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**MEETING OF THE  
COMMUNITY ASSETS COMMITTEE**

Date: Thursday 6 March 2025

Time: 12.00pm

Location: Chigwell Council Parish Offices, Hainault Road, Chigwell, IG7 6QZ

Members present:

Cllr Lisa Morgan (Chair  
Cllr L Clark

Cllr Rochelle Hodds (vice chair)

Also attending:

Sam Warren - Open Spaces Supervisor, Chigwell Parish Council

Members of the Public and Councillors were asked to **NOTE** that in accordance with Standing Orders 3 (i) and the Local Government Transparency Code 2015, photographing, recording, broadcasting, transmitting or otherwise reporting the proceeding of a meeting may take place.

Councillors were asked to **NOTE** that in the exercise of their functions, they must take note of the following: equal opportunities; crime and disorder; human rights; health and safety and biodiversity

**CAC132/24 - APOLOGIES FOR ABSENCE**

Apologies for absence were **ACCEPTED** from Cllr Debby Rye

**CAC133/24 - ANY OTHER ABSENCE**

Cllr Osman Ali

**CAC134/24 - DECLARATIONS OF INTEREST**

None

**CAC135/24 - MINUTES**

The minutes of the previous meeting held 21 January 2025 were **APPROVED**

### **CAC136/24 - PUBLIC PARTICIPATION**

None

### **CAC137/24 - COUNCILLORS REPORTS**

Cllr Clarke made reference to drafting a letter to an individual asking an operative do the hardstanding in relation to the bus stop. She had knocked on the door of two residents to get verbal feedback ahead of sending letter. She reported on the matter of power from lamppost for a defibrillator that she had found a named person at Highways who would look into it.

**Action:**

Cllr Clarke to ensure main office are copied in on emails sent on Parish/committee's behalf

Open Spaces Supervisor reported that the automated gates at the cemetery were not working again and a report would be provided for the next meeting

**Action:**

SW to provide written report to admin for inclusion with summons and agenda of next meeting and publication online. The matter of value of money for repair to existing gates versus need/alternative should be considered.

### **CAC138/24 - ALL SITE CAR PARKS**

The Open Spaces supervisor reported that a company had been engaged to survey both sites (not defined) and to provide a scope of works.

**Action:**

SW to provide scope of works, location plans and costings for above and RFO to review 10 days before next meeting. Costings to be published as appendices with summons and agenda. If 3 x costings not available RFO to propose motion and to suspend Financial Orders and authorisation by Full Council if required.

### **CAC139/24 - CHIGWELL PARISH WARD SIGNS**

- A. Chigwell Row - The Open Spaces officer enquired if it would be the same size
- B. Community Hub - it was stated Chigwell Parish Community Hub had previously been agreed but no minute reference is available.
- C. Froghall Lane - it was stated it had previously been agreed a street name style sign was agreed but no minute reference to this resolution is available.

Previously (minute 127.24 - 21 Jan 2025) it was agreed the existing Chigwell Row sign be repaired and a contractor be engaged to re-install it.

The Chair proposed a motion that the Chigwell Row sign was to be the same size and design as was and it was **AGREED**

**Action:**

SW to provide costings for Chigwell Row, Community Hub and Froghall Lane signs as above and RFO to review 10 days before next meeting. Costings to be published as appendices with



summons and agenda for decision. If 3 x costings for each option are not available RFO to propose motion and to suspend Financial Orders and authorisation by Full Council if required.

#### **CAC140/24 - FINANCIAL TRANSACTIONS**

The proposed community asset expenditure for March was **APPROVED**.

It was noted the drainage cost had come to a lot more than was thought. The Open Spaces recommended a sensor be installed in the urinals to limit flushing

**Action:**

SW to report to RFO on the increase in cost and authorisation of the project. RFO to consider if increase in cost is permitted under Financial Regulations. If not, new total spend will require to be authorised by Full Council. Financial incident risk to be considered by RFO.

