

SARRATT PARISH COUNCIL

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DRAFT MINUTES

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

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 - absent

Mrs Lena Mortimer – Clerk to the Council
District Cllr Ciaran Reed – absent

25 members of the Public

26/910 APOLOGIES AND ANNOUNCEMENTS

Apology for absence was received in advance from Cllrs Coakley and Diggins, and from the Clerk of the Council Cllr Mitchell apologised for his absence in advance of the meeting.
District Cllr Ciaran Reed apologised for his absence in advance of the meeting.

26/911 DECLARATIONS OF INTEREST AND DISPENSATIONS

In accordance with the 'Declaration of Interest' details submitted by Councillors upon joining Sarratt Parish Council.
There were none

26/912 PUBLIC QUESTION TIME

- Magaret Hughes and Jennifer Howell came to ask a question about the Clovercourt Development appeal against refusal of planning permission for the rear of 74-78 Church Lane. SPC could not update them on the appeal, as this had not yet appeared on the Government Inspectorate System; this can be very slow. They were assured that when any information was available, they would be informed.
- Maralyn Butler asked about the why the overall designation of the Plot at Fir Trees, Dawes Lane, appears to have been altered, from a site for traveller plots. It was explained that, as Sarratt and the closely surrounding area is well provided with traveller sites, this planning regulation had been foregone in favour of a holistic application for the benefit of the site.
- Malcolm Potier – noted the huge turnout for the acceptance of the Neighbourhood Plan and asked if TRDC could ignore its contents, when it is so wholeheartedly supported by the Village. Cllr Farman commented that TRDC must consider the plan, although the Government is actively trying to weaken the powers of these, by law, they must be considered. Should SPC write a formal letter expressing their view that the Neighbourhood Plan should be adhered to? Cllr Farman replied that there is merit in reinforcing the point. TRDC and HHWs are beginning to consider the transport; overdevelopment; green belt concerns; infrastructure etc., more holistically.
- Burlington (Field to the rear of John Adams Nursery). SPC is striving to represent the entire Village and have worked, vigorously, to advance the opinions of the Parish. It has cost some £1 million for the case to be made for the development in this field – a sum with which SPC cannot compete.
- Helen Lynch asked whether SPC is taking a holistic overview of the over ground and subterranean infrastructure. SPC said that they are encouraging TRDC and HHWs to do this.
- Tony Quayle commented that he felt SPC's response to the Fir Trees planning application was too non-committal. Cllr Farman reassured him that, each application for development is a separate issue with its own particular problems. The problem of land contamination and potential for unwelcome purchasers of the plot were explained. SPC is in favour of 'sensible development in suitable locations', such as brownfield sites and previously developed sites. The SPC response to the Wingfield site was forceful, as it is not a sustainable development in a suitable location; nor brownfield or previously developed.

- Residents asked about the HHWs opinion on the roads in Sarratt. Cllrs Diggins and Zerny spoke about the repair policy and explained that they have asked for a sensible approach to filling the entire number of potholes, in one location, as opposed to random repairs. Highways Cllrs have been in consultation with Hertfordshire Cllr Louise Price, on several occasions, and have driven her around the most damaged areas.
- The Public felt that communications from SPC are weak. The Clerk commented that communications are available on the website, in Spotlight Parish Magazine and on the Village Email. Although more inclusion measures such as social media, is being investigated. It is incumbent on Parishioners to avail themselves of the communication methods that exist.
- John Rugg informed the meeting that 7 cars have been damaged in Bragmans Lane, in 11 major potholes. The Herts Highways complaint site is chaotic with (at the moment) 3 out of 19 works accomplished. It may be worthwhile delineating the dangerous potholes in white paint. This may be an SPC effort.
- The Government's National Planning Framework may override all other planning legislation, when it is introduced.

26/913 MINUTES OF THE LAST FULL COUNCIL MEETING ON THE 10TH FEBRUARY 2026. To agree the Minutes of the last meeting were true and accurate.

Proposed: ML

Seconded: LF

26/914 REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS ON BEHALF OF SPC

- Cllr James Alder and The Clerk, attended the KGV Quarterly meeting with especial interest in the scheduled building works. These are possibly due to start mid-April .
- SPC will require details of policy transparency from the project managers before funds are released.
- Governance issue requires defining before work commences.
- KGV must find the funds shortfall from the Football Federation before works commence.
- Cllr Farman attended the Joint Parish Meeting – which was held at Croxley Parish Council.

