CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	**Wednesday 17 June 2026**
AUTHOR	Jonah Anthony, Town Clerk

PETITION CALLING FOR RE-INSTALLATION OF BASKETBALL HOOP AT ELLENBROOK PLAYING FIELD AND PLAY AREA

1 Executive Summary

1.1 The Town Council has received a petition (Annex A) to re-install a basketball hoop at Ellenbrook Play Area, which was removed in 2020 due to concerns about safety, noise disturbances and anti-social behaviour.

1.2 Unfortunately we do not have unanimous consensus from the local residents in support for re-installing the hoop as it was, with a suggestion that alternative options should be explored (including relocating the hoop or adapting the design to reduce safety risks/noise disturbances).

1.3 With no clear consensus from residents Officers recommend relevant councillors meet with a wide range of residents to gather direct feedback and work with the Head of Estates to explore a workable solution, bearing in mind that any alternative option is likely to incur costs and may require approval from third parties.

2 Recommendation to Full Council

a) That Full Council nominate a lead councillor(s) to meet with resident representatives during the summer to received direct feedback and explore a workable solution, with a view to providing a recommendation to the September Full Council on a possible solution.

b) That the Head of Estates arranges for a risk assessment for re-installing the basketball hoop at its previous location.

c) That the matter is considered again at the September Full Council.

3 Background and Explanation

3.1 Ellenbrook Playing Field & Play Area is a Hatfield Town Council play area situated on land which the Town Council has leased from the Gascoyne Cecil Estate for decades. At some point in 2018 there was a campaign to improve the facilities at the site and a new playground was installed in 2018/2019. Part of the new installation was a basketball hoop. The Playing Field also has outdoor gym equipment.

3.2 Unfortunately concerns were raised about the safety of younger children using the play equipment which is located behind where overthrown basketballs sometimes landed; noise disturbances to more immediate residents to the park (including the bouncing of the ball on the concrete surface) and anti-social behaviour from those using the hoop (given the lack of free to use basket ball facilities elsewhere in Hatfield). The Town Council took the decision to take down the basketball hoop in late 2020 until an agreeable solution could be found.

3.3 Since then no compromise solution has presented itself. There had been plans to install a full size all weather basketball court with two hoops at Birchwood as part of the Birchwood Community Sports Project, which would have been funded by the Hatfield Community Sports Fund Board. This may have had the benefit of attracting basketball players seeking a full size hoop and court – allowing a smaller set up at Ellenbrook which avoided some of the drawbacks of the previous installation. However the Town Council decided not to progress the Birchwood project in May 2024.

3.4 On Wednesday 29 April a local resident, Paul Savage, hand delivered a petition calling for the "reinstatement of the basketball hoop that was removed during the COVID-19 pandemic" at Ellenbrook Play Area. During the subsequent meeting, Mr Savage made clear to the Town Clerk that an alternative proposal would not be acceptable and that the residents he represented was seeking the reinstallation of the hoop at the previous location. The meeting and material provided contained subjective opinions which the Town Clerk has chosen not to share. Therefore Annex A includes the front sheet addressed to the Town Council, a photograph provided by Mr Savage of the basketball hoop in situ, and an example of the petition pages (which is available for inspection on request to Councillors but is not being shared for data protection reasons). The petition lists 265 separate individuals in favour of the "Put our basketball hoop back". Whilst there are some deficiencies in the petition (e.g. it provides no weighting to proximity of address to the park – and indeed includes addresses in St Albans and Welwyn Garden City and those with no address at all; and seems to include multiple entries made by one person but attributed to different people at the same address) the Town Clerk believes it does show strong support for the reinstallation.

3.5 Given that the Town Council has a working relationship with the Ellenbrook Area Residents' Association (EARA), developed through our joint campaign against the proposed Ellenbrook Quarry, the Town Clerk approach the EARA for their view. They responded (Annex B) and confirmed the following:

This matter was discussed in detail at the EARA committee meeting on 21 May, and the committee reached a unanimous decision: we do not support reinstating the basketball hoop in its current location due to ongoing concerns about safety, noise, and antisocial behaviour.

3.6 However the EARA then go on to state: *We are, however, willing to continue discussions about alternative placements or designs that could meet the needs of the community without recreating the problems experienced before.*

3.7 The Town Council has also received a number of direct emails which have expressed their opposition to the reinstallation at the previous location, with some suggesting alternative arrangements. The Town Council has also received emails supporting the reinstallation of the basketball hoop, although its unclear whether alternative arrangements would be acceptable.

4 Impacts

Legal

4.1 The Town Council is expected to provide recreational facilities for all ages and abilities. This includes young people who would make use of a full height basketball hoop. However The Town Council also has a duty to consider the impact of all their functions and decisions on crime and disorder in their local area, under Section 17 of the Crime and Disorder Act 1998, as well as a need to consider the direct impact of any reinstallation on those local residents most directly affected.

Finance

4.2 The basketball hoop is currently in storage and could be reinstalled using existing personnel and resources. Any risk assessment would be undertaken as part of the Town Council's routine RPII inspection of our play parks. However any alternative arrangements is likely to incur costs. Members may also wish to commission a more robust survey of the local residents, which may provide a better evidence base on which to make a decision, but that would require time and resources.

Risk

4.3 Without a consensus position from residents it may be difficult for Members to pursue a solution which the community can get behind fully.

Petition for the Reinstatement of the Community Basketball Hoop in Ellenbrook Playing field

Hatfield Town Council
From: Residents of Ellenbrook

16/06/2025

We, the undersigned residents of Ellenbrook, respectfully request the reinstatement of the basketball hoop that was removed during the COVID-19 pandemic. This facility was a vital part of our community, providing a safe and engaging space for local teenagers and contributing to the overall well-being of our neighborhood.

Key reasons for reinstating the basketball hoop:
Our residents collectively contributed £5,000 toward the playground, with the basketball facility being a key component of the scheme.Youth Engagement & Safety: The hoop provided a constructive activity for teenagers, helping to keep them engaged and off the streets.

The hoop was taken down at the request of the Residents Association as a temporary measure, not as a permanent removal based on the majority opinion of local residents.

Community Support:
We strongly believe that reinstating the hoop will benefit our neighbourhood by fostering positive social interactions and promoting a healthy, active lifestyle among young people. We urge the council to take swift action in replacing the basketball hoop so that our community's teenagers can once again enjoy this valuable facility.

Thank you for your time and consideration.

