

Clerk to the Council  
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15<sup>th</sup> June 2026

**To: Members of the Community Park Committee**

**You are hereby summoned to attend**

**THE COMMUNITY PARK COMMITTEE MEETING  
TO BE HELD AT THE VILLAGE HALL  
ON MONDAY 22<sup>ND</sup> JUNE 2026 AT 7.30 PM**

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

*Sl Gaeta*

\_\_\_\_\_  
Clerk to the Council

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**AGENDA**

- 1. Apologies for Absence**
- 2. Minutes** of the Community Park Committee Meeting held on 18<sup>th</sup> May 2026 to be taken as read and signed as a correct record by the Chairman.
- 3. Declarations of Interest** (existence and nature) with regards to items on the Agenda. Councillors and Committee Members 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.
- 4. 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*
- 5. Finance**  
To receive an update on ring-fenced funds.
- 6. Management of the Site**
  - (a) To receive an update from recent meetings on site and agree any resulting actions.
  - (b) To approve the sign designs for order.
  - (c) To approve the site risk assessments.
  - (d) To consider the installation of bird hides on the site.
  - (e) To review the progress of the Opening Project Plan, including relevant quotes, and agree on any resulting actions or spend for items highlighted in the Plan, not covered in (a) to (d) above.
- 7. Matters for the next agenda**  
To confirm the date of the next meeting and propose matters for the agenda.

# Community Park Risk Assessment

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Site: Community Park

Assessment Date: June 2026

Review Date: June 2027

Note: Site is unstaffed. Users rely on signage and information boards.

## Risk Matrix

Likelihood (1-5) x Severity (1-5) = Risk Rating

1-5 Low | 6-10 Medium | 11-15 High | 16-25 Very High

Hazard	Who might be harmed	Initial Risk	Existing controls	Residual Risk	Further action
Car park & vehicles	All users	16 (High)	Signage; defined routes; reduced speeds; awareness	6 (Medium)	Monitor
Vehicle access to lakes	All users	16 (High)	Controlled routes; signage	6 (Medium)	Review segregation
Open water (lakes)	All users	15 (High)	Signage - deep water, no people or dogs in lakes; visitor supervision	10 (Medium)	Develop water safety plan

Hazard	Who might be harmed	Initial Risk	Existing controls	Residual Risk	Further action
			of children, dogs and vulnerable adults; supervision by organisers of formal visits (e.g. schools, scouts); emergency info displayed		
Trees	All users	12 (High)	Tree surveys; works completed; ongoing inspection	6 (Medium)	Continue monitoring
Wildlife	All users	6 (Medium)	Awareness; avoid contact	4 (Low)	None
Invasive plants (incl knotweed)	All users	9 (Medium)	Fenced and signage	3 (Low)	None
Uneven ground	All users	8 (Medium)	Maintained footpaths; signage	4 (Low)	Inspect
Dogs	All users	6 (Medium)	Dogs on leads; signage	3 (Low)	Monitor
Security	All users	9 (Medium)	Locked gates when closed	3 (Low)	Review access

### **Site Information & Noticeboard**

A site map will be displayed at the car park showing designated footpaths, hazards and access routes. This will include What3Words location (Dream/Called/Circle) and emergency service contact information.

### **Emergency Arrangements (Unstaffed Site)**

- Call 999
- Provide What3Words location
- Direct to main entrance
- Meet emergency services if safe
- Do not enter water unless safe
- Follow instructions on signage

### **Approval**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by (Community Park Committee): \_\_\_\_\_ Date: \_\_\_\_\_

