

# MINUTES

## **Minutes of Extraordinary meeting Community Assets Committee**

Date –6<sup>th</sup> July 2023

Time - 12pm

• **Place of meeting** - Chigwell Council Parish Offices, Hainault Road

Chigwell IG7 6QZ

**Meeting started:** 12.04pm

**Present:** Cllrs: Skingsley Morgan (Chair), Cllr Hodds(Vice Chair), Cllr Phull,  
Cllr Gaffar,

Non- Councillors: Scott Donovan,

Acting Proper Officer : Olga Linkeviciene

**CAC37.23 Recording of Meeting:** Olga Linkeviciene

**CAC38.23 APOLOGIES FOR ABSENCE** - Cllr Akhtar, Christine Fuchs, Debby Rye

**CAC39.23 DECLARATIONS OF INTEREST** – None

**CAC40.23 MINUTES** The minutes of the meeting held 15<sup>th</sup> June 2023 were signed

**CAC41.23 PUBLIC PARTICIPATION** – Grass cutting on Courtland drive with placement of logs. SD updated on progress.

**CAC42.23 BENCHES ON LIMES FARM** – It was AGREED for staff to look into providing benches for the open gym area and liaise with EFDC & Qualis and report back to CAC

**CAC43.23 VICTORY HALL FLOOR** – SD reported that he has still to receive quotes for the floor, The committee confirmed the quotes were to repair and make good existing

**CAC44.23 VICTORY HALL KITCHEN** – The committee AGREED that a domestic kitchen was more suitable and cost effective for VH and a further quote would be obtained in placement of the commercial kitchen one.

**CAC45.23 CEMETERY FURNITURE UPDATE** – All cemetery office furniture was now in situ. The large office table has been ordered and awaiting delivery with the blinds for the windows.

**CAC46.23 LITTER PICKER** – The groundsman/litter picker job has been readvertised.

**CAC47.23 EMERGENCY EXPENDITURE** –Accounts department supplied details of emergency spends, CAC agreed and signed off.

**CAC48.23 HALL HIRE** - All relevant documentation associated with the Hiring of the Halls were supplied by the Accounts department and agreed with minor amendments (Typo's)

**CAC49.23 ALLOTMENT UPDATE** – SD advised that LF only had 2 allotments left that staff were hoping to fill in the coming week. An issue had arisen where a tenant had taken over a plot that wasn't theirs, staff were sorting. SD was to start looking at GL by then end of the month. GL had lots of issues with water storage, misused of plots, unauthorised building materials, storage of Fridges and encroaching onto neighbouring plots.

**CAC50.23 WIFI & PA SYSTEM** –An update was RECEIVED from staff and they were proceeding to look at a mesh system and whether a signal booster was needed.

3 x quotes were looked at and a PA system was agreed at £399.99 for use by hirers (03/22 minutes)

**CAC51.23 DISABILITY PLAY EQUIPMENT** – SD to get updated quotes from all 3 suppliers (as it was found that we originally had 3 quotes) and look into the logistics of installing the swing, including the lead and turn around times, along with whether we need to close or partially close the park, We would need to avoid school holidays as the park and station green are used daily during this periods.

**CAC52.23 BUS SHELTER** – Cllr Hodds updated CAC. The quotes have been received for preparing the area and just awaiting the company to agree a date for installation.

**CAC53.23 CHRISTMAS LIGHTS** – It was AGREED unanimously not to proceed with the quote received from a previous supplier and staff would look at purchasing festive lights to be used for all faith celebrations.

**CAC54.23 PLAYGROUND EQUIPMENT** – SD to contact playground companies to get the play equipment repaired as a matter of urgency. SD & SW to investigate prices for new gym equipment on station green and CR rec

**CAC55.23 PARISH OFFICE ALARM SYSTEM**- CAC AGREED to proceed with the quote from SLG for a new digital alarm system

**CAC56.23 VISIT FOR COUNCILLORS & STAFF TO ATTEND CEMETERY &**

**OPEN SPACES** – It was AGREED that all Cllrs would meet at midday on Thursday 7<sup>th</sup> September 2023 @ the parish office to view all the open spaces on the Asset Register. SD would show new staff around. Cllr Morgan would liaise with non-cllr members.

**CAC57.23 PEST CONTROL** – CAC looked at the quote for a monthly inspection and inclusive pest control service and AGREED to proceed with the 1 quote provided, as the 3 other companies approached by Open spaces manager would not provide the service we required. It was AGREED that this was a specialist item and was to include removal of deceased wildlife from our open spaces.

**CAC58.23 MAYPOLE TRIANGLE** – It was AGREED to remove the wooden sleepers and reseed whole area. Reinstall a bench on the Lambourne Rd side of the triangle, as the Gravel Lane side was too dangerous. Staff are in contact with ECC about installing a Defibrillator there and obtaining electricity from the nearby lamppost.

**CAC60.23- DATE OF NEXT MEETING** –12<sup>th</sup> September 2023 @ 12pm

MEETING FINISHED:

**Signed** .....

**Dated** .....