Put our basketball hoop back

Name	Address	Phone (optional)
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	
[redacted]	[redacted]	
[redacted]	[redacted]	[redacted]
[redacted]	[redacted]	[redacted]
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[redacted]	[redacted] " "	
[redacted]	[redacted] " "	
[redacted]	[redacted]	
[redacted]	[redacted]	

Item 6. Annex B – Email from the Ellenbrook Area Residents Association (EARA)

Thank you for your email regarding the proposed reinstatement of the basketball hoop at Ellenbrook playground.

This matter was discussed in detail at the EARA committee meeting on **21 May**, and the committee reached a **unanimous decision**: **we do not support reinstating the basketball hoop in its current location** due to ongoing concerns about safety, noise, and antisocial behaviour.

Safety Concerns

Residents previously reported several *near-miss incidents* in which heavy basketballs cleared the fencing and landed extremely close to children using the trampoline directly behind the hoop. The committee felt that this presented an unacceptable risk and that it was only a matter of time before a serious accident occurred.

Noise Impact

The constant sound of bouncing balls, often late into the evening or early in the morning, created a significant noise nuisance for those living closest to the park.

Antisocial Behaviour

The adult-sized hoop attracted groups of young adults, particularly in the evenings. This increased the likelihood of antisocial behaviour in an area intended primarily for younger children and families.

Alternative Options Discussed The committee did explore whether a *relocated and redesigned* basketball facility could be viable. Options considered included:

- **Moving the hoop** to a different part of the playground, further away from the children's play area and nearby homes.
- **Lowering the hoop** to make it suitable for younger children, reducing the likelihood of older groups gathering late at night.
- **Changing the court surface and backboard** to materials that would significantly reduce noise from bouncing.

These ideas remain open for further discussion if the Council wishes to explore them.

Conclusion At this stage, the committee's position is clear: **we do not support reinstating the basketball hoop in its current location**, as the issues previously raised remain valid and unresolved.

We are, however, willing to continue discussions about alternative placements or designs that could meet the needs of the community without recreating the problems experienced before.

Ellenbrook Area Residents Association

AGENDA ITEM 7 (proposed changes submitted to Full Council 17 June 2026)

Committee Membership 2022/23

Mayor: Councillor Nike Fakoya

Deputy Mayor: Councillor Peter Costello

Establishment Sub-Committee: 5 Members

Chair: Cllr. ~~Fakoya~~ Costello **Vice Chair:** Cllr. ~~Costello~~Freeman

Members: Cllrs ~~Freeman,~~ Rowse, ~~and~~ Tunstall, Wise

Finance and Compliance Committee: 5-7 Members

Chair: Cllr. Aicken **Vice Chair:** Cllr. Asare

Members: Cllrs Bonfante, Costello, Upson and Wise

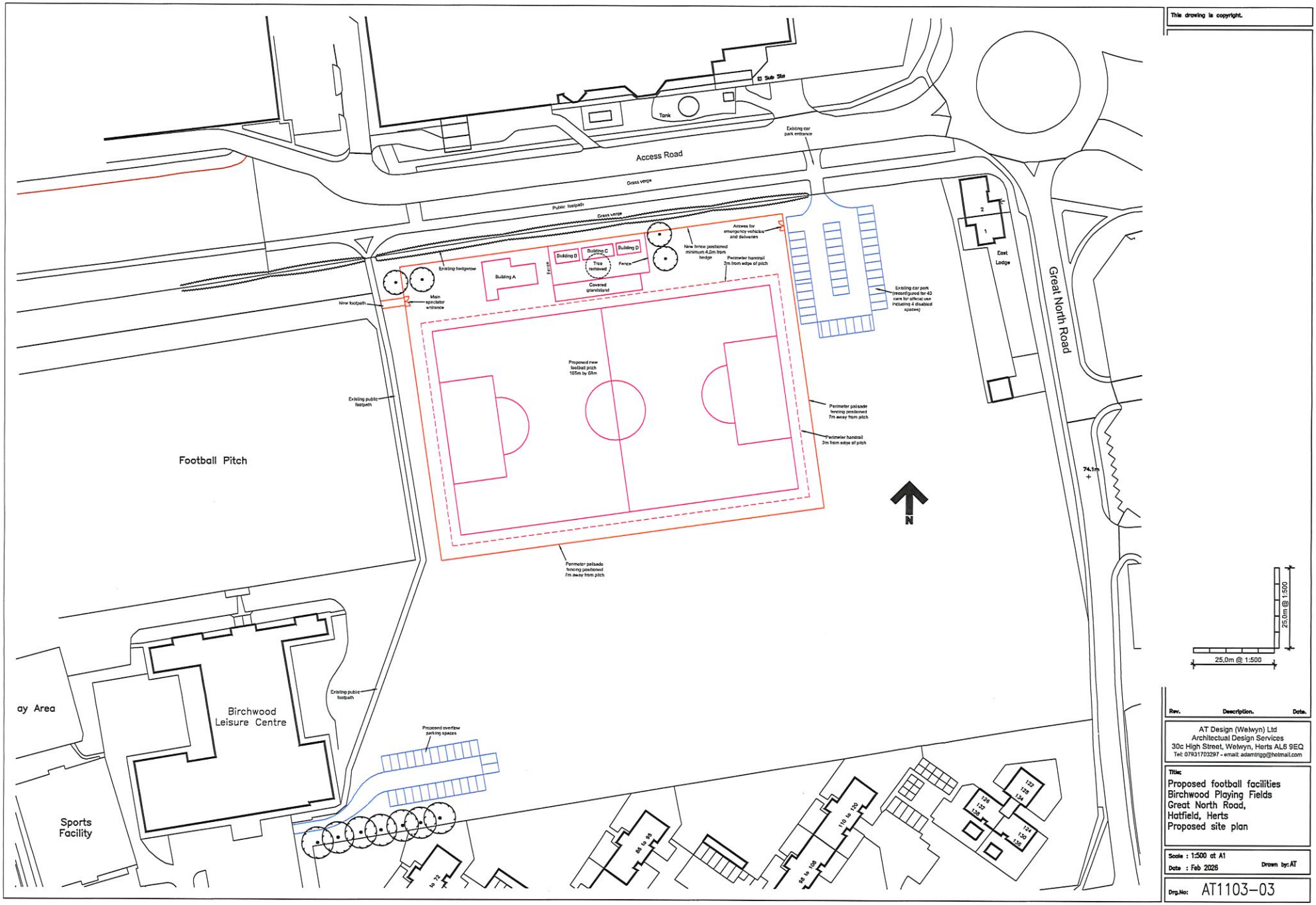
Planning, Environment & Community Committee: 5-7 Members

Chair: Cllr. Watson **Vice Chair:** Cllr. Rowse

Members: Cllrs Crofton, Freeman, Goldwater, Jerobon, Tunstall,

The following Task & Finish Group will continue into 2026/27

- **Football Ground Project** (Members: Cllrs Asare, Fakoya, Freeman, Rowse, Tunstall and Upson)
- **Community Day 2026** (Members: Cllrs Asare (Chair), Freeman and Wise)


