

SARRATT PARISH COUNCIL

Parish Office: Village Hall, The Green, Sarratt Rickmansworth Hertfordshire WD3 6AS
Telephone: 01923 262025
Email: clerk@sarrattparishcouncil.gov.uk
Web: <https://sarrattparishcouncil.gov.uk>



DRAFT MINUTES of the Sarratt Parish Council Meeting held on Tuesday 8th April 2025 in the Rear Upstairs Hall, Sarratt Village Hall

Councillors Present: Angela Coakley, Vice Chair
Michael Lowry, Policy & Resources
James Alder, Deputy Planning
Simon Diggins, Highways
David Zerny, Deputy Highways

In Attendance: District Councillor Ciaran Reed
Mrs Lena Mortimer, Clerk to the Council
No members of the public.

- 25/634 APOLOGIES AND ANNOUNCEMENTS**
Apologies were received in advance from Cllrs Dobson, Farman and Garvey.
- 25/635 DECLARATIONS OF INTEREST AND DISPENSATIONS**
There were none.
- 25/636 PUBLIC QUESTION TIME**
There were none.
- 25/637 MINUTES OF THE LAST FULL COUNCIL MEETING ON March 11 2025**
The minutes of the last Meeting were agreed as a true and accurate reflection of the meeting.
Proposed: Cllr Alder Seconded: Cllr Lowry
- 25/638 MATTERS ARISING FROM THOSE MINUTES**
There were none.
- 25/639 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL**

Cllr Lowry attended the Village Hall Committee meeting on behalf of SPC. The proposed extension work to the Village Hall has now been postponed – possibly until the new year – due to illness. A cabinet is still being sourced in which to display historic finds from The Green.
- 25/640 CLERK'S ACTIVITIES**

<p>Complaints of car parking on the Green</p>		<p>6.i. a person shall not except in the exercise of any lawful right or privilege, bring or cause to be brought on to the ground (the Green) any barrow, truck, machine, or vehicle other than: b) a wheelchair or perambulator for the conveyance of children. Bylaws Open Spaces Act 1906</p>	<p>Posts applied to the shop-end of the Green. It was also agreed by the meeting that signage specifying the local byelaws should be posted on the Green to alert people to their potential trespass, and infraction of the regulations.</p>
<p>Meeting with Andrew Whitewood</p>			<p>Sent new meterages of paths strimmed by SPC to Herts ROW expecting a refund of £2,500 costs</p>
<p>Grant letters</p>			<p>All grant recipients acknowledged these will be distributed on the 22nd April at the APM</p>
<p>CCTV Cameras</p>			<p>Awaiting site visit by M25 Security Systems and quotation for CCTV in two locations Unfortunately considered fat too expensive as we lack access to power at prime locations.</p>
<p>Tree works</p>	<p>Ash tree at the corner of the Cricketers Pond and Sarratt School</p>		<p>22nd April – Ash Tree work at Cricketers Pond</p>
<p>Cricketers Pond Clearance</p>			<p>Grant application pending Work will hopefully be carried out in the Autumn at the end of the breeding season</p>
<p>Fibre Broadband System in the office</p>			<p>Agreement signed This will give us cheaper and better quality service.</p>

Drainage Maps		Surratech made a drain survey of the school and I am to receive a copy.	Requested a category 1 search from HHWs – hopefully they will undertake this for the Parish. Work continues under the Pond and outside the Dell
Highways Dossier Herts High Ways			Meeting postponed See Highways report
Allotment request			All the allotments are occupied for the first time in a year – SPC is very pleased with this and thank Cllr Garvey for her enthusiasm in this respect.
Great British Spring Clean – 21st March to 6th April			Successful – will appear in next Spotlight The litter picking group of volunteers goes from strength to strength and we thank them for their efforts.
Film Hub			Meeting on the 25 th March This was successful, and I have details to be circulated within the Village.
Travelers on the Green			Due to prompt action by SPC, the remainder of the caravans did not arrive, and the Green was vacated that evening.
New locks purchased for KGV gates			for KGV, and remedial work is scheduled to the gates. New locks were purchased
Jarmans – bent gates at KGV			Marc Jarman to attend the gates at KGV to apply straightening bars – quotation for work approx. £400

Action: A letter will be written to developers in the future, pointing out the Law pertaining to the Green and including a copy of the Byelaws.

