

# SARRATT PARISH COUNCIL

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## **Minutes of the Sarratt Parish Council Meeting held on Tuesday 10<sup>th</sup> December 2024 in the Rear Hall, Sarratt Village Hall**

Present: Councillor Dobson, Chair  
Councillor Coakley, Vice Chair (Absent)  
Councillor Lowry, Policy & Resources  
Councillor Alder, Deputy Planning  
Councillor Diggins, Highways  
Councillor Zerny, Deputy Highways

In attendance: 5 members of the public  
Mrs Mortimer, Parish Clerk

### **24/540 APOLOGIES AND ANNOUNCEMENTS**

Apologies were received in advance from Vice Chair Cllr Angela Coakley and Planning Lead Cllr Lee Farman for their absence. There is a standing apology for absence for Cllr Garvey until 2025.

District Cllr Ciaran Reed apologised for his absence as his presence was required at a full Council Meeting of Three Rivers District Council (TRDC).

### **24/541 DECLARATION OF INTEREST AND DISPENSATIONS**

In relation to the 2025/26 grants, Cllr Lowry declared an interest in both Sarratt Care and the Days Charity, as he is acting as their accounting adviser.

### **24/542 PUBLIC QUESTION TIME**

There were no questions

### **24/543 MINUTES OF THE LAST FULL COUNCIL MEETING ON THE 12 NOVEMBER 2024**

The Minutes were approved as a true and accurate account of the previous meeting. The confidential section will be redacted from the published version online.

Proposed: Cllr Alder; Seconded Cllr Zerny

### **24/544 MATTERS ARISING FROM THOSE MINUTES**

There were none

### **24/545 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**

#### **The Meeting of the Joint Parish Councils**

This meeting which is held every 6 months and was attended by Cllr Dobson and the Clerk. Representatives from the Parish Councils of Chorleywood, Watford Rural, Croxley Green, Batchworth and Abbots Langley were present, together with representatives from TRDC and the Police. The police reported crime figures were

down by 16% compared to the previous year, although shop lifting by organised gangs is a growing problem. Using Herts Connect to report crime and provide information can be vital to apprehending these gangs. The Police are launching some new initiatives to ensure residents can meet them unofficially – like ‘Coffee with a Cop’ in Rickmansworth at one of the coffee shops. Chorleywood noted The Bank in Chorleywood, a new restaurant and club, is causing extensive issues with noise and parking.

Chorleywood is planning to become a Market Authority for their Christmas Fair, so eliminating the need for the stall holders to apply for individual licenses. This has the added advantage of enabling Chorleywood to host other fairs. Chorleywood is running a very successful Community Shed for people to come together and is hoping to start up a Repair Café which could rotate from Parish to Parish throughout the year. Details will be shared with the other Parish Councils.

Croxley Green reported that it is operating a very successful bus service with trips into Watford three times per week, which is outsourced to a coach company and costs the Parish Council £18,000 per annum. They have also succeeded in getting a flypast from the Battle of Britain flight on VE80 day – Cllr Diggins will pursue this, as we are probably also on the flight path. Chorleywood will share details of their portable beacon as a number of the Parish councils expressed an interest in this as a potential option for VE Day.

Shivani Dave, from TRDC came to discuss the Emergency Plan she is developing which sets out how the district will deal with large scale disasters, such as fires and power outages, or flooding. As part of the plan, venues are being identified across the district to be Reception Centres in the event of residents having to be evacuated from their homes. Sarratt Village Hall has volunteered to be one of these. She also reported on the TRDC Local Strategic Partnership, which involves the District Council, the police and fire service and a number of large charities. The objective of the group to make the district a better place to live and to work jointly to resolve problems, such as belonging, safety, economy, environment and to increase opportunities for job creation.

Josh Sills informed the meeting about the communications channels TRDC has available including 41 notice boards within district that are free to advertise upon, although none in Sarratt.

## **KGV COMMITTEE MEETING**

This was attended by Cllr Dobson and the Clerk. Key points of interest for SPC were the approval by the TRDC Policy & Resources Committee of £200,000 of CIL funding for the extension and refurbishment of the Pavilion. When added to the £30K already pledged by SPC, the KGV Charity and a local benefactor, plus £7,700 from the National Lottery, there is still a shortfall of ca. £160K to meet the expected project costs. In parallel an alternative roof design that has a lower build cost is being explored, but whilst unlikely to be contentious as it will be lower in height, it will require a new planning application to be submitted. The TRDC CIL Team have confirmed this would not invalidate the £200K grant. If the alternative roof receives planning permission this will reduce the short fall in costs, which the project team aims to close with further grant applications to the Football Foundation and the Bernard Sunley Trust together with local fundraising activities, which will probably include ‘Buy a Brick’ for the new pavilion. All of the above has resulted in a decision to push the start date for the construction back to the end of the football season in May 2026, rather than May 2025. The next step is to appoint a professional project management company and run the formal tender process to select a contractor.

