12th November 2026

Dear Councillor

This is to inform you that the Meeting of the Council will be held at The Sportsman, Birchwood Leisure Centre, Longmead, Hatfield AL10 0AN at 7p.m. on Wednesday 18th November 2026, to which you are summoned, for the transaction of the following business.

Yours sincerely,

T Cowan
Chief Executive and Town Clerk

AGENDA

No.	Agenda Item	Estimated timings (minutes)
1.	APOLOGIES To receive apologies for absences if any	1
2.	DECLARATIONS OF INTERESTS BY MEMBERS To note declarations of Members' personal interests or personal and prejudicial interests in respect of items on this Agenda	2
3.	ANNOUNCEMENTS To receive updates from the Mayor and Town Clerk as appropriate	7
4.	MINUTES AND PUBLIC QUESTION LOG a) To approve as a correct record the Minutes of the Full Council meeting held on 23 September 2026. b) To approve as a correct record the confidential Minutes of the Extraordinary Full Council meeting held on 8 October 2026. c) To review the Public Questions Log *(new item)	5
5.	QUESTION TIME This fifteen minutes of the Meeting will be given over to questions from members of the public on issues relating to the work of the Council and not covered by items on the agenda.	15

6.	UPDATES AND RECOMMENDATION FROM COMMITTEES, TASK AND FINISH GROUPS AND EXTERNAL BODIES To receive updates on actions arising from the Full Council meeting held on 23 September 2026, including: a) Howe Dell Hall heating arrangements (verbal) b) Hatfield Village Sign (verbal) c) Birchwood Car Park Extension (postponed to next meeting) d) Ellenbrook basketball hoop (postponed to next meeting) e) Finance and Compliance Committee Recommendation	5
7.	FOOTBALL STAND PROJECT UPDATE To receive an update from Councillor Rowse on the football stand project, community engagement and progress towards submission of the planning application.	25
8.	COMMUNITY DAY 2027 To receive an update from Councillor Asare and consider the developing proposals, expenditure information and budget requirements for Community Day 2027.	5
9.	NEW COUNCILLOR CAMPAIGN To receive a report from the Chief Executive and Town Clerk and agree the Council's approach to promoting the councillor vacancy and encouraging applications from across the community.	5
10.	CIVIC RESPONSIBILITY To consider the purchase and use of civic robes for the Mayor and agree the preferred approach and budget.	5
11.	EXCLUSION OF THE PRESS AND THE PUBLIC RECOMMENDED that the press and public be excluded for the following items 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.	2
12.	CONFIDENTIAL MATTER To receive and note a confidential update.	10
13.	2027/28 BUDGET To consider the developing draft budget for 2027/28, including Council priorities, reserves, income generation and any further information required before formal approval.	25
14.	DATE OF NEXT MEETING To note the next scheduled meeting of the Full Council is 6th January 2027.	3
	Estimated end time	20.55

Distribution: All Councillors

HATFIELD TOWN COUNCIL
HERTFORDSHIRE

Minutes of the Full Council Meeting held on Wednesday 23rd September 2026 at 7pm in the Sportsman Meeting Room, Birchwood Leisure Centre, Longmead, Hatfield.

PRESENT: Councillor Nike Fakoya (Chair)
Councillor Peter Costello (Vice Chair)

Councillor Gareth Aicken
Councillor Shirley Asare
Councillor Sandreni Bonfante
Councillor Eames-Petersen
Councillor Cathy Watson
Councillor Nigel Upson (from 7.26pm)
Councillor Stan Tunstall (from 7.27pm)
Councillor Simon Freeman
Councillor Mick Wise
Councillor Tim Rowse
Councillor Helena Goldwater
Councillor Daisy Jerobon

OFFICERS: Tracy Cowan (Chief Executive & Town Clerk)
Sam Frake (Managing Director and Responsible Finance Officer
Jane Anderson (Civic Manager)
Alastair Ogilvie (Head of Estates)
Sam Frake (MD)

24. APOLOGIES

Apologies were received from **Cllr Crofton**.

25. DECLARATIONS OF INTERESTS BY MEMBERS

Members noted the Declarations made by **Cllrs Bonfante**, **Asare** and **Watson** as Members of Welwyn Hatfield Borough Council.

26. ANNOUNCEMENTS

The **Mayor** welcomed everyone to the meeting and introduced Tracy Cowan as the new Chief Executive and Town Clerk. She then invited the **Deputy Mayor Cllr Costello** to give an update on any events or meetings he had attended. **Cllr Costello** spoke about his visit to the Green Lanes Allotment Open day. The **Mayor** updated about her visits to St Phillip Howard School Summer Fete and St Ethelreda Church.

The **Mayor** then invited the new Town Clerk to speak. The Town Clerk gave a short speech about her priorities and the warm welcome she had received from all.

27. MINUTES

The Minutes of the 17th June 2026 were unanimously approved by all attendees from the last meeting. Abstentions from **Cllr Rowse** and **Cllr Goldwater** as they did not attend the previous meeting.

28. QUESTION TIME

A Member of the Public (MoP) requested an update on the Leisure and Community Hall Strategic Plan. The MoP was advised that the Strategy had been approved at the previous Full Council meeting. **Cllr Eames Peterson** commented that the public had not seen the strategy and asked what it contained. The Mayor referred to Section 21 of the previous meeting minutes. The MoP was also advised that the strategy was now on the website for public viewing.

