



## MEETING OF THE COMMUNITY SERVICES AND ASSETS COMMITTEE

Date: Thursday 12 February 2026

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 Kingsley Morgan (Chair)

Cllr R Hodds (Vice Chair)

Cllr J Braha

Cllr L Clarke

Cllr O Ali

J Selvarajah - Clerk and Proper Officer

C Jefcoate - Assistant to the 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

*Jason Selvarajah msc*

Clerk and Proper Officer to Chigwell Parish Council

Date: 5 February 2026

## 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 and Assets Committee meeting held 13 November 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. MEADOW BIO-DIVERSE PROJECT

To **NOTE** grants are being sought for hedge planting and habitat restoration and that four beehives have been placed on the land as agreed by Council

### 8. GRASS CUTTING SCHEDULE

To **NOTE** the schedule for 2026 will be compiled in line with the agreed Biodiversity and Herbicide policy previously adopted by Council and will be weather dependent ([Appendix 3](#)).

### 9. CHRISTMAS LIGHTS

To **NOTE** the officer report ([Appendix 4](#)) and **AGREE** an appropriate course of action regarding the recommendations therein

**10. UPDATE FROM THE CLERK**

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

**11. MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION****12.  DATE OF THE NEXT MEETING**

Agreed by Full Council as Thursday 16 April at 7.00pm.

**13.  EXCLUSION OF THE PUBLIC AND THE PRESS**

In the event that the Agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** the following motion to be proposed by the Chair:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

**14.  CCTV**

To **CONSIDER** the officer report ([Confidential Appendix 1](#)) and **AGREE** an appropriate course of action regarding the recommendations therein.

**15. RETENTION OF PARISH ASSETS BY A THIRD PARTY**

To **NOTE** the report from the Clerk regarding the safeguarding of Parish assets ([Confidential Appendix 2](#))

**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)**