This drawing is copyright.
Access Road
Grass verge
Public footpath
Grass verge
Existing car park entrance
Tank
Sub Stn
Great North Road
East Lodge
Existing car park reconfigured for 40 cars for official use including 4 disabled spaces
Access for emergency vehicles and deliveries
New fence positioned minimum 4.0m from hedge
Perimeter handrail 2m from edge of pitch
Existing hedgerow
Building A
Building B
Building C
Building D
Tree removed
Fence
Covered grandstand
Main spectator entrance
New footpath
Existing public footpath
Proposed new football pitch 105m by 68m
Perimeter palisade fencing positioned 7m away from pitch
Perimeter handrail 2m from edge of pitch
Perimeter palisade fencing positioned 7m away from pitch
Football Pitch
74.1m
N
Existing public footpath
Birchwood Leisure Centre
Proposed overflow parking spaces
Sports Facility
ay Area
to 72
84 to 98
110 to 130
84 to 108
25.0m @ 1:500
25.0m @ 1:500
Rev.
Description.
Date.
AT Design (Welwyn) Ltd
Architectual Design Services
30c High Street, Welwyn, Herts AL6 9EQ
Tel: 07931703297 - email: adamtngg@hotmail.com
Title:
Proposed football facilities
Birchwood Playing Fields
Great North Road,
Hatfield, Herts
Proposed site plan
Scale : 1:500 at A1
Date : Feb 2026
Drawn by:AT
Drg.No: AT1103-03

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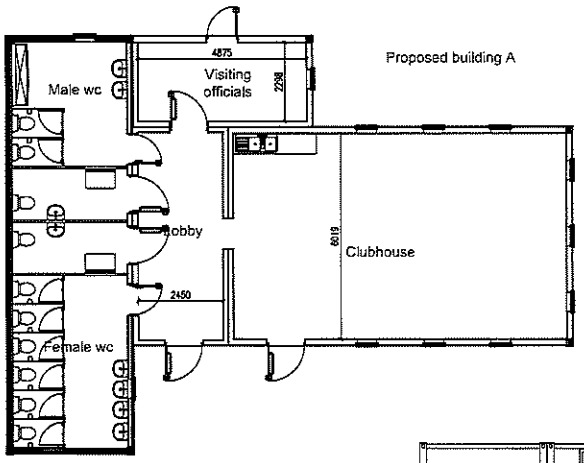
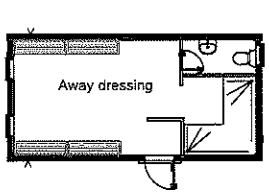


Proposed building A



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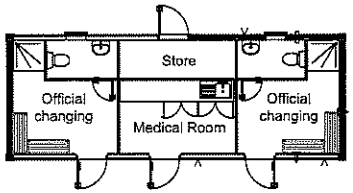
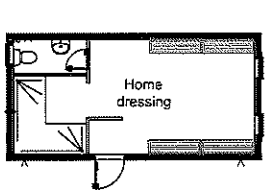
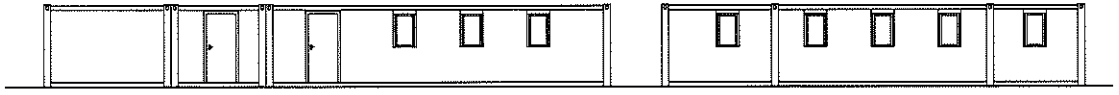


Proposed building C

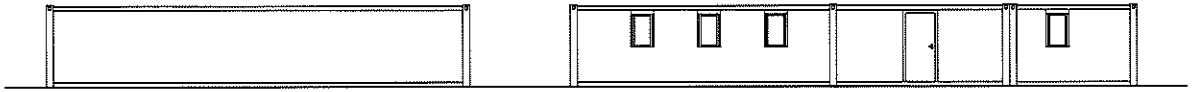


Proposed building D

Building A

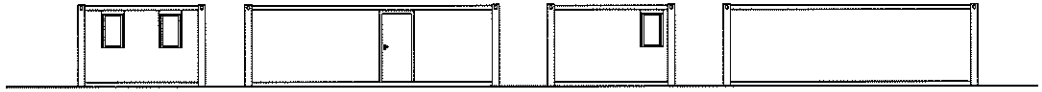


Proposed side elevation — Proposed front elevation



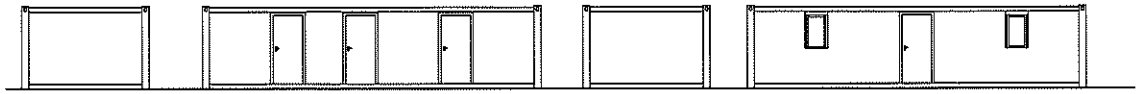
Proposed rear elevation — Proposed side elevation

Building B



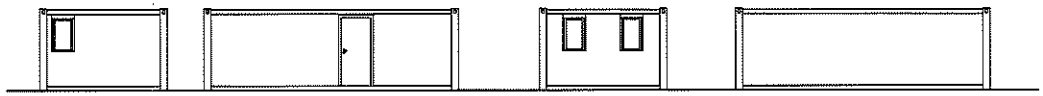
Proposed side elevation — Proposed front elevation — Proposed side elevation — Proposed rear elevation

Building C

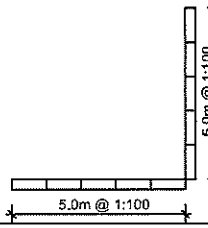


Proposed side elevation — Proposed front elevation — Proposed side elevation — Proposed rear elevation

Building D



Proposed side elevation — Proposed front elevation — Proposed side elevation — Proposed rear elevation