The MoP also asked for an update regarding the heating issues at Howe Dell Hall. The Chief Executive advised that the matter remains under consideration and that no further update could be provided at this time. It was agreed that the Chief Executive would write to the Member of the Public following the meeting.

29. UPDATES AND RECOMMENDATION FROM COMMITTEES, TASK AND FINISH GROUPS AND EXTERNAL BODIES

a) COMMUNITY DAY – 20TH JUNE 2026 REVIEW

Members received an update from **Cllr Asare** on the Community Day held on 20 June 2026.

It was reported that the approved budget for the event was £27,000, with total expenditure of £25,313.

Cllr Jerobon asked whether vendors were paid to attend the event. Sam Frake confirmed that vendors were not charged. **Cllr Jerobon** requested a full breakdown of the event expenditure.

b) COMMUNITY DAY 2027

Members considered initial proposals for Community Day 2027, scheduled to take place on 19 June 2027.

It was reported that a provisional budget of £28,000 is proposed for the event. A full proposal will be presented to a future meeting of Full Council for consideration.

Cllr Upson arrived at 7.26 pm.

Cllr Tunstall arrived at 7.27 pm.

The Chief Executive advised that the Council is seeking to develop further partnership working opportunities to support future community events.

A Member of the Public raised a question regarding events organised by Welwyn Hatfield Borough Council. The Chair advised that the matter was not relevant to the business of the meeting and moved proceedings on.

Chair expressed thanks to the team and the task and and finish group for an excellent event. Members also expressed their thanks and appreciation to Jane and the team for their work in delivering the event.

c) AGAR

Members received the recommendation of the Finance and Compliance Committee regarding the Annual Governance and Accountability Return (AGAR), which was presented to Full Council for ratification.

Cllr Eames-Peterson queried the absence of Howe Dell Hall from the AGAR. The Chief Executive explained that Howe Dell Hall is not a Council asset and is therefore not included within the AGAR. **Cllr Aitken** further explained that the variance statement within the AGAR provided explanations for significant year-on-year differences and movements in the Council's accounts. **Cllr Eames-Peterson** was invited to submit any further detailed questions to the Town Clerk outside the meeting.

The recommendations contained within the report were proposed by **Cllr Tunstall** and seconded by **Cllr Bonfante**.

RESOLVED: That Full Council ratifies the recommendation of the Finance and Compliance Committee and approves the Annual Governance and Accountability Return (AGAR).

Voting: 13 in favour, 0 against, 1 abstention (Cllr Eames-Peterson).

30. **HATFIELD VILLAGE SIGN**

Members received a presentation from **Cllr Freeman** regarding proposals for a new Hatfield Village Sign, following previous consideration of the matter by the Planning, Environment and Community Committee. Three design options were presented for Members' consideration.

During discussion:

- **Cllr Asare** welcomed the proposal and expressed support for the project, commenting that it would be a positive addition for the town.
- **Cllr Rowse** considered the options to be good and suggested that, should the project proceed, the preferred design be agreed by the Policy and Environment Committee before obtaining firm costings.
- **Cllr Nike Fakoya** noted the importance of ensuring that any proposal represented good value for money and was financially sustainable.
- **Cllr Aitken** reminded Members that planning permission may be required.
- **Cllr Eames-Peterson** suggested that the sign should incorporate an element of the Town Council's history.

- **CllrTunstall** commended **Cllr Freeman** for the considerable work undertaken in developing the proposal.
- **Cllr Bonfante** commented that the design should reflect Hatfield's wider heritage, including both its Tudor history and aviation heritage, and should represent Hatfield as a whole rather than solely the Town Council. She expressed support for the proposal in principle.
- **Cllr Goldwater** described the proposal as an excellent idea and highlighted the need to consider future maintenance costs.

A Member of the Public, expressed support for the proposal, describing it as an excellent idea and suggesting that more than one sign could be considered in the future possibly at all entrances/exits into Hatfield Town. She thanked **Cllr Freeman** for his work on the project.

Following discussion, it was proposed by **Cllr Tunstall** and seconded by **Cllr Rowse** that **Option A** be approved and that the remaining budget allocation of **£5,000** be utilised towards the project.

RESOLVED: That **Option A** be approved.
Voting: Unanimous.

The meeting adjourned for a five-minute comfort break at **7.51 pm**.

31. The **Mayor** read the Annual Governance and Accountability Return (AGAR) statement and reminded Members that the AGAR and supporting documents would be subject to the statutory period of public inspection and consultation in accordance with the relevant regulations.

32. BIRCHWOOD CAR PARK EXTENSION UPDATE

Members received an update from the Head of Estates, Alastair Ogilvie, regarding the Birchwood Car Park Extension project. It was noted that Full Council had requested scoping work in June to explore options for extending the car park. The Head of Estates presented proposals for Area 1 as identified on the site plan and outlined three potential options for Members' consideration.

During discussion:

- **Cllr Aitken** queried the Council's VAT position and potential funding sources, including whether funds previously earmarked for a play area could be utilised. He also sought clarification on the remaining budget requirements and whether these would be met through the precept.
- **Cllr Rowse** reminded Members that the Council had previously discussed allocating £30,000 per annum over a ten-year period towards the project and expressed support in principle for the Gold Option.
- **Cllr Nike Fakoya** commented that the site serves as the Town Council headquarters and noted increasing parking pressures. She considered that a permanent solution would benefit both residents and neighbouring properties.
- **Cllr Eames-Peterson** queried the anticipated level of usage, noting the provision of parking associated with football activities. She also expressed support for the grass matting option.

