

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>



MINUTES of the Sarratt Parish Council Meeting held on Tuesday 11th February 2025 in the Rear Upstairs Hall, Sarratt Village Hall

Present: Councillor Dobson, Chair
Councillor Lowry, Policy & Resources
Councillor Farman, Planning
Councillor Alder, Deputy Planning
Councillor Diggins, Highways

In attendance: 6 members of the public
Mrs Mortimer, Parish Clerk

25/588 APOLOGIES AND ANNOUNCEMENTS

Apologies were received in advance from Vice Chair Cllr Coakley and Deputy Highways Cllr Zerny. There is a standing apology for the absence of Environment Cllr Garvey until the conclusion of her studies. District Cllr Reed was not in attendance.

25/589 DECLARATION OF INTEREST AND DISENSATIONS

None

25/590 PUBLIC QUESTION TIME – SARRATT FAIR

Tom and Hayley Smith from Sarratt Fair listened to the concerns that had been shared with SPC by local residents whose homes front onto The Green, about the arrival of the Fair on a Monday for the opening of the Fair on the Friday. There were also concerns the Fair was planning to come on 15-19 July when some families would be on holiday. The Smiths explained the difficulty of arriving later in the week, as once they had dismantled the Fair at the previous location, they have nowhere to park en-route to Sarratt. In the past they were able to stay at Bovingdon Airfield, but that is now in private use. They also explained SPC's proposal to reinstate the May date for the Fair is not possible this year as they are already booked at another venue. On the dates proposed in July the Fair will be coming from Chesham. The Smiths agreed to ask Chesham whether they could spend extra days on their plot, so they would not need to arrive in Sarratt until the Wednesday morning of Fair week. The Clerk offered to investigate the possibility of finding a suitable quarter acre site upon which the Fair could park, while waiting to set up on The Green, but this is unlikely in the immediate vicinity. The Smiths will also investigate whether a June or early July date may be possible.

25/591 EDGEPLAN 24/1833/OUT AT THE ROYAL BRITISH LEGION CHURCH LANE SARRATT

The representative of the development company for the Royal British Legion land in Church Lane sent apologies for his absence, due to illness. He asked for a meeting with planning Councillors in a week's time.

25/592 MINUTES OF THE LAST FULL COUNCIL MEETING ON JANUARY 14TH 2025

There Minutes of the last Meeting were agreed as a true and accurate reflection of the meeting.

Proposed: Cllr Diggins; Seconded: Cllr Alder

25/593 MATTERS ARISING FROM THOSE MINUTES

The only matter arising was raised by Cllr Dobson who asked whether the letters to the Penman's Green residents had been sent out. The Clerk confirmed she had hand delivered the letters to around 15 households.

25/594 TO RECEIVE REPORTS FROM REPRESENTATIVES WHO HAVE ATTENDED MEETINGS ON BEHALF OF THE COUNCIL

Cllr Dobson attended the quarterly meeting between the District Parish Councils and TRDC, chaired by Lead District Councillor, Stephen Giles-Medhurst. Cllr Dobson summarised the key points arising from the meeting:

- TRDC are installing EV charging points in car parks in the district that they own. This will include 4 points in the public car park next to M&S in Rickmansworth (in addition to the 4 points M&S are currently installing in their own car park); Rickmansworth Northway and William Penn car parks; Ferry car park, Lower Road, Chorleywood; and Croxley Green Community Way car park; as well as other sites in South Oxhey and Abbots Langley. These will be available for use by car park users during the day and local residents overnight.
- Climate and sustainability – details were provided of the Local Energy Plan and Commercial Food Waste Collection.
- Local Plan - The original housing target for TRDC was an advisory 12,500 units over 15 years as set out under the previous National Planning Policy Framework (NPPF). TRDC had opted for the lowest impact figure of around 4,500 houses. The new NPPF now requires 13,300 to be built and this figure is mandatory. As the 4,500 house proposal will not now be seriously considered, TRDC are opening a new 'call for sites' with a focus on brownfield locations. TRDC may also include some sites previously discounted in the next iteration. Unless there are some particularly significant / sensitive sites put forward in this next round TRDC are not proposing to run another Reg 18 Consultation, but hope to accelerate the process so their new Local Plan can be approved in early 2026. Cllr Farman noted the accelerated timeline was also necessary to meet the deadline for the submission of Local Plans already in progress, otherwise TRDC would need to start again from scratch.

