



**MEETING OF THE
CHIGWELL PARISH COUNCIL**

Date: Thursday 28 August 2025

Time: 7.00pm

Location: 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 J Braha (Chair)
Cllr O Ali
Cllr L Clark
Cllr R Hodds
Cllr F Rizvi

Cllr D Rye (Vice Chair)
Cllr T Amuludun
Cllr E Costa
Cllr L Morgan

C Jefcoate - Acting Clerk, Chigwell Parish Council

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 J Braha

Cllr D Rye

Acting Proper Officer

Date: 22 August 2025

**FULL COUNCIL
AGENDA****1. 🖐️ APOLOGIES FOR ABSENCE**

To receive and **AGREE** to accept any apologies for absence

2. ANY OTHER ABSENCE

To **NOTE** any other absence

3. 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

4. 🖐️ MINUTES

To **AGREE** the minutes of the meeting of 24 July as an accurate representation of what took place ([Appendix 1](#))

5. PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance.

Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

6. 🖐️ FINANCIAL TRANSACTIONS AND BANK RECONCILIATIONS

To **REVIEW** and **NOTE** the bank payments for August ([Appendix 2](#))

To **REVIEW** and **NOTE** the card payments for August ([Appendix 3](#))

7. 🖐️ REQUEST FOR SIGN AT LIBRARY

To **CONSIDER** the officer report ([Appendix 4](#)) which recommends the following resolution:

Resolution:

It is proposed that Chigwell Parish Council grant permission for Essex County Council to install a public library sign at the entrance to Victory Hall car park on Parish Council land and that the Clerk be authorised to liaise with Essex County Council on the final siting and arrangements for installation.

8. 🖐️ CODE OF CONDUCT

Council is asked to note that the revised [Code of Conduct](#) was formally adopted by Full Council in May 2025. In order to complete implementation, all Councillors are required to confirm their agreement to abide by the Code by signing the official declaration. Copies of the Code of Conduct and accompanying signature sheets will be presented to Members at this meeting for completion.

Resolution:

That Council:

NOTES that the revised Councillor Code of Conduct was formally adopted by Full Council on May 2025, **CONFIRMS** that all Councillors are required to sign the declaration to abide by the Code of Conduct, **REQUESTS** that all Members present sign the Code of Conduct declaration form at this meeting with signed copies to be retained by the Clerk and **REQUIRES** all serving Councillors sign the Code of Conduct declaration form within 14 days of the date of this meeting.

9. 🖐️ CONSENT FOR SERVICES OF SUMMONS BY EMAIL

To consider and resolve that all councillors agree to receive their summons to attend meetings of the Council electronically via email, in accordance with Schedule 12 of the Local Government Act 1972 ([Appendix 5](#))

Resolution:

That, in accordance with Schedule 12 of the Local Government Act 1972, paragraph 10(2)(a), the Council **AGREES** the use of electronic communication for the service of summons to attend meetings.

All councillors present confirm their agreement to receive summons and accompanying agenda papers by email, and each councillor shall provide to the Proper Officer a written consent agreeing such summons shall be sent the Councillor's official email address.

This resolution shall remain in effect until a councillor notifies the Clerk in writing that they wish to withdraw their consent.

10. 🖐️ POLICIES FOR REVIEW AND ADOPTION

To consider the recommendation to **ADOPT** the following policies and **AGREE** an appropriate course of action regarding the recommendation

Biodiversity and Herbicide Policy - [Appendix 6](#)

Environmental and Climate Change Policy - [Appendix 7](#)

Social Media Policy - [Appendix 8](#)

11. BENCH AT BUS STOP

At the Council meeting of 26 June Cllr Clarke was appointed to liaise with District Councillor Alan Lion and County Councillor Lee Scott to support a request to ECC for a future upgrade of the Fencepiece Road bus stop. To **CONSIDER** a progress report on the bus stop/bench from Cllr Clarke

12. 🖐️ VICTORY HALL GRANT

To **CONSIDER** the proposal ([Appendix 9](#)) which recommends the following resolution:

Resolution:

Council **NOTES** the resolution made on 26 July under FC063/25 and the accompanying proposal

Council **RESOLVES** in principle to the distribution of the £60,000 grant on the basis set out in the proposal including the retention of a sum to be confirmed for Hub kitchen improvements, the inclusion of Pantry security, the redirection of monies to surgery refurbishment, accessibility works and the provision of Council match funding up to £15,000 (20%) to support Hub reconfiguration. Council **RESOLVES** to submit a formal proposal to vary the UKSPF grant in line with this resolution.

Council **RESOLVES** the existing Victory Hall main kitchen ear marked reserves remains protected for the separate refurbishment scheme and this project proceeds immediately.

Council **REAFFIRMS** minute ref FC063/25 and instructs the continuation of negotiations with Epping Forest District Council to secure either a financial contribution toward operational costs, such as an hourly rental contribution or a time-limited and clearly defined usage clause that is compatible with staff occupation and community or commercial hire, with any grant variation reflecting these protections.

Council delegates authority to the Clerk and Responsible Financial Officer, in consultation with the Chairman and Vice-Chairman and relevant, non-conflicted committee chairs, to engage on a without-prejudice basis with stakeholders that may include EFDC, the Primary Care Network and Integrated Care Board, the Limes Farm Community Group and Chigwell Library to

- prepare Heads of Terms for a peppercorn lease of the Parish office as a GP surgery subject to legal advice
- to commission the necessary surveys, feasibility and cost planning and to obtain competitive quotations
- to prepare a risk register for Victory Hall, the Hub and the proposed lease
- to incur professional and due-diligence expenditure up to £7,500 excluding VAT from earmarked reserves, with any further spend returning to Council

Council requires that no binding grant agreements or variations, leases, building contracts or purchase orders for works are executed without a further Council decision approving the final legal documents and budget. Before any final commitment the following should be in place as appropriate

- an approved EFDC grant variation on terms that satisfy FC063/25
- confirmation of Subsidy Control and procurement compliance plus any necessary statutory consents (e.g. planning)
- a memorandum of understanding rebalancing LFCG activity at the Hub, the Library and the Limes Centre
- acceptable Heads of Terms for the GP surgery premises including Care Quality Commission-related obligations
- an affordability assessment demonstrating the ongoing viability for Victory Hall and the Hub

If satisfactory EFDC terms cannot be secured, Council instructs the Clerk to bring to the next ordinary meeting clear options to seek allocation of the grant to alternative suitable infrastructure in Chigwell or alternative options, together with recommendations.

Council requests a written progress report to the next ordinary meeting and thereafter monthly updates to members on negotiations, due diligence, costs, risks, timelines and stakeholder engagement.

Reason

This decision aligns capital investment with local healthcare priorities, protects and extends community services across Chigwell, improves accessibility and security, optimises Council assets through staff relocation and upholds the Council's fiduciary duties while complying with grant conditions.

13. 🖐️ COMMUNITY USE - APPLICATION

To **CONSIDER** the officer report ([Appendix 10](#)) and the recommendations therein and **AGREE** an appropriate course of action

14. 🖐️ COUNCILLOR SURGERIES

To receive an update from Cllr Rye

15. 🖐️ CHIGWELL PARISH COUNCIL DRAFT STRATEGY PLAN

To receive an update from Cllr Rizvi

16. 🖐️ ACTING CLERK REPORT

To receive written updates from the Acting Clerk ([Appendix 11](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

17. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**18. 🖐️ DATE OF THE NEXT MEETING**

Thursday 25 September at 7.00pm

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.



Indicates Councillors are expected to make a decision (within the remit of the committee)