

Minutes of meeting Community Assets Committee

Date –11th January 2024

Time – 12.00pm

• **Place of meeting** - Chigwell Council Parish Offices, Hainault Road
Chigwell IG7 6QZ

Meeting started: 12.10pm

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

Non- Councillors: Debby Rye, Christine Fuchs, Sam Warren, Olga
Linkevience

CAC122.24. Recording of Meeting: Olga Linkeviciene, Debby Rye

CAC123.24. APOLOGIES FOR ABSENCE - Cllr Gaffer - Accepted

CAC124.24. DECLARATIONS OF INTEREST – None

CAC125.24. SIGNING OF MINUTES – Minutes of 7th and 21st November agreed and
signed

CAC126.24. PUBLIC PARTICIPATION –PW informed CAC 5 o'clock going to be
hairdressers. CROADS mentioned the flybar in VH issue awaiting a response from CPC.

CAC127.24. CHAIRS REPORT – See Appendix 1

CAC128.24. VICTORY HALL & COMMUNITY HALL

- A. FLOOR** – Quotes to be sourced by SW and OL
- B. KITCHEN** – 3 quotes presented to committee. Wickes was RECOMMENDED as
the preferred contractor, after DDA survey
- C. GUTTERING AND DOWNPIPES**- SW to sort with MSL and will repair once they
have completed their working at heights, ladder training and tower training.
- D. COMMUNITY HALL**- Discussion took place of events in CH, it was agreed that
the snooker tables would be available for use during the time the hall was open. CPC
would look for volunteers to run an evening for youths to be taught snooker. It was
UNANIMOUSLY AGREED that the Community Hall would be used on a Friday for
a memory café, dementia carers café, sign posting drop in centre, bereavement café
and a support group for residents, as well as further counselling. These would run
between 10am – 4pm.



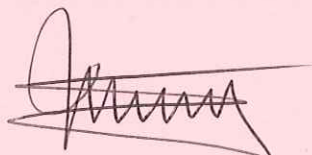
On a Monday the Seniors lunch club would hire the hall, as VH would likely be unavailable for their use.

DDA report is still in process

- E. REPLACEMENT PIPE-** SW to sort
- F. REAR SHED-** SW and MSL to sort. CMC representative RJ will join us.
- G. USERS STORAGE IN VH-** CPC does not insure hirers equipment and storage was highlighted by Fire risk assessment.
- H. FIRE & ASBESTOS RISK ASSESSMENT** – H & S officer and proper office are working hard on this. Lighting and electrical was a major concern. Chubb stated that there was a risk to fire-fighters life. Weight baring issue of the fly bar over the stage. All of the above resulted in the H & S officer closing the stage for use. The chair allowed CROADS to speak and they were disappointed with the lack of communication from CPC and why nothing was being completed. An MOP left the meeting to report VH being unsafe to the Loughton Fire Brigade. The unanimous RECOMMENDATION of CAC was to close VH to users as the committee deemed it unsafe

CAC129.24. CEMETERY/OPEN SPACES

- A. SIGNAGE-** The open spaces manager hadn't ordered therefore SW & OL will look into and order
- B. GATES-** SW to rectify the issue
- C. MOBILE TOWER-** SW to obtain 3 quotes for mobile tower and revert
- D. MOBILE TOWER TRAINING-** It was AGREED that the cemetery registrar would arrange appropriate training for all the relevant staff.
- E. LADDERS-** SW to work with OL to obtain the correct equipment under emergency H & S, along with ladder training
- F. MEMORIAL MANAGEMENT TRAINING-** It was AGREED that the Cemetery Registrar would sort appropriate training for the staff x 2
- G. CEMETERY OPERATIVE TRAINING (COTS)-** It was AGREED that the Cemetery Registrar would sort appropriate training for the staff x 3
- H. CEMETERY BOUNDARY-** It was RECOMMENDED that under LACO CPC, the cemetery registrar will be allowed to secure boundaries.
- I. NOTICEBOARD-** SW to obtain 3 x quotes, unless needed under H & S



J. PRESSURE WASHER- it was RECOMMENDED that a pressure washer should be purchased under emergency spend, as we could not clean the equipment between digs.