- Budget – a summary of the TRDC budget was provided. Of note was £400K of resources planned to complete the work on their new Local Plan over the next 12 months.
- Local Government reorganisation into Unitary Authorities – this will impact the County, District and Town Councils which will merge into potentially 2 separate Unitary Authorities for Hertfordshire (West and East). Parish Councils will remain in place but may have additional responsibilities. This is planned to happen within 3 years, with initial plans to be submitted in March and full proposals in November. SPC agreed it should input its views into the process.
Action: To formulate its views a sub-committee was suggested, to include Cllr Farman, Cllr Diggins and District Cllr Reed.
Proposed: Cllr Alder; Seconded: Cllr Lowry

25/595

CLERK'S ACTIVITIES (on-going actions shown in green)

Meeting with Julian Thorton			Confirmed that the strimming grant is ongoing – we should ask for an increase this year. Gate on footpath 24 (Dawes Common) is being remedied by Herts ROW
Grant letters			All grant letters sent out this week
Fly tips around Sarratt	Commonwood and Dawes Common car park	On SPC land so due to us to remove	Grab lorry to remove 2.12 tonnes of rubbish = £681.60
CCTV Cameras	It may be time to place CCTV cameras at peak fly tipping places.		Clerk to investigate options / cost
Village emails	Planning and Fly tipping have filled the inbox with complaints	The Clerk has passed on how Parishioners can report on these through the SPC email list	Unannounced road closures by utilities continues to be an issue to be followed up
Tree works	Ash tree at the corner of the Cricketers Pond and Sarratt School	Quotation accepted from Tree Monkey for the removal of limbs and overhanging growth	Permission has now been granted by TRDC. Work will be carried out on 24 April
Dawes Woods	After a site visit, the Clerk contacted UK Power.	Photographs sent of many trees encroaching on power lines.	Some preventative work is required. Await a reply.
Tree Felling as part of the Woodland Management Plan	Map and details of trees to be felled sent to three contractors		Now being led by Jo Deacon
Cricketers Pond Clearance	Already received one quotation.	Speaking to Chilterns National Landscape for a one-off grant. Replied to Chiltern Smarter Water Catchment.	Awaiting quotes from others.
Fibre Broadband System in the office		System suggested with a small saving each month	Details sent on to Lee for consideration

Drainage Maps	Contacted Affinity who sent the Clerk to Thames Water	They have provided a narrative conclusion about the drainage at the school/pond	Continuing to follow this up with Herts Highways, Now with the help of Premises secretary at Sarratt School
Highways Dossier Herts High Ways			Awaiting meeting date from HCC Highways
Historic artifacts found on the Green	Greg Edmund metal detection on the Green after the Boxing Day Fair	Sarratt Village Hall Committee have agreed to a display cabinet being erected in the Rear Hall	Awaiting Greg's report.
Allotment request		Plot 19 allocated	
Collapsed sewer Church Lane	Contacted Thrive Homes after approach by resident		Further contact with the Biggerstaffs on sewer matters with photos to understand history
Definite maps		Correspondence with TRDC Andrew Blake	Compiling definitive maps for Three Rivers project
Shevani Dave, Three Rivers District Council	Training dates for the Village Hall to be a Emergency Response Centre in the event of a local disaster and residents having to be evacuated.		Heard no more from TRDC
Posts at the bottom end of the Green	The Green opposite the Shop continues to be parked on by certain parents at school pick up time	Road closures have meant residents drove over the Green and the whole area was left in some disarray due to wet weather.	Asked AW for feasibility and quotation – AW is to report on this soon.
VE Day 80		Meeting held at the Cricketers at the end of January	Good meeting with many excellent ideas for events on The Green/or in the Village Hall. Notes sent to attendees
Great British Spring Clean – 21st March to 6th April			Litter Group hope to cooperate with the School to make this event special

PLANNING

25/596

TO RECEIVE THE LEAD COUNCILLORS REPORT

Much work has been done over the past six weeks by Cllr Farman and former Cllr Soothill to rework the Sarratt Neighbourhood Plan to comply with the recommendations of the Examiner. The sub-committee will submit the final versions of the plan by 21 February for a further six-week District Consultation. It is hoped following this the Examiner's final review will be fairly quick as she has been heavily involved with the amendments over the last few months. Once she has given her approval, the plan can then be taken to a Parish Referendum. The latest documents are available on the Sarratt Neighbourhood Plan website.