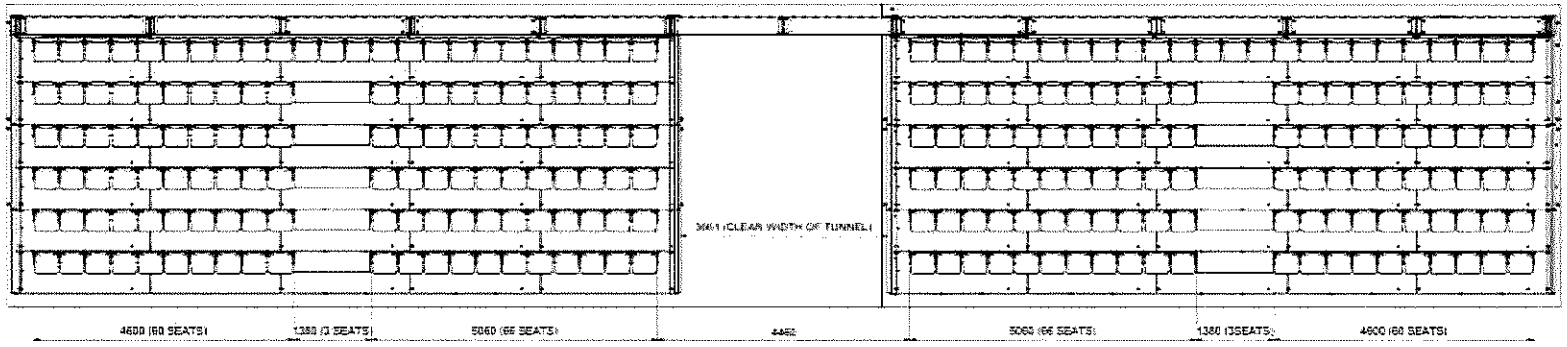
Rev.	Description.	Date.

A.T. Design (Welwyn) Ltd
30c High Street, Welwyn, Herts AL6 9EQ
Tel: 07931703297 - email: adamtrigg@hotmail.com

Title:
Proposed football facilities
Birchwood Playing Fields
Great North Road,
Hatfield, Herts
Proposed plans & elevations

Scale : 1:100 at A2
Date : Feb 2026
Drawn by: AT

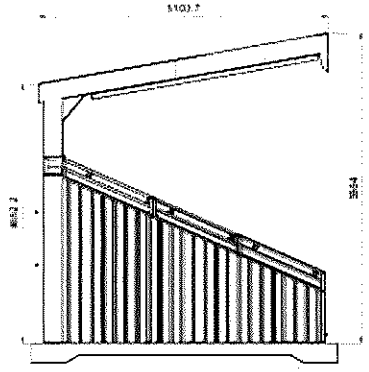
Drg.No: AT1103–04



SECTION C-C (1 : 40)
SEATING PLAN

01

12



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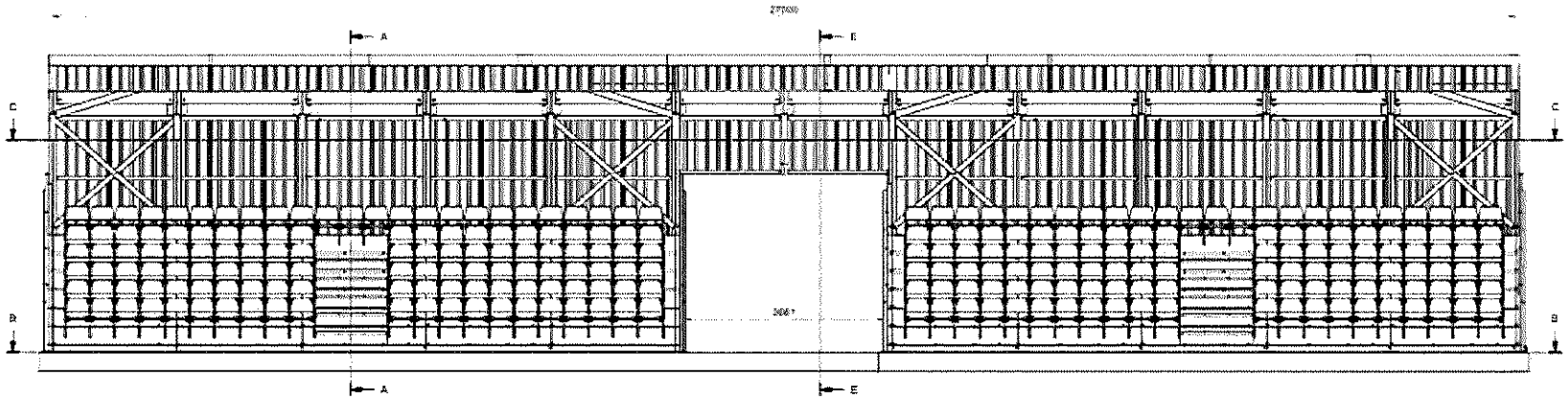

FRONT ELEVATION (1 : 40)

CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	**Wednesday 17 June 2026**
AUTHOR	Jonah Anthony, Town Clerk

FOOTBALL GROUND PROJECT: REQUEST FOR FURTHER PROJECT DEVELOPMENT BUDGET

1 Executive Summary

1.1 In January, Full Council agreed that Officers, in consultation with the Football Ground Task & Finish Group, could spend up to £30,000 of s.106 reserves to fund the development of the football ground project and allow for a full planning application to be made. This money would then be recouped from the grant award once planning approval had been successfully achieved. Since January the Town Council has employed the services of a planning consultant, an architect and, upon advice, a transport consultancy. In addition the Town Council was required to pay the planning authority a pre application fee.

1.2 Given the importance of travel and parking when considering our planning proposal, the Town Council has had to commission a number of transport and parking studies, which would support our Transport Statement, which will form part of our full planning application. Unfortunately this has taken up most of our development budget and this paper seeks Full Council authorisation to extend the agreed s106 reserve expenditure by another £15,000 to ensure there is no obstacle or delay to the Town Council submitting a successful full application over the Summer.

2 Recommendation to Full Council

a) That Full Council authorise Officers, in consultation with the Football Ground Task & Finish Group, to approve further development spending for the Football Ground project of an additional £15,000, to be funded from s106 reserves, in the expectation that this development cost will be recouped when the Football Ground project proceeds, noting the risk of the monies being lost if the project should not proceed.

3 Background and Explanation

3.1 It was always recognised that there would be development costs involved with making a successful planning application for establishing a football ground at Birchwood. The Task and Finish Group negotiated with the Hatfield Community Sports Fund Board and agreed that it would bear the upfront cost of preparing the planning application, which would then be recovered from the grant award once planning approval was given and the project progressed.

3.2 From our initial engagement with the planning consultant, it became clear that the impact of the proposed football ground on traffic flows and parking in the vicinity would be a key issue when considering any planning application. The Town Council therefore took proactive steps to contract a transport consultancy to undertake a number of studies to provide assurances to the Highway Authority and subsequently to local residents, businesses and ultimately the decision makers at the Planning Authority. These studies have cost circa £20,000.

3.3 Whilst the Highways Authority have generously waived their pre-application fee given that this is a community project, the fees for the Planning Authority for both the pre-application and full application will be between £5,000 and £10,000. The Town Council is of course already committed to meeting the fees of both the planning consultant and architect. Given the expected shortfall, summer break, and the potential for further unknown costs to occur, the Task and Finish Group think it prudent to increase the project development budget by a further £15,000 to ensure any costs that does occur between now and the Full Council meeting on 23 September 2026 can be met and the project, and any planning application submission, is not delayed.

