

SARRATT PARISH COUNCIL

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DRAFT MINUTES

of the Sarratt Parish Council Meeting held on Tuesday 13th January 2025
In the Rear Hall, Sarratt Village Hall.

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

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

26/864 APOLOGIES AND ANNOUNCEMENTS
Everyone was present.

26/865 DECLARATIONS OF INTEREST AND DISPENSATIONS
In accordance with the 'Declaration of Interest' details submitted by Councillors upon joining Sarratt Parish Council.
There were none

26/866 PUBLIC QUESTION TIME
8 members of the public attended the meeting in order to speak to the Planning Councillors

26/867 MINUTES OF THE LAST FULL COUNCIL MEETING ON THE 11th November 2025. To agree the Minutes of the last meeting were true and accurate.
Proposed: AC
Seconded: SD

26/868 REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS ON BEHALF OF SPC

- Cllr Lowry attended the Sarratt Village Hall committee meeting.
- The years accounts were signed off by Sarah Altman.
- The Hall Committee have received three tenders for the works to the frontage of the Village Hall. None of them is appropriate and one is exceptionally high. Work will be offered to other contractors for further quotations.
- The meeting thanked Cllr Lowry for attending the meeting on SPCs behalf.

26/869 CLERK'S ACTIVITIES DEC/JAN 2026

ACTIVITY	DETAILS	STATUS
Christmas Tree on Green	Many messages of support for the tree	Removed by Andrew Whitewood and Nick Mortimer
Traffic surveys in Sarratt	There are many; Sarratt Road, North Hill etc.,	Efforts continue to ensure that the results are analysed by Herts Highways, and that this should affect HHWs works in Sarratt
Misuse of Sarratt Waste Bins	Bins are being used for waste carpet and paint tins – complaints from residents	Signage design to be agreed and purchased

John Merritt	Unwanted and unremovable panels interrupting the screen	Asked JM to remove these from laptop after updating
Trees at Springfield	Asked for Tree Monkey to attend and assess work	Permission received – work 26 th January – residents informed
Cricketers Pond	Orange fencing	This is to remain while the weather is so wet and slippery
Complaint of rubbish in hedge in Church Lane	Opposite Greystokes	removed
Dawes Woods	Signage and misuse of footpath	Herts Highways approached for official signage
Bucks Hill	Mr Terry	Continuing dangerous issues with potholes and flooding
Filming	Herts Film Hub Filming Policy	Ongoing negotiation for increased participation On hold, until discussions with Film Hub completed
20 is Plenty	At the junction of the slip road on the Green and Dawes Lane – for the road leading to the Wheatsheaf Cottages	To agree signage and placement The Clerk will purchase signage for immediate use, whilst Highways Cllrs pursue matters with HCC Highways
KGV – SPC trustees	Which SPC Councillors will attend meetings	Dates received from Paul Govier and arrangements made for attendance
POLICIES REVIEWED	Memorials, Benches and Trees Flag Flying Death of a significant Figure Metal Detecting Signs and Posters	Checked for updated legislation and read through for completeness.
Dates	Forthcoming meetings	Awaiting confirmation of dates for Joint Parish Meeting and Qtrly TRDC meeting

26/870

POLICIES FOR UPDATES

Memorial Benches and Trees (Apr '24)
Flag Flying (June '24)
Death of a Significant Figure (Mar 24)
Metal Detecting (June '24)
Signs and Posters (Apr '24)

These policies were reviewed for legality and relevance.

The Filming on Parish Land (Apr'24) will be reviewed in the light of forthcoming contacts with the Hertfordshire Film Hub.

26/871

UPDATED COMMUNICATIONS PLAN

The goal is to provide compelling, digestible and controlled communications from SPC that drives parishioners into SPC controlled and owned environments - keeping them usefully informed about the workings of the Parish and its Council.