- 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
- 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
- Certificate of Lawfulness Proposed Development: Erection of a single storey side extension and alterations to fenestration.**
 White Cottage Sarratt Road Rickmansworth Hertfordshire WD3 6AH Ref. No: 25/0067/CLPD
 SPC: Noted
- Alterations to frontage to allow new parking provision including new crossover and alterations to front 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
- Deed of Variation: Variation of the existing S106 Agreement (relating to planning permission 22/0601/OUT and 22/0602/OUT) to vary the Mortgagee in Possession Clause to reduce the time from five months to three months**
 Land At Rear Of 17 - 49 And Land Adjacent To 97 Church Lane Sarratt Road Rickmansworth Hertfordshire Ref. No: 25/0079/VAR
 SPC: This variation is noted. Without any supporting information available for this requested change, there is local concern as to the reasons for this change.
- Outline Application: Development of up to 600 residential dwellings (Use Class C3(a)), construction of a 5-bedroom property for childrens social care and supported living (Use Class C3(b)). Two vehicular access points from Little Green Lane and further pedestrian / cycleway accesses. A one form entry primary school (Use Class F1(a)) (plus expansion land for a two form entry primary school). A mixed use local centre including provision for NHS health and social care services (Use Class E(e)), community building (Use Class F2), retail and cafe provision (Use Class E(a-c)), car parking and associated infrastructure. A country park, areas for play and recreation, allotments, community orchard and landscaping with associated infrastructure including sustainable urban drainage systems. (Layout, scale, appearance and landscape as reserved matters).**

Land To North Of Little Green Lane Croxley Green WD3 3SP Ref. No: 24/2073/OUT

Given the substantial scale of the development proposed in this application, immediately adjacent to houses in Croxley Green whilst being part of Sarratt Parish, SPC Planning Councillors have met with the Croxley Green Planning Councillors and will work closely together to construct our respective responses due in on 18 February.

25/598

PLANNING DECISIONS

TRDC recent planning decisions:

- **Prior Notification: Change of use of 3no. agricultural building to flexible commercial use Class C1 (hotels)**

The Mulberry Bush Moor Lane Sarratt Hertfordshire Ref. No: 24/1995/PDF
SPC: Noted. We also note that the Herts Highways response incorrectly includes the Dawes Lane entrance as access. The Dawes Lane entrance by formal agreement is for agricultural use only, so will not apply for the leisure use referenced in this application.

TRDC: Approved

- **Demolition of existing conservatory, erection of a two storey side extension including accommodation in the roofspace served by rooflights and internal alterations**

Dellfield House Plough Lane Sarratt Rickmansworth Hertfordshire WD3 4NL
Ref. No: 24/1981/FUL

SPC: No objection on the basis this application will result in minimal footprint change, not impact any neighbouring properties and will significantly improve energy efficiency.

TRDC: Withdrawn

- **Erection of a single storey side and rear extension; erection of a single storey front extension; internal alterations.**

Langdale Bucks Hill Kings Langley Hertfordshire WD4 9AT Ref. No: 24/1975/FUL

SPC: No objection on the basis that this application appears to be smaller and will have less impact to neighbouring properties than the previously approved application.

TRDC: Approved

- **Certificate of Lawfulness Proposed Development: Demolition of existing conservatory and side projection; construction of a single storey side and rear extension; and alterations to fenestration.**

Sandfield Dawes Lane Sarratt Rickmansworth Hertfordshire WD3 6BQ Ref. No: 24/1964/CLPD

SPC: No Objection

TRDC: Approved

- **Conversion of garage wing to habitable accommodation to form storage room, staff welfare accommodation and flexible accommodation to provide guest suite or accommodation for live-in carer including alterations to fenestration.**

Great Westwood Bucks Hill Kings Langley Hertfordshire Ref. No: 24/1730/
FUL

SPC: No objection. If officers are minded to approve, please can they include a restriction that this building must remain ancillary to the main dwelling.