4 Impacts

Legal

4.1 There are no specific legal impacts, except the Town Council's obligation to ensure public money is used appropriately and provides value for money. The transport studies have been arranged via our planning consultant, who was appointed following a competitive tender process. The additional transport studies were commissioned following pre-application advice from the Highways Authority and was deemed necessary for a successful planning application. Should the project get the planning go ahead and the costs are recovered from grant funding as expected, it would clearly been seen as providing value for money.

Finance

4.2 S.106 reserves is monies received and put aside for the upkeep of our community assets, mostly parks and playgrounds. They can not be used for business as usual expenditure but can be used to help the Town Council to invest in our assets, manage cash flows and/or provide long term operational improvements. It can also be used to respond to emergencies. Temporary use of s.106 monies to cover the development costs of the football ground project ahead of a planning application is appropriate as there is a very high expectation that the costs would be recovered, and the money is being used to facilitate further investment into our community assets.

Risk

4.3 There of course remains the risk that the football ground project does not proceed and the development expenditure is lost and not recovered from the grant funding. This would be a significant loss to the Town Council and may require it to consider building a capital and emergency reserve to ensure the Town Council can withstand any future operational or financial shock.

CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	17 June 2026
AUTHOR	Cllr Tim Rowse

BIRCHWOOD CAR PARK EXTENSION

1 Executive Summary

1.1 This paper outlines a proposal to undertake scoping work in the current financial year in readiness to extend the Birchwood car park during the 2027/28 financial year.

2 Recommendation

That FULL COUNCIL:

a) **AGREES** that the Head of Estates proceeds to scope options and to obtain estimates to extend the car park at Birchwood with the aim of agreeing an option to proceed with in the 2027/28 financial year.

3 Background and Explanation

3.1 On 14th January 2026, Full Council agreed the budget and precept for 2026/27. The budget included an allocation of £30k/annum be set aside over the next ten years to allow for several capital projects which councillors felt were would require such investment. One of these projects was for a car park extension at the front of the Birchwood Leisure Centre, hopefully adding parking spaces for 25 to 30 cars with an estimated cost of £140k.

3.2 The need to provide permanent additional car parking at Birchwood has been discussed for some years as there is inadequate parking at peak times and this can result in cars parked on the grass with resultant damage when the ground is wet. This is why Full Council agreed that setting aside capital for extending the car park should be a priority.

3.3 To alleviate concerns over parking provision for the proposed new football ground, this project incorporates proposals to provide additional car parking provision next to the ground for players and officials (adjacent to the entrance for the old car boot

sale) as well as additional overflow car parking to the side of the Birchwood Leisure Centre.

3.4 Planning for the new football ground continues and we expect to receive our pre-planning advice by 25th June 2026 and submit our planning application by the end of July 2026.

3.5 The Football Task and Finish Group organised public "drop in" meetings on 20th May and 6th June 2026. Overall, there has been positive feedback, but the concern most raised has been the fear of the potential impact on street parking because of increased car traffic on match days. Whilst these concerns have been alleviated by sharing our proposals for additional parking, it is felt that progressing our plans to provide additional car parking to the front of Birchwood Leisure Centre would provide additional reassurance in support of the planning application. As this is something that we envisaged doing anyway, it is not a case of whether we should do it but rather confirming that we would like to undertake this work in 2027/28 rather than defer it to a later date.

4. **Impacts**

Legal

4.1 The detailed work to expand the car park at Birchwood will need to comply with all legal obligations of Hatfield Town Council. This includes obtaining planning permission if required and complying with public sector obligations under the Procurement Act 2023 and subsequent Procurement Regulations 2024 (which has specific provisions for contracts worth more than £30,000.

Finance

4.2 £140,000 has been identified within our Capital Plan to expand the car park at Birchwood. However specific funding would need to be secured. This could involve a combination of dedicated allocations in the 2027/28 budget (which is agreed in January 2027), utilising the £30,000 per annum capital investment pot introduced as part of the 2026/27 budget, borrow from the s.106 reserves held by the Town Council and seeking external grants (e.g. from Sports England).

Risk

4.3 There is no risk envisaged with proceeding with this project on these timescales. There is a concern that delaying the implementation of this project could risk the earliest possible securing of planning permission for the new football ground.

HATFIELD
TOWN COUNCIL
Hertfordshire

Leisure Centre and Community Halls

Strategy

Contents

Introduction	3
Our Vision	4
Our Portfolio	5
Compliance Framework	8
Operational Tasks & Training	15
Investment Strategy & The Future	16

Introduction

Hatfield Town Council (HTC) was established in 1894 and plays a vital role in supporting the wellbeing, connectivity, and vibrancy of the local community.

The council is made up of 15 elected councillors and a team of officers.

The Council is responsible for the building structure and operation of a leisure centre and three community halls forming a diverse property portfolio that supports leisure, recreation, community activity, and local enterprise.

Across the year our facilities are used by around 30 charitable and community groups, 25 sports clubs, a host of private hirers, and thousands of children who enjoy our soft play and laser tag facilities. The Team try to ensure the whole community has access to our facilities and avoid one organisation or group dominating a facility to the exclusion of others.

It is the Council's duty to balance the competing needs and challenges of managing the halls in the current conditions, serving existing diverse users; whilst operating within the financial and legal constraints almost all parish and town council find themselves in; and having an eye on evolving community needs.

Our Vision

Our vision is to ensure that all Council-owned leisure and community properties are:

FIT FOR PURPOSE
This means continuing to serve existing users and be responsive to the evolving needs of our community

SUSTAINABLE
Ensuring that the assets are practical to operate, financially viable and minimises their impact on the environment

WELL MAINTAINED
With a proactive maintenance programme and robust system ensure they remain compliant with relevant regulations and building codes, now and in the future.

This will be achieved through a proactive, forward-looking strategy that anticipates both short- and long-term demands, supports community wellbeing, and ensures long-term value for residents. While minimizing risk to HTC and its assets.

It is critical that these assets have detailed investment plans, in order to ensure that any future deterioration of buildings is met with sufficient funds. This is particularly pertinent to the leisure centre.

Our Portfolio

Birchwood Leisure Centre & Scout Hut

Built in 1991, Birchwood Leisure Centre is approximately 2500m² and the scout hut is 250m². The leisure centre provides affordable and inclusive leisure services for the whole community, offering a wide range of activities including:

- Strength Boutique gym
- Indoor and outdoor sports hire
- Hatfield Kids FunZone and family activities
- Two meeting rooms (Sportman Room and Club Room)
- Coffee Zone
- Wellfield Trust Offices

The site is also at the heart of the Council's governance and leadership activity.

