

Clerk to the Council  
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>	Tennis Court/Gym Car Parking
<b>Advisory Group/Committee recommendation?</b>	Yes <del>No</del> S106 Working Party
<b>Proposed by</b>	Diane Wallace
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Decision
<b>If motion, please indicate required wording *</b>	To approve the design and specification provided by SX-Architecture to go out to tender
<b>Background (provided by the proposer)</b>	At the last Parish Council meeting it was agreed to accept the quotation of SX-Architecture for the design and specification. A meeting was held by members of the WP on the 17 <sup>th</sup> April led by Paul Goddard following the PC meeting to discuss the next steps, and to contact Terry Haydon to proceed. A further S106 WP is arranged for the 8 <sup>th</sup> May to discuss further provided the design and specification had been received by SX-Architecture
<b>Background (provided by the Proper Officer)</b>	As above.
<b>Financial implication (anticipated by the proposer)</b>	Funding via S106 contributions and Parish Council precept
<b>Financial implication (anticipated by the Proper Officer)</b>	As above.
<b>Legal implications</b>	Awaiting information on planning permission.

Proposer's signature

D Wallace

**Explanatory Notes:**

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<b>Item topic</b>	Tennis Court/Gym Car Parking
<b>Advisory Group/Committee recommendation?</b>	Yes <del>No</del> S106 Working Party
<b>Proposed by</b>	Diane Wallace
<b>Seconded by (if known)</b>	Mark Weale
<b>Proposed outcome – i.e. discussion, decision *</b>	Decision
<b>If motion, please indicate required wording *</b>	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
<b>Background (provided by the proposer)</b>	It is becoming increasingly worrying that the village hall car park is at capacity which is affecting users of the tennis court/gym facilities on occasions. It has therefore been suggested the area is opened temporarily on occasions to accommodate parking when the village hall is busy by erecting pedestrian fencing. The village hall management committee do have permission to use the area when a large event is on with the same being manned. At the time of preparing of this Agenda item form a quotation was awaited.
<b>Background (provided by the Proper Officer)</b>	As above.
<b>Financial implication (anticipated by the proposer)</b>	Parish Council reserves
<b>Financial implication (anticipated by the Proper Officer)</b>	There is a £2000 budget for Section 106 projects. Alternatively, expenditure can be taken from general reserves.

<b>Legal implications</b>	PC is landowner and has the power to maintain recreational areas.
<b>Proposer's signature</b>	<i>D Wallace</i>

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<b>Item topic</b>	Tennis Court seating and shelter
<b>Advisory Group/Committee recommendation?</b>	Yes <del>No</del> S106 Working Party
<b>Proposed by</b>	Diane Wallace
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Decision
<b>If motion, please indicate required wording *</b>	To approve the quotation of ETC for the supply and installation of seating and shelter inside the Tennis Courts, and to apply to BDC for S106 funding
<b>Background (provided by the proposer)</b>	The PC's appointed Coach has recommended that the PC provide seating and shelter to accommodate users' needs and varying weather conditions. Members from the Forrester's Tennis Club are now using the courts on a weekly basis and did offer free benches to the PC. However, the WP didn't feel these were what was required in the tennis courts because of the new surfacing. ETC were approached to provide a quotation as they are the PC's construction contractors and who will be maintaining the court on an annual basis. At the time of preparing of this Agenda item form a quotation was awaited.
<b>Background (provided by the Proper Officer)</b>	As above
<b>Financial implication (anticipated by the proposer)</b>	S106 contributions
<b>Financial implication (anticipated by the Proper Officer)</b>	S106



<b>Legal implications</b>	Power: Public Health Act 1875 s164; Local Government Act 1972 s14 ss27; Public Health Acts Amendments Acts 1890 s44; Open Spaces Act 1906 ss9 & 10; Local Government (Miscellaneous Provisions) Act 1976 s19
<b>Proposer's signature</b>	<i>D Wallace</i>

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<b>Item topic</b>	Upgrade of PRoW Footpath Nos 20 and 22
<b>Advisory Group/Committee recommendation?</b>	Yes <del>No</del> S106 Working Party
<b>Proposed by</b>	Diane Wallace
<b>Seconded by (if known)</b>	
<b>Proposed outcome – i.e. discussion, decision *</b>	Decision
<b>If motion, please indicate required wording *</b>	To approve the Specification of Works for the upgrade of footpaths Nos 20 and 22, and to apply to BDC for funding via S106 contributions and to go out to tender
<b>Background (provided by the proposer)</b>	Richard Alston the Parish Council’s Footpath Representative had started work on this project last year with measuring the footpaths and consulting with John Upson. In Richard’s absence due to ill health, Diane and Ken Earney have picked up the project to progress further as do not wish to lose the funding available for the improvements. The specification has considered previous footpath specifications of ECC, contacting contractors, John Upson and information available online for rural footpaths
<b>Background (provided by the Proper Officer)</b>	As above
<b>Financial implication (anticipated by the proposer)</b>	Funding via S106 contributions
<b>Financial implication (anticipated by the Proper Officer)</b>	S106

<b>Legal implications</b>	Power: Highways Act 1980 s.43
<b>Proposer's signature</b>	<i>D Wallace</i>

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## **Paper for Hatfield Peverel Parish Council meeting 11 May 2026**

### **Tennis Court and Gym car park**

#### **Background**

Provision of tennis courts was first discussed with BDC as far back as January 2020. As the project developed it was recognised that there would be “spin off” projects including possible redevelopment of the existing car park and, potentially, provision of dedicated parking for the courts. However, it was agreed that the immediate focus had to be on delivering what the residents had asked for – the two tennis courts. It was, therefore, not until May 2024 that provision of dedicated car parking was considered in any detail by the S106 Working Party, and the first opportunity to discuss this with BDC – in August 2024 – revealed their concern that the size then being suggested (up to 35/40 vehicles) would not be driven by usage of the tennis courts but more by a desire to increase the overall parking capacity at the village hall.

