

# MINUTES

## Minutes of meeting Community Assets Committee

Date –21<sup>st</sup> January 2025

Time –12 pm

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

**Meeting started:** 12.07 pm.

**Present:** Cllrs: Debby Rye, Lisa Morgan (Chair), Rochelle Hodds

IRFO – Olga Linkeviciene

C&OS Supervisor - Sam Warren

**Recording of Meeting:** Cllr L Morgan

**115.25 APOLOGIES FOR ABSENCE** - Cllr L Clarke

**116.25 OTHER ABSENCES** – Cllr O Ali

**117.25 DECLARATIONS OF INTEREST** – Cllr L Morgan stated that as she volunteered at the CH, she would like to declare an interest in items 129.25 & 123.25, although she felt it wouldn't cloud her judgement.

**118.25 SIGNING OF MINUTES**—The minutes of September 19, October 17, November 14, and December 17, 2024 were duly signed.

**119.25 PUBLIC PARTICIPATION** – None

**120.25 COUNCILLORS REPORTS** – Cllr D Rye reported on her meeting with the learning group, this highlighted the issue of VH and the CH.

A discussion ensued on the hire and use of VH/CH and the refurb.

**OPEN SPACES SUPERVISOR REPORT** – SW reported that there was a burial on 5th Feb, and the new operative is starting on 1st Feb. SW has booked a sub-contractor to dig the grave. SW reported that the cemetery keeps flooding and had severely in January; on the back of this, SW has booked for the cemetery to have the roads cleaned and swept; SW has also

managed to find a company that will map the drainage system for the cemetery and clean the drains and galleys out. The cost will be £4,200.00 plus VAT. This will be moved to FC as it's a specialist item, and the standing orders will need to be suspended.

**121.25 CEMETERY BOUNDARY FENCES** – SW updated on the repairs of the fences 3 x quotes were presented to the committee, and the committee AGREED to proceed with the quote from Havering fencing, the cost being £1,195.00 + VAT.

**122.25 JUBILEE MEADOW** – This is now 90% clear and ready for the next stage of our Bio-diverse project. SW highlighted that it hadn't been finished due to the mower breaking down and was in for repairs.

The mower we hired wasn't fit for purpose and sunk under its own weight, SW called the company and managed to get a credit for the remaining days hired.

It was AGREED that we should hire before buying larger items going forward as this was the mower recommended to buy from our previous open spaces manager.

**123.25 COMMUNITY HALL** –

**A URINALS** – It was reported that the urinals may still be leaking, upon further investigation, it turned out to be the sink in the men's toilet area. Michael Batsford repaired and left in working order.

**B FENCING** – MB repaired the fence panels for CPC

**C GUTTERING & DOWNPIPES** – This was AGREED to complete under emergency expenditure of £360.00 last month and CPC are awaiting the RAMS paperwork

**D BROKEN EXTERNAL WALLS** – IRFO reported that this was on going and staff would report back when they have an update, including the door and fire escape stairs leading onto the carpark at the side of the CH

**124.25 FINANCE MATTERS** – The IRFO presented the expenditure, and it was UNANIMOUSLY AGREED and duly signed.

**125.25 VH CAR PARK** –

**A DRAINS** – The drains had been cleared for the 5<sup>th</sup>/6<sup>th</sup> time yesterday, it was AGREED that the quotes for £11,500.00 +VAT be RECOMMENDED to FC

**B DROPPED KERBS** – This would come back to CAC once the drains have been sorted, as it could affect finished job, if completed before drains are repaired.

**C POTHOLES** – AS above

**126.25 PARISH OFFICE**

**FACIA BOARDS & GUTTERING** – Awaiting RAMS from Chigwell roofing

**COPY MACHINE** – It was agreed to purchase photocopier equipment for the Cemetery Office and purchase the Council Main Office's current photocopier MPC4503 R Ricoh Colour Copier for £998 plus VAT in April 2025 from an approved supplier under a labour-only service agreement excluding toners and parts for £400 per annum with minimum service term 12 months.

**127.25 CR CPC SIGN** – SW & TS had a site visit and concluded that due to H&S aspects this needed to be installed by a contractor and not in house. The actual sign needed to be sent away for repairs and welding.

**128.25 BIN IN COURTLAND DRIVE**—It was RECOMMENDED that the bin be removed for H&S concerns, as it had been hit twice by a reversing vehicle and was not secure, as it now sits at a 45-degree angle. Admin will write to the company with photographic evidence of the aforesaid vehicle and inform them that we have the rear wing of their vehicle in the parish office for them to collect.

**129.25 BEREAVEMENT CAFE** – It was UNANIMOUSLY AGREED that the café could change to another day from Friday, and Lynne Moir would update IRFO accordingly and supply new advertising

**130.25 ITEMS BROUGHT FORWARD TO THE NEXT MEETING –**

Review Christmas tree lights for station Green

Review ECC permits for Christmas Street lights in CR & GH

**131.25 DATE OF NEXT MEETING** – Thursday 6<sup>th</sup> March 2025 @ 12 pm

MEETING FINISHED: 1.37 pm

**Signed** .....

**Date**.....

## **ACTION PLAN**

**SW contact Havering Fencing**

**IRFO to do purchase order for Fencing**

**SW / IRFO to prepare quote for FC for DRAINS at the cemetery**

**SW to chase RAMS for roofing and guttering**

**SW to speak to contractors about repairs to CPC sign and fitting**

**SW to arrange for the bin at Courtland drive to be removed and the ground levelled**

**IRFO to arrange with Admin to write to ZAM security about the damaged bin (admin to speak to MB for photographic evidence) and to inform them we have the wing of their vehicle in the parish office, that they need to collect (please take a photo and ask them to sign on collection of the aforesaid)**