

SARRATT PARISH COUNCIL

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DRAFT MINUTES

of the Sarratt Parish Council Meeting held on Tuesday 10th February 2025
In the Rear Hall, Sarratt Village Hall at 19:30 pm.

Present: Chairman Lee Farman
Vice Chairman Cllr Angela Coakley - absent
Cllr Michael Lowry, Policy and Resources
Cllr James Alder, Deputy Planning
Cllr Simon Diggins, Lead Highways - absent
Cllr David Zerny, Deputy Highways
Cllr Philip Mitchell – Environment and Sustainability

In attendance: Mrs Lena Mortimer – absent - Clerk to the Council
District Cllr Ciaran Reed

26/887 APOLOGIES AND ANNOUNCEMENTS

Apology for absence was received in advance from Cllrs Coakley and Diggins, and from the Clerk of the Council

26/888 DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the 'Declaration of Interest' details submitted by Councillors upon joining Sarratt Parish Council.

There were none

26/889 PUBLIC QUESTION TIME

26/890 MINUTES OF THE LAST FULL COUNCIL MEETING ON THE 13th January 2026. To agree the Minutes of the last meeting were true and accurate.

Proposed: ML

Seconded: LF

26/891 REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS ON BEHALF OF SPC

- The Joint Parish meeting at Croxley Parish Council was attended by Cllr Farman and the Clerk. Cllr Giles-Medhurst attended as guest speaker in his TRDC role.
- Local Government Reorganisation: Government consultation on the plan has opened and responses are encouraged.
- Regional Mayor: This has yet to be defined but is currently likely to cover Hertfordshire only and be in place not before 2029.
- TDRC will share a list of mandatory and non-mandatory services, to clarify what services so that Parishes can prepare for what non-mandatory services could be delegated, although there is no requirement for a Parish to pick these up.
- TRDC Local Plan: Cllr Giles-Medhurst received a communication from the Housing Minister Mathew Pennycook pausing the Reg 19 process stating that the Local Plan is likely to be failed, for not meeting the housing numbers target. He has given a 19th February deadline for a response before taking further action.
- Local residents are being encouraged to write to the Minister to express their views. SPC will write a response.

ACTIVITY	DETAILS	STATUS
20 IS PLENTY	REQUESTED FROM HERTS HIGHWAYS	AWAITING RESPONSE
DAWES WOODS	BRIDLE/FOOTPATH SIGNAGE REQUEUSTED FROM HERTS ROW	AWAITING RESPONSE
Misuse of Sarratt Waste Bins	Bins are being used for waste carpet and paint tins – complaints from residents	Notices PLACED
VILLAGE EMAIL	GAINED SOME ADDITIONAL SUBSCRIBERS	WILL DRIVE HOME THE POINT THAT THIS IT IS NECESSARY FOR THE ENTIRE VILLAGE TO BE REGISTERED
TREES AT PENMANS HILL	SEE PHOTOS – TAKE DECISION ON NEXT STEPS	
DRIVEWAY ACROSS THE GREEN	SEE PHOTOS – TAKE DECISION ON NEXT STEPS	AWAITING CLARIFICATION
FILMING – HERTS HUB AND POLICY	BEING ACCOMPLISHED WITH THE ASSISTANCE OF A CONTRACTOR	Progress being made
FILMING IN SARRATT	'THE VILLAGE IDIOT' PLAY FOR TODAY	FILMING SCHEDULED TO COINCIDE WITH HHWS CLOSURE OF NORTH HILL
MEETINGS	DAWES LANE DEVELOPMENT	Contact Clerk for information and further contacts
	TRDC REG 19 MEETING	Attended by LM
GRANT LETTERS	READY FOR DISTRIBUTION	TO BE POSTED THIS WEEK
CLERK'S SURGERY	VISIT THE CLERK IN THE PARISH OFFICE	WEDNESDAY MORNING BETWEEN 10AM AND 12PM HAS BEEN DESIGNATED AT 'OPEN OFFICE' FOR ANY QUERIES
CORRESPONDENCE	PARKING	INCREASING DIFFICULTY replied to parish concerns. The particular severity of issues at the moment is due to the building work at the School – this will end in the summer. The verges in the service road are mowed by HHWays. It is hoped that after the bad weather, they will be made good by them.
	DISPOILMENT OF THE VERGES	PART OF THE GREEN – FILMED EVIDENCE OF CARS DRIVING OVER THEM It is believed these verges are HCC responsibility, so need to check options
	PLANNING	COVERED UNDER PLANNING
MEETINGS	JOINT PARISH MEETING	QUARTERLY MEETING FOR LEAD CLLRS AND CLERKS BETWEEN ALL THE LOCAL PARISH COUNCILS.