TRDC: Approved

- **Listed Building Consent: Conversion of garage wing to habitable accommodation to form storage room, staff welfare accommodation and flexible accommodation to provide guest suite or accommodation for live in carer including alterations to fenestration.**

Great Westwood Bucks Hill Kings Langley Hertfordshire WD4 9AD Ref. No: 24/1330/LBC

SPC: Noted

TRDC: Approved

- Doggetts Penmans Hill Chipperfield Kings Langley Hertfordshire WD4 9DJ

- **Prior Approval: Single storey rear extension (depth 8.00 metres, maximum height 3.60 metres, maximum eaves height 3.05 metres) Ref. No: 24/2071/PDE**

SPC: Noted. We understand this property is locally listed so we request that checks are made that these proposals do not impact that status.

TRDC: No objection

- **Prior Approval: Single storey rear extension (depth 8.00 metres, maximum height 3.85 metres, maximum eaves height 3.35 metres) Ref. No: 24/2070/PDE**

SPC: Noted. We understand this property is locally listed so we request that checks are made that these proposals do not impact that status.

TRDC: No objection

- **Prior Approval: Single storey rear extension (depth 8.00 metres, maximum height 3.85 metres, maximum eaves height 3.35 metres) Ref. No: 24/2069/PDE**

SPC: Noted. We understand this property is locally listed so we request that checks are made that these proposals do not impact that status.

TRDC: No objection

- **Prior approval: Enlargement of the dwellinghouse by the construction of one additional storey (4.77m height) and raising of ridge to result in an overall height of 7.95m (Class AA)**

The Laurels White Shack Lane Chandlers Cross Rickmansworth Hertfordshire WD3 4ND Ref. No: 24/1919/PDT I

SPC: Noted. We assume checks will be made to ensure that neighbouring properties are not unduly impacted by this application.

TRDC: Approved

25/599

PLANNING ENFORCEMENTS

A full list of the latest TRDC Planning Enforcement Cases was circulated prior to the meeting and will be made available on the SPC website.

25/600 PLANNING APPEALS

- [APP/P1940/W/24/3346997 & APP/P1940/W/24/3349084](#) - land to the rear of 47, Sarratt WD3 6HN - [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

POLICIES AND RESOURCES

25/601 JANUARY BANK RECONCILIATION AND PAYMENTS

January is usually a quiet expenditure month and supply payments totalled £2,792.49. Combined salaries and HMRC Quarter 3 payments were £2,193.14.

SPC also transferred £36,548.60 to the Instant Saver Account.

Account balances are:

Co-Op Current Account £36,726.42

Co-Op Instant Savings Account £116,972.97

Co-Op 95 days Interest Bearing £10,267.05

Santander KGV A/C £0.00

The January bank transactions were presented for approval.

Proposed: Cllr Diggins; Seconded: Cllr Farman

Cllr Diggins and Farman signed the bank statements and reconciliations.

25/602 TREE EXPENDITURE AND QUOTATIONS

Discussed under **25/595**

25/603 SPC POLICIES FOR REVIEW

The following policies were reviewed as part of the Council's 2-year review cycle.

- Risk Management
- Financial and Non-Financial Risk Register / Assessments
- Asset Management and Asset Register
- Treasury and Investment Management

The versions presented were approved and will now be published on the SPC website, replacing the previous versions.

Proposed: Cllr Alder; Seconded: Cllr Diggins

ENVIRONMENT AND SUSTAINABILITY

25/604 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Garvey submitted her report in advance of the meeting covering the following:

- SPC has engaged Jo Deacon as Project Manager to oversee the implementation of the 10-year Woodland Management Plan
- SPC's name has been added to a list of councils who support the safe disposal of lithium batteries campaign. This doesn't require any action or funds, just SPC's name as supporters.
- Allotments – all quiet at the moment, with one plot recently taken, but still some vacancies.
- Tree audit – Over and above the scheduled work in the 10 year Woodland Management Plan, a regular tree audit needs to be undertaken to identify any new trees in need of attention. A schedule for this needs to be produced and adhered to. The Clerk is coordinating with the Chorleywood Parish Clerk on this, and we will learn from their experience. Yet again this will cost money.
- Footpaths – The gate to the footpath crossing the road over Dawes Lane in front of the metal gate on the other side of the road needs replacing. The actual gate is fine, but the post has rotted – Herts RoW team have agreed to replace this as noted in the Clerk's report above. The new gate will be a kissing gate as before.

