

SARRATT PARISH COUNCIL

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DRAFT MINUTES of the Sarratt Parish Council Meeting held on Tuesday 10 June 2025 in the Rear Hall, Sarratt Village Hall

Present: Lead Cllr Sarah Dobson
Vice Chair Cllr Angela Coakley
Cllr Michael Lowry, Policy & Resources
Cllr Lee Farman, Planning
Cllr James Alder, Deputy Planning
Cllr Simon Diggins, Highways
Cllr David Zerny, Deputy Highways

In Attendance: District Cllr Ciaran Reed
Mrs Lena Mortimer, Clerk to the Council
4 members of the public

25/694 APOLOGIES AND ANNOUNCEMENTS

Apologies were received in advance from Cllr Garvey.

25/695 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were none.

25/696 PUBLIC QUESTION TIME

- Mr Tim Norris attended to make a request regarding the access gate to The Mulberry Bush at Dawes Common. His request was for the gate to be open from 12:00 noon to 18:00 on Fridays for the sale of salad vegetables grown at the Mulberry Bush to the public. SPC will review this request and respond to Mr Norris.
- A resident from Buck's Hill spoke of his concerns about the effect of ever-worsening flooding, including to his own property. He has repeatedly taken photographs as evidence and sent them to Hertfordshire County Council, but nothing has happened. Although gullies are in place, they have not been kept to a standard where they can effectively carry away the wastewater. Boreholes were drilled previously but are no longer effective. SPC asked the resident to forward the photos to SPC and will advise him on what they might be able to do to help.

25/697 MINUTES OF THE LAST FULL COUNCIL MEETING ON 11 March 2025

The minutes of the last Meeting were agreed as a true and accurate reflection of the meeting.

Proposed: Cllr Lowry; Seconded: Cllr Alder

25/698 MATTERS ARISING FROM THOSE MINUTES

Confirmation of the acceptance of the office of Vice Chair was received by Angela Coakley and as the 2nd SPC representative on the KGV Committee. Cllr Garvey has confirmed she will continue as Lead Councillor for Environment & Sustainability and

as the SPC representative on the TRDC Environment Forum. Acceptance of Office forms have been signed and received.

25/699

TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

Cllr Dobson and the Clerk attended the KGV AGM and quarterly meeting on 3 June.

- Paul Govier, Chairman and Treasurer, will stand down from these roles in 2026-7, although he would like to see through the completion of the Pavilion refurbishment work. An advert will be put in Spotlight to advertise these roles.
- KGV has earmarked reserves of £17,700, committed to the Pavilion renovation - £10,000 from the KGV Charity and £7,700 from the Lottery Fund, leaving a balance of ca. £13,500 in the KGV accounts.
- A meeting between Spicer Surveys Ltd, acting for the pavilion refurbishment project, and TRDC, produced a planning query that the latest planning application will require a Deed of Variation to the existing S106 Agreement at a possible cost of over £1000. Cllr Dobson and District Cllr Ciaran Reed will liaise further on this issue.
- The TRDC Finance Team has also proposed the CIL Grant of £200,000 for the pavilion refurbishment should be paid after completion of the building work in one lump sum. This is not acceptable as staged payments are likely to be required by the builders. Cllr Dobson is awaiting a further response from TRDC and hoped this issue can be resolved.
- The annual ROSPA inspection of the playground was completed in June. There are some small works to be done – perhaps by former Cllr Mortimer and Andrew Whitewood. Cllr Dobson to send them both the full report. There was only one potentially significant issue, that being the height of the roundabout. Cllr Alder will ask Caloo for their thoughts on the ROSPA recommendations.

Cllr Farman and the Clerk attended a meeting of the Three Rivers Parish Councils on 22 May, where local government devolution was the main agenda item. The outcome of this discussion was taken forward to a meeting of the Parish Councils with TRDC on 2 June, attended by Cllr Dobson and the Clerk. The following is a summary of those 2 meetings.

- As the population of Hertfordshire is roughly 1.2 million now, it means it may be split into either 2 or 3 Unitary Authorities in future as the government recommendation is Unitary authorities should be responsible for ca. 500,000 residents. Parish Council boundaries are unlikely to be changed.
- The 11 local authorities in Hertfordshire are required to submit their proposal on the number of Unitary Authorities for Herts and how these will work by November 2025. Once a decision is made on the new local government structure for Herts, it is likely elections will be held for the councillors to the new authorities in May 2027. There would then be a transition process for 11 months with the new authorities coming into effect on 1 April 2028.
- Part of the devolution process may see assets and services managed by TRDC transferred to the Parish Councils. SPC currently owns all the council assets in the Parish with the exception of the doctor's surgery on Church Lane, and the garages on Downer Drive and behind Alexandra Road and Deadman's Ash Lane. A decision will need to be made by SPC on who should own and manage these in future. All common land in the Parish is owned and managed by SPC with the exception of the rectangle of grass on the corner of Dawes Lane and Downer Drive which SPC would be happy to take ownership of.
- Cllr Coakley and the Clerk will attend the next meeting on 16 June.