HATFIELD PEVEREL  
PARISH COUNCIL



**CAUTION**  
VEHICLES AND  
PEDESTRIANS

Please take care

HATFIELD PEVEREL  
PARISH COUNCIL



**DEEP WATER**  
**DANGER**



**NO DOGS**  
**IN LAKES**



**NO PEOPLE**  
**IN LAKES**

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PARISH COUNCIL



**JAPANESE KNOTWEED**  
**TREATMENT AREA**



**DO NOT ENTER**

For your safety  
Thank you for your cooperation

HATFIELD PEVEREL  
PARISH COUNCIL



**DOGS MUST**  
**BE KEPT**  
**ON LEADS**

**AT ALL TIMES**

THANK YOU

HATFIELD PEVEREL  
PARISH COUNCIL



**PRIVATE**  
**FISHING CLUB**

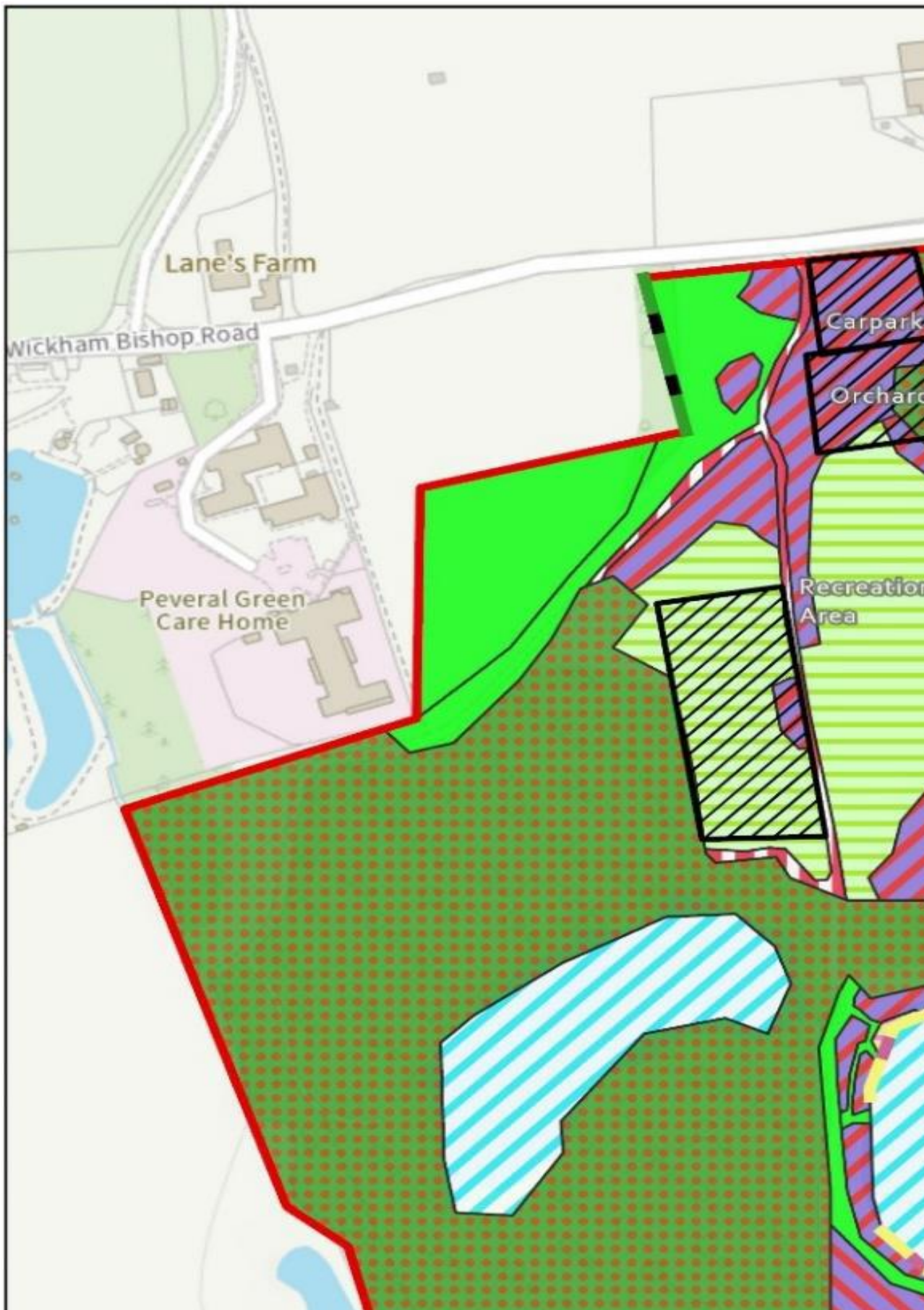
**PLEASE RESPECT**  
**ANGLERS**

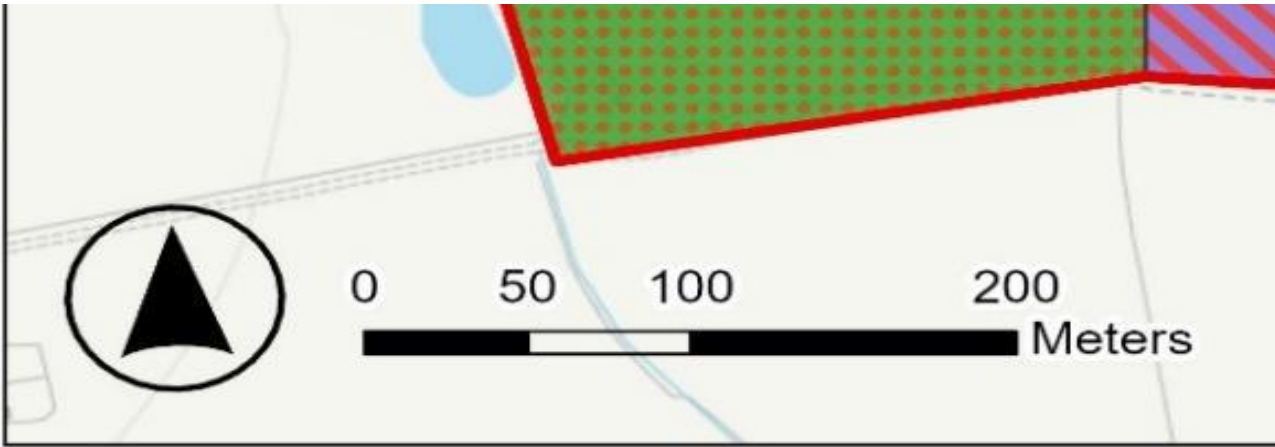
Community Park Opening Project Plan

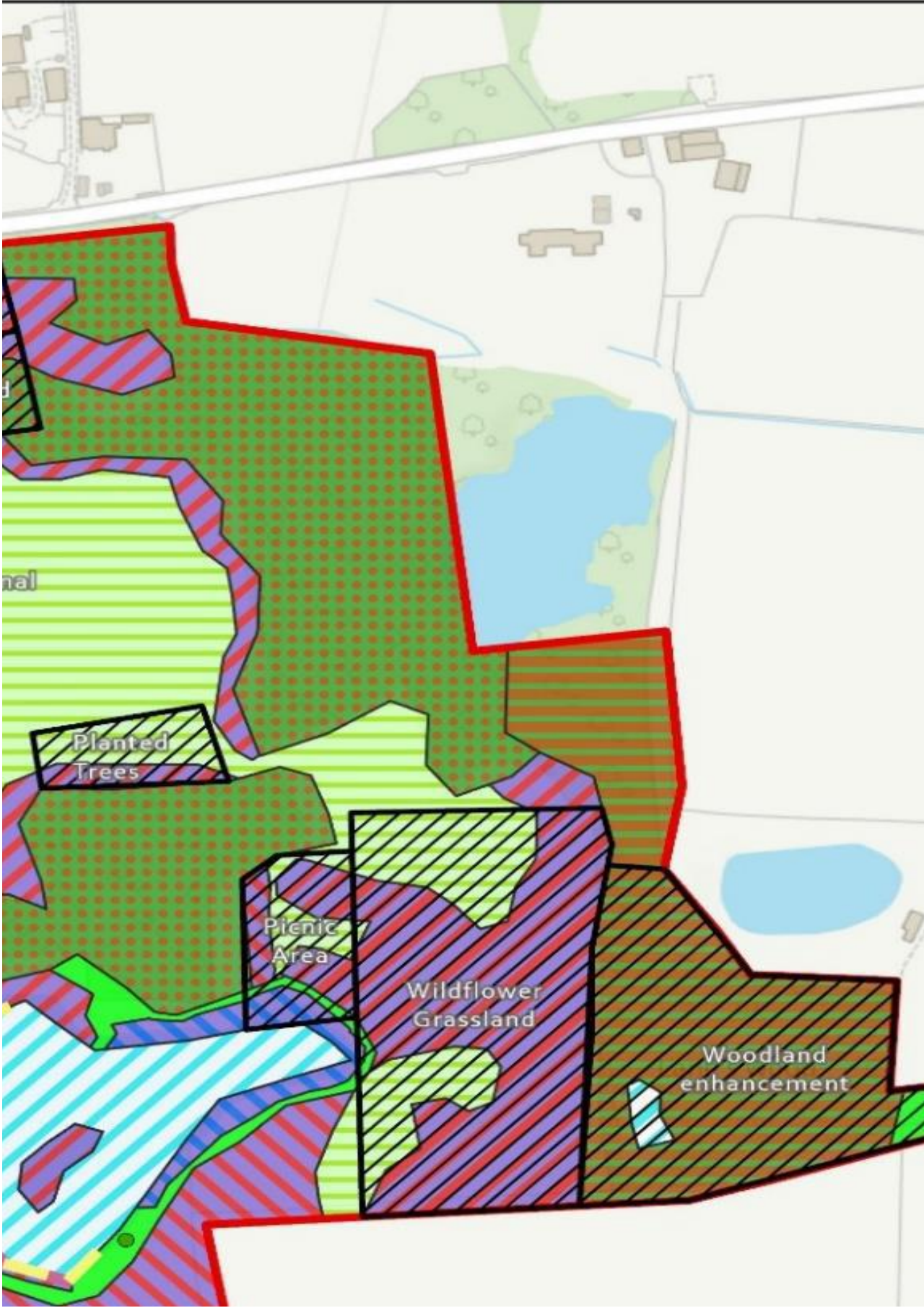
Action #	Action	Who By	Cost	Start Date	Duration	Dependencies	Update
<b>ACCESS</b>							
A1	Build Car Park	CG Contractors	£ 32,500	1-Oct-25			Works complete. VAT paid; net invoice paid by BDC
A2	Install Bike Rack in Car Park					A1	Will be researched, but not necessarily prior to opening for four bikes. Quote of £1,250 + VAT for four bike racks plus installation agreed
A3	Draft map of site showing permitted pathways						MR to visit Kempco to investigate graphic design services. See sheet 2 for map (from the LEMP). Amendments made. MR to progress.
A4	Agree map of site	Committee				A3	