- **Cllr Nike Fakoya** clarified that the parking provision for the football ground was not envisaged as equivalent to the proposed extension.
- **Cllr Costello** stated that the project should be undertaken properly and indicated support for the Gold Option only.
- **Cllr Watson** expressed support for the Gold Option, subject to the inclusion of appropriate drainage measures.

The recommendation was read to Members by **Cllr Nike Fakoya**, namely that the Council proceed with the Gold Option, subject to planning and detailed design considerations.

The recommendation was proposed by **Cllr Goldwater** and seconded by **Cllr Rowse**.

RESOLVED: That the Council proceed with the **Gold Option** for the Birchwood Car Park Extension, subject to planning approval and detailed design work.

Voting: Unanimous.

33. ELLENBROOK BASKETBALL HOOP UPDATE

Members considered a report presented by Cllr Tunstall regarding the potential reinstatement of the basketball hoop at Ellenbrook. Cllr Tunstall provided an overview of the report and the background to the proposal.

The Chief Executive advised that, should Members wish to proceed, the Council would first need to establish the costs associated with reinstatement and any associated works.

During discussion:

Sue Meehan (Member of the Public), speaking on behalf of the Ellenbrook Residents' Association (ERA), advised that the two principal concerns raised by residents were safety and noise generated by the basketball bouncing.

- **Cllr Tunstall** responded that the concerns regarding noise could be tested and assessed further.
- **Cllr Wise** asked whether an improved playing surface could be provided.
- **Cllr Eames-Peterson** expressed the view that the facility offered limited basketball activity and suggested users could instead make use of facilities at Birchwood.
- The Chief Executive advised **Cllr Eames-Peterson** that the Basketball facility at Birchwood is not free and is an indoor court unlike the current facility at Ellenbrook.
- **Cllr Asare** commented on the availability of alternative facilities.
- **Cllr Goldwater** noted that feedback from a small number of residents may not be representative of the wider community and suggested that additional engagement with Ellenbrook residents should be undertaken.
- **Cllr Jerobon** queried how many local residents currently play basketball and would be likely to use the facility.

- **Cllr Rowse** commented that it is not possible to satisfy all views but considered that further work should be undertaken to enable a decision to be made. He stated that his personal view was that the basketball hoop should be reinstated.

In her final comments, Sue Meehan emphasised the importance of ensuring that the views of residents living closest to the proposed location of the basketball hoop were fully considered.

The Chief Executive advised that officers would undertake further consultation with the Ellenbrook Residents' Association and other relevant stakeholders and bring a further report to the next meeting of Full Council for consideration.

34. EXCLUSION OF THE PRESS AND THE PUBLIC

The Council considered the exclusion of the Press and Public.

RESOLVED: That the Press and Public be excluded from the meeting for the following items of business on the grounds that their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Proposed by **Cllr Bonfante** and seconded by **Cllr Rowse.**

Voting: Majority in favour.

The meeting was adjourned whilst those not entitled to remain for the confidential business departed.

35. FOOTBALL TASK AND FINISH GROUP UPDATE (CONFIDENTIAL)

Cllr Rowse advised Members that an amended report had been circulated and provided an update on the work of the Football Task and Finish Group. The update included 3 options for consideration.

Members were informed that pre-application planning feedback had been generally negative, with concerns raised regarding the scale and design of the proposals, including fencing, buildings and the impact on the surrounding community and residents. The need to demonstrate enhanced community benefits was also highlighted.

The Chief Executive advised that a letter was being drafted by Cllr Asare and would be issued to schools and that a meeting with the Council's planning consultant was scheduled for the following week. Members were also advised that a meeting had been arranged with the Assistant Director (Planning) and the Principal Planning Officer from Welwyn Hatfield Borough Council Planning.

During discussion:

Cllr Aitken queried whether additional Council approval would be required should further expenditure be needed.

The Chief Executive confirmed that the current budget allocation covered the next stage of pre-planning work, but that a further report would be required before any full planning application expenditure could be committed.

Cllr Asare asked whether she should attend the meeting with planning officers. The Chief Executive advised that the meeting was intended as a general introductory meeting rather than one solely focused on the football project.

Cllr Eames-Peterson asked whether questions could be submitted for consideration. The Chief Executive confirmed that questions could be provided, although it may not be possible to raise all matters during the meeting.

Following discussion, **Option 3** contained within the report was proposed by **Cllr Aitken** and seconded by **Cllr Costello**.

RESOLVED: That **Option 3** be approved.

Voting: Unanimous.

36. EXTENSION OF MEETING

In accordance with Standing Order 10(a), Members agreed to extend the meeting until 9.30 pm.

37. BUDGET PLANNING 2027/2028

Members held an initial discussion regarding priorities for the 2027/28 budget-setting process.

Potential areas for consideration included:

- Reinvestment Fund priorities
- A sensory area within the Fun Zone
- Roe Hill public toilets
- Elections
- Councillor training and workshops

During discussion:

Cllr Rowse requested that officers bring forward information regarding the Council's reinvestment fund as part of the budget-setting process.

Members were invited to submit budget suggestions and proposals by 16 October 2026.

Cllr Watson requested a comprehensive list of potential projects and priorities for consideration.

Cllr Aitken suggested that, alongside expenditure proposals, consideration should be given to income generation opportunities and external funding sources, including grants and engagement with the Chamber of Commerce.