26/915 CLERK'S ACTIVITIES FEB/MAR 2026

<u>ACTIVITY</u>	<u>DETAILS</u>	<u>STATUS</u>
<u>20 IS PLENTY</u>	<u>REQUESTED FROM HERTS HIGHWAYS</u>	Response was that the cost of any work would cost between £7,000 to £10,000 and take up to 18 months. ~SPC is likely to deploy its own signage in consultation with HHWs and residents.
<u>DAWES WOODS</u>	<u>BRIDLE/FOOTPATH SIGNAGE REQEUSTED FROM HERTS ROW</u>	<u>AWAITING RESPONSE</u>
Misuse of Sarratt Waste Bins	Bins are being used for waste carpet and paint tins – complaints from residents	Notices PLACED
<u>VILLAGE EMAIL</u>	<u>GAINED SOME ADDITIONAL SUBSCRIBERS</u>	Continue to stress, during the meeting, the importance of subscribing for up to date and accurate news
<u>TREES AT PENMANS HILL</u>	<u>SEE PHOTOS – TAKE DECISION ON NEXT STEPS</u>	An arboricultural consultant is commencing work in the woodlands and on common land at the end of the month. This to assess the progress of Ash dieback and other tree-related remedial works
<u>DRIVEWAY ACROSS THE GREEN</u>	<u>SEE PHOTOS – TAKE DECISION ON NEXT STEPS</u>	<u>AWAITING CLARIFICATION</u>
<u>FILMING – HERTS HUB AND POLICY</u>	<u>BEING ACCOMPLISHED WITH THE ASSISTANCE OF A CONTRACTOR</u>	Progress being made
<u>GRANT LETTERS</u>	<u>READY FOR DISTRIBUTION</u>	Signed and ready for posting

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 Spoke to many parishioners including Carol Gaisford	PART OF THE GREEN – FILMED EVIDENCE OF CARS DRIVING OVER THEM 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. SPC may consider posting with its own felled timber.
	PLANNING	COVERED UNDER PLANNING
Overhanging trees	Ollieberry Lane Deadmans Ash	This is the responsibility of HHWs This tree is on non-attributed land. Agreement to split cost with HHWs, householder and SPC

26/916 PROPOSED DATE OF SARRATT FAIR

Hayley, Tom and Alfred Smith came to offer Sarratt Fair dates of the 24/25/26th April – pulling on Tuesday 21st and off 27th.

The July date is no longer viable as their calendar makes Sarratt inaccessible.

26/917 POLICIES FOR UPDATES Policies assessed for legislative updates LM

- Sickness and Absence (Jan 24)
- Lone Working and Lone Working Risk Assessment (Jan 24)
- Equal Opportunities (Jan 24)
- Health and Safety (Mar 24)

Councillors voted unanimously, that the policies have been reviewed and updated satisfactorily at March 2026.

PLANNING – CLLR FARMAN AND CLLR ALDER

26/918 TO RECEIVE THE LEAD COUNCILLORS REPORT

26/919 PLANNING APPLICATIONS

- **Cakebread Cottage Dawes Lane Sarratt WD3 6DA Ref. No: 26/0296/LBC**
[Listed Building Consent: Reglazing, refurbishment and repair/ redecoration of 12no. windows](#)
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- **Ravenswood Farm Church Lane Sarratt WD3 6HJ Ref. No: 26/0201/CLED**
[Certificate of Lawfulness Existing Use: Use of part of an agricultural barn as a single dwellinghouse \(Use Class C3\).](#)
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- **8 The Briars Sarratt WD3 6AU Ref. No: 26/0191/FUL**
[Construction of single storey rear extension, first floor rear extension including rear juliet dormer and side rooflight; partial conversion of existing garage and store into habitable accommodation including link to main dwelling, rooflights, internal alterations and alterations to fenestration](#)

3 The Briars Sarratt WD3 6AU Ref. No: 26/0074/FUL

- [Construction of first floor side extension](#)

26/920 RECENT DECISIONS:

- **Popes Croft Chandlers Lane Chandlers Cross WD3 4NE Ref. No: 25/2206/PDT**
[Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey \(2.6m height\) and raising of roof ridge to result in an overall height of 9.1m \(Class AA\)](#)
 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.
 TRDC: Approved
- **Sunchat Penmans Hill Chipperfield 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.
 TRDC: Approved
- **Red Lion Cottage The Green Sarratt WD3 6BP Ref. No: 25/2110/RSP**
[Part Retrospective: Replacement of windows, internal plaster, boxed gutter flat roof and rafter support, reinstatement of brick work with lime mortar](#)
 SPC: We support investment in the sensible, sympathetic and energy efficient improvements in this historic building
 TRDC: Approved
- **Red Lion Cottage The Green Sarratt WD3 6BP Ref. No: 25/2111/LBC**
[Listed Building Consent: Replacement of windows, internal plaster, boxed gutter flat roof and rafter support, reinstatement of brick work with lime mortar](#)
 SPC: We support investment in the sensible, sympathetic and energy efficient improvements in this historic building
 TRDC: Approved

26/921 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

NB: SPC has made a response to the National Planning Policy Framework (NPPL)

HIGHWAYS – CLLR DIGGINS AND CLLR ZERNY

26/922 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Zerny has given most of the Highways Report during the questions by John Rugg at 26/912

1	Requests for input to HH's 26/27 works schedule
	Julie Munro from Herts Highways told us that they plan works according to agreed county-wide criteria. JM will give details for how both scheduled and emergency maintenance is decided to Cllr Price, for sharing with SPC. JM said that Herts Highways are aware of traffic levels.
1a	Following a drive to Bucks Hill where the section between Bucks Hill Farm and High Springs Cottage is badly potholed, JM to advise when this road can be repaired.
2	Query about why there were roadworks on 10th February on Croxley Green
	JM to confirm.