A5	Clear new pathway(s)					A4	Pathway cleared. Will be signposted. The new path been recut.
A6	Assess disabled access						Quote to be obtained to flatten the other side of the gate and in addition, to flatten out an area to facilitate a picnic area.
A7	Any actions to facilitate disabled access						The law recognises that some areas of countryside may remain inaccessible where altering them would be disproportionate or damage the environment. Provide at least some accessible infrastructure, for example: An accessible route from the entrance to key features (viewpoint, picnic area etc); Accessible parking or drop-off; Accessible seating/picnic tables Where paths aren't accessible: Clearly signpost which routes are accessible and which are not Provide maps or information boards. Potential use of one area for accessible seating/picnic area. This will be investigated after opening when feedback received.
A8	Signpost permitted pathways					A5	4' high 4x4 wooden marker post to be dug in and set in postcrete. £60 per post + VAT 15 ordered. DW plus one to mark out position of posts ready for installation. SG to order discs.
<b>SITE RULES</b>							
R1	Draft Rules (e.g. litter, dog waste, dog access, horse access, bike access, car park opening times, pedestrian opening hours, picking blackberries OK, picking flowers & digging up plants not OK?, emergency numbers)	Committee Member					Rules adopted at March meeting. S.G. to create and laminate
R2	Agree Rules	Committee				R1	Rules adopted at March meeting.
<b>SITE MANAGEMENT</b>							
M1	90 Day Actions from Tree Survey	Wallace Arboriculture	£ 890				Done. Specification drafted for the next tranche of works.
M2	Risk Assessment including water safety/Life rings	Sarah Gaeta					Pending
M3	Fence off & information sign on Japanese Knotweed						18m of 4' high post and four strands of strained wire in front of knot weed area. £380 + VAT. Now agreed
M4	Any actions required by Risk Assessment						Pending
M5	Further tree survey for any new pathways not yet surveyed						Current pathway trees included in the prior tree survey.
M6	90 Day Actions from further Tree Survey						Identified - 1 year action - pending quotes
M7	Agree waste collection (if needed)						BDC will empty dog waste bin
M8	Install CCTV (if needed)						Location to be agreed - visit from BDC to be rescheduled. BDC have visited and await their report. BDC will supply signage
M9	Install bins (if needed)						Dog bin ordered - metal, green, 35L, post. Now delivered
M10	Draft site caretaker role						See M11

1. Poplar plantation - further information on harvesting of poplars for income generation to be investigated. Potential to replace with the native Black Poplar. 2. Lanes Wood deer fencing to be investigated.