The meeting welcomed Jo Deacon, the new Woodlands Consultant, who is working with Environment Cllr Garvey to deliver implementation of the 10-year Woodland Management Plan, to talk about her approach. She will be responsible, with Cllr Garvey, for seeking and analysing quotations obtained for woodland work; applying for Grants to help fund the work; and helping SPC ensure (as much as is possible) the health and safety of the Sarratt woodlands.

Action: The Clerk to provide Jo with details of the work required on the Cricketers Pond and the quotations received to see whether Jo thinks there is any scope for grant applications.

HIGHWAYS

25/605 TO RECEIVE THE LEAD COUNCILLORS REPORT

Cllr Diggins noted that many road works are in progress in the area, and that some pothole remediation has taken place. It was also noted that the quality of these repairs is of very dubious quality. Cllrs Diggins and Dobson are actively seeking a face-to-face meeting with Herts Highways representatives to agree a plan to address the state of the roads in the Parish. Cllr Dobson will ask for assistance from Richard Roberts as the Lead Councillor for HCC in securing a meeting as 2 months has passed since our letter to them, and we have received no response despite chasing on 3 occasions.

25/606 VE DAY 80 CELEBRATIONS UPDATE

There was a very successful first meeting with local village organisations on 28 January during which the events of the day were outlined. The day is to be one of celebration to mark the 80th anniversary since the end of WW2, rather than one of commemoration. It is planned for Thursday 8 May (actual date of VE Day in line with current government guidance) and will commence with a short service at 09:30 at the War Memorial and continue with an evening picnic at 17:30. This will be accompanied by stalls, eating and drinking, music, and the lighting of a beacon. The Village Hall has been booked as an alternative venue if needed due to bad weather. The proposed budget is £1,000 to £1,500 which will include the cost of the beacon, bunting and electrical cabling. This was approved by Council.

It was noted Croxley and Chorleywood are planning events on Saturday 10th. The final decision on which date Sarratt opts for may be influenced by the availability of some of the activities e.g. Morris Dancers, ice cream van, hog roast etc.

The next meeting is on 25 February at 19:30 at the Cricketers Pub. A decision on the definitive date for the event is expected to be agreed at this meeting.

- 25/607 INVOICE FOR FLY TIPPING REMOVAL – PREVENTATIVE MEASURES**
The Clerk will investigate the cost of CCTV – having contacted the Clerk at Croxley for details of their arrangements.
- 25/608 TO RECEIVE DISTRICT COUNCILLORS REPORT**
District Cllr Ciaran Reed was absent.
- 25/609 CORRESPONDENCE**
The Clerk advised correspondence had been received from a resident regarding the RoW to the houses and garages behind the start of Alexandra Road on the left hand side. Unfortunately, this is not a matter SPC can help with, but one for the residents to resolve. Cllr Farman suggested they might seek advice from the Citizens Advice Bureau.
- 25/610 COUNCILLORS QUESTIONS AND COMMENTS**
- Upgrading of phone and internet at the Parish Office – Cllr Farman recommended the Clerk go back to BT with a request for a more fit-for-purpose proposal
 - Could the new Shopper Bus be asked to supply a Saturday service – Clerk to pursue
 - Find out about North Hill closures during half term as there is no indication on the notice of what is actually being closed – Cllr Diggins
 - Cllr Dobson advised that wef 21 February anyone driving along Roughwood Lane between Chorleywood/Little Chalfont and Nightingale Lane will require a permit according to roadside notices – although it is not clear how this is going to be enforced or what the penalties might be.
- 25/611 DATE OF NEXT MEETING – MARCH 11TH 2025**

MEETING ENDED AT 22:05PM