At the meeting between the Parish Councils and TRDC on 2 June, the following was also covered:

- TRDC new Local Plan – TRDC's housing target over the next 16 years is 13,500 new homes (842 per annum). This is based on the 2024 update to the National Planning Policy Framework (NPPF). This is an increase from 12,600 homes under the previous NPPF. TRDC has recently put out a Call for new sites. A Regulation 18 consultation on those selected as possible development sites by TRDC is likely to take place over the summer following ratification at a TRDC Full Council Meeting on 8 July. It is TRDC's aim to justify a reduced number of new homes based on green belt considerations and poor transport infrastructure. TRDC then hopes to move to Regulation 19 in November which will be the final draft of the plan including sites for new homes and the associated policies. Assuming the plan clears this stage, it will be reviewed by the Examiner and TRDC hopes the plan will then be adopted in early 2026. SPC will scrutinise the sites in Sarratt included in the Reg 18 Consultation and those rejected by TRDC and comment accordingly.
- Chorleywood Parish Council advised TFL has increased the daily parking charge at the Station to £10 per day. This has resulted in some commuters using neighbouring roads that is causing a hazard to motorists trying to pass the parked cars. There is a school of thought to say the price hike has been implemented to deter commuters from using the car park and so enable a claim that the car park is not well used and therefore could be used for the development of 195 flats.

Cllr Dobson and the Clerk met with David Tobin, Chair of Croxley Green Parish Council and their Clerk regarding a proposal put forward to TRDC by the Croxley Green District Councillor to move the boundary between Sarratt and Croxley Green that goes along Little Green Lane such that the proposed development for 600 new houses at this location falls within Croxley Green Parish. Both Councils agreed that should the development go ahead, this would be a sensible adjustment as the residents of the new homes are more likely to feel part of Croxley Green and use their amenities and services. However, no change should be made if the development does not go ahead which is currently only at the Outline Planning Application stage. This was supported by the TRDC Policy & Resources committee at their meeting on 9 June.

Cllr Zerny and Cllr Dobson attended a meeting with our new County Councillor, Louise Price, to discuss the state of the roads in the Parish. Our District Councillor, Ciaran Reed joined the meeting. Cllr Price was able to share the planned maintenance schedule for 2025/26. Unfortunately, 2 major roads currently in need of urgent attention (North Hill and Buck's Hill) were not on the list. Cllrs Dobson and Zerny said they would like to review the maintenance schedule with a view to deprioritising less urgent work currently on the list in order that works could be undertaken to North Hill and Buck's Hill in the next 12 months. Cllr Zerny has also sent Cllr Price a map with the flooding hot-spots in the Parish – typically flooding occurs due to drainage or embankment issues. Cllr Price has agreed to set up a meeting with the new Lead Councillor for Highways at HCC in the next few weeks to progress both these issues. Making the whole of the parish a 30mph speed limit was also discussed, but Cllr Price noted this would take much longer to implement.

25/700 CLERKS ACTIVITIES MAY – JUNE 2025

ACTIVITY	DETAILS	STATUS
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BT installed new fibre broadband	This package should be more efficient and cheaper	Working well
Declarations of office		Sent and signed
Minutes and Agenda online	SPC meeting agendas need to be published on the website	Clerk to follow up with Mike Edmund
Church Defibrillator		Agreed and payment is proceeding
New Model Farm – ROW 34	The owner of New Model Farm is pressing to get the path route altered. This would mean the footpath would exit onto the bend on Sarratt Road before re-entering the field. It is understood the owner of New Model Farm has concerns about increased foot traffic from the “Burlington field”. This matter has been discussed with the Herts ROW team and SPC.	Asking for this to be very carefully considered as it is potentially very dangerous. No need to act before the development is imminent. Need to liaise with Cllr Garvey when she has time, Get in writing from HCC RoW Team what agreement was reached previously when the footpath was originally diverted away from the road,
Lady Stabb’s Tree	Met with Dinah and making arrangements to source tree and tree guard	Contacting tree suppliers
Oak tree on the ROW going to John Adams Nursery	Complaints received about the Oak tree being trapped into the fence and being nailed into place	Sent complaint to Julie Rees with photos
Updating the National Defibrillator Circuit		Clerk must make monthly visits to ensure the defibs are in working order at behest of The Circuit
Leak at Wheatsheaf Cottages	Visited by Affinity who denied responsibility. Visited by Thames and denied responsibility. Re-referred to Affinity	Final leak work 14th June Apparently already completed
Letter to builders re parking on the Green		Agreed with TRDC to include a paragraph to explain conduct expected under byelaws and penalties exacted for failure to comply.
Contact the Chiltern Society with reference to felled timber		Our timber is not suitable for their purposes, so there is no possibility of passing it on to the Chiltern Society

