



**MEETING OF THE
COMMUNITY ASSETS COMMITTEE**

To be convened: Thursday 15 June 2023

Time: 12pm

Place of meeting: Chigwell Council Parish Offices, 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.

Councillor Members to be present:

Cllr Lisa Skingsley Morgan

Cllr Tes Gaffar

Cllr Naveed Akhtar

Cllr Rochelle Hodds

Cllr Renu Phull

Non Councillor Members to be present:

Scott Donovan

Debby Rye

Christine Fuchs

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

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.

Olga Linkeviciene

Acting Proper Officer

9 June 2023

AGENDA

CAC02.23 ELECTION OF A CHAIR

To **PROPOSE** and **SECOND** nominations for the Office of Chair and, if there is more than one nominee, to vote thereon.

CAC03.23 ELECTION OF A VICE CHAIR

To **PROPOSE** and **SECOND** nominations for the Office of Vice Chair and, if there is more than one nominee, to vote thereon

CAC04.23 ELECTION OF NON COUNCILLOR STAFF MEMBER

To **PROPOSE** and **SECOND** nominations for one staff member and to vote thereon

ELECTION OF TWO NON COUNCILLOR MEMBERS

To **PROPOSE** and **SECOND** nominations for non Councillor members and to vote thereon

CAC05.23 APOLOGIES FOR ABSENCE

CAC06.23 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.

CAC07.23 MINUTES

To receive and confirm the minutes of the meeting held 11th May 2023

CAC08.23 PUBLIC PARTICIPATION

CAC09.23 CHAIR'S REPORT

To **RECEIVE** a report from previous chair on Community Assets

CAC10.23 OPEN SPACES MANAGERS REPORT

To **RECEIVE** a report on open spaces and cemetery

CAC11.23 SOCIAL SPACES

To **CONSIDER** a request for funding of £1,000 and **AGREE** an appropriate course of action

CAC12.23 RISK ASSESSMENT FOR CEMETERY

To **RECEIVE** an update regarding progress of Risk Assessments for Cemetery and Open Spaces (including timescale for completion) and **AGREE** an appropriate course of action

CAC13.23 WILDLIFE SIGNS

To **RECEIVE** an update from Open Spaces manager on the purchase of wildlife signs for the parishes Open Spaces, in line with our Essex Wildlife report

CAC14.23 INSURANCE

To **RECEIVE** a report on the transport and storage of flammable liquids onsite at the cemetery, consider the request from F&G that a Fire Brigade assessment be considered and **AGREE** an appropriate course of action

CAC15.23 FENCING

To **RECEIVE** an update on the Essex Wildlife program for specialized natural fencing, in line with our ECO reports and **AGREE** an appropriate course of action

CAC16.23 LAWNMOWER

To **RECEIVE** an update from Open spaces manager and **AGREE** an appropriate course of action

CAC17.23 BENCHES

To **CONSIDER** the suggestion to purchase two x picnic benches for the rear of Community Hall and three x picnic benches for outside cemetery office and **AGREE** an appropriate course of action

CAC18.23 VICTORY HALL FLOOR

To **RECEIVE** an update from Open spaces manager and **AGREE** an appropriate course of action

CAC19.23 VICTORY HALL KITCHEN

To **CONSIDER** a report on the kitchen at the Hall and **AGREE** an appropriate course of action

CAC20.23 CEMETERY FURNITURE UPDATE

To **RECEIVE** an update from Open spaces manager on previously agreed works (agreed 06/22, to include blinds agreed 11/22)

CAC21.23 LITTERPICKER

To **RECEIVE** an update on groundsman/litterpicker job

CAC22.23 EMERGENCY EXPENDITURE

To **REVIEW** and **NOTE** emergency spend on behalf of CAC – details to be tabled

CAC23.23 HALL HIRE

To **REVIEW** all relevant documentation associated with the Hiring of the Halls - to be tabled - and **AGREE** an appropriate course of action

CAC24.23 ALLOTMENT UPDATE

To **RECEIVE** an update from staff and **AGREE** an appropriate course of action

CAC25.23 FROGHALL LANE ROAD NAME SIGNS

To **RECEIVE** an update on the purchase of the new signs and **AGREE** an appropriate course of action

CAC26.23 GRASS MOWING SCHEDULE

To **CONSIDER** the schedule supplied by the Open Spaces Manager – to be tabled - and **AGREE** an appropriate course of action

CAC27.23 DEFIBRILLATORS

To **RECEIVE** an update from the Open Spaces Manager and **AGREE** an appropriate course of action

CAC28.23 REMOVAL OF ELEAGNUS

To **CONSIDER** 3 x quotes for the removal of Eleagnus and **AGREE** an appropriate course of action

CAC29.23 TOMSWOOD HILL

To receive an update on treeworks and **AGREE** an appropriate course of action

CAC30.23 WIFI & PA SYSTEM

To **RECEIVE** an update from staff on the Wifi & PA system for VH as agreed 03/22

CAC31.23 FIRE DOORS & EXIT, COMMUNITY HALL

To **CONSIDER** quotes for new fire doors and steps (tabled at meeting) and **AGREE** an appropriate course of action

CAC32.23 REGISTERS FOR CEMETERY

To **CONSIDER** the recommendation from staff to purchase of two x new registers for cemetery and **AGREE** an appropriate course of action

CAC33.23 CCTV

To **CONSIDER** the suggestions of an extra camera for rear of Community Hall and **AGREE** an appropriate course of action

CAC34.23 TREE WORKS CEMETERY

To **CONSIDER** the proposal for works for overhanging trees above graves and **AGREE** an appropriate course of action

CAC35.23 MATTERS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR FOR DISCUSSION WHERE A DECISION CANNOT BE MADE

CAC36.23 DATE OF NEXT MEETING

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.

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