



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

MINUTES

Date: Thursday 12 February 2026

Time: 7.00pm

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

Members present:

Cllr L Morgan-Skingsley (Chair)
Cllr D Rye
Cllr O Ali

Cllr R Hodds (Vice Chair)
Cllr L Clarke

J Selvarajah - Clerk and Proper Officer

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

CSAC018/25 - APOLOGIES FOR ABSENCE

Members receive and **AGREE** to accept any apologies for absence

CSAC019/25 - ANY OTHER ABSENCE

To **NOTE** any other absence

CSAC020/25 - DECLARATIONS OF INTEREST

Members are asked to declare any Interest or Disclosable Pecuniary Interest which they may have in any of the items under consideration at this meeting. See notes at the end of the agenda.

CSAC021/25 - MINUTES

To consider the minutes of the previous Community Services and Assets Committee meeting held 11 September 2025 for **APPROVAL** ([Appendix 1](#)).

CSAC022/25 - PUBLIC PARTICIPATION

To receive representations from any member of the public in attendance. Order Note: Public Participation is conducted in accordance with Standing Orders to a maximum allotted time of fifteen minutes. Individual speakers are limited to three minutes under Order 3(g) or at the discretion of the presiding Chair. District and County Councillors may also make representations at this time

CSAC023/25 - CEMETERY ACTIVITIES

Members **NOTED** the reported cemetery activities for the year to date ([Appendix 2](#)) and the discrepancies identified in burial records from November to February, alongside concerns regarding site security.

The Clerk updated the Committee on the recent ICCM audit and confirmed that the Cemetery Action Plan will be circulated to staff for consultation before being presented to Full Council. The audit highlighted the need to adopt a methodical, risk-based approach and to develop a longer-term strategic plan for cemetery management. This may include locking pedestrian access when the cemetery is closed although further assessment is needed by officers

The Clerk provided further updates on training undertaken in relation to memorial safety and reported challenges with grave digging due to recent wet weather conditions.

CSAC024/25 - MEADOW BIO-DIVERSE PROJECT

Members **NOTED** grants are being sought for hedge planting and habitat restoration and that four beehives have been placed on the land as agreed by Council

CSAC025/25 - GRASS CUTTING SCHEDULE

Members **NOTED** the schedule for 2026 will be compiled in line with the agreed Biodiversity and Herbicide policy previously adopted by Council and will be weather dependent ([Appendix 3](#)). The Council's website and social media platforms will be updated by officers to improve communication around grass cutting and broader work undertaken by the Open Spaces Team.

CSAC026/25 - CHRISTMAS LIGHTS

Members raised concerns regarding the lack of Christmas lights at Chigwell Row, citing resident complaints. These were previously responded to by officers. Chigwell Parish Council is not authorised or permitted to install lights on Essex County Council Street lighting and does not possess the lighting referenced by residents or Councillors.

A report provided in advance by the Clerk ([Appendix 4](#)) on the handling of complaints and proposed resolution in this matter was not considered by members.

CSAC027/25 - UPDATE FROM THE CLERK

Members **NOTED** the officer report ([Appendix 5](#)). The Clerk advised members that in the matter of reports of anti-social behaviour from a resident in relation to Station Green Officers are currently seeking guidance from the police before taking further action.

CSAC028/25 - MATTERS FOR DISCUSSION WITH NO DECISION OR TO BE BROUGHT FORWARD

Cllr Clarke raised the matter of installing a bench at a bus stop in Fencepiece Road, Chigwell. However, this matter is with Full Council who previously resolved that the Parish would not install or pay for a bench at this location (Minute ref: FC033/25). It is therefore not a matter that can be duplicated at this committee

Cllr Morgan-Skingsley raised the matter of installing a defibrillator at Chigwell Row. Previously Cllr Morgan-Skingsley had been asked by members to progress the matter as it fell under her jurisdiction as District Councillor (Minute ref: 74/24). Cllr Morgan-Skingsley will be asked to provide a written progress report on this matter, and officers should establish need for a defib at this location in preference to others before an officer report detailing any proposal can be put before Full Council for decision

Clerk's note: There are currently at least 10 defibrillators in Chigwell, including units at the Community Hub and the Cemetery. This density is comparable to Buckhurst Hill and Loughton.

CSAC029/25 - DATE OF THE NEXT MEETING

Thursday 16 April at 7.00pm.

CSAC030/25 - EXCLUSION OF THE PUBLIC AND THE PRESS

Members **CONSIDERED** and **AGREED** the following motion to be proposed by the Chair:

"That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed."

CSAC031/25 - CCTV

Members **CONSIDERED** the officer report (**Confidential Appendix 1**) and **AGREED** the recommended resolution therein would be put before Full Council.

CSAC032/25 - RETENTION OF PARISH ASSETS BY A THIRD PARTY

Members **NOTED** the report from the Clerk regarding the safeguarding of Parish assets (**Confidential Appendix 2**)