

SARRATT PARISH COUNCIL

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DRAFT MINUTES OF THE ANNUAL STATUTORY MEETING HELD ON TUESDAY 6TH MAY 2025 **IN THE REAR HALL, SARRATT VILLAGE HALL**

Councillors Present: Sarah Dobson, Lead Councillor
Michael Lowry, Policy & Resources
Lee Farman, Planning
James Alder, Deputy Planning
David Zerny, Deputy Highways

In Attendance: District Councillor Ciaran Reed
Mrs Lena Mortimer, Clerk to the Council
4 members of the public.

25/666 ELECTION OF THE CHAIR OF THE COUNCIL

The Chair of the Council was unanimously voted in as Cllr Sarah Dobson and she signed the declaration of acceptance of office. In the absence of the Vice Chair this agenda item was led by Cllr Lowry.

25/667 ELECTION OF VICE CHAIR OF THE COUNCIL

This was deferred to the June meeting.

25/668 APOLOGIES AND ANNOUNCEMENTS

Apologies were received from Cllr Coakley and Diggins. There is a standing apology from Cllr Garvey.

25/669 DECLARATIONS OF INTEREST AND DISPENSATIONS

There were none.

25/670 APPOINTMENT OF LEAD AND DEPUTY MEMBERS OF WORKING GROUPS

The following members were appointed:

- Policy and Resources – Cllr Michael Lowry
- Planning – Cllrs Lee Farman and James Alder
- Highways – Cllrs Simon Diggins and David Zerny

Proposed: Cllr Farman; Seconded: Cllr Lowry

The Clerk will contact Cllr Garvey to confirm she wishes to continue as the Lead Councillor for Environment & Sustainability.

25/671 APPOINTMENT OF REPRESENTATIVES TO OTHER BODIES

The following were appointed to represent SPC on other bodies:

- KGV Management Trustees – Cllrs Sarah Dobson and Angela Coakley
- Sarratt Village Hall Committee – Cllr Michael Lowry
- Days Charity – Cllr Michael Lowry
- London Green Belt Council – Cllr David Zerny
- TRDC Joint Committee of Parish Councils – Cllrs Sarah Dobson and Angela Coakley
- HAPTC – The Clerk

Proposed: Cllr Alder; Seconded Cllr Farman

The Clerk will contact Cllr Garvey to confirm she wishes to continue as the SPC representative on the TRDC Environmental Forum

25/672 REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS

It was agreed to adopt the updated Standing Orders and Financial Regulations. These will now be made available on the SPC website.

Proposed: Cllr Farman; Seconded Cllr Zerny

25/673 TO APPROVE THE SCHEDULE OF MEETINGS FOR 2025/2026

It was agreed to approve the schedule of meetings for 2025/2026 year, with the addition of the Annual Parish Meeting on 28 April and Annual Statutory Meeting 12 May 2026.

Proposed: Cllr Alder; Seconded Cllr Farman

25/674 TO CONFIRM THE MINUTES OF THE PREVIOUS COUNCIL MEETING

Cllr Dobson asked that the wording relating to information being shared about parking on Sarratt Green under item 25/260 (Clerk's Activities) be amended from 'developers' to 'new residents and builders.' Otherwise, the Minutes were approved as a true and accurate record of matters discussed.

Proposed: Cllr Zerny; Seconded Cllr Alder

25/675 PUBLIC QUESTION TIME

A resident of Bucks Hill attended the meeting to speak on a planning issue. It was agreed this would be covered under agenda item 25/679.

25/676 TO RECEIVE REPORTS FROM PRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

There were none to report on.