One of the actions for SPC arising from the meeting was to confirm how much was left in the Field Maintenance budget. After clarification of the figures at the SPC

meeting it was concluded there is ca. £1,200 left, which will be sufficient to continue cutting the grass at the KGV playing fields until the end of this financial year on 31 March 2025. Andrew Whitewood was asked to review his KGV maintenance schedule for 2025/26 so SPC could confirm the required budget. Cllr Dobson suggested that going forwards it might be more sensible for the KGV Committee to just submit a grant for the discretionary spend it needs to maintain the pavilion and playing fields i.e. ca. £4,000 and SPC will instead include in its budget whatever is needed for the field maintenance and its surrounds each year. Which was agreed.

## 24/546 CLERKS ACTIVITIES

<b>Tree works</b>	Ash tree at the corner of the Cricketers Pond and Sarratt School	Awaiting a quotation from Tree Monkey for the removal of limbs and overhanging growth	Quote received - work to commence shortly
<b>Christmas Tree on The Green</b>			Erected and lit – volunteers will decorate this week
<b>Tree in Holy Cross Church</b>			Decorated by Cllr Dobson and Clerk
<b>Tree Felling as part of the Woodland Management Plan</b>	Map and details of trees to be felled sent to three contractors		John Jones to discuss the work with Cllr Garvey further
<b>Christmas Tree Sale in the Cricketer's garden</b>			Parameters and safeguards outlined to The Cricketers by the Clerk

<b>Hunters Wood</b>	Complaint by neighbour about the driveway works	Made site visit to see if there were permanent surfaces on Common Land as reported	Settled with Hunters Wood who have removed granite sets as edgers – replacing with sleepers Building should not happen on the verge as it is SPC common land. It was agreed there would be no action on historic encroachments, due to the time and effort involved, but a letter would be sent to the residents to advise permission from SPC much be sought for any future works – Cllr Farman to draft the letter. Photos to be taken as a record, for comparison
<b>Dead Tree on the Green</b>	Visit by UK Power 30/09/24. Head of tree works visited the Green.		Awaiting a date for the work.
<b>Cricketers Pond Clearance</b>	Filling in forms for the Rural Payments Agency for a one-off payment. Two site meetings with pond contractors	Speaking to Chilterns National Landscape For a one-off grant	Already received one quotation. Awaiting others from Clearwater and Justin Linnell
<b>Fibre Broadband System in the office</b>		System suggested with a small saving each month	Details sent on to Lee for consideration
<b>Environment deputy</b>	Emma Dickins	She is helping with the wood land management subcommittee – and will attend some of our meetings	Ongoing

<b>Drainage Maps</b>	Contacted Affinity who sent me to Thames Water	They have provided a narrative conclusion about the drainage at the school/pond	Continuing to follow this up with Herts Highways, Now with the help of Premises secretary at Sarratt School
<b>Highways Dossier</b>			Introductory letter sent and response already received suggesting a meeting in the new year.
<b>Boxing Day on the Green Insurance</b>		Tanya Howard and Joe Brownsell	Approved, awaiting insurance documentation
<b>Historic artifacts found on the Green</b>	Greg Edmund would like to metal detect on the Green after the Boxing Day Fair	Sarratt Village Hall Committee have agreed to a display cabinet being erected in the Rear Hall	SPC agreed to Greg's request
<b>Three Rivers, Parish Councils and Police meeting</b>	Time: 1:30pm Date: Wednesday 11 December Location: Penn Chamber, Three Rivers House,		Clerk to attend

Referring to the minutes of the previous meeting Cllr Dobson asked whether the request for a new memorial tree had been resolved. The Clerk explained it was not a new tree but the tree in memory of Eileen Admas that SPC had purchased a tree guard for. A decision on the choice of tree is awaited. In parallel the Clerk needs to seek guidance from TRDC Tree Offices on what species of tree they see as appropriate for the Green.

