

# SARRATT PARISH COUNCIL

Parish Office: Village Hall, The Green, Sarratt Rickmansworth Hertfordshire WD3 6AS  
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## **MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON TUESDAY 12<sup>th</sup> MAY 2026 IN THE REAR HALL, SARATT VILLAGE HALL**

**Councillors Present:** Lee Farman, Lead Councillor and Lead Planning  
Angela Coakley, Vice Chair  
Michael Lowry, Policy & Resources  
Alder, Deputy Planning  
Simon Diggins, Highways  
David Zerny, Deputy Highways  
Phil Mitchell Environment (absent)

**In Attendance:** District Cllr Matthew Hunt  
Mrs Lena Mortimer, Clerk to the Council  
20 members of the public

- 26/948 ELECTION OF THE CHAIR OF THE COUNCIL**  
To elect the Chair of the Council for 2026/2027  
**The Chair of the Council was unanimously voted as Cllr Lee Farman**  
**And he signed the declaration of acceptance of office.**
- 26/949 ELECTION OF VICE CHAIR OF THE COUNCIL**  
To elect the Vice Chair of the Council for the year 2026/2027  
**The Vice-Chair of the Council was unanimously voted as Cllr Angela Coakley.**
- 26/950 APOLOGIES AND ANNOUNCEMENTS**  
To receive and accept apologies for absence and any announcements  
**Apology from Cllr Phil Mitchell**
- 26/951 DECLARATIONS OF INTEREST AND DISPENSATIONS**  
**There were none**
- 26/952 APPOINTMENT OF LEAD AND DEPUTY MEMBERS OF WORKING GROUPS**  
**Policy and Resources – Cllr Michael Lowry – unanimously elected**  
**Planning – Cllr Lee Farman and James Alder - unanimously elected**  
**Environment and Sustainability – Cllr Phil Mitchell cannot be elected in absentia; deferred to June 8<sup>th</sup> 2026**  
**Highways – Cllr Simon Diggins and Cllr David Zerny – unanimously elected**
- 26/953 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES**  
To consider the Parish Council's representation on the following bodies:  
**KGV Management Trustees – Cllrs Angela Coakley and Michael Lowry**  
**Environmental Forum**  
**Sarratt Village Hall Committee – Cllr Michael Lowry**  
**Days Charity – Cllr Angela Coakley**

**London Green Belt Council – Cllr David Zerny  
HAPTC – The Clerk**

- 26/954 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS**  
Cllr Michael Lowry and the Clerk have reviewed the Policies in accordance with the Local Government Act 2024 and incorporated new content and regulation.  
Approved by the meeting.
- 26/955 TO APPROVE THE SCHEDULE OF MEETINGS FOR 2026/2027**  
Approved by the meeting
- 26/956 TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETING**  
To confirm and sign the Minutes of the Council Meeting held on the 14<sup>th</sup> April 2026 as an accurate record of matters agreed.  
Approved by the meeting.
- 26/957 KGV PAVILION WORK PHASE 1**  
Member of the KGV Committee and head of Football at the playing fields, Tom Shurville attended the meeting to request the commencement of the first phase of the Pavilion refurbishment, before the end of May. May is the end of the football season. This would involve the initial drawdown of £60,000 of funding from TRDC. However, the drawdown cannot be enacted until funds have been received from the Football Foundation, to complete the total funds required for the entire project. TS is confident that this will be forthcoming, shortly.
- 26/958 PUBLIC QUESTION TIME**
- A resident asked whether the door could be restored to the phone box on The Green. It was suggested that this could be used as a housing for a defibrillator.  
The meeting responded that this had been investigated in the past and the expense is considerable – but it would be explored again.
  - A resident asked what the meaning of ‘a Rural Exception’ was in relation to development plots. Also, clarification on Environmental assessments, and raising match-funded money to provide a ‘fighting fund’ for planning appeals. Chorleywood has raised £100,000 for this purpose. The meeting explained that this represents a brownfield site in a wholly Green Belt location. It is not something that can be created after the event to make land exempt. SPC is striving to have TRDC consider the entire Village as a whole, and for it to stop considering sites on a one-by-one basis.  
SPC is pressing Steven Giles Medhurst to undertake a very overdue Environmental Assessment at Church End.  
Chorleywood Parish Council has a precept of over £1m pounds, compared to SPC’s precept of £110k per year. However, SPC is keen to build up a fund as 2027 is a crucial year in planning matters, as Reg 20 will be reached and a barrister will be appointed. Cllr David Zerny and the Sarratt Residents Association will play a pivotal role in the process of raising funds.
- 26/959 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAD ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**  
There were none

**THE GREEN:**

20 kph signage purchased for the service road at Dawes Lane to the Wheatsheaf intersection, to prevent speeding traffic in a narrow, pedestrianised area. These will be erected next week. An information board is to be placed on the upper Green by the Pump, outlining the special site of uncultivated virgin grassland and the unique plants growing upon it. The smaller fair was very popular, and the showmen were respectful to the Green, leaving it in a tidy and unspoiled manner.