3	Flooding in the parish in general, and at Bucks Hill ('Holmwood') in particular.
	JM will check reports received of regular flooding at Fir Tree Hill; Calliper's Lodge, Bucks Hill; Bottom Lane; Redhall Lane around 100m before the junction with Sarratt Road; and Sarratt Road between the junction with Redhall Lane (around 75m away) and York House School and advise if Highways can address these or gully cleaning is needed by Three Rivers DC.
3a	We visited 'Holmwood' in Bucks Hill, where Mr Terry has faced flooding issues over many years. JM will speak with a colleague who knows the location well and revert to Cllr Price.
4	Request for Herts Highways to confirm what HGV signage is in place at known bottlenecks in the approach roads to Sarratt Parish
	JM said that there is advisory signage in place. However as drivers are using sat nav, Highways are working with mobile providers to restrict the availability of routes, so that they flag A roads not local routes.
5	Request for the imposition of a 20mph speed limit on the side road at Sarratt Green
	JM will confirm with Cllr Price the process SPC should follow but indicated that the cost of this exercise may be around £7,000 and £10,000 as a public consultation will be required.
6	Response times:
	Cllr Price will ask JM to confirm their agreed response times to queries raised by the public, so SPC can set expectations but also know by when we should hear back.
AOB	Lastly, Mr Rodgers from Ollieberrie Lane called into the SPC to ask if an overhanging oak tree branch can be attended to. JM to follow this up.

26/923 TO RECEIVE A REPORT ON MEETING WITH HHWS – as above

ENVIRONMENT AND SUSTAINABILITY – CLLR MITCHELL

26/924

Plan (to date)

- **Develop User Guide for Environment and Sustainability**

Actions of note (to date)

- **Produced a seemingly definitive document of all Grants available for the management of Trees, Woodlands and Land in the Parish. This requires a 'manager' - perhaps something for Jo Deacon?**
- **Developed a Tree Safety Process for the Parish to follow at all mentions of 'Trees'**
- **Got a tree assessment for all woodlands scheduled for late March**
- **Discussion with Andrew Whitewood around becoming a contracted contractor as per Open Gov guidelines ○ Contract also developed with schedule of works**
- **Reviewed website and workplace plans and provided some alternative solutions that require follow up discussions with Lee.**
- **Met with Tim Hill, Conservation manager at Herts Wildlife Trust. He mentioned the Herts Nature Recovery Strategy, that can impact Sarratt Parish Council. Offered audits (require payments) and plans to help the Parish understand how it can benefit from this plan. Requires more detailed review.**

Next Steps (ahead of Apr meeting)

- **Meeting with lee to progress: ○ Website**
- **Workplace**
- **Grants**
- **Discuss next steps with Andrew Whitewood**

- Meeting with 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
- I will be walking The Green, reviewing woodland, discussing maintenance and assessments, discussing possible grants
- Getting advice on the maintenance and reviews of the woodland

- Review Herts Nature Recovery Strategy and how it may or may not help with Sarratt goals
- Meeting with Andrew Whitewood to understand Footpaths
- Present overall findings and plan of attack for Environment and Sustainability

POLICY AND RESOURCES – CLLR LOWRY

26/925	FEBRUARY '26 BANK RECONCILIATION AND PAYMENTS £6,360.28	
	Herts CC Strimming refund	£1,024.80
	Legal refund	£ 100.00
	VAT refund	£2,457.66
	Agree and sign reconciliation and statement of payments and receipts.	
	Proposed: DZ	
	Seconded: LF	
	Closing Balance Co-Operative current account	£36,134.31
	Co-Operative Business Instant Access Account	£109,910.81
	CCLA Investment Account	£10,502.47

26/926 INTERNAL AUDIT
 The internal audit confirmed accurate accounts, but suggested some additions to Policy, such as the Transparency Policy. This details extra information to be circulated to the Parish, on the website. A draft policy has been created and all the recommendations are being enacted.

26/927 TO RECEIVE A REPORT FROM DISTRICT COUNCILLOR REED
 District Cllr Reed as called to a full District Council Meeting.
 Country and District Cllr Price was also called to another meeting.

26/928 CORRESPONDENCE
 See Clerk's report

26/929 COUNCILLORS' QUESTIONS AND COMMENTS
 There were none

26/930 DATE OF THE NEXT MEETING APRIL 14TH 2026

Meeting finished at 22.00 pm