Action: Enquire with The Chiltern Society if there is any revenue in the timber felled within Sarratt.

PLANNING

25/641 TO RECEIVE THE LEAD COUNCILLORS REPORT
Cllr Alder, Planning Deputy gave the summary of Applications, Decisions and Appeals

25/642 PLANNING APPLICATIONS

- **25/0551/PDE: Prior Approval - single storey rear extension (maximum depth 8 metres, maximum height 2.8 metres and maximum eaves height 2.5 metres). Tarn, Dunny Lane, Belsize, WD4 9DQ**
SPC: Noted. We find it disappointing that the previous, smaller scale and aesthetically preferable, application for this site was refused.
- **25/0552/PDT: 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, WD4 9DQ**
SPC: Noted. We find it disappointing that the previous, smaller scale and aesthetically preferable, application for this site was refused.
- **25/0453/FUL: Erection of front porch; two-storey side extension; single-storey rear extension; and internal alterations. 1 Alexandra Road, Sarratt, WD3 6AX**
SPC: No objection.
- **25/0447/FUL: Demolition of existing rear conservatory and construction of part single, part two-storey rear extension; loft conversion including rear dormer and construction of detached outbuilding. Cranbourne, The Green, Sarratt, WD3 6BH**
SPC: No objection.
- **25/0438/FUL: Erection of golf academy building with associated infrastructure and landscaping works. The Grove, Grove Mill Lane, Grove Mill, WD3 4TG**
SPC: No objection.
- **25/0412/CLPD: Certificate of Lawfulness Proposed Development: Erection of a single storey rear extension. White Cottage, Sarratt Road, WD3 6AH**
SPC: Noted.
- **25/0361/RSP: Construction of a side pergola. Jalna, The Green, Sarratt, WD3 6BH**
SPC: Insufficient information provided to comment on the structure in question.

25/643 PLANNING DECISIONS

- [Certificate of Lawfulness Proposed Development: Construction of a single storey rear extension.](#)
Doggetts Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ Ref. No: 25/0261/CLPD
SPC: Noted
TRDC: Approved
- [Certificate of Lawfulness Proposed Development: Construction of a single storey rear extension.](#)
Doggetts Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ Ref. No: 25/0262/CLPD

- SPC: Noted
TRDC: Approved

 - [Certificate of Lawfulness Proposed Development: Construction of a single storey rear extension.](#)
Doggetts Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ Ref. No: 25/0260/CLPD
SPC: Noted
TRDC: Approved
 - [Certificate of Lawfulness Proposed Development: Construction of rear dormer.](#)
Callipers Hall Lodge Bucks Hill Kings Langley Hertfordshire WD4 9BP Ref. No: 25/0232/CLPD
SPC: Noted
TRDC: Approved
 - [Certificate of Lawfulness Proposed Development: Erection of a single storey rear extension.](#)
White Cottage Sarratt Road Rickmansworth Hertfordshire WD3 6AH Ref. No: 25/0412/CLPD
SPC: Noted
TRDC: Approved
 - [Prior Approval: Single storey rear extension \(depth 8.00 metres, maximum height 3.00 metres, maximum eaves height 3.00 metres\)](#)
Callipers Hall Lodge Bucks Hill Kings Langley Hertfordshire WD4 9BP Ref. No: 25/0231/PDE
SPC: We are concerned that this change from 2 to 4 bed dwelling is overdevelopment in Green Belt. It is possible that this application is impacting the oak trees on this site, due to the development process and the resulting change in parking arrangements impact the areas around the trees. Please can we request a requirement for protection measures for these trees are put in place.
TRDC: No objection
 - [Alterations to rear to allow new parking provision including new crossover and alterations to rear landscaping to facilitate.](#)
7 Downer Drive Sarratt Rickmansworth Hertfordshire WD3 6BD Ref. No: 25/0068/FUL
SPC: No objection. We support this appropriate application that has followed the advice given and has produced a comprehensive application.

