

Clerk to the Council  
Sarah Gaeta

Parish Council Office  
Community Association Village Hall  
Maldon Road  
Hatfield Peverel  
Essex CM3 2HP  
Tel: (01245) 382865  
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25<sup>th</sup> June 2026

**To: Members of Hatfield Peverel Parish Council**

**You are hereby summoned to attend**

**THE PARISH COUNCIL MEETING  
TO BE HELD AT THE VILLAGE HALL  
ON MONDAY 6<sup>TH</sup> JULY 2026 AT 7.30 PM**

**for the purpose of transacting the following business.**

*SL Gaeta*

Clerk to the Council

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## **AGENDA**

**26/46 Apologies for Absence**

**26/47** Minutes of the Parish Council Meetings held on 1<sup>st</sup> June and 15<sup>th</sup> June 2026 to be taken as read and signed as a correct record by the Chairman.

**26/48** Declarations of Interest (existence and nature) with regards to items on the Agenda. Councillors are reminded that the code of conduct that took effect from 3<sup>rd</sup> June 2024 provides that should they have a disclosable pecuniary interest in any matter under discussion, they should speak only in the public session, then withdraw from the room and not seek to influence a decision about the matter.

**26/49 Essex County Councillor Update** *5 minutes*

**26/50 Braintree District Councillor Update** *5 minutes*

**26/51 Public Participation session** with respect to items on the Agenda and other matters that are of mutual interest. *3 minutes per person; 15 minutes max*

**26/52 Clerk's Report** *5 minutes*  
To receive and note the update on action points from the last meeting.

**26/53 Finance and General Purposes** *30 minutes*  
(a) To receive a budget update.  
(b) To consider a request from Hatfield Peverel Cricket Club for a grant of £5,000, and to agree whether to approve the application.

- (c) To agree to purchase various Village Hall stage curtains at a cost of £5,575.53 + VAT from CAMstage from budget heading 116 – Community Association.
- (d) To appoint an additional Parish Councillor as the Parish Council’s representative on the governing body of Hatfield Peverel Infant School.
- (e) To consider a request to use the Recreation Ground for Family Fun Bootcamp sessions, to decide whether to grant permission, and to agree any charges or conditions if approved.

**26/54 Traffic** *5 minutes*  
 To receive an update on traffic matters.

**26/55 Environment** *10 minutes*  
 (a) To receive an update from the Environment Advisory Group.  
 (b) To approve Gigaclear’s request to trim trees at the front of the Village Hall to allow overhead cabling for residential access, and to agree to sign the Network Access Agreement.

**26/56 Stone Path Meadow** *5 minutes*  
 To receive an update on Stone Path Meadow.

**26/57 Section 106** *15 minutes*  
 (a) To receive an update on S106 projects.  
 (b) To approve the specification for the proposed sport facility car park and agree to go out to tender.  
 (c) To approve the hire of pedestrian fencing to be able to temporarily open the area intended for future use as a car park for tennis/gym users as and when needed, at a cost of £160 per week for 40 barriers. Length of hire to be agreed.

**26/58 Communications** *5 minutes*  
 To receive an update on communications.

**26/59 Keith Bigden Memorial Ground** *10 minutes*  
 (a) To receive an update on the KBMG.  
 (b) To consider and determine a request from the Croquet Club to carry out rabbit control measures to prevent further damage to the lawn, including whether to grant permission and any conditions that may apply.  
 (c) To grant permission in principle to the siting of temporary Portacabins to the rear of the existing Football Clubhouse to provide additional changing facilities. The usual planning process will be followed should permission be granted.

**26/60 Youth Services** *5 minutes*  
 To receive an update on youth services.

**26/61 Accounts for Payment** *2 minutes*  
 To agree the accounts for payment for June 2026.

**26/62 Announcements** *5 minutes*

**26/63 Confidential Matters** *30 minutes*  
 (a) **Motion:** Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2), the Parish Council to exclude members of the press and public for the duration of this meeting to consider the following confidential items.