25/677 CLERKS ACTIVITIES APRIL-MAY 2025

ACTIVITY	DETAILS	STATUS
End Of Year Close -Rialtas and Internal Audit		Both completed with Cllr Lowry
Meeting between Andrew Whitewood and Jo Deacon	To confirm the common land asset register and maintenance schedule	To be completed shortly
Grant cheques		Computer hack notwithstanding; BACS payments made

VE Day prep		Bunting and posters produced in liaison with Janice Alder
Tree works at Pond		Tree works at the Cricketers Pond completed successfully and with the minimum of inconvenience.
Dawes Woods	Request from David Butler re butterfly breeding and selective cutting of grassland on Dawes Common	Agreed
Defibs for Church	All parties appear to have agreed purchase and on-going maintenance proposals	Clerk to progress with Holy Cross
Parish boundary meeting		Cllr Dobson to meet with Croxley Green Parish Council
Allotments		Plot 12 is the only one outstanding
Ground works – tree down at Commonwood and dead deer and badger on the Green		Taken care of by Andrew Whitewood
Annual Parish Meeting		Went well and was an enjoyable occasion
The Clerk commented that there were many smaller matters too numerous to list		

PLANNING

25/678 LEAD COUNCILLORS REPORT

Neighbourhood Plan – Cllr Farman advised SPC had received positive feedback from the External Examiner following the latest District Consultation on the Plan.

Following a presentation at a previous SPC meeting by the planning consultants who had produced the development plans for the Royal British Legion site, SPC agreed to respond to them with alternative options to their suggestion of a playground for the section of recreational ground proposed within the site, given Sarratt now has a new and substantial playground in the KGV playing fields. SPC discussed a number of options including whether it was possible for the S106 monies (paid once the development has commenced) to be paid to SPC and ring-fenced to be used on a community project at some point in the future once a need had been determined. Cllr Farman will respond to the planning consultants with SPC's feedback.

Regarding improved parishioner awareness of how they can access the TRDC Planning Portal to make comments on planning applications, Dist. Cllr Reed suggested raising awareness using the SPC email service.

Croxley Green Parish Council has requested a meeting with SPC to discuss a change to the parish boundary between the two parishes due to the proposed development of 600 new homes on Little Green Lane adjacent to Croxley Green. Cllr Farman updated the meeting on discussions he had held with Cllrs Dobson and Lowry on SPC's response to such a change. The proposed response by SPC was agreed by Council and will be taken forward to a meeting with Croxley Green PC.

25/679

PLANNING APPLICATIONS

A resident of Buck's Hill spoke about application 25/0597/FUL and the concerns of the Buck's Hill residents following a serious incursion onto this site four years ago, and the impact it had on the residents. The question was raised over how could a planning application be submitted for land on which there was already an injunction against the exact same usage proposed in the planning application. Cllr Farman explained that the two things were separate considerations. If planning permission is approved, then a separate process will have to be followed to lift the injunction to allow the proposed usage in the planning application, which the injunction currently prohibits. It was noted the site is on the Green Belt; is an unsustainable location and has no waste disposal or amenities; and there will be impact on the environment and biodiversity. As noted below SPC will strongly object to this planning application.

Cllr Dobson explained the rationale behind the new planning application for the KGV pavilion - 25/0541/FUL. Essentially a new plan has been submitted to TRDC for permission to retain the existing roof and add a flat roof to the extension rather than building a new higher roof over the whole building, as per the already approved planning permission, but as this change is not deemed a non-material change a new planning application has been required. Retaining the existing roof has been proposed as a means of reducing the build cost.

- [Replacement windows including bays, alterations to fenestration, single storey rear extension and side canopy projection; internal alterations.](#) Ref. No: 25/0735/FUL
SPC: No objection.
- [Listed Building Consent: Replacement windows including bays, alterations to fenestration, single storey rear extension and side canopy projection; internal alterations](#) Ref. No: 25/0736/LBC
The White Cottage The Green Sarratt Rickmansworth Hertfordshire WD3 6BL
SPC: No objection.
- [Partial demolition of existing dwelling and construction of part single, part two storey rear extensions.](#) Ref. No: 25/0726/FUL
Doggetts Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ
SPC: Although this proposal is a large increase in floor space compared to the original building we have no objection on the basis that this proposal is

a minimal increase in footprint, no impact on neighbours and would result in a better, in keeping development compared to using permitted development options.

