HATFIELD TOWN COUNCIL
Hertfordshire

Minutes of the Planning, Environment and Community Committee Meeting held at 7pm on Wednesday 8th July 2026 in the Sportsman Meeting Room, Birchwood Leisure Centre, Longmead, Hatfield.

PRESENT	Councillor Cathy Watson	Chair
	Councillor Tim Rowse	Vice-Chair
	Councillor Simon Freeman	
	Councillor Daisy Jerobon	
	Councillor Stan Tunstall	
ALSO PRESENT	Councillor Mick Wise	
OFFICERS	Jane Anderson	Civic Manager
	Alastair Ogilvie	Head of Estates

1 **APOLOGIES**

Apologises were received from Councillors Simon Freeman & Helena Goldwater.

2 **DECLARATION OF INTERESTS BY MEMBERS**

There were no declarations of interest regarding an item on the agenda, but it was noted that Cllr C Watson was also a member of Welwyn Hatfield Borough Council.

3 **MINUTES**

Members unanimously approved the minutes of the Planning, Environment and Community Committee on Wednesday 11th February 2026 as a correct record.

4 **PLANNING APPLICATIONS**

There were none.

Initials _____

5 **PUBLIC ARTS PROJECT TASK & FINISH GROUP**

The Civic Manager gave an update on past projects and covered suggestions for new projects. It was agreed that officers would set a date for a meeting of the Art Project Task & Finish group within the next two weeks , if possible.

6 **HATFIELD TRADITIONAL PARISH/VILLAGE TYPE SIGN**

Councillor Freeman gave a presentation outlining the history and significance of traditional parish signs, explaining their role in acknowledging local heritage, identity, and community pride. He provided examples of traditional parish and village signs from a number of surrounding parishes and villages.

Members asked a number of questions regarding the potential design process, possible locations, indicative costs, and the practicalities of installing and maintaining a traditional parish sign in Hatfield. A discussion followed, during which members considered the potential benefits of introducing a sign that would enhance the town's identity while reflecting its heritage.

Following the discussion, it was:

RESOLVED: That Cllr Freeman would source prices and information for the proposal of a traditional Hatfield parish/village-style sign. Which would go to the Full Council on 23rd September 2026 for further consideration and a formal vote if required.

7 **HATFIELD FILM UPDATE**

The Civic Manager gave Members a brief recap of the original film project and explained how the £1000 grant had been used to visit Zierikzee. During the visit, the crew met with local residents to discuss the history and legacy of the original film, as well as the longstanding links between Hatfield and Zierikzee. A series of interviews were conducted, capturing local perspectives and recollections to form part of a new documentary focusing on Hatfield.

Members were informed that editing was now underway, with the production team aiming to complete the film in time for a premiere in late August or early September 2026. Details of the premiere, including the date and venue, were still being finalised.

RESOLVED: That the Civic Manager provide Councillors with a further update once the date, time and venue for the film premiere had been confirm

Cllr Rowse and Cllr Tunstall left the room for a comfort break, returning before the next item

8 LITTER PICKING & VOLUNTEERING

The Civic Manager reminded Members of the community litter pick that had taken place earlier in the year as part of the Great British Spring Clean campaign. The event had been attended by Town Council staff and Councillors and had received mixed feedback from participants and members of the local community.

Members discussed the proposal, highlighting a number of potential benefits, including increased community engagement, and the opportunity to work in partnership with local organisations and volunteers.

Concerns were also raised regarding areas of responsibility, with members noting that Hatfield Town Council should be cautious about undertaking litter picking on sites that are the responsibility of Welwyn Hatfield Borough Council. It was considered important to maintain a clear distinction between the responsibilities of the two authorities and to avoid creating the expectation that Hatfield Town Council would carry out services that fall within the Borough Council's remit.

Also concerns was raised that residents would start to rely/ expect Hatfield Town Council to clear up.

RESOLVED: Adding regular litter picks to the Civic calendar was decided against.
It was agreed that the Head of Estates would contact Biffa**,** the Town Council's waste management contractor, to discuss opportunities for supporting future community environmental initiatives, including organised community events.

Hatfield Town Council will continue to support nation litter campaigns.

9 EXCLUSION OF THE PRESS AND THE PUBLIC

The Council unanimously RESOLVED to exclude the Press and Public from the meeting for the following agenda item as their presence would be prejudicial to the public interest by reason of the confidential nature or debate of the business to be transacted – Public Bodies (Admissions to Meetings Act) 1960.

10 THE TOWN GUIDE

In 2024 Hatfield Town Council brought back the Town Guide, which had not been produced since 2016. The idea was to create an informative guide to Hatfield, listing useful numbers and local businesses. This has been in response to Members wishing to reach out and promote Hatfield businesses and promote the Town Council’s facilities.

In the past Hatfield Town Council had employed an independent company who sourced sponsorships to pay for the creation and distribution of the guide. However this option was not available in 2024, and so the guide was produced in-house (mainly by the Communications Manager) and a distribution company contracted to deliver the guide to Hatfield addresses. The cost of producing and distributing the guide is circa £5,000 with only a handful of sponsorship obtained to offset cost. However a significant non financial cost of this process is the time the Communication Manager is required to dedicate to the project.

However, the Communication Manager has been approached by a company (*Your Community News*) offering to produce and distribute a guide at no cost to the council. Using a simple design template, the guide is funded by advertisements from businesses in and around Hatfield, can be published bi-annually, and the council can be as involved as it desires regarding editorial content

That the Committee considered the following options and **DIRECT** officers to either action one of the option or an alternative as agreed:

a) Hatfield Town Council continue with the current format and process and produce a 2027 guide , at a cost of circa £5000.00.

b) That Hatfield Town Council use a private company to produce and delivery the Town Guide at no financial cost to the Town Council.

c) That Hatfield Town Council stop producing the Town Guide and reallocate the £5000.00 from the Community Engagement and Events budget line.

Following discussion It was unanimously agreed that option A was the choice for Hatfield Town Council for 2027.

Option A was proposed by Cllr Rowse and seconded by Cllr Tunstall .

RESOLVED: Marketing and Communications Officer, Lee Towson be instructed to continue with a Town Guide in 2027, currently published annually.

With a view of exploring ways of developing new revenue opportunities via advertisement and/or sponsorship, working in partnership with Cllr Daisy Jerobon..

Councillors had requested the breakdown of production and disruption of the last Town Guide, officers to source this information and circulate.

CLOSED 20.21