- (b) To approve the appointment of the contractor recommended by the S106 Working Party to undertake the upgrade of Public Rights of Way Nos. 20 and 22, in accordance with the previously agreed specification, as a Section 106 project.
- (c) To approve the award of the contract for the creation of an accessible toilet within the Village Hall Coffee Lounge to the contractor recommended by the Village Hall Management Committee, as a Section 106 project.
- (d) To review and determine appropriate officer hours provision.

*Please direct any questions relating to items on the agenda to the Clerk by 9am on Friday 3<sup>rd</sup> July.  
The timings given above are for the Chairman's guidance.*

**Date of next Parish Council Meeting – Monday 3<sup>rd</sup> August**

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Sarah Gaeta

**REQUEST FOR ITEMS ON  
THE AGENDA**

**Sections shaded Blue to be completed by  
the requesting member**

**Sections unshaded to be completed by  
the Proper Officer or their delegate**

<b>Item topic</b>	Village Hall
<b>Advisory Group recommendation?</b>	Yes
<b>Proposed by</b>	Ted Munt
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Decision to purchase new stage curtains for the hall.
<b>If motion, please indicate required wording *</b>	P.C. to agree to purchase various hall curtains at a cost of £5,575.53 + VAT from CAMstage
<b>Background (provided by the proposer)</b>	<p>The current stage curtains are now showing their age as well as being a fire risk. We need modern curtains that are IFR – Inherently Fire Resistant. We can only find two suppliers willing to quote. Not only are CAMstage the cheapest, but they have added four rear stage “blacks”. The total cost also includes two x main stage curtains, two x side stage curtains, two x lounge door curtains, and two x toilet exit curtains. The latter two will be supplied with new tracks. CAMstage will supply and fit.</p> <p>The cost of these is well below the £10,000 that we asked the P.C. to allocate to our budget at the start of this year. Asking the P.C. to purchase these will result in a saving of £1,115 to the charity (as the P.C. can claim back VAT)</p>
<b>Background (provided by the Proper Officer)</b>	As above
<b>Financial implication (anticipated by the proposer)</b>	The cost of £5,575.33 is considerably less than the £10,000 the P.C. had already budgeted for.

<b>Financial implication (anticipated by the Proper Officer)</b>	Within budget
<b>Legal implications</b>	Curtains will be compliant with fire safety regulations.  Powers: Local Government (Miscellaneous Provisions) Act 1976 s19
<b>Proposer's signature</b>	Ted Munt

**Explanatory Notes:**

- \* 1. If discussion is required before a decision and the proposer is not clear on what the outcome of discussions may be, please indicate 'to discuss and decide' - a motion will then be formulated at the meeting;
- \* 2. If discussion or consideration is required *without* a decision, please indicate 'to discuss', 'to consider' etc;
- \* 3. If a decision is sought and a motion required (for example, a recommendation by an Advisory Group), please indicate this.

Standing Orders 9 and 10 apply to notices of motion:

**9. Motions for a meeting that require written notice to be given to the Proper Officer**

A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least five clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

The Proper Officer may, before including a motion on the agenda received in accordance with Standing Order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

If the Proper Officer considers the wording of a motion received in accordance with Standing Order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least three clear days before the meeting.

If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

Subject to Standing Order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

**10. Motions at a meeting that do not require written notice**

- a. The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular Committee or sub-Committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a Committee or sub-Committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
  - xii. to not hear further from a Councillor or a member of the public;
  - xiii. to exclude a Councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular Standing Order (unless it reflects mandatory statutory requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close a meeting.

