



**MEETING OF THE  
COMMUNITY ASSETS COMMITTEE**

**To be convened: Tuesday, 19<sup>th</sup> March 2024**

**Time: 12 pm**

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

Cllr Rochelle Hodds

Cllr Renu Phull

Sam Warren

Christine Fuchs

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

**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**

*Olga Linkeviciene*

**Acting Proper Officer**

**Date: 14 March 2024**

**COMMUNITY ASSETS COMMITTEE  
AGENDA**

**145.24 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.

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

**147.24 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.

**148.24 MINUTES** To receive and confirm the minutes of the meeting held 11<sup>th</sup> January 2024

**149.24 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.

**150.24 CEMETERY/OPEN SPACES**

- A. SHORING – To REVIEW QUOTE for replacement shoring for use in cemetery in line with our H & S**
- B. SHORING TRAINING – To AGREE for H & S officers recommendation for competent staff to attend shoring training to allow CPC to be compliant**
- C. GRAVESIDE EQUIPMENT – To RECEIVE QUOTES and AGREED to purchase upgraded equipment –Artificial Grass, Soil Box, Walk Boards and any necessary H & S equipment.**
- D. CEMETERY HOURS – To AGREE hours for cemetery Summer & Winter timings.**
- E. CEMETERY OFFICE BUILDING UPDATE – to receive an update on the Cemetery office building insurance claim.**

**151.24 Victory Hall/Community Hub Building UPDATE -**

**152.24 OPEN SPACES/ CEMETERY**

- A. ALLOTMENTS – Update on price increase**
- B. CEMETERY – Update on price increase**
- C. OPEN SPACES - Update from SW on plans for open spaces and Cemetery area**
- D. Annual Allotment Society general meeting held on Saturday 8<sup>th</sup> June 2024 – review and agree as course of action.**

**153.24 EMERGENCY EXPENDITURE – To APPROVE various emergency spends on behalf of CAC – Accounts department to supply details.**



**154.24 Work management app - To RECEIVE an update from FO on package plans and AGREE as course of action.**

**155.24 Play in the park 2024/25 – approve the Easter session areas and update on summer session cost and AGREE as course of action.**

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

**157.24 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**