Cllr Eames-Peterson requested information on the Council's reserves, including any earmarked and ring-fenced reserves.

The Responsible Financial Officer advised that detailed budget papers would be circulated to Members within the next two weeks.

38. DATE OF NEXT MEETING

It was noted that the next Full Council meeting was scheduled to take place on **Wednesday 18th November 2026**.

Closure: 21.10.

HATFIELD TOWN COUNCIL
HERTFORDSHIRE

Minutes of the Extraordinary Full Council Meeting held on Thursday 8th October 2026 at 5pm in the Wellfield Room, Birchwood Leisure Centre, Longmead, Hatfield.

PRESENT: Councillor Nike Fakoya (Chair)
Councillor Peter Costello (Vice Chair)

Councillor Gareth Aicken
Councillor Shirley Asare
Councillor Sandreni Bonfante
Councillor Simon Freeman
Councillor Helena Goldwater
Councillor Eames-Peterson (from 5.07pm)
Councillor Stan Tunstall (from 5.14pm)

OFFICERS: Tracy Cowan (Chief Executive & Town Clerk)

40. APOLOGIES

Apologies for absence were received from **Cllrs Mick Wise, Tim Rowse, Daisy Jerobon and Cathy Watson.**

41. DECLARATIONS OF INTERESTS BY MEMBERS

Members noted the Declarations made by **Cllrs Bonfante**, **Asare** as Members of Welwyn Hatfield Borough Council.

42. EXCLUSION OF THE PRESS AND THE PUBLIC

The Council considered the exclusion of the Press and Public.

RESOLVED: That the Press and Public be excluded from the meeting for the following items of business on the grounds that their presence would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

Proposed and seconded.

Voting: Unanimous in favour; none against.

The meeting was adjourned whilst those not entitled to remain for the confidential business departed.

43. BANKING AND FINANCIAL ARRANGEMENTS

The Council considered a confidential report regarding temporary financial management and banking arrangements.

Following consideration of the report, it was proposed and seconded and:

RESOLVED 1: That the Chief Executive and Town Clerk undertake the Responsible Financial Officer function during the current RFO's absence, supported by appropriately qualified interim finance support, and that the Chief Executive and Town Clerk be authorised to finalise and implement the temporary arrangements.

RESOLVED 2: That the revised bank mandate be approved, including the removal of former councillors and officers who no longer hold office and the appointment of the authorised officers and councillors approved by the Council.

RESOLVED 3: That the Chief Executive and Town Clerk be authorised to undertake the administrative actions necessary to implement these decisions, including completion and submission of the revised bank mandate.

Voting: Unanimous in favour; none against. The resolutions were carried.

44. Close of Meeting

There being no further business, the Mayor closed the meeting at 5.22 pm.

Signed:



Date:
9th October 2026

Cllr Nike Fakoya, Mayor and Chair

Public Question Log

Questions asked at Full Council, Planning, Environment & Community Committee, and Finance & Compliance Committee.

Ref.	Meeting / date	Question	Answer given	Follow-up / status
PQ-2026-001	Full Council 23 September 2026	Could the Council provide an update on the Leisure and Community Hall Strategic Plan?	The Strategy had been approved at the previous Full Council meeting and was available on the Council website.	Answered at meeting
PQ-2026-002	Full Council 23 September 2026	Could the Council provide an update on the heating issues at Howe Dell Hall?	The Council had contacted Hertfordshire County Council, which had arranged surveys to investigate the heating issue. An update following the surveys was awaited.	Written response provided. Council continuing to pursue the matter.

CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	**Wednesday 18th November 2026**
AUTHOR	Tracy Cowan, Chief Executive and Town Clerk

IT Support and Website Renewal

1. Purpose

1.1 To consider recommendations from the Finance & Compliance Committee regarding the Council's IT Support Services Agreement and website redevelopment.

1.2 Full details of both proposals were included within the Finance & Compliance Committee papers circulated to all councillors.

2. IT Support Services

2.1 Finance & Compliance considered the proposed 36-month IT Support Services Agreement with Technical Merritt Ltd.

2.2 The agreement provides managed IT support for the Council at an initial cost of £1,093.69 + VAT per month, with annual price reviews as detailed within the Finance & Compliance report.

2.3 Following consideration of the proposal, Finance & Compliance agreed to recommend the agreement to Full Council for approval.

3. Website Rebuild

3.1 Finance & Compliance considered two options for the replacement of the Council's website:
Option A: Redesign and rebuild, £7,200
Option B: Like-for-like rebuild, £4,800

3.2 The Committee considered that Option A represented the better long-term investment, providing an opportunity to improve the structure, navigation and accessibility of the website alongside the necessary technical rebuild.

3.3 Finance & Compliance therefore agreed to recommend Option A to Full Council.

3.4 The associated arrangements comprise:

- hosting and maintenance for the Council's three websites at £462 per month
- website support at £100 per month
- phased accessibility remediation at £65 per hour, subject to budgetary control

4. Recommendations

4.1 Full Council is recommended to:

IT Support

a) **APPROVE** the IT Support Services Agreement with Technical Merritt Ltd for an initial period of 36 months, at an initial cost of £1,093.69 + VAT per month; and
b) **DELEGATE AUTHORITY** to the Chief Executive and Town Clerk to finalise and enter into the agreement and oversee its implementation within approved budgets.