- [Single storey extension to existing detached garage](#) Ref. No: 25/0576/FUL
Lamington House Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ
SPC: No objection on the basis this would result in a minimal increase in footprint of an existing building.
- [Listed Building Consent: Proposed single-storey front extension and front rooflights](#) Ref. No: 25/0572/LBC
Bucks Hill Bottom Cottage Bucks Hill Kings Langley Hertfordshire WD4 9AE
SPC: No objection on the basis that this a modest extension on the newer part of the building. We encourage the applicant to maximise the energy efficiency of this extension to minimise heating and cooling requirements often associated with conservatories.
- [Proposed single-storey front extension and front rooflights](#) Ref. No: 25/0571/FUL
Bucks Hill Bottom Cottage Bucks Hill Kings Langley Hertfordshire WD4 9AE
SPC: No objection on the basis that this a modest extension on the newer part of the building. We encourage the applicant to maximise the energy efficiency of this extension to minimise heating and cooling requirements often associated with conservatories.
- [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: 25/0597/FUL
Land Adjoining Westwood End Bucks Hill Kings Langley Hertfordshire WD4 9AS
SPC: We strongly object to this application. If officers are minded to approve we ask that this application is called into the planning committee. We object on the basis that is a new development without any special circumstances on undeveloped Green Belt land. This site is not a sustainable location for travellers pitches due to its limited access location and no public transport service. This proposal would impact biodiversity on this site as well as impact the local setting which is in proximity to listed buildings. 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.
- [Construction of single storey rear extensions to existing clubhouse](#) Ref. No: 25/0541/FUL
King George V Playing Fields George V Way Sarratt Hertfordshire
SPC: No objection. This is a sensible adjustment to the already approved plans that make these essential improvements and benefits to the community more affordable

TRDC decisions on recent planning applications are as follows:

- **Part Retrospective: Change of use of existing ancillary use outbuilding to dog day care; additional hardstanding at frontage.**
Coltspring Farmhouse Coltspring Riding Stables Sarratt Road
Rickmansworth Hertfordshire WD3 4LR Ref. No: 25/0162/RSP
SPC: No Objection
TRDC: Approved
- **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 Kings Langley Hertfordshire WD4 9DQ Ref. No: 25/0551/PDE
SPC: Noted: We find it disappointing that the pervious, smaller scale and aesthetically preferable application for this site, was refused.
TRDC: Refused
- **Retrospective: Construction of a side pergola.**
Jalna The Green Sarratt Rickmansworth Hertfordshire WD3 6BH Ref. No: 25/0361/RSP
SPC: Insufficient information provided to comment on the structure in question.
TRDC: Approved
- **Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey (2.7m height) and raising of roof ridge to result in an overall height of 8.6m (Class AA)**
Toledo The Green Sarratt Rickmansworth Hertfordshire WD3 6BS Ref. No: 25/0352/PDT
SPC: Noted
TRDC: Approved
- **Prior Approval: Single storey rear extensions (depth 8.00 metres, maximum height 4.00 metres, maximum eaves height 2.40 metres)**
Toledo The Green Sarratt Rickmansworth Hertfordshire WD3 6BS Ref. No: 25/0351/PDE
SPC: Noted
TRDC: No objection
- **Certificate of Lawfulness Proposed Development: Construction of a detached outbuilding and associated hardstanding.**
Dellfield House Plough Lane Sarratt Rickmansworth Hertfordshire WD3 4NL Ref. No: 25/0349/CLPD
SPC: Although this a certificate of lawfulness application, we have concerns that this will continue the overdevelopment of this site. A swimming pool can be a large energy user so we strongly encourage the applicant to apply as many energy reduction and efficiency options as possible. If approved, we ask that a restriction is applied to ensure that this building is for ancillary use to the main building only.
TRDC: Approved