Following a query from a parishioner, Cllr Dobson asked what had happened to the 'footpath – no horses' signs for Dawes Common that were due to be installed. Andrew Whitewood confirmed he had the signs and would get them erected as soon as possible.

## **PLANNING**

### **24/547 TO RECEIVE THE LEAD COUNCILLORS REPORT**

Cllr Alder advised it had been brought to the Neighbourhood Plan sub-committee's attention that TRDC had sent a previous version of the Plan to the External Examiner. It's also possible this previous version was used for the District Consultation over the Summer, rather than the most recent version. This may

invalidate the consultation, which could mean a further District Consultation will need to be held with the correct version. Former Cllr Soothill, as a member of the sub-committee is in contact with the External Examiner and TRDC to find out what decision will be made on this.

#### **24/548 FIR TREES, DAWES LANE**

A presentation was made by representatives of Antler Homes (Joe Halstead and Stuart Bradford), and Ian Taylor from Progress Beaconsfield planning consultants about their proposed development of the Fir Trees site in Dawes Lane. The proposal is for 20 homes, accessed from Dawes Lane with a 45% quota of affordable homes. There will be 3 x 4-bedroom homes, the rest will be 2 and 3 bed properties including two maisonettes. A planning application will be submitted in January 2025. Ecological, Tree Preservation Order trees and Access have been assessed and Thrive Homes have been approached about a footpath to allow pedestrian access through the garages they own in Downer Drive. There will be an 18 month build time. The meeting reminded the representatives of Sarratt's Neighbourhood Plan, with reference to design codes and building materials. They will be encouraged to use green technology for heating. The meeting thanked the gentlemen for their presentation and look forward to updates on their project.

#### **24/549 PLANNING APPLICATIONS**

- [Prior Approval: Single storey rear extension \(depth 5.40 metres, maximum height 2.59 metres, maximum eaves height 2.59 metres\)](#)  
The Laurels White Shack Lane Chandlers Cross Rickmansworth Hertfordshire WD3 4ND Ref. No: 24/1918/PDE  
*SPC Noted*
- [Certificate of Lawfulness Proposed Development: Stationing of caravan/mobile home for ancillary residential use.](#)  
Penmans Penmans Green Sarratt Kings Langley Hertfordshire WD4 9AZ Ref. No: 24/1801/CLPD  
*SPC Noted*
- [Outline Application: Development of up to 18 residential dwellings with access onto Church Lane \(Appearance, Layout, Landscaping and Scale reserved\)](#) The Royal British Legion Church Lane Sarratt WD3 6HL Ref. No: 24/1833/OUT”  
A comprehensive response will be prepared by SPC before 3 January. Residents to be made aware of the application using the email distribution list.

#### **To highlight for any input:**

- [Neighbouring Authority Consultation: Buckinghamshire County Council PL/24/2859/FA: Reconfiguration of existing 9-hole golf course and construction of a golf driving range; construction of green plateau for use as football playing pitches, including 1no. permanent 11v11 football pitch with floodlights; erection of temporary changing facilities; erection of permanent clubhouse; and associated access, landscaping and parking.](#)  
Chiltern Hills Golf Course, Green Street, Chorleywood, Hertfordshire Ref. No: 24/1946/NAC

There were no comments.

## 24/550 PLANNING DECISIONS

- Demolition of existing demountable and caretakers block and construction of single storey teaching block with associated landscaping works

Sarratt Church Of England School The Green Sarratt Rickmansworth Hertfordshire WD3 6AS Ref. No: 24/0990/FUL

*SPC: No objection. We support these improvements within the school site to increase the safety of pupils and staff, and improve the learning environment.*

*TRDC: Approved*

- Erection of a car port.

Whiteway Field Penmans Green Sarratt Kings Langley Hertfordshire WD4 9AY Ref. No: 24/1507/FUL

*SPC: No Objection*

*TRDC: Approved*

- Installation of solar panels on existing garage flat roof.

The Orchard The Green Sarratt Rickmansworth Hertfordshire WD3 6AT Ref. No: 24/1450/FUL

*SPC: No objection. We support the addition of green energy source and the approach to minimise any visual impacts.*

*TRDC: Approved*

- Erection of agricultural barn

Dellfield Farm Dellfield Plough Lane Sarratt Rickmansworth Hertfordshire WD3 4NL Ref. No: 24/1391/FUL

*SPC: Was not made aware of this application*

*TRDC: Approved*

- Subdivision of site and construction of detached bungalow with associated access and car parking.