#### **CAC141/24 - GUTTERING/DOWNPIPES**

London Drainage have stated they do not wish to price for repairs to the existing drainage and guttering to Victory Hall (including Community Hub section) and instead will price to replace.

**Action:**

SW to provide scope of works and three costings for above and RFO to review 10 days before next meeting. Costing to be published as appendices with summons and agenda. RFO to propose motion to suspend Financial Orders on the agenda if required.

#### **CAC142/24 - EXTERNAL WALLS**

Minute 101/24 confirmed that three quotes would be sought for repairs for submission to insurance company. The Chair **NOTED** the three quotes to repair damage to an exterior wall of Victory Hall in Hub section had been received.

**Action:**

SW to provide the costings to RFO/admin as matter may be the subject of an insurance claim. RFO/admin to consider the cost (including any excess) and report to F&G and CAC (April) if the repair will be carried out under the Council's insurance policy

#### **CAC143/24 - BILLY GOAT LEAF VACCUM**

The Open Spaces Supervisor reported that the cost of repair was £744.15 and recommended not to repair or replace. It was not considered that additional equipment would be required

It was **AGREED** the matter would be referred to Full Council with a recommendation to dispose and remove the item from the list Register.

**Action:**

RFO to review proposal to ensure compliance with valuation and evidence requirement of asset removal and seek further evidence from SW if required before it is put to Full Council

#### **CAC144/24 - CEMETERY NOTICE BOARDS**

Minute CAC 106/24 (17 December 2024) noted

*"Staff requested that Cllrs inform what type of noticeboards were required, so they could obtain three quotes. It was decided on a wooden type with a name and logo at the top. Three quotes to be obtained for the next meeting".*

The quotes and the approval of the costs for the noticeboards has not been minuted. Decision to spend must be agreed by the relevant committee before the expenditure is incurred.

The Open Spaces Supervisor reported that the noticeboards in the cemetery would be in situ by the end of the month

**Action:** Purchase of noticeboards to be put on hold subject to review of procurement process by RFO to mitigate the risk of unlawful spend. Quotes and motion to replace noticeboards to be on next CAC agenda if RFO deems required.

#### **CAC145/24 - SOIL BOX**

The Open Spaces supervisor advised that during back to back funerals the fact that there was only one soil box meant that there was nowhere to store soil for backfilling two graves; the Parish's existing soil box only has capacity for one grave. The Open Spaces Supervisor advised there was only one supplier (Teleshore) and that, as the item was purpose made, he did not have an indication of the cost at present. Cllr Morgan asked if the box was purchased, could shoring training of a new member of staff be carried out at the same time.

**Action:**

SW to provide measurements, location plan, needs analysis (including number of back to back burials in the last three years) and alternative to purchase of Teleshore soil box and costings for above and RFO to review 10 days before next meeting. Costings to be published as appendices with summons and agenda. If 3 x costings not available RFO to propose motion and to suspend Financial Orders and authorisation by Full Council if required.

Teleshore to be asked whether delivery staff can also provide training at the same time as a delivery

#### **CAC146/24 - CHRISTMAS LIGHTS**

Deferred

#### **CAC147/24 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION**

Update/motion on CAC138/24 - car parks

Update/motion on CAC141/24 - guttering/downpipes at Victory Hall

Update on CAC143/24 - disposal of Billy Goat leaf vacuum

Update/motion on CAC144/24 - replacement cemetery notice boards

Update/motion on CAC145/24 - additional soil box for cemetery

The Open Spaces Supervisor asked that the following matters be included:

Cemetery perimeter security

A report on the faulty automated Cemetery Gates

Man Down system for staff


A proposal for reduced paper usage in the cemetery offices

Cllr Hodds asked that a proposal for a countertop dishwasher, new crockery and hot drinks supplies for the Parish Office is considered

**CAC148/24 - DATE OF THE NEXT MEETING**

Not agreed

The meeting closed at 12.45pm



24/4/25.