PLANNING - CLLR FARMAN and CLLR ALDER

25/701 TO RECEIVE THE LEAD COUNCILLORS REPORT

Further to the update on the meetings on local government devolution reported under Agenda item 25/699 above, Cllr Farman noted two of the services that could be passed to Parish Councils were decisions on licensing and planning applications. SPC felt it did not have the relevant expertise or resources to take these services on.

25/702 PLANNING APPLICATIONS

The following planning applications were reviewed and comments made as follows:

- [Change of use of barn to studio unit \(Use Class E\); addition of fenestration and internal alterations](#)
Barn Potten Farm Chandlers Lane Chandlers Cross Hertfordshire Ref. No: 25/0943/
FUL
SPC: No objection
- [Certificate of Lawfulness Proposed Development: Erection of an outbuilding](#)
Toledo The Green Sarratt Rickmansworth Hertfordshire WD3 6BS Ref. No: 25/0949/
CLPD
SPC: We support investment into this property, but are concerned that the combination of this and the other two current separate applications will result in overdevelopment of this site.
Also for Toledo:
 - Erection of single storey side and rear extensions 25/0992/CLPDSPC:
SPC: We support investment into this property, but are concerned that the combination of this and the other two current separate applications will result in overdevelopment of this site.
 - Construction of one additional storey 25/0993/CLPD
SPC: We support investment into this property, but are concerned that the combination of this and the other two current separate applications will result in overdevelopment of this site.
- [Demolition of existing conservatory and construction of single storey rear extension; alterations to side fenestration, rooflights](#)
Sunchat Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ Ref. No: 25/0940/FUL
SPC: No objection
- [Permitted Development Notice: Installation of solar panels on agricultural barn](#)
New Model Farm Sarratt Road Rickmansworth Hertfordshire WD3 6AJ Ref. No 25/0921/PDNE
SPC: No objection. We support the installation of solar panels on existing structures.
- [Erection of stables and change of use of land from agricultural to equestrian/ agriculture](#)
The Old Cattle Shed Red Lion Lane Sarratt Hertfordshire WD3 6BN Ref. No: 25/0902/FUL
SPC: We are not opposed to the fields being used for equestrian, but we object to this application on the grounds that it will result in a new permanent building on a Green Belt site
- [Demolition of existing detached garage; construction of part single, part two storey rear extension; front porch; alterations to fenestration.](#)
The Old Gate Bucks Hill Kings Langley Hertfordshire WD4 9BR Ref. No: 25/0839/
FUL
SPC: No objection
- [Prior Notification: Change of use of existing agricultural building to two residential dwellings with operational works and extension to building and associated curtilage and parking](#)
Great Sarratt Hall Farm The Green Sarratt Hertfordshire Ref. No: 25/0815/PDA
SPC: While we would welcome the addition of three bedroom properties in Sarratt, we do not believe this is a sustainable location, as highlighted by Herts Highways response and recommendations. We object to this application on the grounds that the barn has not been in agricultural use for many years and due to its adjacent location, this application will result in an impact to the conservation area.

- [Certificate of Lawfulness Proposed Development: Loft conversion including rear dormer with juliet balcony and front rooflights](#)
6 Belsize Cottages Dunny Lane Belsize Kings Langley Hertfordshire WD3 4NP Ref. No: 25/0800/CLPD
SPC: *Noted*
- [Demolition of existing conservatory and construction of single-storey rear extension](#)
6 Belsize Cottages Dunny Lane Belsize Kings Langley Hertfordshire WD3 4NP Ref. No: 25/0797/FUL
SPC: *No objection*
- [Construction of a single storey side and rear extension; first floor front extension; construction of a rear dormer and alterations to fenestration](#)
28 Dawes Lane Sarratt Rickmansworth Hertfordshire WD3 6BB Ref. No: 25/0791/FUL
SPC: *We are concerned that this application represents an increase of 70% over the original dwelling size and would represent overdevelopment in Green Belt. We also note that this application is a 15% increase in volume compared to the current building and a moderate increase in footprint. On balance we have no objection as long as the application maintains the historical character of the connected buildings and the applicant uses this opportunity to improve the energy efficiency of the dwelling.*
- [Part Retrospective: Construction of outbuilding](#)
The Woodlands Penmans Green Sarratt Kings Langley Hertfordshire WD4 9AY Ref. No: 25/0741/RSP
SPC: *No objection*

