



MEETING OF THE COMMUNITY ASSETS COMMITTEE

To be convened: Thursday 11th January 2024

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 Tes Gaffar

Cllr Naveed Akhtar

Debby Rye

Olga Linkeviciene

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

CAC122.24 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.

CAC123.24 APOLOGIES FOR ABSENCE To report apologies and Council to vote on the acceptance of apologies & their submitted reasons.

CAC124.24 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.

CAC125.24 MINUTES To receive and confirm the minutes of the meeting held 7th & 21st November 2023

CAC126.24 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.

CAC127.24 CHAIRS REPORT -To receive an **UPDATE** from the chair of CAC



CAC128.24 VICTORY HALL & COMMUNITY HALL

- A. To RECEIVE an UPDATE from staff on the need for repair on the floor in the hall To REVIEW 3 x QUOTES and agree on an appropriate course of action.
- B. REVIEW 3 x quotes for Kitchen and RECOMMEND an appropriate course of action
- C. GUTTERING & DOWNPIPES – To RECEIVE an UPDATE and agree on an APPROPRIATE course of action.
- D. COMMUNITY HALL – To AGREE on an APPROPRIATE course of action on the snooker tables being used during the warm places and/or of an evening to teach young people to play snooker. To AGREE whether the following can be run during warm places or whether another day can be allocated:
Dementia carers – once a month, ran on behalf of CPC by Volunteers
Bereavement Café – once a month, run on behalf of CPC by Volunteers
Further Counselling – One morning/Afternoon a week by Volunteers
- E. REPLACEMENT PIPE – To AGREE on an APPROPRIATE course of action for the replacement of the outside pipe running from the kitchen sink to the drain.
- F. REAR SHED – To AGREE an APPROPRIATE course of action to remove items left in storage that DO NOT belong to CPC
- G. USERS STORAGE IN VH – To RECEIVE an UPDATE on regular users storing items in VH not insured by CPC and RECOMMEND a course of action.
- H. FIRE and ASBESTOS RISK ASSESSMENT(FRA) Main Office & Victory Hall/Community Club – To REVIEW recommendation REPORT from Chubb AND AGREE on an APPROPRIATE course of action on the MAJOR risk rating MATTERS (*Appendix CAC128.24 H*)

CAC129.24 CEMETERY/OPEN SPACES

- A. SIGNAGE – To receive an update from staff on wildlife signage agreed and ordered (79.23 11/05/23), Froghall lane road sign agreed (61.23 28/03/23) ordered CAC25.23 15/06/23.
- B. GATES – To RECEIVE an update from staff on the Main BLACK & GREEN Cemetery GATE (*Appendix CAC129.24 B*)
- C. MOBILE TOWER – To REVIEW 3 x QUOTES for a mobile tower for use in cemetery and parish buildings and AGREE an APPROPRIATE course of action.
- D. MOBILE TOWER TRAINING – To AGREE for H & S officer to REVIEW appropriate training for staff
- E. LADDERS – To APPROVE THE EMERGENCY PURCHASE for ladders for use at the cemetery RECOMMENDED by H&S officer.
- F. MEMORIAL MANAGEMENT TRAINING- To AGREE for staff to RECEIVE training to make CPC compliant as a burial authority under LACO
- G. CEMETERY OPERATIVE TRAINING (COT) To AGREE for staff to RECEIVE City & Guilds Training for compliance



- H. CEMETERY BOUNDARY – To AGREE for the Cemetery Registrar to secure our cemetery boundaries to make CPC LACO compliant.
- I. NOTICEBOARD – To AGREE for Cemetery staff to source quotes for a NEW additional noticeboard for the entrance of Froghall Lane
- J. PRESSURE WASHER – To AGREE, staff look to obtain 3 x QUOTES for a new pressure washer for the cemetery if the old one on the asset register cannot be repaired.
- K. To CONSIDER the Proposal for Simply Fleet by Cemetery staff and AGREE an APPROPRIATE course of action (*Appendix CAC129.24. K*)

130.24 EMERGENCY EXPENDITURE – To APPROVE various emergency spending on behalf of CAC – Accounts department to supply details.

131.24 ASSETS REGISTER – To RECEIVE an update from staff and AGREE an APPROPRIATE course of action (*Appendix CAC131.24*)

- Cemetery site

- Outdoor Fitness Equipment - Chigwell Row Park

132.24 STATION GREEN – 07/02/24 & 08/02/24 O2 Requires access to telecom mast for repairs. 19th May 2024 Rotary Club Chigwell Fayre – To AGREE that the H & S Officer move forward with these on behalf of CPC.

133.24 ITEMS TO BE BROUGHT FORWARD TO THE NEXT MEETING OR ITEMS FOR DISCUSSION THAT DO NOT REQUIRE A DECISION TO BE MADE

134.24 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.

Olga Linkeviciene

Acting Proper officer