



HATFIELD TOWN COUNCIL

(Twinned with Merksplas in Belgium)

ACTION PLAN 2021-2025

**October 2021
Updated December 2022**

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Introduction

About Hatfield Town Council

Hatfield Town Council was first established as a Parish Council in 1894. The Parish was very different then, being mainly a rural farming community. Following national growth in industry and house building the Council's area changed dramatically in the next 50 years to become the large diverse Town Council area we see today.

The Parish Council became a Town Council in 1993, which enabled the Town to have its own Mayor- a tradition which has continued since.

The Hatfield Town Council area encompasses the 5 settlements of Hatfield, Dunscroft, Dunsville, Hatfield Woodhouse and Lindholme- all of which have very different local features and requirements. The Town Council is keen to balance the needs of all sectors of the local community and make improvements to benefit everyone.

The Town Council area has a population of around 17000, of which approximately 12000 are voters over 18. For administrative purposes the Town Council area is divided into four Wards—Hatfield, Hatfield Woodhouse (including Lindholme), Dunscroft and Dunsville which are represented by a total of 14 Town Councillors.

Why produce an Action Plan?

Like any business the Town Council needs to have a plan how to spend its income wisely and for the maximum benefit of its residents. It will also help you, the local resident, to understand what the Council is doing and how.

This Action Plan for the next four years will help determine how the Town Council's resources (both budgetary and staff) are allocated. This will enable a more planned and cohesive approach to how we deliver services and ensure local residents get value for money from their Town Council.

Hatfield Town Council strives to work *for* the community from *within* that community. It aims to continually improve the services it provides and make a difference to residents' daily lives.

Overview of the Town Council

The Council Itself

As mentioned above, the Town Council is made up of 14 elected and co-opted Councillors. These people carry out their work as elected members on a voluntary basis- they do it for the good of their own community. Councillors are expected to undertake training in order to help them carry out their role properly and effectively. The current Councillors were elected and co-opted in summer 2021, and will serve until the next Town Council elections are held in May 2025.

A new Mayor, Deputy-Mayor and Leader of the Council are chosen by the Councillors in May every year. The current Town Mayor is Councillor David Fiennes-Gregory who is one of the Council members for the Dunscroft Ward area. His main job as Mayor is to chair monthly Council meetings, and he also makes presentations to grant recipients and represents the Council at public events.

The Town Council meets monthly (on the second Monday) in the Council Chamber at the Town Council Offices. These meetings are open to members of the public to attend and observe. There is also an opportunity for members of the public to address the Council at the start of the meetings, however, they cannot participate in the Councillors' discussions later in the meetings. All decisions taken by the Town Council are voted on within such meetings, and it is only those decisions made by the *whole* Council which are legally binding- the Town Council can only make its decisions as a single body not as individuals.

The Council has several committees and working groups which each meet between 1 and 3 times a year and some which meet on an ad-hoc basis as necessary. The Town Council also has a Councillor representative on several local and regional community groups.

Sites and Responsibilities

In this area there are 2 tiers of local government each with different responsibilities. Hatfield Town Council is the first, most local tier and has an important role to play in representing the interests of local residents and supporting the work of all the different groups within our community. Doncaster Metropolitan Borough Council is the second tier and has the responsibility for services such as highways, housing, education, social services, household rubbish, litter, fly tipping and street cleansing. Please see our website for further guidance and contact information for reporting issues: www.hatfield-tc.gov.uk

Within the Hatfield Town Council area we have nine recreation grounds which are owned by (or vested in) the Town Council and maintained by it. This includes large areas such as Jubilee Park and smaller green pockets such as Milcroft Recreation Ground and Dr Waters' Gardens. (see appendix 1 for details).

The Town Council also owns and operates Hatfield Cemetery. This is a small Cemetery with a Chapel on Cemetery Road at the edge of Hatfield and is run as both a community

Sites and Responsibilities, cont

service and an income generating business element of the Town Council, although the fees received annually from users of the Cemetery do not usually cover its annual running costs.

The Town Council also maintains some roadside flower beds in its area and provides Christmas lighting and a tree in public places throughout the area. It also provides an allotment site on the Abbey Fields recreation ground which is run by an independent allotment association.

Overview of the Town Council

Staffing

At present, the Town Council has a staff of 6 people. 3 of these are office-based and 3 site-based. The Town Clerk and Responsible Financial Officer (Clare McRoy) manages the team, and is the legally appointed 'proper officer' for the Council who must carry out the functions required by law and issue all statutory notifications. The Town Clerk's primary responsibility is to advise the Council on whether its decisions are lawful and to recommend ways in which decisions can be implemented effectively & efficiently and then manage the implementation. She is supported in this role by the Assistant Town Clerk (Heather Graham) who deals with the administration of cemetery matters and assists with the preparation of accounting records. The third member of the office team is our cleaner Emma - who keeps the buildings and Chapel looking pristine.

