

CHIGWELL PARISH COUNCIL

Minutes of meeting Community Assets Committee

Date –19th March 2024

Time – 12.02pm

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

Chigwell IG7 6QZ

Meeting started: 12.08pm

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

Non- Councillors: Sam Warren, Debby Rye, Toni Slade

CAC145.24. Recording of Meeting: None

CAC146.24. APOLOGIES FOR ABSENCE - Christine Fuchs, Tes Gaffar, Olga Linkeviciene

CAC147.24. DECLARATIONS OF INTEREST – None

CAC148.24. SIGNING OF MINUTES – Minutes of 8th February 2024 agreed and signed

CAC149.24. PUBLIC PARTICIPATION – CROADS stated that with the hall not being closed and NO definite decisions being made by the FC, CPC were killing live theatre dead. Most councils support Live theatre and CROADS are a non-profit organisation for the 500+ residents that enjoy their shows. They then asked that we pass this onto FC. They also stated that similar halls of this size hold more than the 120 capacity CPC allow.

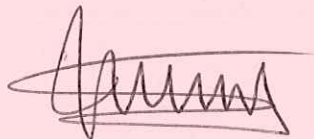
TS to look at the halls capacity with our insurers and fire officer.

A MOP said they don't believe that VH won't be closed for good.

MOP said CPC (not those cllrs present) need to listen to regulars and the community, and allow them to be heard. They then thanked cllrs and staff present for their hard work.

MOP stated that a project manager for VH should be found, but it needed to be the right person. There were too many projects that CAC wanted to do, that have to go through too many committees, to enable the projects to get off the ground.

CPC needs a decent clerk and the T&C of hiring needs to be looked at.



CAC150.24. CEMETERY / OPEN SPACES

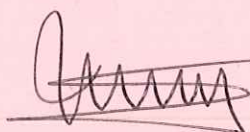
- A. SHORING** – Only 1 quote was available for £6291 +VAT this was due to only one company in the UK making shoring
- B. SHORING TRAINING** – It was UNANIMOUSLY AGREED that TS H & S Officer would book 3 x staff to complete Shoring training £650 + VAT
- C. GRAVESIDE EQUIPMENT** - It was UNANIMOUSLY AGREED that TS H & S Officer would order the necessary equipment -Artificial Grass, Soil box, Walk boards, and necessary H & S equipment. £3018 + VAT
- D. CEMETERY HOURS** – It was UNANIMOUSLY 1st April – 30th Sept 9am -8pm.
1st Oct – 31st March 9am -8pm
- E. CEMETERY OFFICE BUILDING UPDATE-** DEFER awaiting F & G report

CAC151.24 VICTORY HALL/COMMUNITY HUB UPDATE- The proposed works had been moved to FC without the knowledge of CAC, School stage was being sorted with clerk and a tender for works was going to be discussed at FC, so nothing was discussed further. The community hub was in the process of having the pantry area painted (RAMS given to TS).

Warm places/Social spaces and the community pantry was going to remain in the community hall for another year plus.

CAC152.24 OPEN SPACES /CEMETERY-

- A. ALLOTMENTS** – Update from staff on Allotment. It was Unanimously AGREED it was unlawful decision made as under the allotment rules CPC should give 12 months notice and it should be in line with inflation
- B. CEMETERY** – TS gave an UPDATE of increased fees, stating we are still under charging but we need to increase accordingly
- C. OPEN SPACES-** SW gave an UPDATE on mowing being every 2 weeks during the summer months. The field and paddock, the plan is going forward with the ecology report. The field has already had the laurel being removed in line with the schedule of works. TS is working on the Columbarium plans.
- D. ALLOTMENT SOCIETY AGM** – It was UNANIMOUSLY AGREED that it was too far (3.5 hour drive) to expect a member of staff to travel to attend the AGM. OL to advise allotment society that CPC would not be attending.



CAC153.24 EMERGENCY EXPENDITURE- All Emergency expenditure was AGREED

CAC143.24 MATTERS BROUGHT FORWARD –

SW is looking into the locks for the defibrillator boxes and will report on when the defibs need to be serviced.

Staff have only been able to get 1 x quote on the black gates at the cemetery, as no company wants to repair others work, unless we pay a £400 fee to quote for works. This work may have to be completed using one quote as it seems a specialist item and under LACO we need to secure our cemetery boundaries for insurance and H&S issues.

Taps at the cemetery need to be looked at as they are broken and causing H&S issues in the cemetery grounds when below freezing.

The Asset register is to be completed on the following days:

13th February – VH

16th February – Community Hall

27th February – Parish Office

29th February - Open Spaces

CAC144.23 **DATE OF NEXT MEETING –11th April 2024 @12pm**

MEETING FINISHED: 12.12pm

Signed 

Date..... 18th April 2024