25/703

PLANNING DECISIONS

- [Proposed single-storey front extension and front rooflights](#)
Bucks Hill Bottom Cottage Bucks Hill Kings Langley Hertfordshire WD4 9AE Ref. No: 25/0571/FUL and 25/0572/LBC
SPC: *No objection on the basis that this is a modest extension, on the newer part of the building. We encourage the applicant to maximise the energy efficiency of this extension, to minimise heating and cooking requirements often associated with conservatories.*
TRDC: *Withdrawn*
- [Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey \(2.65m in height\) and raising of ridge to result in an overall height of 8.33m \(Class AA\)](#)
Tarn Dunny Lane Belsize Kings Langley Hertfordshire WD4 9DQ Ref. No: 25/0552/PDT
SPC: *We find it disappointing that the previous, smaller scale and aesthetically preferable application for this site was refused.*
TRDC: *Refused*
- [Erection of front porch, single storey side and rear extensions and internal alterations.](#)
1 Alexandra Road Sarratt Rickmansworth Hertfordshire WD3 6AX Ref. No: 25/0453/FUL
SPC: *No objection*
TRDC: *Approved*

- [Demolition of existing rear conservatory and construction of part single, part two-storey rear extension; loft conversion including rear dormers and construction of detached outbuilding](#)

Cranbourne The Green Sarratt Rickmansworth Hertfordshire WD3 6BH Ref. No: 25/0447/FUL

SPC: No objection

TRDC: Approved

- [Part Retrospective: Change of use of existing ancillary use outbuilding to dog day care; additional hardstanding at frontage.](#)

Coltspring Farmhouse Coltspring Riding Stables Sarratt Road Rickmansworth Hertfordshire WD3 4LR Ref. No: 25/0162/RSP

SPC: No objection

TRDC: Approved

25/704

APPEALS:

Two appeals are still pending outcomes:

- [APP/P1940/W/25/3358883](#) - 15 Church Lane - [Subdivision of site and construction of detached bungalow with associated access and car parking.](#) Ref. No: 25/0002/REF
- [APP/P1940/C/24/3349464](#) - Ravenswood Farm Church Lane - Enforcement Notice Appeal - Use of building as an independent dwellinghouse (Use Class C3) - 22/0031/COMP

25/705

ENFORCEMENTS

A list of the current TRDC Enforcement Cases was circulated prior to the meeting and can be found on the SPC website.

POLICY AND RESOURCES – CLLR LOWRY

25/706

MAY BANK RECONCILIATION AND PAYMENTS £13,347.22

- All posted into Rialtas and May closed last week
- £16.198 opening balance current account.
- £13,347.22 Suppliers payments – including Grants and Salaries and Survey for KGV
- £14,343.53 total movement
- £84.99 receipt – Allotment rent and refund from UK Power
- Overall position £117,553.00 no additional interest at this point
- 95 interest £10,388.59

It was resolved to approve the bank transactions since the previous meeting.

Proposed: Cllr Diggins; Seconded: Cllr Zerny

Cllrs Diggins and Zerny signed the bank statements and reconciliations.

25/707

RECONSIDER THE RAISING AND SECONDING OF PAYMENTS

It was suggested by the Internal Auditor that all the invoices paid by SPC should be seen and initialled by all the Councillors, and that SPC should reconsider their model of payments. SPC's current model comprises of a comprehensive list of payments produced by the Clerk and distributed to Councillors for retrospective approval. Prior approval is given by Cllr Lowry, as Lead Councillor for Policy & Resources, and one

other Councillor (usually the Chair) prior to any bank transactions being raised. Payments are then raised by the Clerk and approved by a Councillor. In addition, at the monthly SPC meetings Cllr Lowry gives a full run down of all expenditure from the accounts side and from the bank side, to ensure that the bank reconciles and that all payments are made for a valid and documented purpose. It was felt this process was sufficient to avoid / minimize fraud and errors and there was no need for all invoices to be viewed and signed by all Councillors prior to payment, not least because this could impact the cash flow of some of our smaller suppliers. This will be fed back to the Internal Auditor.