25/644 PLANNING ENFORCEMENTS

No enforcement list was forthcoming from TRDC.

25/645 PLANNING APPEALS

- [APP/P1940/W/24/3346997](#) & [APP/P1940/W/24/3349084](#) - land to the rear of 47, Sarratt WD3 6HN - Jon and Chris Adams - [Demolition of existing structures and construction of five detached dwellings with associated parking, bin and cycle storage, landscaping and access improvements.](#) Ref. No: 24/0023/REF
- [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
- [APP/P1940/C/23/3327887](#) - The Grove Lodge Fir Tree Hill, WD3 4LY - Enforcement Notice Appeal - [Unauthorised works \(erection of fencing\) in the Green Belt](#) - 20/0077/COMP

POLICY AND RESOURCES

25/646

MARCH BANK RECONCILIATION AND PAYMENTS £13,060.84

Some larger payments included PC Treescape £7,200 – for which SPC is receiving a £3,000 grant. Catapult Services – Defibrillator maintenance and pads and Neighbourhood Plan expenses of £650. Bigger receipts included HMRC – VAT refund of £2,033.33.

The bank transactions were presented for approval.

Proposed: Cllr Coakley; Seconded: Cllr Diggins

Cllrs Coakley and Diggins signed the bank transactions and bank statements and reconciliations.

25/647

FY 24/25 RESULTS

The year end accounts are complete, and we await the meeting with the Internal Auditor on 24 April to complete and publish the AGAR forms. In the profit and loss document, certain transfers of funds were explained. The 'Covid' fund of £ 8,000 has been closed and the funds transferred into 'Woodland works' plus additional funds have been transferred from the general reserves to enable a total of £25,000 against this particular Earmarked reserve. 50% of SPCs precept value must be always retained in the reserves.

Cllr Lowry also noted SPC is due to pay ca. £3K to Spicers the project management company co-ordinating the KGV pavilion project at the end of April. This is for the first 3 stages of the project management work and will be paid from the £10K of CIL funds SPC has allocated to the project. The next payment will be around £10K for the next stages and will be required in a few months, so SPC needs to ask Paul Govier as the KGV Treasurer & Chair to transfer to SPC the £10K the KGV Charity is contributing to the project to ensure sufficient funds are available for the next payment.

25/648

SPC POLICIES FOR REVIEW

- Information and IT Security Policy (Feb 24)
- Data Breach Notice (Feb 24)
- Document Retention Policy (Mar 23)
- Document Retention Schedule Policy (Feb 21)
- Social Media Policy (Jan 23)

The Policies have been read and further legislation has been consulted, to ensure that they are still relevant and accurate. They were adopted as reviewed and will now be available to view on the SPC website.

Proposed: Cllr Alder; Seconded: Cllr Coakley

ENVIRONMENT AND SUSTAINABILITY

25/649

TO RECEIVE LEAD COUNCILLORS REPORT

- In her report Cllr Garvey advised this year's woodland work has been completed – both taking down dead and diseased Ash trees, and dead wooding the oak limbs in danger of falling on the road in Commonwood. Again, thanks to Jo Deacon for getting this arranged, and obtaining the £3K from the Countryside Management Service.
- SPC has had an offer of help with some pond work from the Chiltern Society. They couldn't manage the Cricketers' Pond, but could do some work on Pound Pond at the North end of the Green.
- Allotments - vacancies are going down, which is excellent. On 9 May a team from Woodoaks Farm is coming to help, largely with the community allotment, but also with the site as a whole!
- Deer on the allotments: no progress on this other than to say that the community plots will soon be robustly fenced in, as shooting on that site is too hazardous to undertake, and fencing of the entire site would be impractically expensive. Deer across the parish are a problem, and a coherent approach from all landowners including SPC would be welcomed. However, Cllr Garvey advised she currently doesn't have the bandwidth to take this on.

