



MEETING OF THE COMMUNITY ASSETS COMMITTEE

To be convened: Thursday, 18th April 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

Olga Linkeviciene

Cllr Rochelle Hodds

Cllr Renu Phull

Sam Warren

Christine Fuchs

Toni Slade

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

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

AGENDA

156.24 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.

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

158.24 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.

159.24 MINUTES To receive and confirm the minutes of the meeting held 18th March 2024
& previously signed minutes that were not noted in the minutes.

160.24 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.

161.24 CEMETERY/OPEN SPACES MATTERS

**A. GATES – To RECEIVE QUOTES for cemetery gates and AGREE
appropriate course of action**

**B. HIRING - 3 x machines and 1 x skip to complete phase 2 & 3 of biodiverse
plan & implementing the previous plan of animals to keep the grass at bay**

- C. CEMETERY TAP – To RECEIVE QUOTES for cemetery tap and AGREE an appropriate course of Action**
- D. EV CHARGER - To RECEIVE QUOTES for EV CHARGER and AGREE an appropriate course of Action**
- E. MOVE GATE – To move an obsolete gate from the cemetery to be sited within the Parish carpark and AGREE an appropriate course of Action**
- F. CEMETERY FENCING- To RECEIVE QUOTES for securing the cemetery boundary and AGREE an appropriate course of Action**
- G. FLAM BANK - To RECEIVE QUOTES for new flam bank, as current one is for transportation only and AGREE an appropriate course of Action**
- H. STEEL STORAGE CABINET - To RECEIVE QUOTES for Cabinet for PPE with combination lock and AGREE an appropriate course of Action**
- I. Lone system - To RECEIVE QUOTES for Lone Alert Man Down system in line with H & S requirements and AGREE an appropriate course of Action**
- J. PPE - To RECEIVE QUOTES for PPE stock requirements in line with H&S requirements and AGREE an appropriate course of Action**
- K. Spoil Pile - To RECEIVE QUOTES for spoil pile Extension using type 1 and AGREE an appropriate course of Action**
- L.**

162.24 OPEN SPACES

- A. ALLOTMENTS – Update from staff on staff/Cllr/ Lease holders meeting, new noticeboard, security, new plots all being ½ plots for rent, inspection**
- B. VICTORY HALL – T & C amendments, Refurb update, Stage school, replacement of Drain cover.**
- C, COMMUNITY HALL- Update on activities and to AGREE an APPROPRIATE course of action**
- D, H & S MATTERS – To RECEIVE an UPDATE from staff on H & S report and AGREE an APPROPRIATE course of action.**
- E, H & S handrail for carpark- To RECEIVE QUOTES for handrail and AGREE an appropriate course of Action**

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

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

165.24 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