**DAWES WOODS:**

Uk Power is assessing the trees overhanging power cables, with a view to cutting in the near future.

New Bridle Path and Foot Path signage has been purchased and will be erected next week.

**TREES:**

After the scheduling of tree work by urgency, conducted by Patrick Stileman last week, TPO permissions are now being sought for the first tranche of works to be completed.

**ALLOTMENTS:**

Allotment invoices have been sent and most plots have been taken up for another year and paid for. A few plots, (due to moving out of the area, and in one case, going into a care home,) are vacant. Please enquire at the Parish Office as they are all in good condition and ready to grow! Deposits were refunded as occupants left plots in a very good condition.

**CRICKETERS PUB:**

The pub has requested the placement of some tables on the Green outside the front of the Pub. The Clerk is enquiring with the licensing authorities as to whether this is feasible, although SPC is generally not in favour of this, for safety reasons.

**RURAL PAYMENTS AGENCY:**

The Clerk is investigating a higher tier award to contribute to extensive environmental projects.

**ACCOUNTS:**

April was entered and reconciled.

**KGV:**

Continuing correspondence on the KGV Pavilion phase 1 works and insurance queries.

**RECYCLING:**

The Clerk is to keep two bins at the Parish Office for the collection of spent AA/AAA and 9 Volt batteries. Also, a bin for tablet blister packs. The Clerk will then dispose of the waste at Chorleywood and Morrisons. PLEASE BRING YOUR WASTE TO THE PARISH OFFICE.

**FORTHCOMING MEETINGS:**

Monday 18<sup>th</sup> May – Joint Parish Meeting at Chorleywood - Clerk and Cllr Farman

ROSPA inspection of KGV playground - Clerk and Cllr Lowry

TRDC Leader, Parish and Community Council meeting 2<sup>nd</sup> June - Clerk and Cllr Zerny

**CORRESPONDENCE:**

Residents about the electrical cable feeding the Christmas Tree on the Green – requires reburying.

Overflying of helicopters.

Planting a group of Three Trees in the name of Friendship.

Development behind Myrtle Cottage

A stand of trees on the corner of Dawes Lane and Wards Drive – ownership for protection.

**PLANNING APPLICATIONS****Applications to consider:**

**Old Plough House Plough Lane Sarratt WD3 4NN**

**Demolition of existing conservatory and construction of two storey rear extension; external materials including timber cladding Ref. No: 26/0696/FUL**

**Listed Building Consent: Demolition of existing conservatory and construction of two storey rear extension; external materials including timber cladding Ref. No: 26/0697/LBC**

**Bay Tree Farm Bucks Hill WD4 9AU**

**Construction of an outdoor riding manege Ref. No: 26/0677/FUL**

**Belsize House Plough Lane Sarratt WD3 4QP**

**Listed Building Consent: Construction of part-single, part two storey rear extension and side porch, replacement of windows and removal of oil tank Ref. No: 26/0671/LBC**  
**Construction of part-single, part two storey rear extension and side porch, replacement of windows and removal of oil tank Ref. No: 26/0670/FUL**

**The White Cottage The Green Sarratt WD3 6BL**

**Listed Building Consent: Construction of single storey rear extension and side/rear porches; installation of new side and rear doors Ref. No: 26/0664/LBC**  
**Construction of single storey rear extension and side/rear porches; installation of new side and rear doors Ref. No: 26/0663/FUL**

**Willow Cottage Penmans Green Sarratt WD4 9AZ**

**Certificate of Lawfulness Proposed Development: Construction of an outbuilding with indoor swimming pool Ref. No: 26/0624/CLPD**

**15 Church Lane Sarratt WD3 6HN**

**Certificate of Lawfulness Proposed Development: Refurbishment and repairs to existing garage Ref. No: 26/0611/CLPD**

**Holly Hedges Farm Olleberrie Lane Belsize WD3 4NU Ref. No: 26/0607/FUL**

**Erection of a stable block and associated hardstanding Ref. No: 26/0607/FUL**

**Farmhouse Newhall Farm Bucks Hill WD4 9AH**

**Permitted Development Notice: Erection of 3no. agricultural barns. Ref. No: 26/0571/PDNA**

**Land Rear Of Myrtle Cottages The Green Sarratt WD3 6AT**

**Construction of single storey detached self-build dwellinghouse with accommodation in the roof space served by front/rear dormers, side rooflights and solar panels, and associated shed, parking and landscaping works Ref. No: 26/0550/FUL**