HIGHWAYS

25/650 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Diggins expressed his and Cllr Zerny's frustration and disappointment at the poor response SPC has received from our County Cllr Phil Williams (who is standing down at the May elections) to our request for a meeting with him and officers from the County Highways team. After 2 months of chasing for a meeting to be arranged a date was finally set 2 weeks ago, only to be cancelled when the Highways officer had to travel to Cyprus when his father was taken into hospital. This was rescheduled to be a meeting with just Cllr Williams, who then proposed rearranging it again as the Highways officer had returned from Cyprus. Cllr Diggins emailed Phil Williams rightly expressing his frustration at a further rescheduling of the meeting. No further date has been offered by Cllr Williams. Efforts will continue to have a face-to-face meeting with Herts Highways representatives. However, with the upcoming County elections and Cllr Williams leaving office, this is unlikely to be until June. The Councillors also want to know where the Locality Budget for Sarratt has gone and for which other use it has been deployed.

Cllr Zerny raised the issue of the costs that motorists incur as a result of damage caused by potholes, and that his own experience of using Herts Highways' fault reporting and claims processes was unsatisfactory

25/651 V.E. DAY 80 CELEBRATIONS UPDATE

An announcement will be placed in Spotlight, informing the Village that on Thursday 8th May, a V.E. Day commemorative and celebratory service will be held at the War Memorial, attended by the children of Sarratt School and Villagers, at 09:00 am.

A small celebration Family Picnic will be held at 5:30pm to 6:30 pm, with a stall run by the PTA to raise funds for the School. The Village shop will be kept open for refreshments and ice-cream. It is hoped that a peel of bells will be rung at 6:30 pm. If the weather is bad, the picnic will move to the Village Hall. The Clerk will make enquiries into obtaining a Karaoke machine, so that a war-time sing along can be enjoyed by all.

25/655 TO RECEIVE DISTRICT COUNCILLORS REPORT

District Cllr Ciaran Reed commented that TRDC is now in 'purdah' and unable to make any political decisions before the election. There will no District elections this May only County elections. He believes, the County elections are likely to be closely fought between the Conservatives and the Liberal Democrats.

In other matters – TRDC has received funds amounting to some £200,000 in order to complete the long overdue Local Plan. However, this is not a gift and a quid pro quo is required. This appears to be agreement with, and lack of push back against the National Planning Policy Framework 2025.

25/656 CORRESPONDENCE

It came to the notice of SPC, earlier this month, that Croxley Green Parish Councillors had held meetings with TRDC about the 600-home development proposed for Little Green Lane on the Croxley/Sarratt border with a view to moving the parish boundary such that the new development, if built, would fall within Croxley Green Parish. The motion to begin this process is being heard and decided upon at the June meeting of the TRDC Policy & Resources Committee. District Cllr Reed noted that any change to parish boundaries now, may become irrelevant if parish boundaries change anyway when the new Unitary Authorities, proposed by central government, are implemented. However, this is likely to be at least 2-3 years away.

The Clerk at Croxley has written to Lena as our Parish Clerk, requesting a meeting with SPC to discuss the proposal. Cllr Dobson has suggested a working party comprising of Cllrs Dobson, Farman and Lowry is set up to articulate SPCs views on the proposed boundary change ahead of any discussion with the Croxley Green Councillors. This was agreed by the meeting.

25/657

COUNCILLORS QUESTIONS AND COMMENTS

There were none

25/658

DATE OF NEXT MEETING

The next SPC Meeting will be held on Tuesday 6 May 2025 at 7:30pm in the Rear Room of Sarratt Village Hall. The Annual Meeting of Sarratt Parish Council will be held on Tuesday 22 April, again at 7:30pm in the Rear Room of the Village Hall.

The meeting ended at 21:26pm