Website

a) **APPROVE** Option A, the redesign and rebuild of the Hatfield Town Council website at a cost of £7,200, payable in two instalments of 50%;
b) **APPROVE** the associated 36-month hosting and maintenance arrangements at an initial cost of £462 per month and website support at £100 per month;
c) **APPROVE** the phased accessibility remediation programme at £65 per hour, subject to an agreed expenditure cap and approved budget; and
d) **DELEGATE AUTHORITY** to the Chief Executive and Town Clerk to finalise the arrangements and oversee implementation.

CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	18 November 2026
AUTHOR	Cllr Tim Rowse

Hatfield Community Football Ground Update

1 Executive Summary

1.1 This paper provides an update on the progress made towards obtaining planning permission to build a football ground at Birchwood comprising a well-drained grass pitch together with a 250-seat stand, changing rooms and a club house.

1.2 Furthermore, the paper also proposes that we set aside £72k in the 2027/28 budget to meet the cost of submitting the planning application should this application is unsuccessful

2 Recommendation

(i) That Full Council support the recommendation of the Football Task and Finish Group that Hatfield Town Council should submit a planning application to Welwyn Hatfield Borough Council for a football ground at Birchwood comprising a well-drained grass pitch together with a 250-seat stand, changing rooms and a club house by 23rd December 2026.

(ii) That Full Council agree to release a further £27k from the 2026/27 budget to meet the cost of submitting this planning application. Taken together with the £45k already agreed by Full Council this means that Full Council will have agreed £72k being used to support preparation for and submission of this planning application.

(iii) That Full Council agrees to set aside £72k in the 2027/28 budget to ensure financial stability for the new Hatfield Town Council following the May 2027 elections should the planning application be unsuccessful in which case Hatfield Town Council will be unable to claw back the cost of submitting the planning application from the Hatfield Community Sports Fund Board

3 Background and Explanation

3.1 On 23rd September 2026, Full Council unanimously agreed to support Option 3 of Councillor Rowse's update from the Football Task and Finish Group, namely

a) Members of the Football T&F Group to meet with the Planning Consultant and quiz him on the pros and cons of Options 1 (submitting a second pre-application for planning advice prior to submitting a full planning application) and 2 (proceeding directly to submitting a full planning application)
b) Decision on preferred option taken by a unanimous decision of the Football T&F Group with Full Council updated at our November meeting
c) If the Football T&F Group cannot reach a unanimous decision, then an Extraordinary General Meeting be called on 14th October 2026 for Full Council to agree next steps.

3.2 The Football Task and Finish Group together with the Town Clerk met with the Planning Consultant on 30th September 2026 to discuss our options for submitting a final Planning Application.

3.3 At this meeting of the Football Task and Finish Group on 30th September 2026, attention focussed on the desire to achieve a decision on our planning application before the May 2027 elections to Hatfield Town Council.

3.4 Taking account of this timeline, the Planning Consultant recommended that we submit our full planning application by 23rd December 2026 to ensure that Welwyn Hatfield Borough Council can reach a decision on this application by 11th March 2027. This recommendation was unanimously agreed by members of the Football Task and Finish Group.

3.5 To strengthen the bid the Football Task and Finish Group agreed that we should ensure that the final submission should place more emphasis on the new facility being a facility for the wider Community and not just a Football Ground. To this end, the Town Clerk wrote to local schools on 2nd October 2026 using an e-mail template drafted by Councillor Asare and endorsed by the whole Football Task and Finish Group. This is shown at Annex A. Councillor Rowse also reached out to the local police.

3.6 The Football Task and Finish Group held a further meeting with the Planning Consultant on 11th November 2026 to take account of his recommendations as to the Resources required and the cost of these to submit a final planning application and maximise its chances of success. These are detailed at Annex B.

3.7 In January 2026 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.

3.8 In June 2026 Full Council agreed a further £15,000 be set aside to ensure that work could continue to submit a full planning application ie taking the total set aside to £45,000.

3.9 Taking account of the requirements of Annex B, it will be necessary to set aside a total of £72k to meet the cost of submitting a planning application by 7th December 2026 and given that £45k has already been authorised by Full Council, this means that a further £27k will be required.

3.10 Provided the planning application is successful then Hatfield Town Council will be able to recover the total cost of the making the planning application from the £903k granted to it by the Hatfield Community Sports Funding Board. However, whilst we are confident that the bid will be successful, this cannot be guaranteed. In this scenario Hatfield Town Council would have a £72k hole in its finances. To mitigate any risk to the new Council that follows the elections in May 2027 it is therefore proposed that when determining the precept required for the 2027/28 budget, £72k is set aside to cover this risk. If planning permission is granted, then this money can instead be usefully used to strengthen Council reserves which have been reduced in recent years.

4. **Impacts**

Legal

4.1 Much detailed work has already been done to support the submission of a successful planning application for a new Football Ground at Birchwood and Council continues to be guided by expert advice from a suitably qualified Planning Consultant.

Finance

4.2 The Task and Finish Group have sought to minimise the cost of producing a planning application for a new football ground at Birchwood, and guided by the

Planning Consultant, recognising that the funding of various reports is a pre-requisite for a successful bid.

4.3 The proposal now includes the full cost envisaged to support a full planning application by 23rd December 2026.

Risk

4.4 If we decide not to submit a full planning application for a football ground at Birchwood by 23rd December 2026 then the risk is that planning permission will not be granted prior to the elections to the new Council in May 2027. In such a scenario the Council will have to write off the £31.6k expended to date.