- The 'hub' is the Sarratt Parish Council Website
 - The aim of the Hub is to become the defacto place for the 'detail' behind the publishing across the spokes.
 - It also provides the central data capture - a prominent 'Register for our weekly/monthly/ whatever email. Follow us on socials'
 - The website requires a tidy in the first instance.
- The 'spoke(s)' are the channels for SPC communications
- The aim of the Spokes is to 'highlight' and provide links back to the 'detail' within the website.
- It operates with a defined and approved monthly comms schedule that highlights the wins, losses, calls for help (TBC).

- Each Councillor submits their monthly comms ahead of the meeting (with their monthly report) for approval at the meeting and is submitted for publication:
- This should be approved monthly and created in 3 or 4 versions:
- Website (Detail) Carry all details (minutes)
- Spotlight (Update): Highlight the wins and losses and calls for help clearly and succinctly. (As per Councillor submission)
- Email (Update): Largely replicate Spotlight, but with defined bursts .i.e. a weekly planning update, a weekly 'help' update etc (TBC)
- It needs to be simplified and scheduled
- Social (Snapshot): Take snapshots of everything and point back to the website
- These need to be formally established, branded

The announcements require:

- A deadline where relevant
- A priority rating (P1, P2, P3, P4... that will be used to schedule its inclusion across socials)

The meeting thanked Cllr Mitchell for his hard work on this project.

PLANNING – CLLR FARM AND CLLR ALDER

26/872 TO RECEIVE THE LEAD COUNCILLORS REPORT
Cllr Farman spoke the members of the public who attended the meeting to hear deliberations about the following:

26/873 PLANNING APPLICATIONS:

- Land At Dawes Lane Sarratt Rickmansworth Hertfordshire WD3 6BA Ref. No: 25/2215/OUT
Outline application: Demolition of existing structures and erection of up to 44 new homes with associated access, parking, open space, landscaping and ancillary works (Appearance, Layout, Landscaping and Scale as reserved matters)
SPC Councillors thanked the public for their support and historic information and village context.
Dist. Cllr Ciaran Reed with approach MP Gagan Mohindra

SPC will be submitting a strong and detailed objection response to this application and have requested it is called into the Planning Committee if the Planning Authority officers are minded to approve.

- Popes Croft Chandlers Lane Chandlers Cross Rickmansworth Hertfordshire WD3 4NE Ref. No: 25/2206/PDT
Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey (2.10m height) and raising of roof ridge to result in an overall height of 8.6m (Class AA)
SPC Noted. We encourage the application to use the opportunity of this change to improve the insulation of the building and install renewable energy solutions such as solar panels and heat pumps where appropriate.
- Green End Farm Church Lane Sarratt Rickmansworth Hertfordshire WD3 6HH Ref. No: 25/2154/FUL
Demolition of no. 93a Church Lane, commercial units and private livery yard and erection of 16no. dwellings with associated access, parking and landscaping works _
SPC strong objection. SPC will provide detailed response directly to the Case Officer and have requested it is called into the Planning Committee if the Planning Authority officers are minded to approve.
- Sunchat Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ Ref. No: 25/2201/FUL
Demolition of existing conservatory and construction of single storey rear extension; alterations to side fenestration, rooflights
SPC: No Objection. We encourage the application to use the opportunity of this change to improve the insulation of the building and install renewable energy solutions such as solar panels and heat pumps where appropriate.

26/874 RECENT DECISIONS:

- Great Sarratt Hall Farm The Green Sarratt Ref. No: 25/1647/CLED
Certificate of Lawfulness Existing Use: Use of The Old Barn (Building A) and The Red Barn (Building C) for storage and distribution purposes (Use Class B8) with the Annexe (Building B) used for ancillary purposes.
SPC: No Objection
TRDC: Approved
- Willow Cottage Penmans Green Sarratt Ref. No: 25/1938/CLPD
Certificate of Lawfulness Proposed Development: Demolition of existing conservatory and construction of single storey side and two storey rear extensions, erection of an outbuilding
SPC: We support the investment in this building and the removal of a conservatory with a more sustainable and energy efficient structure. However, with the addition of a new additional, separate building in this application we believe this constitutes overdevelopment of the site, so we object on that basis.
TRDC: Approved