The site-based staff maintain our Cemetery and 9 recreation grounds including the preparation of graves for funerals. There is a Cemetery and Sites Supervisor (Jason) and 2 further staff (Nicky and Peter) who do this work all year in all weathers.

Financial Information

Income

The Town Council's primary source of funding is the 'precept' which is the local tax levied by the Town Council and collected on its behalf by Doncaster Council as part of residents' Council Tax bills. At present £49.80 per year (based on a Band D property) of each Hatfield Town Council area resident's council tax contributes to this precept. This equates to 95 pence per week per Band D Council Tax payer.

The budgeted income for 2022-23 is
£217,283 from Council Tax precept funding
£35,634 estimated income from Cemetery fees.

Expenditure

The Town Council's main items of expenditure relate to:
General Town Council running costs including staff costs and asset maintenance costs

Ongoing maintenance and improvement of 9 recreation grounds, play areas and Hatfield Cemetery
 Providing grant funding for community groups
 Floral displays and Christmas lights

Key Actions

These are the things which the current Town Council would like to achieve during it's time in office- that is during the 4 years until May 2025. The Town Council has discussed this and Councillors have provided some ideas for actions and improvements. This is the part of the Action Plan which will be most closely monitored, and fully reviewed by our Policy and Resources Committee each year in December to ensure budgetary requirements are in place as necessary for the following year.

Current Actions

The following projects are ongoing- having already been the subject of a Town Council decision to implement or continue:

Project	Location	Estimated cost	Completion by
Continue to expand the Christmas lighting scheme throughout the Council's area	Whole Council area	£20,000 per year in years 1 and 2 £15,000 in year 3 £10,000 in year 4	Autumn 2021 then ongoing annually
Continue to work with volunteers to enhance existing maintenance work	Jubilee Park	Staff time and small items of maintenance expenditure	Ongoing to 2025
Install a miners memorial	Hatfield and Dunscroft Miners Recreation Ground	Donated structures may be available, installation costs and transport fees- grants may be available	January 2023
Investigate production of a Neighbourhood Plan	Seek partnership with other interested local community groups	Not yet known- substantial est cost over £20,000 but may attract grant funding	May 2025
Investigate & install amplification equipment for meetings	Council Chamber, Town Council Offices	£1,500	October 2023
Improve access and security	Town Council recreation grounds	£3,000 in 2021 Future years likely to be similar	Ongoing to 2025
Ensure all staff are well trained to carry out their jobs	In-house training and various external training providers.	£4,000 in 2021 & £3,500 in 2022 £2,500 per year after that	Ongoing to 2025
Provide a Christmas meal event for elderly residents who live alone	Community Centres	Approx £800 per event est £3,000 per year	Ongoing annually
Continue provision of further community defibrillators	Throughout Council area	£2,100 in 2021 + maintenance costs Unknown annual cost beyond 2021	Ongoing to 2025
Installation of outdoor fitness equipment	2 Town Council recreation grounds	Est £11,000 per set of equipment	Summer 2023

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Ensure site buildings are of sufficient capacity for the Council's needs.	Hatfield Cemetery outbuildings	£35,000	Spring 2022- completed March 2022

Key Actions

Future

The following actions have been suggested by Councillors, and a final decision will be made in December each year as to which to progress over the next financial year:-

Project	Location	Estimated cost	Completion by
Hold an annual community event	Jubilee Park	£2,099 final cost for 2022 event + staff costs	Summer 2022 then ongoing- 1 st event held 2 June 2022
Continue with additional community defibrillator provision	Throughout Council's area	Est £2,500 per defibrillator and cabinet	May 2025
Enhancement of floral decorations	Town Council area	£1,500 and staff time in 2021 & 2022 £1,000 from then onwards	Ongoing annually Extra planting 2022 and new hanging baskets
To provide lit Christmas trees in the area	To be agreed- none of those suggested for 2022 were possible	£1,000 per tree per year + electrical installation and checking est. £2,000 per tree location	Ongoing annually from December 2023
Obtain use of land for provision of a new play area	Lindholme	Land rent: £1,000 a year, and Play equipment: up to £20,000	Spring 2024
To improve cycling facilities on recreation grounds	Jubilee Park initially, then other locations	est £25,000 towards BMX cycling track.	Summer 2024
To provide cycle parking stands on 3 recreation grounds	Jubilee Park, Station Road, and Miners Welfare	£1,000 per recreation ground for 6 cycle capacity stands	Summer 2023
Continue the enhancement and	All Town Council recreation grounds	£3,000-£5,000 a year.	Ongoing. 2022-23 So far £6,493 for

