



**EXTRAORDINARY MEETING OF THE
COMMUNITY SERVICES AND ASSETS COMMITTEE
CONVENED UNDER STANDING ORDER 6C**

Date: Thursday 11 September 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 L Morgan (Chair)
Cllr J Braha
Cllr O Ali

Cllr R Hodds (Vice Chair)
Cllr L Clarke

Acting Clerk:

Cllr Celina Jefcoate

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 Jamie Braha and Cllr Debby Rye

Acting Proper Officer to Chigwell Parish Council

Date: 5 September 2025

**EXTRAORDINARY MEETING OF THE COMMUNITY
SERVICES AND ASSETS COMMITTEE
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 consider the minutes of the previous Community Services Committee meeting held 12 February 2025 and the Community Assets Committee held 24 April 2025 for **APPROVAL** ([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. CEMETERY ACTIVITIES

To **NOTE** the reported cemetery activities for the year to date ([Appendix 2](#))

7. GRASS CUTTING SCHEDULE

To **NOTE** this is under review by officers

8. JUBILEE MEADOW BIO-DIVERSE PROJECT

To **NOTE** this is under review by officers

9. T&C FOR VICTORY HALL

To **NOTE** this is under review by officers

10. FINANCE MATTERS

To **NOTE** there is no expenditure that requires this committee's agreement

11. COMMUNITY HALL URINALS

To **NOTE** a very minor leak has been addressed and no other works are considered necessary at this time. Any future non urgent works would be put on hold pending possible building works

12. VH CARPARK DRAINS

To **NOTE** officers consider no further works are no other works are considered necessary at this time. Any future non urgent works would be put on hold pending possible building works

13. TOWN AND VILLAGE PARTNERSHIPS

To **REVIEW** the documentation relating to Town and Village Centre partnerships ([Appendix 3](#))

14. 🖐️ STREAMLINING CSC & CAC

To **NOTE** the handover from CSC and CAC chairs ([Appendix 4](#)) and **CONSIDER** any recommendations therein to streamline the committee and to **AGREE** an appropriate course of action

15. UPDATE FROM THE CLERK

To **NOTE** the officer report ([Appendix 5](#))

16. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

17. 🖐️ DATE OF THE NEXT MEETING

Agreed by Full Council as 14 October 2025 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)