- Tarn Dunny Lane Belsize Ref. No: 25/1888/FUL
Construction of single storey rear extension; loft extension including increase in ridge height with front/rear dormers and front rooflights; relocation of entrance door, alterations to fenestration and internal alterations.
SPC: No objection
TRDC: Approved
- Ferndale Church Lane Sarratt Ref. No: 25/1863/FUL
Construction of single storey rear extension, first floor side extension, alterations to front roof form and gables to rear dormers; relocation of entrance, internal alterations and alterations to fenestration, side rooflights and solar panels; external materials including render and metal cladding, erection of detached garage; removal and replacement of 1no. existing access with boundary fencing and associated landscaping works; repositioning of tennis court
SPC: Objection: Overdevelopment in the Green Belt
TRDC: Withdrawn
- Corner Lodge Sarratt Road Ref. No: 25/1806/FUL
Construction of single-storey side extension to existing outbuilding
SPC: No objection
TRDC: Approved
- Great Wheelers Farm The Green Sarratt Ref. No: 25/1799/FUL
Erection of outbuilding (yurt) to frontage for use as a counselling clinic.
SPC: We support this local business opportunity and application on the basis that requirements are included in any approval that ensure the structure is fully screened from view from the Green, there is no excessive noise impact on neighbours, that all parking relating to its use is contained onsite, and that it is not allowed to be a permanent structure.
TRDC: Withdrawn
- Land Adjacent To Ashwood Bucks Hill Ref. No: 25/1718/FUL
Construction of a two-storey detached dwelling and detached carport with associated access, parking and hard and soft landscaping works
SPC: Objection: Inappropriate development in the Green Belt
TRDC: Refused
- Great Moonshine (Garage) Bragmans Lane Sarratt Ref. No: 25/1689/FUL
Installation of 19no. solar panels to roof of building
SPC: No objection
TRDC: Approved
- Popes Croft Chandlers Lane Chandlers Cross Ref. No: 25/1648/FUL
Demolition of existing outbuilding, construction of part single-storey, part two-storey front and rear extensions, front dormer window, rear rooflights, relocation of front entrance door, alterations to fenestration, alterations to external materials, and associated internal alterations.
SPC: Objection: Overdevelopment in the Green Belt
TRDC: Refused
- Land Adjoining Sarratt Lane Loudwater Ref. No: 25/1294/FUL
Construction of 9no. residential dwellings (Use Class C3), with associated rerouting of public footpath, access, parking and landscaping works
SPC: We object to this application on the basis of the following:
1) It is a development on edge of settlement greenbelt land, without any justifiable very special circumstances:
2) It is not a sustainable location due to the narrow single-track access, existing traffic issues in the area, before any additional traffic volume this application would add, and the lack of viable sustainable transport options to this site:
3) Loss of local green space, a well-used public right of way, biodiversity and proximity to sensitive ancient woodland:
We recognise that the immediate local area is made up of large dwellings and the proposed 5 bed dwellings fit this context, however there is not an identified local need for this size of housing.
If the officers are minded to approve, we request this application is called into the planning committee.
TRDC: REFUSED
- Land Adjoining Westwood End Bucks Hill Ref. No: 25/0597/FUL
Change of use to a residential caravan site, for occupation by Gypsies/Travellers, comprising the siting of 2 static caravans with associated access and hardstanding.
SPC: We strongly object to this application. If officers are minded to approve, we ask that this application is called in to the planning committee. We object on the basis that is:
a) New development without any special circumstances on undeveloped Green Belt land.
b) This site is not a sustainable location for travellers pitches due to its limited access, location and no public transport service.
c) This proposal would impact biodiversity on this site as well as impact the local setting which is in proximity to listed buildings.

d) There is a lack of site access information in this application which raises significant concerns that resulting access needs would lead to further development and damage to this green field site.

