ensure third party signage and installation is compliant with H&S regulations including the appropriate PAT testing.

## **50/23 CEMETERY BEEHIVE POSTBOX AND WILDFLOWER GARDEN**

At the suggestion of the Cemetery Registrar, Councillors **CONSIDERED** a proposal to install a granite "postbox" within an area set aside for wilding. For a donation cemetery visitors would receive seed impregnated paper on which to write a memorial or message to loved ones which they could post. The box would then be emptied and the seeds planted. The benefits of this recognised bereavement therapy which would also improve biodiversity were considered against the cost of the granite postbox (£8,875) and it was **AGREED** that although very beneficial the cost was currently too high.

**Action:** The Cemetery Registrar to review and suggest alternatives

## **51/23 COLUMBARIUM**

At the suggestion of the Cemetery Registrar, Councillors **CONSIDERED** the suggestion of a Columbarium (above ground storage for cremated remains where spaces can be leased by families). It was **AGREED** in principal to be a good idea but that a business plan would be needed.

**Action:** Staff to draft a business plan to include projected costs and revenues, estimated no. of users, draft marketing strategy and needs analysis for consideration by Council

## **52/23 MEMORIAL GRANITE TREE**

At the suggestion of the Cemetery Registrar, Councillors **CONSIDERED** the suggestion of a memorial tree which would hold up to 300 glass memorial leaves which could be purchased.

It was **AGREED** in principal to be a good idea but that a business plan would be needed.

**Action:** Staff to draft a business plan to include projected costs and revenues, estimated no. of users, draft marketing strategy and needs analysis for consideration by Council

Action: Olga to review the VAT implications of non core activities at the cemetery

## **53.23 COMPOSTING AND SOIL USAGE**

At the suggestion of Sam the horticulturalist Councillors **CONSIDERED** the suggestion of purchasing additional machinery (£5,020) to improve excavated soil which the council currently pay to have removed and then reuse it as top soil. This would also substantially cut down on the amount of top soil purchased to top off graves. It was **AGREED** to present the matter to the next Full Council meeting with a recommendation for approval.

## **54/23 PPE AND TOOLS - LITTERPICKER**

It was **AGREED** that staff would review what equipment currently remained available and fit for purpose and it was **AGREED** they could purchase the required PPE/TOOLS up to a value of £500.

Action: Staff to review and list what equipment currently remained available and fit for purpose

#### **55/23 STAFF CLOTHES WASHING FACILITIES**

At the suggestion of staff Councillors **CONSIDERED** the suggestion of purchasing a condenser washer/dryer for the cemetery for onsite washing uniforms rather than paying an allowance to staff per wash at home. It was **AGREED** to authorise the purchase up to £400,

Action: Olga to review tax position re: rebate for uniform

#### **56/23 CHAINSAW**

At the suggestion of Sam the horticulturalist Councillors **CONSIDERED** the suggestion of purchasing a chainsaw for small tree/lower branches maintenance to reduce the amount outside contractor work. It was **AGREED** to purchase a MS211 at a cost of £319

#### **57/23 WOOD CHIPPER**

At the suggestion of Sam the horticulturalist Councillors **CONSIDERED** the suggestion of purchasing a Wood Chipper; at present an outside contractor is used.

**Action:** Staff to draft a business plan to include projected costs, (including any maintenance contract, insurance costs and projected usage time), potential savings and needs analysis for consideration by Council

#### **58/23 STAFF TRAINING**

It was **AGREED** Sam would attend training in the usage of the chain saw and tree surgery (cost £999 for a four day course)

#### **59/23 VICTORY HALL - FUNDRAISING BOOTSALE**

A request from Chigwell Academy to hold a fundraising Boot Sale at Victory Hall was **CONSIDERED** and **AGREED**. However, the Hall could not be offered free of charge. It was recommended the school apply to the Parish for a contribution to their fundraising in the form of a grant.

**Action:** staff to contact school representatives and provide grant policy and application form

#### **60/23 TERMS OF HIRE - VICTORY HALL**

It was **AGREED** these need to be reviewed



**Action:** CSC to review and propose any amends. F&G to review and propose any amends

**61/23                      SIGNAGE - CEMETERY AND FROGHALL LANE**

It was **AGREED** signage should be improved.

**Action:** Staff to revert with proposal (to include siting positions and costs) for considerations

**62/23                      REPLACEMENT FLOORING FOR PARISH OFFICES**

Deferred pending a report from the Clerk

**63/23                      CORONATION AFTERNOON TEA**

It was **CONSIDERED** whether funding should be given for the Coronation Tea on Sunday 7 May and it was **AGREED** that the Council would not fund this directly. The Council would consider any grant applications received for funding

**64/23                      CEMETERY MATTERS**

Deferred pending a report from the Clerk

**65/23                      ALLOTMENT PLOTS AND BILLING FOR 2023/24**

Deferred pending a report from the Clerk

**66/23                      COMMUNITY HALL AND VICTORY HALL USAGE**

Deferred pending a report from the Clerk

**67/23                      PARISH OFFICE MAINTENANCE MATTERS**

Deferred pending a report from the Clerk

**68/23                      CEMETERY UPDATE**

**69/23                      DATE OF THE NEXT MEETING**

Thursday 11 May at 12.00

The meeting closed at 13.45