There is free parking, wheelchair access and accessible toilets.
For more information please see: www.hatfield-herts.gov.uk

Community Halls

The Council's community halls provide **bespoke, flexible spaces across the town**, suitable for meetings, classes, community events, private hire, and commercial use. Whatever the occasion, HTC aims to offer value for money, accessible, local venues that meet the needs of residents, businesses, and community groups.

For venue and booking information, visit www.birchwoodleisure.co.uk

Roe Hill Hall

Built in 1981, Roe Hill Hall is approximately 750m². It is located in the heart of Hatfield and offers a community venue for all occasions.

The hall features wheelchair accessibility, car parking, and holds an alcohol licence.

The hall also offers sports facilities for football and rugby. It currently hosts the Roe Hill COmmunity Hub.

Howe Dell Hall

Built in 2007, Howe Dell community hall is 245m² and holds 21st century eco-friendly status.

This venue is in the heart of Salisbury village, within Hatfield and offers a small meeting room, large hall and kitchen - all perfect for events, classes and community gatherings. The hall also has a small private garden. It is wheelchair accessible.

Lemsford Hall

Built in the early 1970's, Lemsford Hall is a community venue of approximately 375m², situated in the picturesque village of Lemsford, Hertfordshire.

The hall provides a versatile setting suitable for a wide range of occasions, including community events, private celebrations, meetings, and special functions. It benefits from wheelchair accessibility and ample on-site car parking, ensuring convenience for all guests.

Lemsford Hall also holds an alcohol licence, making it ideal for parties and licensed events. In addition, the venue offers sport facilities, including football, further enhancing its appeal as a multi-purpose community space.

Newgate Street Village Hall

(currently under management committee)

Built in the 1960's, Newgate Street Village Hall is 440m², located in the small village of Newgate, near Cuffley.

The hall has a kitchen, main hall and stage. It also offers wheelchair accessibility.

Bookings for Newgate Street VIllage Hall are managed by a dedicated team. More info can be found at www.newgatestreet.org.

Compliance Framework

Hatfield Town Council is committed to maintaining the highest possible standards of statutory and regulatory compliance across all leisure and community facilities.

Compliance with the relevant legislative and regulatory requirements is ensured through structured management systems and is carried out by qualified and competent personnel. In support of this, the Council maintains an Approved Contractor List to ensure that all external works, maintenance, and specialist services are delivered by suitably competent, qualified, and appropriately insured providers, in line with required standards of safety, quality, and governance.

The Control of Asbestos Regulations 2012

Surveys – Under the Control of Asbestos Regulations 2012 in the UK, HTC must **manage asbestos-containing materials (ACMs)** to minimise risk of anyone being exposed. HTC have had a management survey carried out, to identify any ACMs present in our facilities. This is conducted by a competent and qualified person.

Asbestos Management plans (AMP)

An AMP is a document created after an asbestos management survey. It explains how the asbestos identified will be managed safely.

Asbestos Register

A register is then formed, which is a summary of any ACM's found during the survey. This is given to contractors before any works commence.

Water management and Legionella control

- Health & safety at work act
- COSHH (Control of Substances Hazardous to Health)

Legionella Risk Assessment (LRA)
Working to HSE Approved Code Of Practice (ACOP) L8

Written scheme completed

Water sampling based on the LRA by a water management contractor

In-House Legionella Control Management & Record Keeping

Following completion of the Legionella Risk Assessment (LRA), a written scheme of control is implemented to manage and reduce the risk of Legionnaires' disease.

Competent personnel (HTC staff) are appointed and trained to carry out routine monitoring and control tasks in line with the written scheme.

Gas Safety Regulations 1998

Gas Safety Certification

An **annual gas safety inspection and certification** is carried out in accordance with statutory requirements to ensure the safe operation of all gas appliances and systems.

All inspections are conducted by a **competent engineer registered with the Gas Safe Register,** in line with current legislation and best practice.

Electricity at Work Regulations 1989

Electrical Safety Certification

In accordance with the **Electricity at Work Regulations 1989**, periodic inspection and testing of electrical installations is undertaken to ensure systems remain safe and compliant.

An **Electrical Installation Condition Report (EICR)** is carried out **every 5 years**, or more frequently if specified by risk assessment or property use.

NICEIC APPROVED CONTRACTOR

Portable Appliance Testing (PAT) is the process of checking electrical appliances for safety through visual inspections and, where necessary, electrical tests, commonly in workplaces, rentals, and public spaces.

Fire Safety
Under the Fire Safety Order (FSO) 2005

Fire Risk Assessments (FRA)

A fire risk assessment is a mandatory, systematic evaluation of a building to identify fire hazards, assess risks, and implement safety measures.

Fire alarm Servicing

Annually, at least 2 visits per year

Emergency Light Certification

Annual tests are conducted by a qualified electrician

Emergency Light Testing

Monthly tests, carried out in house by HTC staff.

Fire extinguisher servicing

Annual Service: A competent, certified technician must perform a basic, comprehensive inspection, maintenance, and logbook update

In addition to the areas outlined above, Hatfield Town Council ensures compliance with a range of other statutory and regulatory requirements to maintain safe, efficient, and legally compliant operations. These include:

Maintaining both **Public Liability Insurance** and **Employers' Liability Insurance.** These policies provide financial protection against claims from third parties, employees and support the Council's legal compliance framework.

Energy and Performance Certification. In line with statutory requirements and good practice, Hatfield Town Council ensures that its buildings are assessed and certified for energy performance.

A **Display Energy Certificate (DEC)** shows the **actual energy usage** of a public building and must be displayed prominently.

Hatfield Town Council ensures that all food-related activities are carried out in accordance with the **Food Safety Act 1990**, which governs the preparation, handling, and sale of food to ensure it is safe for consumption.

Where applicable, Hatfield Town Council ensures that all premises and events involving the sale or supply of alcohol are operated in full compliance with the **Licensing Act 2003**.

The Council operates in accordance with the **Equality Act 2010**, which requires public bodies and service providers to make reasonable adjustments for persons with disabilities.

HTC actively encourages and promotes inclusive use of our facilities.