15 Church Lane Sarratt Rickmansworth Hertfordshire WD3 6HN Ref. No: 24/1339/FUL

*SPC: We do not generally support splitting of existing single plots to provide additional dwellings in the conservation area as this can lead to overdevelopment. However, due to the position of this proposal, the fact that this proposal, the fact that this plot is effectively a brownfield site and the proposal is for a 3 bed bungalow. These are under-represented in the area and we are not objecting to this application. If officers are minded to approve we ask that permitted development rights are removed to restrict this development from being expanded in the future.*

*TRDC: Refused*

- Construction of carport to front of dwelling

Waterdell House Little Green Lane Croxley Green Rickmansworth Hertfordshire WD3 3JH Ref. No: 24/1129/FUL

*SPC: No objection*

*TRDC: Approved*

## 24/551 PLANNING ENFORCEMENTS

A list of the latest TRDC planning enforcements was circulated prior to the meeting and will be displayed on the SPC website.

## **24/552 PLANNING APPEALS**

- [APP/P1940/W/24/3346997](#) & [APP/P1940/W/24/3349084](#) - land to the rear of 47, Sarratt WD3 6HN - Jon and Chris Adams - [Demolition of existing structures and construction of five detached dwellings with associated parking, bin and cycle storage, landscaping and access improvements](#). Ref. No: 24/0023/REF. No further updates.

## **POLICY AND RESOURCES**

### **24/553 NOVEMBER BANK RECONCILIATION AND PAYMENTS**

Funds in the SPC current account agreed with the cash book at £74,488 at the end of November 2024.

Cllr Lowry advised the Santander account had finally been closed and the money transferred to SPC's co-op account. Cllr Lowry was thanked for his work on this, together with the assistance from former Cllr Soothill. The Council extends their gratitude to Antony Soothill for his support and patience in signing numerous bank mandate requests to enable this to happen.

Following the receipt of the funds from Santander, Cllr Lowry transferred £29,034 from SPC's co-op current account to our co-op instant access savings account. Cllr Dobson asked whether, if it was instant access, should we not consider transferring a larger sum so it earned interest. Cllr Lowry explained that a review of the reserves savings investments needed to be considered in the new year via different options.

Cashbook payments to suppliers since the last meeting totalled £4,963.17 and were presented for approval.

Proposed: Cllr Diggins; Seconded: Cllr Alder

The bank statements and reconciliation for November, together with those for September and October, were countersigned by Cllrs Diggins and Alder.

### **24/554 COUNCIL APPROVAL FOR FY25/26 ANNUAL BUDGET**

Councillors were giving a briefing on the main areas of change for next year's budget for 25/26, namely:

- Staffing and Office Facilities have remained almost static, with a small reduction in staffing, as we no longer pay for a Parish Warden. Those duties have been taken up commercially. An additional allowance has been made for the rubbish collection to transfer the activities that were normally performed by the Parish Warden.
- Administration has remained constant, with a contingent amount remaining for legal matters in 2025/6.
- There is a reduction in Grants and Other Powers as the Youth Club is no longer in existence.
- The ROW maintenance expenditure allowance continues at the same amount as the previous year. A reduced allowance has been made for strimming work repayments from Hertfordshire County Council which SPC must request its continuation of from Hertfordshire County Council.
- The Council went through and approved each grant to be made to the various organisations in the Parish. A covering letter will accompany any Grant award



different from the original amount requested, with an explanation of the reasoning SPC took to award the final amount against its predefined criteria.

- An allowance of £7,000 has been made available in 25/26 for Tree Works – given the planned tree maintenance works next year and increasingly stormy weather.
- Planned Budget income for 25/26 is expected to be £122,816 and planned expenditure £120,305

SPC agreed to formally approve the 2025/25 annual budget, and a request could now be made to TRDC for the Annual Precept this month.

Proposed: Cllr Alder; Seconded: Cllr Diggins

## **24/556 IMPACT OF FY25/26 PRECEPT ON BAND D RATE PAYERS COMPARISON**

SPC reviewed the planned total income and expenditures for FY25/26 and agreed a 2.5% increase in the precept requested from last year of £108,337 to a new figure next year of £111,045. This will result in an increase in the Band D annual charge of £2.45, using the total Band D resident base equivalents as in comparison to earlier years.