SW to investigate whether mains water being connected to the compound and revert.

K. SIMPLE FLEET- It was unanimously AGREED to go ahead with simple fleet.

CAC130.24 EMERGENCY EXPENDITURE – All Emergency spend was AGREED and signed.

CAC131.24 ASSET REGISTER – Inventory being worked on by OL. SW to update all appropriate signage for the cemetery and CPC signs within the cemetery.

CAC132.24 STATION GREEN- 7th & 8th Feb it was unanimously AGREED that o2 would have access to Station Green to carry out repairs to the mast.

19th May it was unanimously AGREED for the green to be used for the May fayre.

CAC133.24 MATTERS BROUGHT FORWARD – Split pipes in Cemetery to be sorted under H & S by TS.

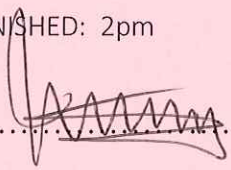
Playground equipment to be brought forward by OL.

CPC staff to contact EFDC about the pond at Chigwell Recreation ground.

Chigwell has talent - Rochelle.

CAC85.23 DATE OF NEXT MEETING –8th February 2024

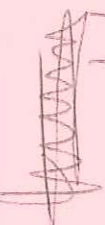
MEETING FINISHED: 2pm

Signed 

Date..... 8th Feb 12.00

CHIGWELL PARISH COUNCIL COMMUNITY ASSETS COMMITTEE MEETING 11 01 2024

Date	Ref	Order number	CARD/BACS	Amount	Supplier	Description	Ref	Account
08.01.2024	1461#1465	11.01.24 76651148	CARD/BACS	180.00	Manutan.co.uk	Yellow Salt Box 200ltr £180.00 PO1461 - £107.10 by Card#PO1465 - £72.90 by BACS	C/16	CAC
29.12.2023	1445	31.01.24 1449484839 PO1445	ONLINE	£32.97	Screwfix	Main supplies	VB/122	CAC
29.12.2023	1448	11.01.24 FORM 1448	ONLINE	£192.87	Reimbursement 1 LM	Festive Lighting VH/CHUB	ZB/169	CAC
29.12.2023	1449	11.01.24 CLAIM FORM 1449	ONLINE	£67.65	Reimbursement 1 LM	Warm Place project	VB/117	CAC
29.12.2023	1450	11.01.24 Claim Form 1450	ONLINE	£17.09	Reimbursement 1 LM	Warm Place project	ZB/169	CAC
23.12.2023	1453	22.01.23 INV220134 PO1453	ONLINE	£336.00	SHARP Brothers (Skips) Ltd	Cemetery-skip hire general waste	T/104	CAC
21.12.2023	1455	20.01.24 65090P014 55	ONLINE	£345.60	L&F Plant Hire Ltd (Tipper Hire	DL70 CXW TECHNICAL EMERGENCY SERVICE	U/108	CAC
15.12.2023	1408	12.01.24 DB74436	ONLINE	£135.54	Direct Boot	PPE AND WORK UNIFORM -Cemetery Staff	R/100	CAC
15.12.2023	1412	31.01.24 1446511669 PO1412	ONLINE	£177.44	Screwfix	PPE AND WORK UNIFORM -Cemetery Staff	R/100	CAC
11.01.2024	1468	11.02.2024 PO1468	ONLINE	£502.00	South East Plant Hire Ltd	weeks for Cemetery 1 ton DUMPER to carry on the burial service in January 24.	U/107	CAC
10.01.2024		Invoice	ONLINE	£132.00	London Drainage Facilities	Victory Hall site urgent work		

SIGNED BY  Date 12/1/24