4.5 If the planning application is unsuccessful then Hatfield Town Council will be unable to recover the costs associated with submitting this application tom the Hatfield Community Sports Funding Board. To mitigate any risk to the future financial stability of Hatfield Town Council, it is therefore recommended that £72k be set aside to meet this risk when determining the budget for 2027/28.

Annex A – Letter to Schools

Dear Headteacher,

I am writing to you in my capacity as a Town Clerk for Hatfield Town Council to share some exciting news about a new community facility being developed in the Birchwood area, and to invite your school to help shape how it is used.

Hatfield Town Council is progressing plans for a Community Football Ground in Birchwood- a high-quality facility representing a significant investment, designed to serve local clubs, residents, and schools across Hatfield. It is also of note that, the wider Birchwood site offers open space alongside the pitch, and the ground's clubhouse, which together give us real scope to support schools beyond matchday football. Depending on final scheduling and site arrangements, we anticipate the facility could support:

- Football coaching, fixtures and PE sessions on the main pitch, alongside occasional school sports days or end-of-season tournaments
- Out-of-school sports and educational activities using the clubhouse and surrounding open space, which could suit a wider range of pupil interests
- Seasonal community events, such as summer fêtes or outdoor learning days, for which protective matting can be laid over the pitch to safeguard the surface
- Holiday clubs and community programmes making use of the wider site

Please note there is likely to be a hire charge for school use, details of which we will confirm as plans progress.

We are at an early stage in scoping how the facility should be designed and used, and we believe schools should have a genuine voice in that process. Your input now could help shape access arrangements and the kind of wider activities the site supports.

We would be grateful if you could let us know:

1. Whether your school would be interested in using the facility, and for what kind of activity
2. Any practical considerations — transport, timing, group sizes, budget — that would affect how your school could use the site
3. Whether you would like a representative to join a short consultation session with other local schools

To gather this information, we would welcome a brief written response, or the opportunity to meet with a representative from your school — whichever is easiest for you. We are happy to visit in person or arrange a call at a convenient time.

This is a real opportunity to secure a lasting facility for Hatfield's children and young people, and your school's input will help ensure it meets the needs of pupils across the town. We would be delighted to hear from you by 16th October 2026.

Please contact me directly on the numbers below or via the Town Council office at civic@hatfield-herts.gov.uk 01707262023 with any questions or to arrange a conversation.

Thank you for your time, and I look forward to working with your school on this project.

Yours sincerely,

Tracy.

Tracy Cowan

Chief Executive and Town Clerk (Head of Paid Service)

Annex B – Costings to enable Full Application

Document name	Company	Spent to date	Additional Costs for planning app (inc vat where applicable)
Architect - Pre-app drawings	AT Design - Adam Trigg	1030	
Architect - amend / added drawings	AT Design - Adam Trigg		600
Planning consultation	Intouch Planning Ltd	200	
Wel Hat Council - Pre-app fee	WHBC	4799	
Planning consultant Pre-app process, meetings, Statement	Intouch Planning Ltd	2800	
Topographical survey	The Survey House		2130
Landscaping plans / strategy	Ilex - Mark Wilding		700
Transport Consultant - various work	Stomor	22765.2	
Ecological Appraisal of the site	Cherryfield Ecology		1720.8
Biodiversity Net Gain Report	Cherryfield Ecology		1918.8
Bat survey - likely but TBC	Cherryfield Ecology		2758.8
Arboricultural Impact Assessment & Tree Survey	James Choat - Tree Planning Solutions		810
Energy and Sustainability Statement	EAL		1140
BREEAM Pre-Assessment Report	EAL		1140
Drainage Strategy & Flood Risk Assessment	UNDA Consulting		3594
External Lighting Assessment / Strategy	NoiseAir		2640
Noise and Vibration Impact Assessment	NoiseAir		2220
Contaminated Land Risk Assessment	HESI		1074
Archaeological Assessment	KDK Archaeology		3493.2
Planning, Design and Access Statement	Intouch Planning Ltd		
Statement of Community Involvement	Intouch Planning Ltd		
Bin stores / recycling facilities plan and strategy	Intouch Planning Ltd		
Construction Management Plan	Intouch Planning Ltd		
Site Waste Management Plan	Intouch Planning Ltd		
Sustainability checklist	Intouch Planning Ltd		
Planning consultant - total of above	Intouch Planning Ltd		8800
S106 Draft Heads of Terms (Planning obligations)	Welwyn Hatfield Council		TBC during application process
Community Infrastructure Levy - CIL	Welwyn Hatfield Council		TBC
Planning application fee- to be confirmed but approx	Welwyn Hatfield Council		4379
TOTAL (known to date)		**31594.2**	**39118.6**

CLASSIFICATION: PUBLIC
DISTRIBUTION: FULL COUNCIL

DATE OF MEETING **Wednesday 18th November 2026**
AUTHOR Cllr Shirley Asare

HATFIELD TOWN COUNCIL COMMUNITY DAY 2027

1 Executive Summary

1.1. At the Full Council meeting held on Wednesday 23 September 2026, the opportunity to hold a further Community Day in White Lion Square was discussed. Hatfield Town Council has been allocated Saturday 19 June 2027 for the proposed event.

1.2. Following the successful Community Days held in 2024, 2025 and 2026, residents, staff and visitors have requested that the event be repeated. The previous events brought together different sections of the community, celebrated Hatfield's diversity and created an inclusive occasion for residents and visitors.