Operational Tasks & Training

HTC uses officers to perform daily/weekly/monthly tasks. These tasks are carried out to help contribute to compliance, but are also a major factor in how we run as a local authority. Outlined below is a non-exhaustive list of operations and training required:

Fire Safety Audits

Carried out at our halls weekly

- Fire door training
- Fire Extinguisher training
- Fire Marshal
- Basic Fire Safety Awareness
- Fire alarm tests

Emergency Lights

Tested monthly

- Electrical Safety

Water Management

In-House Legionella Control Management & Record Keeping

- Basic Legionella Management
- COSHH

Ladder Safety Checks

Checked monthly

- Working at height training
- Ladder Safety

Further Training

- Slips, trips & falls
- Food safety
- Assessing Display Screen Equipment
- Risk Assessment
- Provision & Use of work equipment Regulations (PUWER)
- Noise Awareness
- Asbestos Awareness
- Working Safely
- Abrasive wheels
- Manual Handling
- Induction training
- SOPS – Protocols and procedures
- Anti-terrorist training
- Lone working
- Environmental awareness
- Workplace Health & Safety
- Personal Protective Equipment
- Hand Arm Vibration Syndrome

Investment Strategy and The Future

Each year, we will implement an Action Plan based on compliance requirements and condition survey reports, ensuring a structured and prioritised approach to investment.

Guided by our compliance framework (Section 4), alongside external structural reviews of our buildings and feedback from customers and staff, we will apply targeted investment in the following areas:

Maintenance and Asset Management

- Planned Preventative Maintenance (PPM)
- Lifecycle asset management planning
- Condition surveys to inform investment priorities

Property Improvements

- Modernisation of facilities to meet legislative requirements & user expectations
- Upgraded fixtures, fittings, and finishes where appropriate

Sustainability & Energy Efficiency

- Investment in energy-efficient technologies
- LED lighting upgrades
- Solar panel installations where feasible
- Reduction of carbon footprint and operating costs

Unique Ideas

Where possible, in developing and implementing this strategy, we will explore unique and innovative approaches to enhance the use, appeal and community value of our halls, to create improved customer experience.

Capital Projects

Feedback from users and staff

Delivery Models

Use of in-house teams where appropriate and approved contractors, following a procurement process.

Funding

- Capital investment through Council precept
- Exploit external funding and grant opportunities where possible.

Venues at a Glance

Roe Hill Hall

Briars Lane
Hatfield
Hertfordshire
AL10 8EY

Maximum Attendance:
Standing: 150
Seated: 80

Lemsford Village Hall

Brocket Road
Lemsford
Hertfordshire
AL8 7TT

Maximum Attendance:
Standing: 120
Seated: 70

Howe Dell Community Hall

The Runway
Hatfield
Hertfordshire
AL10 9AH

Maximum Attendance:
Standing: 60
Seated: 50

Newgate Street Village Hall

Newgate Street
Nr. Hertford
Hertfordshire
SG13 8RP

Maximum Attendance:
Standing: 100
Seated: 70

Birchwood Leisure Centre

Longmead
Hatfield
Hertfordshire
AL10 0AN

Meeting Rooms Maximum Attendance (seated):
Sportsman Room: 40
Club Room: 10

CLASSIFICATION: PUBLIC
DISTRIBUTION: FULL COUNCIL

DATE OF MEETING **17 June 2026**
AUTHOR Jonah Anthony, Town Clerk

HATFIELD MAYOR'S COMMUNITY GRANT

1 Executive Summary

1.1 This proposal seeks to reintroduce a general grant scheme with the purpose to support local residents making a contribution to the parish of Hatfield.

1.2 It is proposed that the grants awarded be between £50 - £500, but that there is sufficient flexibility to award larger grants if Town Councillors believe that there is merit in doing so.

2 Recommendation

2.1 That Full Council **AGREE**:

a) To establish a Hatfield Town Mayor Community Grant for 2026/27 with a maximum expenditure of £10,000, to be funded form the Community Engagement and Events budget line.

b) That authority be delegated to the Planning, Environment and Community Committee to consider applications and make awards at their four scheduled meetings in 2026/27, with the deadline to submit applications being at least one week before the scheduled meeting.

c) That Officers be given delegated powers to amend the proposed Grant Application Policy Conditions (Annex A) and Application Form (Annex B) in consultation with members of the Planning, Environment and Community Committee as may be required.

3 Background and Explanation

3.1 Before the Covid-19 Pandemic Hatfield Town Council had a small grant scheme which local groups and individuals could apply to for support. In 2022 and 2025 grant schemes were established to allow local groups to mark, first the late

Queen's Platinum Jubilee. and then the 80th Anniversary of World War II, with street parties and events.

3.2 A number of conditions were attached to the grant awards to help ensure money was being used for appropriate costs, and the requirement to provide a write up and photos acted as an auditing mechanism without creating too great an administrative burden on organisers. Concerns were raised about one of the street parties that was organised in 2022, with suspicions that the grant provided was not put to best use. However the overall risks of the scheme was considered to have been manged proportionately and the faith the town council put into community groups was on the whole justified.

3.3 It is proposed that we utilise the Grant Application – Policy Conditions which were used for the general grants in 2018, which have been updated (Annex A) and a brand new application form (Annex B). Whilst the criteria is deliberately flexible as to avoid excluding ideas and innovative which may be difficult to categorise, the application form does ask the applicant to state whether the project/event:

- Benefits the residents of the parish of Hatfield
- Enhances the profile and/or reputation of the parish of Hatfield
- Assists local organisations to develop and achieve their aims and objectives that benefit the whole or part of the community of Hatfield
- Supports community and voluntary groups in the town who provide community activities for residents of the parish of Hatfield

3.4 These criteria can be amended and enhanced during the year to respond to feedback and/or concerns.

4 Impacts

Legal

4.1 The Town Council is able to provide community grants to projects in the area, and has done so in the past, utilising its ability under the General Power of Competence (GPoC). However the Town Council must assure itself that it is good use of public funds, provides value for money and benefits the parish of Hatfield.

Finance

4.2 It is proposed that the grant would be funded from the 2026/27 Community Engagement and Events budget, with up to £10,000 made available. The scheme would invite grant applications of between £50- £500 but make clear that grant applications will be assessed on a case by case basis. Should councillors wish to

continue the grant scheme in future years, it could allocate specific funds when developing the 2027/28 budget in the autumn and confirming the allocation when signing off next year's budget in January 2028. At the Full Council meeting in November 2025, Members committed to introducing a grant scheme to support and nurture the development of women's football in Hatfield, with £3,200 set aside from future budget lines to be used to provide a grant for pitch hires.

Risk

4.3 There will be a need to manage potential fraud risks against a desire not to create a bureaucratic burden on community organisers. This was shown to be well managed through the use of the application forms, signed declarations and requirement to provide a post event report and photography.

HATFIELD TOWN COUNCIL
GRANT APPLICATION – POLICY CONDITIONS

1. All applicants for a grant must be from or concern individuals resident in the Parish or from clubs, societies or organisations with a majority of members or recipients resident in the Parish of Hatfield. Records of membership, with addresses, must be available for inspection by the Council if requested.

