



MINUTES OF THE COMMUNITY SERVICES AND ASSETS COMMITTEE

Date: Thursday 30 July 2026

Time: 4.00pm

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

Members present:

Cllr L Morgan
Cllr L Clarke
Cllr R Hodds
Cllr J Braha

Officers Present:

Jason McKay – Administration Officer (minutes)

Members of the press and public are invited to attend this meeting. Members of the Public and Councillors are 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 are 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.

1. CSAC001/26- ELECTION OF CHAIR OF THE COMMUNITY SERVICES AND ASSETS COMMITTEE

It was proposed by Cllr R Hodds and seconded by Cllr L Clarke that Cllr L Morgan be elected Chair of the Community Services and Assets Committee for the year 2026/27.

Resolved: That Cllr L Morgan be elected Chair.

2. CSAC002/26- ELECTION OF A VICE CHAIR OF THE COMMUNITY SERVICES AND ASSETS COMMITTEE

It was proposed by Cllr L Morgan and seconded by Cllr L Clarke that Cllr R Hodds be elected Vice Chair of the Community Services and Assets Committee for the year 2026/27.

Resolved: That Cllr R Hodds be elected Vice Chair.

3. CSAC003/26- APOLOGIES FOR ABSENCE

None.

4. CSAC004/26- ANY OTHER ABSENCE

Cllr O Ali.

5. CSAC005/26- DECLARATIONS OF INTEREST

Cllr L Morgan mentioned her involvement with the community hub which is covered within the agenda and officer reports stating she volunteers as a Parish Councillor within the community hub.

6. CSAC006/26- MINUTES

Members **AGREED** the minutes of the meeting held on 12 February 2026 be approved as a true and accurate record ([Appendix 1](#))

7. CSAC007/26- PUBLIC PARTICIPATION

None.

8. CSAC008/26- OPEN SPACES UPDATE

Members **NOTED** the Open Spaces report.

Discussion included:

- Concerns regarding excessive grass growth at Courtland Drive and the associated fire risk during the current hot weather.
- Litter accumulation across several sites and the need for continued litter-picking activity.
- Maintenance issues relating to biodiversity areas and balancing environmental responsibilities with public safety concerns.
- The paddocks project and the need to review previously agreed improvement works and signage requirements.
- Vehicle challenges affecting operational delivery.

Resolved:

1. To note the report.
2. To request that the Clerk reviews grass cutting and maintenance arrangements at Courtland Drive, particularly regarding fire risk.
3. To bring the paddocks improvement project back to Committee for further consideration.
4. To circulate the Council's Biodiversity Policy to Committee members for review and comment prior to a future meeting.

(Appendix 2)

9. CSAC009/26- BUILDINGS UPDATE

Members **NOTED** the Buildings Update report.

Discussion included:

- Council Chamber refurbishment and redecoration works.
- Community Hub improvement project and establishment of a working group.
- Victory Hall improvement works, including fire escape and emergency lighting improvements.
- Cemetery building matters and outstanding insurance-related repairs.

Resolved:

1. To note the report.
2. To request an update regarding the cemetery building insurance claim and associated works.
3. To progress arrangements for the Community Hub working group.

(Appendix 3)

10. CSAC010/26- CEMETERY UPDATE

Members **NOTED** the Cemetery Update report.

Discussion included:

- Progress against ICCM audit recommendations.
- Cemetery regulations and governance.
- Memorial safety programme.
- Record reconciliation and digitisation activities.
- Lease renewals and income protection measures.
- Infrastructure improvements within the cemetery.

Members commended officers for progress made in improving cemetery administration and compliance.

Resolved:

1. To note the report.
2. To request future cemetery performance information, including burial statistics, be provided to members.

(Appendix 4)

11. CSAC011/26- ALLOTMENTS UPDATE

Members received and considered the Allotments Update report.

Discussion included:

- Occupancy levels at Gravel Lane and Limes Farm allotments.
- Waiting list demand.
- Underworked plots currently under review.
- Biodiversity plot 17 at Limes Farm and concerns regarding significant overgrowth.
- Encroachment from vegetation affecting the boundary wall and neighbouring highway.

The meeting was briefly suspended due to the temporary loss of quorum and reconvened at 4.18pm upon the return of Cllr Braha.

Resolved:

1. To note the report.
2. To request a further report regarding Plot 17 and options for managing excessive vegetation growth.
3. To continue monitoring the condition of the Limes Farm boundary wall and associated costs.