25/708

TO REVIEW A CORPORATE INVESTMENT ACCOUNT WITH CCLA

Cllr Lowry has discussed with CCLA, who manage investments from many charities and Parish Councils, which of their funds it would be most appropriate for SPC to invest some of its reserves in. This was a recommendation by the Internal Auditor last year. CCLA's Public Sector Fund is low risk with investments being made into banks rather than equities or more risky investment options. Interest is typically 4% p.a. and the account is instant access. As it is not a bank it is not protected by the FSCS, but the fund has 14 billion in funds.

It was agreed to invest 50% of the Annual Precept (the minimum amount SPC must hold in Reserves) into the fund. This will be £54,000. With £173,797.00 currently held with the Co-Op Bank this will also reduce SPC's exposure to the Co-op as well as earning a greater level of interest.

25/709

APPROVAL OF AGAR 2024-5 AND PUBLIC NOTICE OF NOTIFICATION

The Annual Governance And Return (AGAR) paperwork was approved by the Council. Proposed: Cllr Alder; Seconded: Cllr Coakley.

The Chair and Cllr Lowry signed the AGAR paperwork. This will now be posted on the SPC website and on the Council Notice Board. This includes an invitation to Parishioners to view the Council's Annual Accounts for 2024/25. The paperwork will also be scanned to the External Auditor explaining movements on the accounts and the jump in asset value due to the new playground. Cllr Lowry will need to explain variances between 2024/25 and 2023/24, which on this occasion are significant due the grant received, and expenditure paid out, for the new playground. There were also VAT implications arising as a result and a new Asset schedule produced.

ENVIRONMENT AND SUSTAINABILITY– CLLR GARVEY

25/710

TO RECEIVE LEAD COUNCILLORS REPORT

There was nothing to report this month

HIGHWAYS – CLLR DIGGINS and Cllr ZERNY

25/711

TO RECEIVE THE LEAD COUNCILLORS REPORT

On Sunday 1 Jun, at around 8am, there was a serious accident outside Prime in Chandlers Cross; a head-on collision between two vehicles on Redhall Lane. Both drivers were hospitalised: one by air ambulance. The Police, Fire and Ambulance services were in attendance; the Police investigation is continuing.

25/712

V.E. DAY 80 CELEBRATIONS UPDATE

Both the Commemoration Service and Celebratory Picnic were well-attended and appreciated by all. Cllr Diggins would like to thank all those involved in making these

events successful; a worthy way to mark this important anniversary. His note to those who helped organise the events follows:

Particular thanks are due to Cllr, and Church Reader, Angela Coakley for organising the Service; to Carol Chorley MBE for her spirited leading of the National Anthem; and to the children and staff from Years 5 and 6 at Sarratt School for their enthusiastic participation. Gemima deserves an especial mention for her fine reading, in public: well done! The evening celebration and family picnic were marked by a great sense of fun and team efforts. Huge thanks to the whole Scouting and Guiding Group, for the team games, and above all, 200-a-side, tug-of-war - a new Olympic sport, we hope: certainly unforgettable. To Granger and the Village Shop for getting stuck-in so enthusiastically, with delightful strawberries and cream. To Helen and the School PTA: for a simply great stall, fabulous fancy dress, delicious cakes, and I suspect, some significant encouragement to get everyone out: thank you. To Greg: many thanks to the History Society for bringing their records of VE Day '45 out, and recording our events for posterity. To the Jenk's Bus Team, "Pharp, Pharp"; our own, very own, Village Charabanc, which was wildly popular: next stop, Brighton. To Zoe and The Boot: beautifully dressed for the Day: thank you. And, of course, to Lena, James and Andrew: for all you did, not least being the lighting of the largest Bunsen Burner in the world: our VE Day Beacon. Final thanks are to the Bellringers of Holy Cross. Church bells had been silent for six years in 1945; you reminded us that our responsibility is to never let them go silent again. I look forward to VJ Day on 15 August.

OTHER BUSINESS

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| 25/713 | TO RECEIVE DISTRICT COUNCILLORS REPORT
District Cllr Reed had nothing further to add to the comments he had already made under Agenda item 25/699 |
| 25/714 | CORRESPONDENCE
None |
| 25/715 | COUNCILLORS QUESTIONS AND COMMENTS
None |
| 25/716 | DATE OF NEXT MEETING
Tuesday 8 July 2025 |

The meeting ended at 22:15pm