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improvement of existing play equipment			fence around play equipment Grange Avenue Rec Ground
Key Actions			
Project	Location	Estimated cost	Completion by
Ensure all councillors are properly trained- provide regular whole Council training sessions	Various training providers	£1,500 per year in 2021 and 2022, £1,000 per year after that	Ongoing to 2025 Sporadic take-up of training. Whole Council sessions Early 2023
Work with DMBC to tackle fly-tipping in the Council's area	Whole area	Not yet known- staff and councillor time for a Litter Working Group	Ongoing. Working Group to meet as required
Work with local prisons to help integrate prisoners back into a community	Town Council area	Staff and Councillor time	ongoing
Carry out a programme of tree planting on Council owned land, possibly including a community orchard	Recreation Grounds where space allows	Some free trees are available additional expenditure for hedgerows, fruit trees- dependent upon size of scheme	Winter 2024 2022- Acer trees provided for avenue on Jubilee Park in partnership with FoJP
To provide play equipment specifically for teenagers seek grant funding to assist	Initially York Road Recreation Ground, then later Station Road and Miners Welfare	£20,000-£30,000 for a small parkour-type set of equipment or skate park	Spring 2023 Spring 2025

Appendix 1

Town Council Recreation Grounds:-

- Jubilee Park and Fields, Cuckoo Lane, Hatfield- play equipment, picnic bench, seats, teen shelter, basketball hoop, zip wire, football pitches, skate park.
- Station Road Recreation Ground, Dunscroft- multi use games area, teen shelter, play equipment for younger children
- York Road Recreation Ground, Dunscroft- play equipment for older children and under 8s
- Abbey Fields, Dunscroft- allotments, playing field and goalposts
- Grange Avenue Recreation Ground, Hatfield- play equipment
- Mosscroft Recreation Ground, Hatfield Woodhouse- junior goal posts, play equipment
- Hatfield Woodhouse Village Hall- field with goalposts, play equipment for younger children
- Milcroft Crescent Recreation Ground, Hatfield- play equipment
- Dr Waters' Gardens, Station Road, Hatfield- memorial Garden with war memorial stone, seating and bins

Town Council Flower Bed locations:-

- Westfield Green, Hatfield
- Kinsbourne Green, Dunscroft
- Grange Avenue, Hatfield
- Stonehill, Hatfield Woodhouse

Appendix 2

Summary of Hatfield Town Council current and future actions

Infrastructure and assets	Community Improvements	Health and Wellbeing
Ensure site buildings are of sufficient capacity for the Council's needs.	Continue to expand the Christmas lighting scheme throughout the Council's area	Installation of outdoor fitness equipment
Install amplification equipment in Council Chamber	Continue the enhancement and improvement of existing play equipment	To improve cycling facilities on recreation grounds Including cycle parking
Obtain use of land for provision of a new play area	Continue to work with volunteers from Friends of Jubilee Park group	Install sets of new play equipment for different age groups
Improve access and security on Council owned recreation grounds	Investigate production of a Neighbourhood Plan	Plant replacement trees for any removed on Council land and carry out additional new planting each year
Ensure all staff are well trained to carry out their jobs	Improve access and security on recreation grounds	Provide a Christmas meal for elderly residents who live alone
To provide cycle parking stands on 3 recreation grounds	Hold a community event annually at Jubilee Park	Obtain use of land for provision of a new Lindholme play area
Continue provision of further community defibrillators	Enhancement of floral decorations on our land	Continue provision of further community defibrillators
Ensure all councillors are properly trained- provide regular whole Council training sessions	Install a miners memorial in Dunscroft	Provide a defibrillator for every school in the Council area
Carry out a programme of tree planting on Council owned land, possibly including a community orchard	To provide lit community Christmas trees	Continue the enhancement and improvement of existing play equipment
	Work with DMBC to tackle fly-tipping in the Council's area	To provide play equipment specifically for teenagers
	Work with local prisons to help integrate prisoners back into a community	
	To provide play equipment specifically for teenagers	
	Carry out a programme of tree planting on Council owned land, including a community orchard	

Hatfield Town Council strives to work *for* the community from *within* the community. It aims to continually improve the services it provides and make a difference to residents' daily lives.



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