- Certificate of Lawfulness Proposed Development: Construction of rear dormer window.**
 Doggetts Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ Ref. No: 25/0328/CLPD
 SPC: *Noted*
 TRDC: *Approved*
- External alterations to buildings including the insertion of rooflights, windows and doors, alterations to openings, addition of external balustrade and re-cladding of the exterior walls**
 The Mulberry Bush Moor Lane Sarratt Hertfordshire Ref. No: 25/0316/FUL
 SPC: *The approach over the many years taken by the applicant has alienated the local community and lost any local good will to support a rural business. We object to this application on principle, on the basis that the applicant has used a series of planning loopholes to achieve the outcome of new use building, that will increase vehicular traffic to the site. If officers are minded to approve, then we request restrictions are put in place to ensure these buildings remain in keeping with the existing site, which is in the AONB.*
 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*
- Erection of a single storey side and rear extensions; first floor front extension; construction of a rear dormer; alterations to fenestration.**
 28 Dawes Lane Sarratt Rickmansworth Hertfordshire WD3 6BB Ref. No: 25/0205/FUL
 SPC: *SPC is concerned that this application represents an increase of 70% over the original dwelling size, and would represent overdevelopment in Green Belt. We also note that this application is a 15% increase in volume, compared to the current building, and a moderate increase in footprint. On balance, we have no objection, as long as the application maintains the historical character of the connected buildings and the applicant uses this opportunity to improve the energy efficiency of the dwelling.*
 TRDC: *Approved ("match existing" requirement clause added to the permission)*
- 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 22/04/25 and to be removed by 30/05/25)**
 The Grove Grove Mill Lane Grove Mill Rickmansworth Hertfordshire WD3 4TG Ref. No: 25/0170/FUL
 SPC: *No Objection on the basis this is a temporary building, and it appears a high quality approach is being applied. We request that the*

application continues to protect the biodiversity of the wider site.
TRDC: Approved

- **Certificate of Lawfulness Existing Use: Continued use of the land for a single-unit mobile home within the residential curtilage for ancillary use to the main dwellinghouse.**

Holly Hedges Farm Olleberrie Lane Belsize Rickmansworth Hertfordshire
WD3 4NU Ref. No: 25/0111/CLED

SPC: Noted

TRDC: Approved

25/681 PLANNING ENFORCEMENTS

An update from TRDC on the Enforcement Cases they are currently progressing was circulated prior to the meeting and can be found on the SPC website.

25/682 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 - **Appeal allowed and planning permission is granted**
- **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 – **No further update**
- **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* – **No further update**
- **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* - **Appeal allowed in regards to the deposition and spreading of hardcore aggregate, appeal dismissed in regards to the erection of close boarded fencing adjacent to the highway**

POLICY AND RESOURCES

25/683 LEAD COUNCILLORS REPORT

SPC has had a busy month closing the 2024/25 Financial Year End, with support from Rialtas (the IT accounting software provider) and the Internal Auditor. The External Audit will be completed in June.

25/684 APPROVAL OF PAYMENTS

Supplier payments and salaries for April totalled £10,955.28

SPC Grant payments were made to:

Sarratt Community Shop	£2,500.00
KGV	£4,000.00

Sarratt Festival of Music	£1,000.00
Holy Cross Church	£2,500.00
Sarratt Care	£2,500.00
Spotlight Magazine	£ 474.00
Sarratt Mothers and Toddlers	£ 900.00
Days Almshouse Charity	£1,000.00
TOTAL	£13,874.00
Sarratt Ducklings - £2,500.00 (will clear the bank in May)	

The full list of payments since the last meeting was put forward for approval.
Proposed: Cllr Zerny; Seconded: Cllr Farman

Cllrs Zerny and Farman signed the bank statements and reconciliations.

Receipts totalled £63,757.24 because of the prompt receipt of half the Annual Precept from TRDC totalling £55,522.50, and a further £3,000 grant from Hertfordshire for the Woodland Management felling.

Co-Operative Current Account Balance	£60,198.73
Co-Op instant savings	
£117,553.19	
Co-Op 95 days Acc.	£10,388.79

25/685

UPDATE ON INTERNAL AUDIT REPORT AND RECOMMENDATIONS

Cllr Lowry circulated the report from the Internal Auditor prior to the meeting. Whilst there are a few actions to be completed, overall it was a successful audit with the Internal Auditor comfortable that SPC has the necessary controls in place.

- Asset Register – Cllr Lowry confirmed Parish Councils that use cash accounting are required to record the value of their assets as its purchase price and this is not depreciated, with assets held in trust valued at a nominal £1. For insurance purposes the replacement cost of the asset is used.
- Publishing of the AGAR – Cllr Dobson queried the Internal Auditors claim that SPC had not published its AGAR as she understood this related to the 2024/25 AGAR produced in June 2025, which was published on the SPC website and noticeboard at that time. Cllr Lowry agreed to clarify this with the Internal Auditor.

