



**EXTRAORDINARY MEETING OF THE COMMUNITY
SERVICES AND ASSETS COMMITTEE**

MINUTES

Date: Thursday 11 September 2025

Time: 7.00pm

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

Members present:

Cllr L Morgan (Chair)
Cllr L Clarke

Cllr R Hodds (Vice Chair)
Cllr O Ali

Vice Chair
Acting Clerk:

Cllr D Rye
Cllr C Jefcoate

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

CSAC001/25 - APOLOGIES FOR ABSENCE

Apologies for absence were **RECEIVED** and **AGREED** from Cllr Braha

CSAC002/25 - ANY OTHER ABSENCE

None

CSAC003/25 - DECLARATIONS OF INTEREST

None

CSAC004/25 - MINUTES

The minutes of the Community Assets Committee held 24 April 2025 were **APPROVED**. The minutes of the Community Services meeting of 12 February 2025 were deferred. ([Appendix 1](#)).

Cllr Ali left the meeting at 7.03pm

CSAC005/25 - PUBLIC PARTICIPATION

None

CSAC006/25 - CEMETERY ACTIVITIES

Councillors **NOTED** the reported cemetery activities for the year to date ([Appendix 2](#)). Concerns were raised regarding the drop in revenue. The Chair advised that she had heard complaints verbally from third parties who were unwilling substantiate in writing. It was **NOTED** a customer satisfaction survey was to be undertaken by officers which would hopefully result in feedback regarding service levels and customer satisfaction

CSAC007/25 - GRASS CUTTING SCHEDULE

Councillors **NOTED** this was under review by officers. Councillors were reminded about the Climate Change and Biodiversity Policies online.

CSAC008/25 - JUBILEE MEADOW BIO-DIVERSE PROJECT

It was **NOTED** this is under review by officers. It was **NOTED** that the officers' report for the provision of beehives would be going to the Full Council

CSAC009/25 - T&C FOR VICTORY HALL

It was **NOTED** that revised terms of usage of parish premises and land had been considered and agreed at Full Council

CSAC010/25 - FINANCE MATTERS

Members **NOTED** there is no expenditure that requires this committee's agreement

CSAC011/25 - COMMUNITY HALL URINALS

Members **NOTED** the advisory from officers and requested they **REVIEW** the lock on the ladies and and check the water meter for a possible leak.

CSAC012/25 - VH CARPARK DRAINS

Members **NOTED** the advisory from officers that no further works are considered necessary or due at this time.

CSAC013/25 - TOWN AND VILLAGE PARTNERSHIPS

Councillors **NOTED** the Town and Village Partnerships press release and referred it to Full Council ([Appendix 3](#)) for consideration

CSAC014/25 - STREAMLINING CSC & CAC

The handover from CSC and CAC chairs ([Appendix 4](#)) was **DEFERRED**

CSAC0015/25 - UPDATE FROM THE CLERK

Members **NOTED** the officer report ([Appendix 5](#))

CSAC0016/25 - MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

The Acting Clerk advised the budget preparation had begun. The available residual budget figure will be calculated by the RFO and provided to the committees for their consideration in October once fixed and capital costs have been calculated

The Chair was asked to put any issues noted, for example the flat roof leak or other possible water leaks in writing to officers via the process approved by Full Council

Fire Risk assessments - the Chair was asked to put the queries in writing to officers via the process approved by Full Council

Christmas Lighting ceremony - Cllr Rye advised she was liaising with the LFCG to establish a provisional date for the Christmas lighting ceremony. The date will go to Full Council for approval
Christmas Lights - the Acting Clerk advised that officers would assess the Christmas lights in good time but repairs would be subject to available budget. The matter would go to the relevant committee/Full Council depending on cost

Cllr Clarke updated that she had only received one request for a bench at the bus stop and was continuing to work on it. It was noted that the matter was being reported at Full Council

Cllr Clarke raised the issue of security on Limes Farm allotments and noted she had received complaints. It was requested that officers look at the feasibility of raising the fence height. Cllr Clarke was asked to put the matter in writing to officers via the process approved by Full Council. It was noted that Thursday after planning would be a convenient date for future meetings. The Acting Clerk confirmed the revised dates would be brought before Full Council for approval

Cllr Ali left the meeting

CSAC017/25 - DATE OF THE NEXT MEETING

Agreed by Full Council as 14 October 2025 at 7.00pm. The first October planning meeting is Thursday 9 October - date of meetings to be confirmed at Full Council

The meeting closed at 7.56pm