**26/962 RECENT DECISIONS:**

**Cakebread Cottage Dawes Lane Sarratt WD3 6DA**

**Listed Building Consent: Reglazing, refurbishment and repair / redecoration of 12no. windows Ref. No: 26/0296/LBC**

**SPC: No objection**

**TRDC: Approved**

**The Grove Grove Mill Lane Grove Mill Rickmansworth Hertfordshire WD3 4TG**

**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) Ref. No: 26/0120/FUL**

**SPC: No objection**

**TRDC: Approved**

**Laurel Cottage Finches Avenue Redheath Rickmansworth Hertfordshire WD3 4LN**

**Certificate of Lawfulness Existing Use: Use of Laurel Cottage and associated land as an independent dwellinghouse (Use Class C3). Ref. No: 25/2223/CLED**

**SPC: No objection**

**TRDC: Refused (due to condition from a previous planning permission in 2008)**

**26/963**

**ENFORCEMENTS**

26/964

**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 (PINS 6002930) | Status: Appeal In Progress awaiting site visit**

**Land Adjoining Westwood End, Bucks Hill, Kings Langley, WD4 9AS**

**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. Ref. No: 26/0009/REF (PINS 6004957) - Status: Appeal In Progress - The hearing will start on 20 May 2026**

**ENVIRONMENT AND SUSTAINABILITY**

26/965

**LEAD COUNCILLORS REPORT**

**Plan:**

**Develop User Guide for Environment and Sustainability**

**Actions of note**

**Tree assessment complete ○ Priority Tree dealt with.**

**Secondary priorities registered with National Power who say they will investigate. Undertaking a rewrite of the Tree Safety Process for the Parish to follow at all mentions of ‘Trees’**

**Currently formulating a plan of attack that will be circulated amongst suppliers for a pricing Received email from Jo Deacon declining the work setting up and registering filing portfolio for conflict of interest reasons.**

**Spoke to Andrew Taylor from the HCC Countryside Management Services, who continues exploring grants and in particular the Higher Tier of Countryside Stewardship registration. Met with Andrew Whitwood for further help with asset management and now formulating a final plan**

**Met with Mike Edmund to discuss website move and gained his full support**

**Final costings for the website migration are available here and need signed off if we’re moving - there is a suggestion that our incumbent host may be approaching a renewal date so we need to move relatively fast given a 6wk turn around window.**

**Communications**

**To upgrade and enhance the SPC website, by making it easy to navigate and more accessible.**

**To ensure that it complies with recent transparency legislation.**

**To support the general communications within SPC and to employ a digital workspace, for the dissemination of documents to all Councillors.**

<b>POLICY AND RESOURCES</b>		
26/966	April Bank payments total	£ 8,226.81
	Combined salary and PAYE repayment	£ 2,019.28
	Statutory receipts including the half Year precept	£64,145.64
	Allotment receipts	£ 659.00
	Co-Operative current account balance	£86,464.05
	Co-Op 95 day interest	£10,608.12
	Co-Op instant Savings	£110,549.65

26/967

**REVIEW OF INTERNAL AUDIT SUITABILITY**

**The Internal Audit was successful and the recommendation on increased transparency have been actioned. Agreed the level of involvement in KGV Playing Fields. The meeting approved the KGV CIL money expenditure. Unfortunately, the CIL funding can be terminated if the Football Foundation does not honour its offer of funds to complete the Pavilion Project.**

- 26/968 APPROVAL OF AGAR FY 25/26**  
The meeting approved the AGAR unanimously.  
As there is a healthy credit balance, £45,000 will be transferred to CCL bank.  
This was approved by Vice Lead Cllr Angela Coakley.
- 26/969 HIGHWAYS**  
**LEAD AND DEPUTY COUNCILLORS REPORT**  
Following the lengthy report in the Annual Parish Meeting, a short statement reported on Mrs Mike Terry of Bucks Hill who has succeeded in pressing the cleaning of the gullies in Bucks Hill – there will be a road closure in 10 to 12 weeks' time.
- 26/970 DISTRICT COUNCILLORS REPORT**  
The meeting was delighted to meet the newly elected Councillor for our ward Matthew Hunt.
- 26/971 CORRESPONDENCE:**  
Residents about the electrical cable feeding the Christmas Tree on the Green – requires reburying.  
Overflying of helicopters.  
Planting a group of Three Trees in the name of Friendship.  
Development behind Myrtle Cottage  
A stand of trees on the corner of Dawes Lane and Wards Drive – ownership for protection.
- 26/972 COUNCILLOR'S QUESTIONS**  
There were none
- 26/973 DATE OF NEXT MEETING 9<sup>TH</sup> JUNE AT 19:30PM**

**SIGNATURE:**  
*Lena Mortimer Clerk to Sarratt Parish Council*

**12<sup>TH</sup> MAY 2026**

*The meeting finished at 21:45pm*