TRDC: REFUSED

26/875 PLANNING APPEALS
NONE

HIGHWAYS – CLLR DIGGINS AND CLLR ZERNY

26/876 TO RECEIVE THE LEAD COUNCILLORS REPORT

Herts Highways works schedule for the 2026-27 financial year:

Councillors are chasing our county council highways representative for an update following requests made last year for SPC to be consulted about the works schedule and be able to give input. This is especially important in places such as North Hill and Bucks Hill, both of which are badly potholed and need resurfacing as opposed to just patching.

Want to discuss speed sign data from Sarratt and Bucks Hill > which evidences the high level of traffic on local roads and the need for a long-term, strategic approach to be taken by Herts Highways.

We will ask again for a meeting between SPC, Councillor Louise Price and an officer from Herts Highways and/ or Ringways. An example of the challenges faced is a case where a dangerous pothole on an unlit, narrow section of road at Bucks Hill was reported to Herts Highways in December.

It was eventually repaired after repeated efforts by Cllr Zerny to alert the authorities to the danger to road users posed by the pothole.

Road signage

Following reports of HGVs using weight- restricted local roads when the M25 was closed overnight for repairs over the course of a week last August, we requested details of Herts Highways' signage assets within our parish and at nearby bottlenecks. These include the entrance to Solesbridge Lane from the A404, Redhall Lane, Fir Tree Hill and Old House Lane. Again, we are chasing for a response.

26/877 BUCKS HILL

Flooding at Bucks Hill

Councillor Zerny is investigating reports of flood water coming off the highway at Bucks Hill into a resident's driveway. This follows new drainage being laid by Herts Highways last summer in an effort to address flooding, but concerns were raised at the time about the need for regular drain cleaning.

ENVIRONMENT AND SUSTAINABILITY – CLLR MITCHELL

26/878 REPORT FROM LEAD COUNCILLOR

Cllr Mitchell said that he had reviewed The Green Policy, and the Environment and Sustainability Policy, and that he was happy with both. He has finished his review of the Land Management Plan, apart from the costings. He has concluded that the 10 Year Woodland Management Plan and the overall environmental management, should be viewed holistically, so that SPC can make more efficient and relevant forward schedules.

A meeting will be held with Jo Deacon of HASBRO, for advice on Grants and specialist information.

26/879 SIGNAGE IN SARRATT

This matter was covered in the Clerk's Report

POLICY AND RESOURCES – CLLR LOWRY

26/880 DECEMBER BANK RECONCILIATION AND PAYMENTS £9,085.00

Agree and sign reconciliation and statement of payments and receipts.

Proposed: SD

Seconded: DZ

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

- 26/881** **SPC GRANTS**
SPC Grant amounts and recipients have been agreed.
The Clerk will distribute Grant letters this month with an explanatory letter of grant giving criteria.
SPC receives an annual precept of £110,000 per annum, for the Parish of Sarratt. SPC grants represent 15% of this returning to local causes. This provides good level of support to causes with local benefits when compared to other local Parishes.
- 26/882** **INTERNAL AUDIT**
The auditor, Susan Cook will be in the Parish Office on the 21st of January.
- 26/883** **SPC QUARTER THREE RESULTS FY 25/26**
This will follow next month.
- 26/884** **TO RECEIVE A REPORT FROM DISTRICT COUNCILLOR REED**
At TRDC, the Local Plan has still not published the list of sites for development in the district. It is hoped that these will be available on the 27th January
The Local Plan has identified areas just outside Sarratt Parish as a possible site of increase in gypsy and traveler pitches. This will be only, on existing sites.
As part of LGR some elections for local government will be cancelled. However, it is understood that local elections in Three Rivers and Watford are still going ahead.
- 26/885** **CORRESPONDENCE**
Catapult Services re the purchase of defib new pads and the continuation of the maintenance contract – the meeting agreed.
- 26/886** **COUNCILLORS' QUESTIONS AND COMMENTS**
There were none
- 26/887** **DATE OF THE NEXT MEETING FEBRUARY 10TH 2026**

Meeting finished at 21:50 pm