2. Normally only one application per year per club, society, organisation or individual will be considered.

3. Clubs, societies and organisations must submit constitutions, rules or other governing documents, names of officers and annual accounts.

4. General applications for National Bodies would not normally be considered.

5. Applications will be considered from newly constituted Community Groups and assistance may be made available in reduced costs of Council facilities and/or in financial support, for the Groups to become established. Such reduced or free use of facilities will be limited to a specific time period (not more than the length of a financial year) and will be reviewed.

6. Applications from individuals can only be considered if the activity for which grant is requested is of national or international significance and the applicant of international potential. In such cases any grant made will be paid through the appropriate club, society or organisation.

7. Applications may be considered in exceptional circumstances for use bursaries for in-school educational trips.

8. Applications must be made on the prescribed form.

9. No grant will be considered for private, commercial or closed clubs, societies or organisations. No grant will be considered for party political purposes (either directly or indirectly).

10. All sources of funding must be declared at the time of application.

11. The applicant must declare the full purpose of the grant and the benefits derived from the funding.

12. Invoices or documentation must be supplied as evidence of the expenditure of the grant for the purpose for which it was awarded.

13. There shall be no change to the intended use of the grant without the express written authority of the Council.

14. Failure to achieve the specified purpose of the grant, or unauthorised variation, shall require the recipient to return the entire grant funding to the Town Council.

15. Upon request recipients of grant funding shall inform the Council of the benefits or achievements accomplished as a result of the award.

16. The recipient shall acknowledge Hatfield Town Council as funders on all correspondence for 12 months and display the Town Council's logo, provided by the Council, on any item purchased in recognition of the grant funding from the Town Council. The recipient shall provide Hatfield Town Council with an impact report within 3 months of the grant award (extension permitted with agreement), detailing how the grant was utilised, with relevant permissions to share the report publicly

17. Where funding is given for an event the organiser must indemnify the Town Council against any claim from any party as a result of any incident or accident associated with said event. Where funding is awarded for any other purpose the Town Council cannot be held responsible or liable in any capacity.

18. The Town Council makes grants to voluntary, cultural, charitable and sporting activities for the benefit of the local community. The Town Council will take account of the objects of the association and the degree of benefit arising from the grant in assessing its priorities.

19. Grants will normally only be made to non-profit organisations supported by unpaid volunteers.

20. Failure to adhere to these policy conditions may result in any grant award being forfeited and repayable to Hatfield Town Council

Any questions regarding your application can be made by emailing the Town Council Officers on Hatfield at civic@hatfield-herts.gov.uk

HATFIELD TOWN COUNCIL
Hertfordshire

Hatfield Town Mayor Community Grants Application Form

Please ensure this form is filled in completely and ensure you have read the Grants Application Policy Conditions. For deadlines, please see the Town Council website.

To start a new line in a text box, press SHIFT and ENTER together.

Privacy: Your name, position, email address and address will be disclosed to the committee when considering the application. Other information on this form may be made publicly available via the Town Council website for transparency.

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1. CONTACT INFORMATION

NAME	Click here to enter text.
POSITION IN ORGANISATION	Click here to enter text.
E-MAIL ADDRESS	Click here to enter text.
ADDRESS	Click here to enter text.

APPLICANT TYPE Community/Volunteer Organisation ☐ Registered Organisation/ Charity ☐

Individual ☐

2. ABOUT YOUR ORGANISATION (do not fill in this section if applicant type is an individual)

NAME OF ORGANISATION	Click here to enter text.

DO YOU HAVE A CONSTITUTION OR GOVERNING DOCUMENT? Yes ☐ No ☐

WHAT ARE THE AIMS AND OBJECTIVES OF YOUR ORGANISATION? (If an individual, put N/A).

Click here to enter text.

PLEASE PROVIDE DETAILS OF YOUR ORGANISATION'S MEMBERSHIP

This should include the geographical area your members are drawn from, membership numbers etc.

Click here to enter text.

HOW IS YOUR ORGANISATION MANAGED?

Click here to enter text.

HOW MANY PEOPLE ARE INVOLVED IN YOUR ORGANISATION?

TRUSTEES / COMMITTEE MEMBERS	Click here to enter text.
STAFF	Click here to enter text.

3. ABOUT YOUR PROJECT

TOTAL PROJECT COST	**£** Click here to enter text.
CONTRIBUTION FROM OTHER SOURCES	**£** Click here to enter text.
TOTAL REQUESTED FROM TOWN COUNCIL	**£** Click here to enter text.

PLEASE DETAIL THE CONTRIBUTIONS FROM OTHER SOURCES

This would include grants from other bodies, use of own funds etc

Click here to enter text.

PLEASE DETAIL ANY NON-FINANCIAL 'IN KIND' SUPPORT YOU HAVE FOR YOUR PROJECT

This would include time given by volunteers, donations of goods/services etc

Click here to enter text.

DOES THIS PROJECT INVOLVE COLLABORATION WITH OTHER ORGANISATIONS? PLEASE DETAIL THEIR INVOLVEMENT

Click here to enter text.

PLEASE EXPLAIN THE PROJECT

This should explain the objectives of the project and benefits to the Royston community

Click here to enter text.

WHICH OUTCOMES DO YOU BELIEVE YOUR PROJECT MEETS?

Benefits the residents of the parish of Hatfield	
Enhances the profile and/or reputation of the parish of Hatfield	
Assists local organisations to develop and achieve their aims and objectives that benefit the whole or part of the community of Hatfield	
Supports community and voluntary groups in the town who provide community activities for residents of the parish of Hatfield	

PLEASE SET OUT HOW YOU BELIEVE YOUR PROJECT MEETS THE OUTCOMES

Click here to enter text.

HOW WILL THE GRANT BE SPENT?

Please be as detailed as possible. The sum of the items should match the amount requested from the Town Council. For any expenditure on the purchase of goods over £500 you must demonstrate that best value has been sought by submitting 2 quotations.

Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.

IF THE COUNCIL IS UNABLE TO FUND YOUR PROJECT WHAT WOULD THE IMPACT BE?

Click here to enter text.

ADDITIONAL INFORMATION

Please provide any information relating to your project that you believe the Town Council should be aware of. Please also provide an explanation of any expenditure that you feel is not self-explanatory. Please also provide an explanation of any expenditure that is for consultancy.

Click here to enter text.

DECLARATION

By making this application and agreeing to accept grant funding from Hatfield Town Council, you are agreeing to adhere to the Hatfield Town Council Grant Application Policy Conditions and to pay back any grant funding awarded should the Town Council deem that the policy conditions have not been followed and/or the information provided in the grant application is false or no longer applicable.

Signed **Date**