



**MEETING OF THE
COMMUNITY SERVICES AND ASSETS COMMITTEE**

Date: Thursday 30 July 2026

Time: 4.00pm

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
Cllr O Ali
Cllr L Clark
Cllr R Hodds
Cllr J Braha

Clerk to the Council: Jason Selvarajah MSc

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: 23 July 2026

COMMUNITY SERVICE AND ASSETS COMMITTEE AGENDA

1. ELECTION OF CHAIR OF THE COMMUNITY SERVICES AND ASSETS COMMITTEE

To propose and second nomination for the Office of Chairperson and, if there is more than one nominee, to vote thereon.

2. ELECTION OF A VICE CHAIR OF THE COMMUNITY SERVICES AND ASSETS COMMITTEE

To propose and second nomination for the Office of Chairperson and, if there is more than one nominee, to vote thereon.

3. APOLOGIES FOR ABSENCE

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

4. ANY OTHER ABSENCE

To **NOTE** any other absence

5. 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 revised notes at the end of the agenda

6. MINUTES

To approve, as a true record, the meetings of the Council were held on 12 February 2026
[\(Appendix 1\)](#)

7. 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

8. OPEN SPACES UPDATE

Members to **NOTE** the officer report on the open spaces and **AGREE** appropriate course of action regarding recommendations therein [\(Appendix 2\)](#)

9. BUILDINGS UPDATE

Members to **NOTE** the officer report on buildings and **AGREE** appropriate course of action regarding recommendations therein ([Appendix 3](#))

10. CEMETERY UPDATE

Members to **NOTE** the officer report on the cemetery and **AGREE** appropriate course of action regarding recommendations therein ([Appendix 4](#))

11. ALLOTMENTS UPDATE

Members to **NOTE** the officer report on report on the Gravel Lane and Limes Farm allotments and **AGREE** appropriate course of action regarding recommendations therein ([Appendix 5](#))

12. OTHER ASSETS AND PROJECTS

Members to **NOTE** the officer report on report on other assets and projects and **AGREE** appropriate course of action regarding recommendations therein ([Appendix 6](#))

13. UPDATE FROM THE CLERK

Members to **NOTE** the Clerk's report ([Appendix 7](#)) and **AGREE** appropriate course of action regarding the recommendations therein.

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

15. DATE OF THE NEXT MEETING

Members to **DISCUSS** and **AGREE** during meeting.

16. 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."

Notes on Declarations of Interest

Members with a Disclosable Pecuniary Interest (DPI) in any item of business must declare the interest and withdraw from the meeting room while that item is being considered, unless a dispensation has been granted. Members must also withdraw where their continued presence would be inconsistent with the Council's Code of Conduct or the Seven Principles of Public Life.

The declaration must include the nature of the interest. If, during the meeting, a member becomes aware of an interest that has not already been declared, they must declare it immediately.

Members may remain in the meeting and participate in discussion and voting unless the interest is such that it gives rise to a prejudicial interest or otherwise requires withdrawal under the Code of Conduct.

A personal interest becomes prejudicial where a reasonable member of the public, having knowledge of the relevant facts, would regard the interest as so significant that it is likely to prejudice the Member's judgement of the public interest, particularly where the matter relates to a financial, regulatory or licensing issue.

For meetings of the Community Services and Assets Committee, Members are specifically requested to declare any interest arising from their status as an allotment tenant, cemetery plot holder, or where they otherwise have a direct personal or financial interest in matters relating to the Council's allotments or cemetery. In the interests of transparency, good governance and public confidence, Members who are directly affected by such matters should consider whether the interest is prejudicial and, where appropriate, withdraw from the meeting for that item.

It is not practical to provide detailed advice during the meeting on whether an interest should be declared or whether it constitutes a Disclosable Pecuniary Interest or prejudicial interest. Members are therefore encouraged to seek advice from the Monitoring Officer or Proper Officer well in advance of the meeting where there is any doubt.