The annual Council Tax charge for Band D rate payers will therefore go from £97.95 last year to £100.39 for SPC's services. Following questions, it was confirmed the 2.5% increase is slightly higher than the current rate of inflation and included within SPC's five-year strategic plan of 2.3%, due to the reasons outlined above on expenditure under agenda item 24/555. Council approved the precept increase and its request for FY25/26.

Proposed: Cllr Diggins; Seconded Cllr Zerny

## **24/556 SPC POLICIES FOR REVIEW**

The following policies were reviewed and proposed for adoption:

- Co-Option (last updated December '23)
- Protocol for Reporting of Meetings (last update December '23)
- Correspondence (last update March '24)
- Press and Media (last update January '24)

Proposed: Cllr Alder; Seconded: Cllr Diggins

These will now be made available on the SPC website and reviewed again in December 2026 in accordance with the new 2-year review cycle.

## **ENVIRONMENT AND SUSTAINABILITY**

### **24/557 TO RECEIVE THE LEAD COUNCILLORS REPORT**

Cllr Garvey's report submitted in advance of the meeting advised that the Woodland Management Plan implementation was ongoing. She is awaiting the final part of the quote from Tree Monkey and then we will decide on which contractor to appoint and apply for a £3K grant to help with the large expense.

## **HIGHWAYS**

### **24/558 TO RECEIVE THE LEAD COUNCILLORS REPORT**

**Storm Damage**

The two recent storms have highlighted an additional issue - the poor state of many of the trees that border our roads, mostly on Council verges. They shed branches and some fall into the road creating dangerous conditions for all. Cllr Diggins will be writing separately to the County Council on this.

### **Fault Reporting**

Please continue to report faults using the Herts CC portal: <https://www.hertfordshire.gov.uk/services/highways-roads-and-pavements/report-a-problem/report-a-highway-fault/what-type-of-fault-are-you-reporting.aspx>

## **24/559 LETTER ON THE STATE OF THE PARISH ROADS**

After extensive and substantive discussion, a letter has now been sent to the Lead Councillor at Herts County Council, our County Councillor, our District Councillors and our MP, requesting a strategic rethink of how the highways in Sarratt Parish are looked after. The intent of the letter is to highlight that an essentially rural network of roads is completely inadequate to deal with what are in reality urban levels of traffic. This is evidenced by the steady drum-beat of accidents, injuries, and sadly deaths. SPC as a Council find this unacceptable. Until this is sorted-out, then all the more positive changes we want: more cycling, pedestrian and leisure and fitness use, including horse-riding, will be problematic. An acknowledgement of our letter has been received from our County Councillor, Phil Williams, advising he has passed our letter to the HCC Highways Officers. It is hoped a meeting with them will be arranged in the new year. SPC has also prepared a detailed paper on specific issues, as examples, to discuss with Officers, but our intent is not that these are treated as individual issues, to be picked-off one-by-one, but as indicative of the wider problem. We recognise that, when it comes to remedial action, prioritisation will occur, but we need to see specific improvements as part of an overall plan, and hope to engage with HCC highways officers to agree a maintenance schedule over the next couple of years that prioritises the most urgent problems.

## **24/560 PLAYGROUND UPDATE – CLLR ALDER**

There was a potential visit from Caloo, to the playground last week to level the ground around the roundabout. Cllr Alder had been unable to visit the playground in the last few days to check if they had been, but it's thought a visit would have been unlikely due to the bad weather. Caloo will also come on the 13th January (weather permitting) to replace the surface of the basketball court and do remedial work. The Clerk will alert the Village that the playground will be closed at this time. Cllr Alder also advised that following some concerns from members of the public about the other rotating piece of equipment, he had spoken to Caloo who confirmed all the equipment meets the relevant British Standard.

## **24/561 KGV PAVILION UPDATE**

See KGV Committee Report under agenda item 24/545 above.

## **DISTRICT COUNCILLORS UPDATE**

### **24/562 TO RECEIVE DISTRICT COUNCILLORS REPORT**

Apologies were received from District Cllr Ciaran Reed, as he was required to attend a full Council Meeting at TRDC.

## **24/563 CORRESPONDENCE**

There was none

**24/564 COUNCILLORS QUESTIONS AND COMMENTS**

Cllr Diggins asked the Clerk to contact all the parties and groups in Sarratt interested in the preparations for VE80 celebrations.

**24/565 THE DATE OF THE NEXT MEETING IS JANUARY 14<sup>TH</sup> 2025**

**The meeting finished at 22:00**