1.3. It is proposed that the Council organises a free, interactive Community Day on Saturday 19 June 2027, from 11.00 am to 4.00 pm, in White Lion Square, Hatfield Town Centre.

1.4. The event would provide family entertainment for all ages and seek to include face painting, live music, dance acts, engaging performances, information and activity stations. Local community groups, acts, bands and schools would be invited to participate, together with local sellers wishing to attend.

1.5. To support the development and delivery of the event, it is proposed that the Council establishes a Task and Finish Group and allocates funding from the 2027/28 Community Events and Engagement budget line.

2. Recommendation

2.1. That Full Council:

a) **APPROVES IN PRINCIPLE** the delivery of the Hatfield Town Council Community Day on Saturday 19 June 2027

b) **AGREES** that provision of up to £30,000 be included for consideration within the proposed 2027/28 Community Events and Engagement budget, with expenditure subject to approval of the Council's 2027/28 budget

c) **APPROVES** the establishment of a Community Day 2027 Task and Finish Group to oversee the planning and development of the event

d) **APPOINTS** a named Member to Chair the Task and Finish Group and invites interested Members to participate

e) **AGREES** that authority to incur expenditure for the event will take effect only following approval of the 2027/28 budget and will thereafter be exercised in accordance with the Council's Financial Regulations and any agreed delegation

3. Background and Event Proposal

3.1 The proposed Community Day would build upon the success of the events held in 2024, 2025 and 2026 and provide a further opportunity for Hatfield's diverse communities to come together in a welcoming and inclusive setting.

3.2 The event would be free to attend and designed to appeal to residents and visitors of different generations, ages, abilities, cultures and beliefs.

3.3 The proposed programme would include family entertainment, face painting, live music, dance and other performances, information stands and interactive activity stations. A range of local community groups, performers, bands and schools would be invited to take part.

3.4 Local sellers would also be invited to participate, subject to the event arrangements and the provision of all required documentation, including appropriate public liability insurance.

3.5 The event is proposed to take place in White Lion Square, Hatfield Town Centre, on Saturday 19 June 2027 between 11.00 am and 4.00 pm.

4. Governance and Delivery Arrangements

4.1 A Task and Finish Group would oversee the planning and development of the event, supported by the relevant Council officers and any appointed event management support.

4.2 The Group would be chaired by a named Member and would include other Members who wish to participate. It would monitor the development of the event programme, proposed expenditure, procurement, risk management and operational arrangements.

4.3 Quotations would be obtained from previous participants and new suppliers to create a varied programme, secure competitive pricing and demonstrate value for money.

4.4 Before the Council's 2027/28 budget is formally approved, the Task and Finish Group may undertake preparatory work and obtain indicative quotations but must not enter into contracts or commit the Council to expenditure.

4.5 Once the 2027/28 budget has been formally approved, any expenditure will be incurred within the approved budget and in accordance with the Council's Financial Regulations, procurement requirements and agreed scheme of delegation.

5. Implications

5.1 Legal and Health and Safety

An event of this size will require a comprehensive event management plan to ensure that all relevant legal, licensing, health and safety and operational requirements are met.

A robust risk assessment will be completed, and appropriate public liability insurance certificates and other required documentation will be obtained from all vendors, contractors and participants.

5.2 Finance

It is proposed that provision of up to £30,000 is considered as part of the Council's 2027/28 Community Events and Engagement budget.

At the time of writing, the Council's 2027/28 budget has not yet been formally approved. Any expenditure relating to the event will therefore be subject to formal approval of the 2027/28 budget.

Before the budget is approved, officers and the Task and Finish Group may seek quotations and undertake preparatory planning. However, no contracts will be entered into and no expenditure will be committed unless separately authorised by the Council.

Following approval of the 2027/28 budget, all expenditure must remain within the approved event budget and comply with the Council's Financial Regulations and procurement requirements. Competitive quotations will be obtained where required to demonstrate value for money.

5.3 Risk

The principal risks relate to health and safety, contractor and vendor compliance, adverse weather, event cancellation, crowd management and financial control.

These risks will be managed through the preparation of a comprehensive event management plan, detailed risk assessments, suitable insurance arrangements, contingency planning and regular oversight by the Task and Finish Group and the relevant officers.

There is also a risk that preparatory work could be undertaken before the 2027/28 budget is approved and that the proposed funding may subsequently be reduced or not approved. This will be managed by ensuring that no contracts are entered into and no expenditure is committed before the relevant budget and authority to spend have been approved.

CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	**Wednesday 18th November 2026**
AUTHOR	Tracy Cowan, Chief Executive and Town Clerk

NEW COUNCILLOR CAMPAIGN

1 Executive Summary

1.1 The ordinary elections for Hatfield Town Council are due to take place in May 2027. The Council has an opportunity over the coming months to raise awareness of the role of a town councillor, explain what the Council does and encourage a broad range of local people to consider standing for election.

1.2 A promotional campaign is proposed using the Council's website and social media, supported by a short "Become a Councillor" video featuring the Mayor and other councillors. The campaign would focus on councillors' experiences, the work of the Town Council and practical information for anyone considering standing.

2 Recommendation

2.1 That **FULL COUNCIL AGREES**:

a) The proposed "Become a Councillor" public information and engagement campaign ahead of the May 2027 Town Council elections;

b) That officers develop and publish campaign material across the Council's website and social media channels, including a short promotional video featuring the Mayor and other willing councillors; and

c) That the Chief Executive and Town Clerk be authorised to finalise the campaign material and timetable, ensuring that published electoral information is checked against the Returning Officer / Electoral Services guidance before publication.