26/893 POLICIES FOR UPDATES Policies assessed for legislative updates LM

- Risk Management - changes approved by ML
- Financial and non-financial Risk Assessment and Register – Changes approved by ML
- Asset Management and Asset Register
- Investment Management

Minor updates applied, reviewed and accepted.

PLANNING – CLLR FARMAN AND CLLR ALDER

26/894 TO RECEIVE THE LEAD COUNCILLORS REPORT

SPC has responded directly to planning case officers, on the applications submitted on Green End Farm and Wingfield Farm in Dawes Lane. We also confirmed our responses provided in February 2025 were still valid for The Firs application

26/895 PLANNING APPLICATIONS

- **High Rising The Green Sarratt WD3 6BR Ref. No: 26/0163/FUL**
Construction of two new dormer windows to front elevation
SPC: No objection
- **Ashlea Dunny Lane Belsize WD4 9DE Ref. No: 26/0164/FUL**
Construction of single storey rear infill extension and front porch; conversion of garage into habitable accommodation, roof extensions including increase in ridge height, alterations to existing rear hipped roof to gable; alterations to fenestration
SPC: No objection
- **The Grove Grove Mill Lane Grove Mill WD3 4TG Ref. No: 26/0120/FUL**
Erection of a temporary building with external accesses for use as a conference centre within the Walled Garden (build period of 39 days to start on 20/04/26 and to be removed by 29/05/26)
SPC: No objection
- **Elm Trees The Green Sarratt WD3 6BR Ref. No: 26/0101/FUL**
Removal of existing side pergola and erection of single storey rear conservatory
SPC: No objection
- **Great Wheelers Farm The Green Sarratt WD3 6BJ Ref. No: 26/0012/FUL**
Erection of outbuilding (yurt) in the back garden for use as a counselling clinic
SPC: No objection
- **Laurel Cottage Finches Avenue Redheath WD3 4LN Ref. No: 25/2223/CLED**
Certificate of Lawfulness Existing Use: Use of Laurel Cottage and associated land as an independent dwellinghouse (Class C3).
SPC: Noted
- **Laurel Cottage Finches Avenue Redheath WD3 4LN Ref. No: 25/2216/FUL**
Removal of Condition 4 (ancillary accommodation) of planning permission 08/1190/FUL
SPC: Noted
- **9 The Briars Sarratt WD3 6AU Ref. No: 25/2224/FUL**
Construction of part-single, part-two storey front, side and rear extensions, creation of link to main dwelling, garage conversion with accommodation in the roofspace served by side dormer and side rooflights, erection of side, rear juliet balconies, front storm porch and outbuilding
SPC: No objection. We encourage the applicant to use the opportunity of these changes to significantly improve the energy efficiency of the dwelling and to add renewable energy options.

26/896 PLANNING DECISIONS

- **New Model Farm Sarratt Road WD3 6AJ Ref. No: 25/2107/PDNA**
Prior Notification: Erection of agricultural barn with solar panels
SPC: We support the investment in local agricultural business. The screening is a vital component of this application and we ask to make sure that any permissions help ensure this screening is effective and uses native species only
TRDC: Approved
- **Bucks Hill Bottom Cottage Bucks Hill WD4 9AE Ref. No: 25/2058/LBC**
Listed Building Consent: Construction of single storey side conservatory and insertion of rooflights.
SPC: No objection
TRDC: Refused (“...*The development would fail to preserve or enhance the special historic character...*”)
- **Bucks Hill Bottom Cottage Bucks Hill WD4 9AE Ref. No: 25/2057/FUL**
Construction of single storey side conservatory and insertion of rooflights.
SPC: No objection
TRDC: Refused (“...*result in disproportionate additions...*”)
- **1 Wheatsheaf Cottages The Green Sarratt WD3 6BR Ref. No: 25/2035/CLPD**
Certificate of Lawfulness Proposed Development: Conversion of garage into habitable accommodation
SPC: Noted
TRDC: Approved

- **Land To North Of Little Green Lane Croxley Green WD3 3SP Ref. No: 24/2073/OUT**
Outline Application: Development of up to 600 residential dwellings ...
SPC: *Detailed response provided*
TRDC: Refused (“...inappropriate development within Green Belt...”)