Cllr Dobson thanked Cllr Lowry and the Clerk for their time and effort closing the 2024/25 financial year and for working with the Internal Auditor on the preparation of her report.

25/686

GRANT AWARDS

The 2025/26 grants, as detailed above in 25/684, were at a higher figure than previous years due to larger demands and additional applicants requesting grants. Within the restrictions of the calculation for Precept received versus Grants given, SPC believes its distribution of the total grant pot has been thoughtful and appropriate.

25/687

TRANSFER OF FUNDS TO CCLA

Parish Councils are required to have an Investment Policy if their combined funds exceed £100,000, which SPC's do at certain times of the year, especially after receipt of the Annual Precept from TRDC.

Cllr Lowry has proposed SPC seeks to move some of its funds into a CCLA investment fund. CCLA is used by many charities and Parish Councils for this purpose. SPC is also mindful it is currently holding more than £85,000 (the FSA protection limit) with the Co-operative Bank.

It was agreed Cllr Lowry would come back to Council with details of the different CCLA investment accounts available, such as minimum investment required, current interest rates, withdrawal notice periods etc. This would enable Council to make a decision on how much to transfer from its co-op current / savings accounts and into which CCLA fund.

HIGHWAYS

25/688 LEAD COUNCILLORS REPORT

No lead Councillors Report this month.

District Cllr Reed reported that following the County Council elections earlier in the month the Liberal Democrats had retained their seat for Chorleywood and Sarratt. This was now held by Louise Price who had stood in place of Phil Williams following his decision not to stand again. Louise has already asked Ciaran to arrange a meeting so she can meet representatives of SPC and in particular she appears to be keen to help SPC in its campaign to get the state to the roads in the Parish improved by HCC Highways. It is hoped a meeting with County Cllr Louise Price will be arranged before the end of May.

25/689 FLY TIPPING

Cllr Zerny detailed his reporting and follow-up of three large fly tips in the area. The largest of these in Langleybury Lane, which has been successfully traced back to the source who will be prosecuted.

25/690 DISTRICT COUNCILLORS REPORT

Dist. Cllr Reed reported that TRDC will be undertaking another Reg 18 Consultation for its new draft Local Plan. This will only be on the new sites put forward in the recent call for new sites, not those already in the current draft plan. As part of its revisions to the current draft Plan TRDC have suggested a new policy for the provision of First Homes. The parameters appear to be that residents who qualify need to have lived within Three Rivers for only the past 6 months, or worked in a job 16 hours per week within TRDC for that time. Which seems to significantly disadvantage those who have lived or worked in the District for many years and want to secure their own home. In addition, a household with an income of over £80,000 would be excluded from the scheme – as District Cllr Reed pointed out this would exclude a family with two children all earning only the minimum wage.

25/691 VE DAY 80 UPDTE

News of the events planned have been circulated in Spotlight and on the SPC email service. These have been scaled back somewhat due to the availability of people on a working day and will now comprise of a Commemorative Service at the Flagpole in the morning. Thanks were given to Angela Coakley for leading this. Sarratt School will also be in attendance and the flag will be raised. From 5:30 – 7pm there will be a family picnic on Sarratt Green, with a few stalls and games. The shop will also remain open.

Cllr Alder and Andrew Whitewood will look at the siting and lighting of the Beacon in preparation for the Beacon lighting at the end of the picnic.

25/692

ANY OTHER BUSINESS

There will be a meeting of the Parish Councils within Three Rivers on 22 May. This meeting takes place every 6 months, and on this occasion the main topic on the Agenda is the Local Government devolution. Looking at what might be transferred from the District Council to Parish Councils as a result of a Unitary Authority being formed, it would appear Sarratt may not see a huge amount of change as assets such as common land, car parks, playgrounds and community centres are already owned by SPC and the maintenance of these and footpaths is already undertaken by SPC, which is not the case elsewhere in the District where many of the assets are owned and maintained by TRDC. But there may be some other services that could be transferred to SPC from TRDC. Hopefully more will be learnt at the meeting on 22 May.

25/693

DATE OF THE NEXT MEETING

Tuesday 10th June at 19:30pm

The meeting ended at 9:50 pm