Action #	Action	Who By	Cost	Start Date	Duration	Dependencies	Update
M11	Agree site caretaker role	Committee				M10	Weekend only openings; car park will need opening and closing; current staff will be approached initially, plus potential volunteer support
M12	Contract site caretaker					M11	See M11
M13	Draft & cost site management plan 2025 & 2026						Tree works ongoing/assessed; pathways to be maintained; areas around lakes maintained in conjunction with the fishing club.
M14	Agree site management plan 2025 & 2026						Oversight of park will remain with the committee. Sub-committees can be formed for long-term planning.
<b>FISHING CLUB</b>							
F1	Meet with Fishing Club to discuss plans						Meeting held and committee updated.
F2	Any pre-opening actions agreed with Fishing Club						Signs for fishing club (private); caution pedestrians and vehicles
<b>COMMUNICATION</b>							
C1	Progress update village voice & social media - November						
C2	Progress update village voice & social media - January						
C3	Progress update village voice & social media - March						Article in April Village Voice with update
C4	Publicise opening event					O1	Village Voice; Community Information Event; Party in the Park; noticeboards; social media; website.
C5	Information Board including map of site & rules						Quotes obtained for April meeting. Quote of £1.5k for a two bay aluminium board agreed
C6	Information page on PC website					A4, R2	TBC
<b>OPENING</b>							
O1	Agree opening date						Soft opening' 18th July - date to be confirmed. Formal opening ceremony to be held on another date.
O2	Plan invitees for opening event (VIPs, local groups, care homes, schools, residents, local businesses, EWT, Woodland Trust, Councillors, Cary-Anne Hornsey (foraging lady), more??)						Dignatory list to be confirmed at meeting.
O3	Plan activities for opening e.g. guided walks, treasure hunt, foraging walk/talk, refreshments, suggestions & feedback opportunities, anything else?						TBC
O4	Raise sponsorship/funding for opening event (see I1-I6)						TBC
O5	OPENING EVENT					A1, A4, A5, A7, A8, R2, M1, M2, M3, M4, M6, M8, M9, M12, M14, F2, C4, C5, C6, O1, O2, O3, O4	TBC
<b>FUNDING - INCOME &amp; EXPENDITURE</b>							
<b>POTENTIAL INCOME</b>							
I1	Grants e.g. LNP Community Fund 2025, National Lottery Awards for All England - Environment						Section I - to be looked at after the opening event.
I2	Section 106						Funds available.
I3	Parish Council held funds for Community Park (£47K)						Remaining 25/26 budget to be moved to EMR at start of 26/27 year.
I4	Donations from ECC or BDC councillors						Possible BDC councillor fund for cameras.
I5	Sponsorship from local businesses						
I6	Willow Trees						
<b>PLANNED EXPENDITURE</b>							
E1	Calculate Planned Expenditure 2025 & 2026 & compare with potential income, adjust plans if necessary						Budget agreed by PC in January.











## Legend

-  Study Area
-  f2e - reedbeds
-  g3c - Other neutral grassland
-  g4 - Modified grassland
-  h3d - Bramble scrub
-  h3h - Mixed scrub
-  h3j - Willow scrub
-  r1 - standing open water and canals
-  u1b - developed land; sealed surface
-  w1f - Lowland mixed deciduous woodland
-  w1g - Other broadleaved woodland
-  f2d - Aquatic marginal vegetation
-  w - Line of trees
-  Trees
-  Proposals

Client:

Hatfield Peveral Parish  
Council

Job:

Land south of Wickham  
Bishop Rd: Community Park

Drawing Title:

Proposed Community Park





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Date:  
05.06.25

Author Name:  
HD

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Rev. 1.0