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Sarah Gaeta

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the requesting member**

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the Proper Officer or their delegate**

<b>Item topic</b>	Tennis Court car park
<b>Advisory Group recommendation?</b>	Yes
<b>Proposed by</b>	Ted Munt
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Decision to go out to tender for the new tennis court car park, per SX Architecture design previously reviewed by PC
<b>If motion, please indicate required wording *</b>	P.C. to agree the tender that will be sent out to prospective builders of the tennis car park
<b>Background (provided by the proposer)</b>	It has already been decided that the P.C. needs to construct an additional carpark to service the tennis courts as well as the outdoor gym. We need to agree a tender that can be sent out to prospective constructors
<b>Background (provided by the Proper Officer)</b>	Design approved with a change at the meeting held on 1 <sup>st</sup> June 2026. The specification has now been received.
<b>Financial implication (anticipated by the proposer)</b>	S106 monies are available to cover the expected total costs, subject to tender submission review and selection.
<b>Financial implication (anticipated by the Proper Officer)</b>	S106 funds
<b>Legal implications</b>	Confirmed in writing that works come under Permitted Development.  Power to provide: Open Spaces Act 1906 ss 9 & 10  Local Government (Miscellaneous Provisions) Act 1976 s19  Road Traffic Regulation Act 1984 s57(1)(b)

Proposer's signature

Ted Munt

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Tel: (01245) 382865  
Email: [parishclerk@hatfieldpeverelpc.com](mailto:parishclerk@hatfieldpeverelpc.com)

## Application for a Grant

<b>Name of Organisation</b> Hatfield Peverel Cricket Club
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<b>Is the organisation a Registered Charity?</b>	<b>YES/NO</b> (please delete as appropriate)
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If yes, please provide the Charity Number:	
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### Objectives and aims of your organisation:

Hatfield Peverel Cricket Club aims to provide accessible, affordable and inclusive opportunities for people of all ages and backgrounds to participate in cricket and community life. Founded in 1885, the club promotes physical activity, personal development and social connection through competitive, recreational, women's and junior cricket, while also contributing to village life through community events and volunteering.

Further detail is provided in the attached supporting statement.

### Would the grant you seek be applied for the general benefit solely of the parishioners of Hatfield Peverel or a wider area?

The primary beneficiaries of this project are the residents of Hatfield Peverel. Our junior section is predominantly made up of local families, many of whom walk or cycle to sessions, and the club plays an important role in village life.

While we attract players and visitors from surrounding towns and villages, this helps sustain a thriving community club that benefits the parish through increased participation, volunteering and community events.

Further detail is provided in the attached supporting statement.

**HATFIELD PEVEREL**  
**PARISH COUNCIL**

<b>Is the grant requested for a specific project?</b>	<b>YES/NO</b> (please delete as appropriate)
If no, please proceed to the next box	
If yes, please give details of the project – detailed estimated/breakdown of costs should be provided:	
Cost	£ £40,000
Funds Raised	£ £20,000
Funds Promised	£
Balance	£ £20,000
Grant Requested	£ £5,000
Commencement Date	August 2026
Completion Date	September-October 2026
Other possible sources of finance	Other grants, Section 106, events

**If a grant is not for a specific purpose, please state the amount requested and describe how it will be used**

**Any other relevant information you would wish the Council to consider in support**

As Hatfield Peverel Cricket Club celebrates 140 years in the village, we are seeking to invest in facilities that will support future generations of parishioners. The club has already committed significant financial resources to the project and would be grateful for the Parish Council's support in helping the club continue to play its role at the heart of village life.

**Name of applicant**..... Hatfield Peverel Cricket Club .....

**Address**..... Church Rd, Hatfield Peverel, Essex, CM3 2LD .....

.....  
**Signed**..... James McCluskey ..... **Date** 8th June, 2026 .....

Please return to Sarah Gaeta, Parish Clerk at the address overleaf



Hatfield Peverel Cricket Club  
Church Rd  
Hatfield Peverel  
Essex  
CM3 2LD

8<sup>th</sup> June, 2026

Sarah Gaeta  
Hatfield Peverel Parish Council  
Community Association Village Hall  
Maldon Rd  
Hatfield Peverel  
CM3 2HP

Dear Sarah,

### **Hatfield Peverel Cricket Club Grant Application**

Please find enclosed Hatfield Peverel Cricket Club's application for grant funding towards our planned facilities improvements.

As discussed, the application form provides only limited space for responses. I have included below some additional information on each question to give the Council a fuller picture of the club, the project and the wider benefits it will bring to the parish.