3 Background and Explanation

3.1 Preparation for the 2027 councillor intake is one of the Town Clerk's objectives. Early promotion provides an opportunity to explain the role well before the formal nomination period and to encourage interest from residents who may not previously have considered becoming a councillor.

3.2 The aim is not to promote any political party or candidate. The campaign would be factual and non-partisan, focussed on the role of a town councillor, the work of Hatfield Town Council and how residents can become involved in local decision-making.

Proposed promotional video

3.3 The proposed video would use footage of the Mayor of Hatfield, Councillor Nike Fakoya, at Council meetings, civic events and community activities between November 2026 and early 2027. It would be intercut with contributions from other councillors describing the positive aspects of serving the community.

3.4 The video would be led by a voiceover from the Mayor describing her own experience of becoming a councillor and would cover: what Hatfield Town Council does; why someone might become a councillor; the range of duties and activities councillors can become involved in; and practical information about standing for election.

3.5 The content would highlight the Council's visible local services and activities, including parks and open spaces, leisure facilities, sports pitches, community halls, civic and community events, the Community Hub and allotments. It would also explain opportunities for councillors to participate in committees, task and finish groups and engagement with schools, businesses, charities and other local organisations.

Campaign channels

3.6 The full video would be published on the Council's YouTube channel and website, with shorter edits suitable for social media reels. Supporting posts and website information would be released during the campaign period to signpost prospective candidates to official election and nomination guidance.

Candidate information

3.7 The campaign will provide simple introductory information about who may stand for election and the nomination process. Detailed eligibility, nomination requirements, deadlines and election arrangements will be taken from the official guidance issued for the 2027 elections and checked with Welwyn Hatfield Borough Council Electoral Services before publication.

3.8 This approach allows the Council to encourage participation while ensuring that prospective candidates are directed to the Returning Officer and official Electoral Commission guidance for definitive electoral requirements.

4 Impacts

Legal

4.1 Campaign material must remain politically neutral and should promote participation in the democratic process rather than any individual, group or political party. Electoral information will be checked against current official guidance before publication.

Finance

4.2 The campaign is intended to be produced primarily in-house using existing Council communications channels. Any additional production, printing or promotional expenditure outside existing approved budgets would be brought forward for approval in accordance with the Council's Financial Regulations and delegated authorities.

Risk

4.3 The principal risks are publishing electoral information that becomes outdated or inaccurate, or material being perceived as favouring particular candidates or political groups. These risks will be managed by maintaining a factual, non-partisan approach and checking electoral details with official sources before publication.

5 Proposed Next Steps

5.1 Subject to approval, officers will finalise the campaign plan and begin filming suitable Council and community activity during November 2026 through to early 2027.

5.2 The Mayor and other willing councillors will be invited to contribute short pieces to camera. Officers will prepare the final script, edit and supporting social media material.

5.3 The campaign will be scheduled to build awareness ahead of the formal 2027 nomination period, with official candidate information and deadlines added once confirmed by Welwyn Hatfield Borough Council Electoral Services.

CLASSIFICATION:	PUBLIC
DISTRIBUTION:	FULL COUNCIL
DATE OF MEETING	**Wednesday 18th November 2026**
AUTHOR	Tracy Cowan, Chief Executive and Town Clerk

CIVIC RESPONSIBILITY – MAYORAL ROBES

1. Purpose

1.1 To consider the purchase of a civic robe for the Town Mayor for use at appropriate civic, ceremonial and significant community events.

2. Background

2.1 The Mayor represents the Council and the town at a range of civic and community occasions. The Council's existing Hatfield Town Council Civic Handbook recognises the Mayor as the town's First Citizen and sets out the civic and representative responsibilities associated with the office.

2.2 The Council already maintains civic regalia, including the Mayor's Chain of Office. A civic robe would complement this and provide a distinctive and recognisable civic presence when the Mayor is formally representing Hatfield.

2.3 Civic robes continue to form part of the traditions of local government and are used for appropriate civic and ceremonial occasions.

2.4 It is not proposed that the robe would be worn at every Mayoral engagement. It would be reserved for occasions where additional formality is appropriate, such as:

- Remembrance and commemorative events
- civic services and Mayor-making
- formal civic engagements and visits
- significant town celebrations
- other appropriate ceremonial occasions

2.5 Used appropriately, civic dress can help strengthen the visibility of the Mayor and Hatfield Town Council, promote civic pride and provide a strong visual representation of Hatfield and its community.

2.6 The robe would remain the property of the Council and form part of its civic regalia for use by successive Mayors.

3. Financial Implications

3.1 Current market benchmarking indicates that a standard civic robe can cost approximately £525–£585 plus VAT, with bespoke materials, detailing or embroidery increasing the cost.

3.2 It is proposed that a maximum budget of £1,000 be allocated, with the final purchase subject to appropriate quotations and the Council's Financial Regulations.

4. Recommendation

4.1 Council is asked to:

a) **AGREE** the purchase of a civic robe for the Town Mayor for appropriate civic and ceremonial occasions;

b) **AGREE** a maximum budget of £1,000 for the purchase; and

c) **DELEGATE** authority to the Chief Executive and Town Clerk, in consultation with the Mayor, to agree the design and purchase the robe in accordance with the Council's Financial Regulations.