For the next 12 months, issues relating to the tennis court construction meant that the limited resources of the Working Party had to focus on that project but in September 2025 a small sub-group was formed – initially to be chaired by Richard Alston but now headed by Paul Goddard - and three months later the group had its initial meeting and subsequently covered the following:

- produced a broad but lengthy list of issues to be taken into account
- produced a rough scale plan showing capacity of 28 spaces plus two “blue badge” bays, which would alleviate BDC’s concern regarding overall capacity
- reviewed existing covenants on the Strutt Memorial Ground
- produced an outline scope of works
- agreed to use the topographical survey already produced for the tennis courts
- carried out site visits to look at types of surface and ecologically friendly fence posts and gates (hedging has been discounted in view of the likely impact of leaves etc on the tennis court surface)
- discussed options for surfaces with Ashe Green Civil Engineers
- preferred surface identified as “BodPave 85 Permeable Paving” (see Terram.com) – other surfaces including tarmac and loose shingle discussed and discounted
- discussed with BDC, on numerous occasions, the likelihood of any car park requiring planning permission (currently still unresolved)
- discussed with Ingleton Wood the issues likely to arise as part of the project (their subsequent quote for services was far more comprehensive and costly than the group felt was necessary)
- redefined the area to be used to reduce the impact on residents of New Road
- identified the need for an all-inclusive footpath to run alongside the tennis courts
- identified the need for low level, post mounted lighting to minimise impact on local residents and the environment
- identified the need for some form of control over access to/egress from the area – solution yet to be identified from numerous gate and barrier options available

#### **Recent Developments**

Having discounted the quote from Ingleton Wood on the grounds of complexity and cost, and given the ever increasing pressure to make progress with the project, it was decided by the sub-group to enlist the help of Terry Haydon of SX-Architecture who has previously undertaken work on behalf of the Parish Council. There appear to be very few firms prepared to take on work of this size, and certainly none known to members of the Working Party. Terry submitted his initial quote at the end of February covering design development and production of scope of works for issue to contractors for tendering for the construction work. The fee proposal was refined in conjunction with comments from the sub-group and, at its meeting on 13 April 2026, the Parish Council voted to accept the quotation of £2,850.



## **Current Status**

The scope of works/specification has now been completed and is submitted to the Parish Council for approval. It fully meets the expectations of the Working Party and carries the WP's support. Individual aspects can be commented upon, as needed, at the May meeting of the Parish Council. It is anticipated that individual contractors will make their own comments and suggestions on various aspects of the work but the Working Party will ensure that all quotes are considered on a "like for like" basis.

Whilst it had originally been hoped to have the work completed by June 2026, it is now considered likely that the main construction period will be towards the end of the summer school holidays with completion by mid/late September 2026.

# Hatfield Peverel Parish Council

## Tender Works Specification to upgrade PRow Nos 20 & 22

Upgrade of PRow Footpath 20 (off Footpath No 19 from Church Road to The Green) down to Sportsmans Lane, and Footpath 22 (off Footpath No 20) to Rose Cottage, Ulting Road

### Footpath 20

1. To build up the side of existing footpath from footpath 19 alongside allotment site to vehicular gate north of cemetery to same height of existing hard surface with compacted road planings to widen pathway for both pedestrian and vehicle access to cemetery approximately 73m length
2. Top up existing hard surface footpath with road planings in front of cemetery where considered necessary
3. To excavate where considered necessary from vehicular gate south of cemetery approximately 565m length x 1.5m wide to Sportsmans Lane using existing walked footpath but keeping to the boundary side rather than encroaching field side of footpath, infill with approximately 100mm compacted road planings blending in at edges and removing any excavated spoil from site

### Footpath 22

4. To excavate where considered necessary footpath 22 from footpath 20 approximately 172m length x 1.5m wide to Ulting Road using existing walked footpath but keeping to the boundary side rather than encroaching field side of footpath, infill with approximately 100mm compacted road planings blending in at edges and removing any excavated spoil from site

**A site visit is requested by the Parish Council with the Footpath Representative and/or a Councillor to discuss the aim in providing hard surface footpaths in a rural area**

The work is required to be carried out after harvest of crops for easy access at the permission of the local farmer (Upsons Farms) and be completed by December 2026.

Please submit your tender to the Parish Clerk, Sarah Gaeta, Hatfield Peverel Peverel Council by 11<sup>th</sup> June 2026

[parishclerk@hatfieldpeverelpc.com](mailto:parishclerk@hatfieldpeverelpc.com)

[01245 382865](tel:01245382865)

