



MINUTES

MEETING OF THE COMMUNITY ASSETS COMMITTEE

Date: Tuesday 28 March 2023

Time: 12.00pm

Place of meeting: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Councillors
present: Skingsley-Morgan, Hodds, Costa#, Akhtar#, Phull

Non Councillor
Members present: Deborah Rye

#for part of the meeting

Public: More than 10

38/23 RECORDING OF THE MEETING

The Chair advised the meeting could be filmed and recorded and asked, out of courtesy, if any members of the public proposing to record could make it known. It was confirmed the meeting would be recorded

39/23 APOLOGIES FOR ABSENCE

Apologies **RECEIVED** and **ACCEPTED** from Scott Donovan and Christine Fuchs

40/23 DECLARATIONS OF INTEREST

None raised or declared

41/23 MINUTES

The minutes of 6 September 2022 were not available. The minutes of for 24 January 2023 and 23 February 2023 were approved

42/23 PUBLIC PARTICIPATION

Several members of the public raised questions about Victory Hall, its use by community groups and the booking policy. See Appendix 1

43/23 LIABILITY INSURANCECHAIR'S REPORT

Councillors considered whether the current level (£5 million) of liability insurance was sufficient and it was **AGREED** this would be included by staff as part of the annual review

44/23 GRAVEL LANE FENCING

Deferred pending a report from the Clerk

45/23 KING'S CORONATION MEMORIAL BENCHES

The cost of £469 +VAT per bench plus delivery was **AGREED** . The requirement for three quotes was suspended as no other supplier of recycled plastic benches could be sourced and it was thus a specialist supply. Placements on Limes Farm and outside the Parish Office **AGREED**

Action: Cllr Hodds to ask Cllr Bhanot to investigate with EFDC the possibility of placing a bench on their land at Chigwell Row as the land at the Bald Hind is not considered by staff to be adequately protected from traffic impact

46/23 VICTORY HALL FLOORING

Deferred pending a report from the Clerk

47/23 VICTORY HALL KITCHEN

Deferred pending a report from the Clerk

48/23 NEWSLETTER

Councillors expressed disappointment at the service level of the distribution company engaged for the first issue.

Action: CSC to engage a new distribution supplier for any further hard copy editions

49/23 VAISAKHI AND RAMADAN CELEBRATIONS

Whilst the Council is not able to directly fund religious celebrations the use of the Green for all inclusive community events is encouraged. The Parish have reached out to communities and signage celebrating Eid has been proposed and **AGREED** on the Green.

Action: Parish staff to ensure third party signage and installation is compliant with H&S regulations including the appropriate PAT testing.

50/23 CEMETERY BEEHIVE POSTBOX AND WILDFLOWER GARDEN

At the suggestion of the Cemetery Registrar, Councillors **CONSIDERED** a proposal to install a granite "postbox" within an area set aside for wilding. For a donation cemetery visitors would receive seed impregnated paper on which to write a memorial or message to loved ones which they could post. The box would then be emptied and the seeds planted. The benefits of this recognised bereavement therapy which would also improve biodiversity were considered against the cost of the granite postbox (£8,875) and it was **AGREED** that although very beneficial the cost was currently too high.

Action: The Cemetery Registrar to review and suggest alternatives

51/23 COLUMBARIUM

At the suggestion of the Cemetery Registrar, Councillors **CONSIDERED** the suggestion of a Columbarium (above ground storage for cremated remains where spaces can be leased by families). It was **AGREED** in principal to be a good idea but that a business plan would be needed.

Action: Staff to draft a business plan to include projected costs and revenues, estimated no. of users, draft marketing strategy and needs analysis for consideration by Council

52/23 MEMORIAL GRANITE TREE

At the suggestion of the Cemetery Registrar, Councillors **CONSIDERED** the suggestion of a memorial tree which would hold up to 300 glass memorial leaves which could be purchased.

It was **AGREED** in principal to be a good idea but that a business plan would be needed.

Action: Staff to draft a business plan to include projected costs and revenues, estimated no. of users, draft marketing strategy and needs analysis for consideration by Council

Action: Olga to review the VAT implications of non core activities at the cemetery

53.23 COMPOSTING AND SOIL USAGE

At the suggestion of Sam the horticulturalist Councillors **CONSIDERED** the suggestion of purchasing additional machinery (£5,020) to improve excavated soil which the council currently pay to have removed and then reuse it as top soil. This would also substantially cut down on the amount of top soil purchased to top off graves. It was **AGREED** to present the matter to the next Full Council meeting with a recommendation for approval.

54/23 PPE AND TOOLS - LITTERPICKER

It was **AGREED** that staff would review what equipment currently remained available and fit for purpose and it was **AGREED** they could purchase the required PPE/TOOLS up to a value of £500.

Action: Staff to review and list what equipment currently remained available and fit for purpose

55/23 STAFF CLOTHES WASHING FACILITIES

At the suggestion of staff Councillors **CONSIDERED** the suggestion of purchasing a condenser washer/dryer for the cemetery for onsite washing uniforms rather than paying an allowance to staff per wash at home. It was **AGREED** to authorise the purchase up to £400,

Action: Olga to review tax position re: rebate for uniform

56/23 CHAINSAW

At the suggestion of Sam the horticulturalist Councillors **CONSIDERED** the suggestion of purchasing a chainsaw for small tree/lower branches maintenance to reduce the amount outside contractor work. It was **AGREED** to purchase a MS211 at a cost of £319

57/23 WOOD CHIPPER

At the suggestion of Sam the horticulturalist Councillors **CONSIDERED** the suggestion of purchasing a Wood Chipper; at present an outside contractor is used.

Action: Staff to draft a business plan to include projected costs, (including any maintenance contract, insurance costs and projected usage time), potential savings and needs analysis for consideration by Council

58/23 STAFF TRAINING

It was **AGREED** Sam would attend training in the usage of the chain saw and tree surgery (cost £999 for a four day course)

59/23 VICTORY HALL - FUNDRAISING BOOTSALE

A request from Chigwell Academy to hold a fundraising Boot Sale at Victory Hall was **CONSIDERED** and **AGREED**. However, the Hall could not be offered free of charge. It was recommended the school apply to the Parish for a contribution to their fundraising in the form of a grant.

Action: staff to contact school representatives and provide grant policy and application form

60/23 TERMS OF HIRE - VICTORY HALL

It was **AGREED** these need to be reviewed

Action: CSC to review and propose any amends. F&G to review and propose any amends

61/23 SIGNAGE - CEMETERY AND FROGHALL LANE

It was **AGREED** signage should be improved.

Action: Staff to revert with proposal (to include siting positions and costs) for considerations

62/23 REPLACEMENT FLOORING FOR PARISH OFFICES

Deferred pending a report from the Clerk

63/23 CORONATION AFTERNOON TEA

It was **CONSIDERED** whether funding should be given for the Coronation Tea on Sunday 7 May and it was **AGREED** that the Council would not fund this directly. The Council would consider any grant applications received for funding

64/23 CEMETERY MATTERS

Deferred pending a report from the Clerk

65/23 ALLOTMENT PLOTS AND BILLING FOR 2023/24

Deferred pending a report from the Clerk

66/23 COMMUNITY HALL AND VICTORY HALL USAGE

Deferred pending a report from the Clerk

67/23 PARISH OFFICE MAINTENANCE MATTERS

Deferred pending a report from the Clerk

68/23 CEMETERY UPDATE

69/23 DATE OF THE NEXT MEETING

Thursday 11 May at 12.00

The meeting closed at 13.45