26/897 PLANNING APPEALS

- **Land Rear Of 76 To 78 Church Lane Sarratt**
Erection of 20 Dwellings (Use Class C3) with associated parking and landscaping, provision of new vehicular access to Church Lane and pedestrian link to existing public footpath. Ref. No: 26/0002/REF | Status: Appeal In Progress

26/898 PLANNING ENFORCEMENTS

Cases closed:

20/0077/COMP: Grove Lodge, Fir Tree Hill - Unauthorised fencing works in the Green Belt (David Heighton)
Fencing requires planning permission as over 1m in height adjacent to road. Owner made aware that the fencing at this height is unacceptable. Enforcement notice has been served in respect of the fencing and deposit of hard surfacing. An enforcement appeal has been lodged and is live (ground (a) appeal only). Appeal dismissed in respect of fencing and allowed in respect of the hardcore. Compliance with the fencing required by 11 July 2025. Works have been completed, as per enforcement notice (varied at appeal). Case to be closed.

23/0112/COMP – Land to the rear of The Woodyard, The Green - Works Not In Accordance With Approved Plans - Fenestration Detail (Scott)
Not expediate, minor changes. Closed.

24/0065/COMP - York House School, Sarratt Road - Breach of Condition 2 of 23/1779/LBC (Nick Withers)
Further remedial works to be requested to entrance brick wall. Remedial works undertaken. Closed.

24/0116/COMP – Crestyl Barn, Watercress Farm, Moor Lane (Nick Withers)
Works consented by Environment Agency, not development. Area of site currently in an untidy condition, owner to make improvements to clear/improve condition. No planning breaches. Closed.

24/0132/COMP – Bucks Hill House, Bucks Hill (Alannah Stringer)
Letter sent to owner to improve and secure property by 20 December. Works to be completed by end of April. Works undertaken, land no longer affecting amenity. Closed.

25/0022/COMP: The Lodge, Redhall Lane - Unauthorised Operational Works; erection of buildings (Nick Withers)
Planning permission required and application 25/1602/RSP submitted and permitted. Closed.

25/0053/COMP – Popes Croft, Chandlers Lane – Removal of trees (Scott Volker)
Tree works 25/1630/TPO consented to tree removal. Closed.

25/0070/COMP: The Woodyard, The Green - Works not in accordance with planning permission 24/0046/FUL: Fenestration and material detailing not as approved. (Nick Withers)
Minor changes not considered to be unacceptable or fall outside the scope of the planning application. Closed.

Officers reviewing:

23/0035/COMP – Sarum, Templepan Lane - Works not in accordance with 20/1468/FUL - Extent of hardstanding (Scott)
Owner advised planning permission required and suggested changes were required to make acceptable. Officers to consider expediency/action.

23/0102/COMP – Hunterswood Lodge, Penmans Green - Material Change of Use: Agricultural to residential (forming extended garden area) (Alannah Stringer)
Owner to be advised that planning permission is required. Application 24/0347/FUL permitted. Officers to monitor use of extended area (Not currently used for domestic purposes - To be closed).

24/0029/COMP – Harrietts End, Quickmoor Lane, Sarratt - Breach of Condition 5 pursuant to 19/0209/FUL - tree protection (Alannah Stringer)
Tree protection measures in place. To close.

24/0057/COMP - Long Pightle Mobile Home Park - Additional caravans on site greater than approved (Scott Volker)
Site visit taken place, no evidence of new caravans but new track created. Likely to be closed.

24/0094/COMP – The Boot Public House, The Green - Erection of static caravan and tent (David Heighton)
Officers served Planning Contravention Notice and received response. Currently considering next steps alongside marquee.

24/0137/COMP – Coltspring Farmhouse, Sarratt Road - Material Change of Use of Building for Home boarding for dogs (Alannah Stringer)

Planning application submitted via 25/0162/RSP. Planning permission granted retrospectively subject to conditions requiring action within 6 months. Officers to visit.

25/0103/COMP: 2 Flint Cottages, Solesbridge Lane, Use of Outbuilding as Dog grooming Salon (David Heighton)
Outbuilding required planning permission when built but now immune. Dog grooming business took effect in last couple of years but from the evidence collated there is no material change of use. Case to be closed.

25/0139/COMP: Red Lion Cottage, The Green - Unauthorised works: Window replacement without listed building consent or planning permission
25/2110/FUL & 25/2111/LBC received (to be validated).

25/0180/COMP: 8 Clutterbucks Sarratt - Erection of solar panels to the front in the conservation area (David Heighton)
Likely to require planning permission. Officers discussing with owner.

