



**MEETING OF THE
COMMUNITY ASSETS COMMITTEE**

To be convened: **Tuesday 21st January 2025**

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 summoned to attend:

Cllr Lisa Morgan Cllr Osman Ali
Cllr Debby Rye Cllr Rochelle Hoods
Cllr Lorraine Clarke

Representative members:

Cemetery and Open Space Supervisor Sam Warren

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.

Cllr Lisa Morgan

Cllr Elliott Costa

Acting Proper Officers
(CPC SO,15. a)

Date: 15 January 2025

AGENDA

115.25 APOLOGIES FOR ABSENCE

116.25 OTHER ABSENCES

117.25 **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.

118.25 **MINUTES** To receive and confirm the minutes of the meeting held 19th September 2024, 17th October 2024, 14th November 2024 & 17th December 24

119.25 **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.

120.25 **COUNCILLORS REPORTS** - To RECEIVE reports for Cllrs

OPEN SPACES SUPERVISOR – To RECEIVE report

121.25 **CEMETERY BOUNDARY FENCES & REPAIRS** – To RECEIVE an update from cemetery supervisor on timescale of works as AGREED at last meeting. Deferred from last meeting

122.25 **JUBILEE MEADOW** - To RECEIVE an update from open spaces supervisor –

123.25 COMMUNITY HALL

A. URINALS

B. FENCING

C. GUTTERING AND DOWNPIPES

D. BROKEN EXTERNAL WALLS

To RECEIVE update from staff and/or open spaces supervisor. Deferred from last meeting

124.25 **FINANCE MATTER** – To REVIEW and AGREE EXPENDITURES REPORT from IRFO

125.25 VH CARPARK

A. DRAINS

B. DROPPED KERBS

C. POTHLES

To RECEIVE update from staff and/or open spaces supervisor. Deferred from last meeting

126.25 PARISH OFFICE –

- FACIA BOARD AND GUTTERING - To RECEIVE update from staff and/or open spaces supervisor. Deferred from last meeting.

- Copy machine -CONSIDER the proposal and AGREE on an appropriate course of action.

127.25 **CR CPC SIGN** - To RECEIVE update from staff and/or open spaces supervisor. Deferred from last meeting

128.25 **BIN IN COURTLAND DRIVE** - To RECEIVE update from staff and/or open spaces supervisor on claim after damaged by vehicle. Deferred from last meeting.

109.25 **BEREAVEMENT CAFÉ** – To discuss the day being moved from a Friday to Monday/Wednesday. AGREE an APPROPRIATE course of action.

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

111.25 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.