(Appendix 5)

12. CSAC012/26- OTHER ASSETS AND PROJECTS

Members received and considered the report.

Discussion included:

- Telephone and contact improvements.
- Officer capacity and workload pressures.
- Project delivery challenges associated with major Council projects.
- Vehicle Activated Signs (VAS).
- Community Speed Watch.
- Boundary wall issues at Limes Farm.
- Tree maintenance and future tree contract arrangements.
- Open spaces vegetation management.

Resolved:

1. To note the report.
2. To investigate options for re-establishing a Community Speed Watch scheme.
3. To review arrangements for the Council's future tree maintenance contract.
4. To seek updates regarding:
 - Limes Farm boundary wall.
 - Victory Hall stage wall.
 - Dolphin Court vegetation concerns.
 - Station Road tree encroachment.

(Appendix 6)

13. CSAC013/26- UPDATE FROM THE CLERK

Members noted the Clerk's report.

Discussion focused on:

- Current officer workloads.
- Community Hub project management requirements.
- Asset maintenance priorities.
- Community engagement activities.

Resolved: To note the report.

(Appendix 7)

14. CSAC014/26- MATTERS TO BE BROUGHT FORWARD OR FOR DISCUSSION WITH NO DECISION

Members discussed the following matters:

Christmas Lights

Members discussed the provision of Christmas lights in Chigwell Row, Grange Hill, Limes Farm and Brook Parade. Concerns were raised regarding lead-in times and the need to obtain approvals from Essex County Council.

Community Speed Watch

Members supported efforts to relaunch the scheme and encourage volunteer participation.

Biodiversity Areas

Members requested further consideration of biodiversity management alongside public safety concerns and grass cutting arrangements.

Litter Picks

Members noted upcoming litter picks:

- 14 August 2026 – Limes Centre
- 16 August 2026 – All Saints area

Community Hub Working Group

Members discussed the proposed Community Hub Working Group and agreed that further clarification was required regarding the scope of approved works and membership arrangements.

Community Hub Cleaning Standards

Concerns were raised regarding reported cleaning standards at the Community Hub and cemetery facilities.

Action: Clerk to provide a report on cleaning arrangements, responsibilities and standards across Council sites.

Clerk's note: This update was provided to the Finance and Governance Committee on 9 July 2026 (minute ref: FG031/26) and to Full Council on 23 July 2026 (minute Ref: FC043/26).

Resident Reporting System

Members discussed the possibility of introducing an online reporting system to allow residents and councillors to submit issues and track responses more efficiently.

Clerk's note: On- line reporting system already exists for members of the public via our webpage and an interim member enquiries internal system already in place.

15. CSAC015/26- DATE OF THE NEXT MEETING

Thursday, 24 September at 4.00pm.

16. CSAC016/26- EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the agenda contains items where the public interest in maintaining confidentiality may outweigh the public interest in the item being made public, to **CONSIDER** 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.”

Notes on Declarations of Interest

Members with a Disclosable Pecuniary Interest (DPI) in any item of business must declare the interest and withdraw from the meeting room while that item is being considered, unless a dispensation has been granted. Members must also withdraw where their continued presence would be inconsistent with the Council's Code of Conduct or the Seven Principles of Public Life.

The declaration must include the nature of the interest. If, during the meeting, a member becomes aware of an interest that has not already been declared, they must declare it immediately.

Members may remain in the meeting and participate in discussion and voting unless the interest is such that it gives rise to a prejudicial interest or otherwise requires withdrawal under the Code of Conduct.

A personal interest becomes prejudicial where a reasonable member of the public, having knowledge of the relevant facts, would regard the interest as so significant that it is likely to prejudice the Member's judgement of the public interest, particularly where the matter relates to a financial, regulatory or licensing issue.

For meetings of the Community Services and Assets Committee, Members are specifically requested to declare any interest arising from their status as an allotment tenant, cemetery plot holder, or where they otherwise have a direct personal or financial interest in matters relating to the Council's allotments or cemetery. In the interests of transparency, good governance and public confidence, Members who are directly affected by such matters should consider whether the interest is prejudicial and, where appropriate, withdraw from the meeting for that item.

It is not practical to provide detailed advice during the meeting on whether an interest should be declared or whether it constitutes a Disclosable Pecuniary Interest or prejudicial interest. Members are therefore encouraged to seek advice from the Monitoring Officer or Proper Officer well in advance of the meeting where there is any doubt.