I hope this information is helpful and I would be very happy to provide further details, answer questions the Council may have.

Yours sincerely,

James McCluskey  
HPCC Fundraising Secretary

## **Objectives and aims of your organisation**

Hatfield Peverel Cricket Club has been at the heart of the community since its foundation in 1885. Our objective is to provide opportunities for people of all ages, backgrounds and abilities to enjoy cricket in a welcoming and inclusive environment, while strengthening community life within the village.

We believe grassroots sport should be accessible and affordable. Alongside our competitive teams, we provide social cricket for those returning to the game or playing for the first time, a thriving junior section with more than 80 young players, and a growing women's section. We are proud that women play a full role across our club, including within senior league cricket and on our committee.

Our aims extend beyond the boundary of the cricket field. The club provides opportunities for volunteering, coaching and community involvement, helping to build friendships and encourage active lifestyles. Events such as our annual beer festival and fireworks night bring together residents from across the village and help sustain the club for future generations.

As we celebrate 140 years of cricket in Hatfield Peverel, our aim is not simply to preserve a historic community club, but to ensure it continues to grow and serve the needs of local people for many years to come.

## **Would the grant you seek be applied for the general benefit solely of the parishioners of Hatfield Peverel or a wider area?**

Hatfield Peverel Cricket Club exists first and foremost to serve the local community. The majority of our junior members and many of our senior players live within the parish, with junior training and matches becoming an important part of village life. Many local families walk or cycle to the ground and the club provides a place where parents, children and neighbours can meet and build lasting community connections.

The club also has a wider catchment area, attracting players from neighbouring towns and villages including Witham, Chelmsford, Maldon and Braintree. This wider membership is important to the long-term sustainability of the club and enables us to provide opportunities that would not otherwise be possible for a village of our size. In several cases, members have become so involved in the club and the community that they have chosen to move to Hatfield Peverel.

Our community events, including the annual beer festival and fireworks night, also attract visitors from a wider area, bringing people into the village and reinforcing Hatfield

Peverel's reputation as an active and welcoming community. The wider reach of the club therefore strengthens, rather than dilutes, the benefits delivered to parishioners.

## **The Project**

Hatfield Peverel Cricket Club is seeking support for a programme of facility improvements to ensure the club can continue to meet the needs of its rapidly growing membership. Over the last five years, the club has expanded from a single Saturday team to a thriving community club with two Saturday league XIs, two T20 teams, a women's XI and an 80-strong junior section.

The most pressing need is to improve our practice facilities. Our existing nets are no longer able to cope with the volume of use generated by junior coaching, women's cricket and senior training sessions. Additional and improved facilities will allow more players to train safely and effectively, while supporting the continued growth of the club.

Alongside this, the project includes improvements to changing and shower facilities. These are increasingly important to ensure that women, girls and young players have appropriate and welcoming facilities that meet the needs of a modern community sports club.

The total cost of the project is approximately £40,000. The club has already committed around £20,000 from its own reserves, demonstrating a significant investment in our future. Grant applications totalling approximately £16,000 have already been submitted to other funding bodies, with further opportunities being explored. Support from Hatfield Peverel Parish Council would provide valuable local backing for the project and strengthen our overall funding package.

## **Any other relevant information you would wish the Council to consider in support**

Hatfield Peverel Cricket Club is proud to have served the village since 1885. During this time, generations of parishioners have played, volunteered, socialised and built lasting friendships through the club.

The current project is not simply an investment in sporting facilities, it is an investment in a club that has brought people together in Hatfield Peverel for 140 years and continues to evolve to meet the needs of modern village life. The exceptional growth of our junior and women's sections demonstrates both the demand for what the club provides and the importance of ensuring our facilities keep pace.

The club is entirely volunteer led and has already committed substantial financial resources to the project, alongside an active programme of fundraising and other grant applications. We are determined to secure the long-term future of the club through our own efforts and are seeking the Parish Council's support to help ensure that future generations of parishioners can enjoy the same opportunities and sense of community that the club has provided for so many years.