25/0147/COMP: Breach Of Conditions 4 (Construction Management Plan), 5 (Risk Assessment), 6 (Energy Measures), 7 (CEMP) of planning permission 24/1950/FUL (Scott)
Officer to visit.

HIGHWAYS – CLLR DIGGINS AND CLLR ZERNY

26/899 TO RECEIVE THE LEAD COUNCILLORS REPORT

1. Highways schedule for 26/27, Sarratt parish Cllr Price shared the draft schedule for next year, to which SPC has not been given input.

North Hill is scheduled for April- June, we have asked if it will be resurfaced as opposed to just patched.

Bucks Hill is not featured, which we also view as a priority given the poor state of repair numerous potholes. Two sections were resurfaced last year but the middle was not addressed and is very rough and worn.

2. Request for Herts Highways to confirm what HGV signage is in place between J18 and J19/20 of the motorway at the entrance to weight-restricted roads.

This follows issues with large HGVs using local roads such as Solesbridge Lane and Redhall Lane when the M25 is closed. Cllr Price has indicated she will use some of her locality budget to allow improved signage.

3. Request for the imposition of a 20mph speed limit on the side road at Sarratt Green, due to the primary school and the road's narrow, busy nature with lots of parked vehicles.

To all three points: Cllr Price has offered a meeting in the parish with a manager from Herts Highways. We have suggested date of 23rd February and are waiting for a response.

4. Flooding:

We have asked that the flooding which often occurs at:

- a) Calliper's Lodge, Bucks Hill
- b) Fir Tree Hill, in the dip by Whippendell Woods
- c) Redhall Lane around 100m before the junction with Sarratt Road
- d) Sarratt Road between the junction with Redhall Lane (around 75m away) and York House School can be addressed.

It's unclear if caused by issues with the road structure (Highways) or a lack of gully cleaning (TRDC) but Herts Highways' view would be valuable. Cllr Price queried whether these have been reported by the public, but we requested confirmation from Herts Highways themselves since SPC would not hold this information.

5. Flooding at Holmwood, Bucks Hill: reported by Mr Terry to Herts Highways without satisfactory response, and Cllr Price is now seeking an update on his behalf, after SPC's intervention.

26/900 COMMUNICATIONS UPDATE

Discussed what technical support is required, and whether to upgrade our systems- as per report recommendations.

ENVIRONMENT AND SUSTAINABILITY – CLLR MITCHELL

26/902 REPORT FROM LEAD COUNCILLOR

Continuing to work through the brief, building details, documents and plans

Plan (to date)

Actions of note (to date)

- Finalised Andrew Whitewood Plan of Works with 2026 costs, provided to Michael
- Met with Andrew Whitewood for a review of the Parish and its Woodland
- Met with Jo Deacon and Lee on Film plans
- Met with Wildlife group to help understand The Green and its management requirements
- Met with Mike and Lee to discuss
- Requested a report from Flo on allotments
- Requested a Plan of Works from the Wildlife Volunteers
- Discussions with Tree Works suppliers TreeMonkey

Next Steps (ahead of Mar meeting)

Meeting with the following in March:

- Andrew Taylor to discuss The Green and walk the Woodlands ○ He has provisionally noted that the Trees on The Green cannot be included in the Woodland Plan
- Will be walking The Green, reviewing woodland, discussing maintenance and assessments, discussing possible grants
- Getting advice on the maintenance and reviews of the woodland

POLICY AND RESOURCES – CLLR LOWRY

- 26/903 JANUARY'26 BANK RECONCILIATION AND PAYMENTS £8,971.59**
Agree and sign reconciliation and statement of payments and receipts.
Proposed: DZ
Seconded: LF

Closing Balance Co-Operative current account	£49,067.14
Co-Operative Business Instant Access Account	£109,910.81
CCLA Investment Account	£5,000.00

- 26/904 SPC GRANTS**
The list of agreed SPC Grants will be posted to the website.

- 26/905 INTERNAL AUDIT**
Internal audit rescheduled to the 18th February '26

- 26/906 TO RECEIVE A REPORT FROM DISTRICT COUNCILLOR REED**
Cllr Reed's reported that TRDC's draft Loal Plan is being questioned by the Government and he confirmed that the Council have until 19th February to share evidence supporting the Plan.

- 26/907 CORRESPONDENCE**
See Clerk's report

- 26/908 COUNCILLORS' QUESTIONS AND COMMENTS**
There were none

- 26/909 DATE OF THE NEXT MEETING MARCH 10TH 2026**

Meeting finished at 21:30 pm