

COLNEY HEATH PARISH COUNCIL

- ✉ **Postal Address:** Highfield Park Visitor Centre, Hill End Lane AL4 0RA
☎ **Telephone:** (01727) 825314
💻 **Website:** <https://colneyheathparishcouncil.gov.uk>
✉ **E-mail:** clerk@colneyheathparishcouncil.gov.uk



Summons issued – 12th December 2025

To Members of the Parish Council,

Councillors, Brazier, James, Pettit, Parish, Shaw, Swain and Tallents.

You are summoned to attend the meeting of **Colney Heath Parish Council** that will be held in Colney Heath JMI School, High Street, Colney Heath, AL4 0NP on **Thursday 18th December 2025 at 7.30pm**. Your presence is summoned for transacting the business outlined below.

The meeting is open to the press and public unless the Council do otherwise **RESOLVE** to enter private session where members of the public & press are excluded.

Papers for the meeting are shown within the agenda via links to the Parish Council website. Any underlined part of the agenda when clicked will open the relevant background paper or report provided. Papers can also be viewed as a numbered list under the meeting date at the following link - <https://www.colneyheathparishcouncil.gov.uk/full-council-meeting-papers/>

Mrs Lisa Peters LCGI PSLCC CPFA CiLCA
Clerk to Colney Heath Parish Council

**THIS MEETING WILL BE RECORDED
BY THE COUNCIL AND POSSIBLY
THIRD PARTIES**



AGENDA

25/26-68 APOLOGIES & ANNOUNCEMENTS

- a) To receive and accept apologies for absence
- b) To note any announcements

25/26-69 DECLARATIONS OF INTEREST

- a) To receive declarations of interest from members regarding this agenda
- b) To receive written requests for dispensations for declarable interests; and
- c) To grant any requests for dispensation as appropriate

25/26-70 QUESTIONS FROM THE PUBLIC

Members of the public may make representation, ask questions, or give evidence in respect of business on the agenda for a maximum of 3 minutes.

25/26-71 MINUTES OF THE PREVIOUS MEETING OF THE PARISH COUNCIL

To note and approve meeting minutes for the previous Parish Council meeting held 30th October 2025.

Motion To accept and resolve the minutes of the meeting held 30th October 2025 are a true and accurate record of the meeting

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25/26-72 **FINANCE, AUDIT & GOVERNANCE** **FINANCE**

- a) To review and approve payments for December (Month 9)
Motion To resolve that Council approve the payments for December 2025 (Month 9)
- b) To agree to accept the offer from Highfield Park Trust for the Finance Officer to continue to work in the office space at the Trust Office on Thursday and Friday only from March to June 2025 with all other item removed.
Motion To resolve to accept the offer and to remove all other items and put into storage or another location.
- c) To agree that a tender document be prepared for Roestock Hut and presented to the next Parish Council meeting so this can be reviewed and then placed on the Government Procurement Portal for works to commence in 2026.
Motion To resolve a tender document be prepared for initial works to Roestock Hut

25/26-73 **BUDGET COMMITTEE MINUTES**

To receive and note the draft minutes from the Budget Committee held 25th November 2025

Motion To resolve to accept the draft minutes of the Budget Committee

25/26-74 **EAR MARKED RESERVES 2026/2027**

To note the Budget Report prepared by the RFO (Responsible Financial Officer) after the Budget Committee Meeting held 25th November 2025.

Motion To accept the recommended ear marked reserves as recommended by the Budget Committee and resolve to set the Parish Council ear marked reserves for 2026/27

25/26-75 **BUDGET 2026/2027**

To note the Budget Report prepared by the RFO (Responsible Financial Officer) after the Budget Committee Meeting held 25th November 2025.

Motion To resolve to accept the 2026/27 budget as recommended by the Budget Committee and resolve to set the Parish Council budget for 2025/26

25/26-76 **PRECEPT SETTING 2026/27**

To resolve the Precept requirement for 2026/27 noting the Budget Committee recommendation for a 3% increase.

Motion To note the recommendation of the Budget Committee and resolve to set the Parish Council Precept for 2026/27 with a 3% increase

25/26-77 **LEGAL AND LANDOWNER MATTERS**

An update on the current status of the following matters:

- a) Charles Morris Hall Lease
b) High Street Recreation Ground Pavilion Lease

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25/26-78 PLANNING APPLICATIONS, APPEALS & CONSULTATIONS

To review planning applications received by the Parish Council and to make comment as a consultee. Applications can be searched using the St Albans City & District Council website link below search by the application number or by reviewing the link provided with each numbered application.

<https://planningapplications.stalbans.gov.uk/planning/>

In each case and after debate the Parish Council will confirm by resolution **Motion**

1. **To resolve to delegate a planning comment/objection be written and submitted by the Clerk working with the Planning Working Party in preparation and submission or**
2. **To resolve to agree comment/object and the submission be drafted and submitted under delegated authority to the Clerk or**
3. **To resolve to neither support or object to the planning application**
 - a) **5/2025/2059** - Comment by 12th December 2025
Highfield Farm Highfield Lane Tyttenhanger AL4 0RI
Prior approval - Change of use of 5 agricultural buildings into 7 residential dwellings (Class C3 Use) along with the creation of amenity space and parking
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F2059#VIEW?RefType=PBDC&KeyNo=135288>
 - b) **5/2025/2117** - Comment by 3rd January 2026
81 High Street Colney Heath St Albans Hertfordshire AL4 0NS
Variation of Condition 2 (approved plans) widening of side extension of planning permission 5/2025/0860 dated 24/09/2025 for Demolition of existing single-storey brick WC extension and replacement with two-storey side and rear extensions, new porch
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F2117#VIEW?RefType=PBDC&KeyNo=135362>
 - c) **5/2025/2164** - Comment by 10th January 2026
77 - 79 Station Road Smallford St Albans Hertfordshire AL4 0HB
Change of use from motor repair garage to residential and demolition of associated structures, and construction of two detached houses with associated parking and landscaping
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F2164#VIEW?RefType=PBDC&KeyNo=135436>

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- d) **5/2025/1875** - Comment by 10th January 2026
Oaklands College Smallford Campus And Land South Of Sandpit Lane St Albans Hertfordshire
Hybrid planning application comprising: (1) Full detailed planning application for the construction of 167 new homes (use class C3); new local centre and community facility (use classes E(a to f) and F); a children's home (use class C2); demolition and renovation of existing college buildings; construction of new college buildings (use class F1.); the creation of Active Travel Routes including footpaths for walking, cycling and equestrian activities; removal and planting of trees; along with the laying out of green infrastructure (including publicly accessible open space) and habitat creation; drainage infrastructure, earthworks, new means of access and alterations to existing access points. (2) Outline planning application (access only) for the construction of new homes (use class C3); new extra care home dwellings (use class C2); land for the construction of a new primary school (use class F.1); demolition and renovation of existing college buildings; construction of new college buildings (use class F1.); the construction of new sports facilities and pitches; the creation of Active Travel Routes including footpaths for walking, cycling and equestrian activities; removal and planting of trees; new energy centre; new recycling facilities; new car parking facilities; along with the laying out of green infrastructure and habitat creation; drainage infrastructure, earthworks, pedestrian and cycle routes, alterations to existing access points
<https://planningapplications.stalbans.gov.uk/planning/search-applications?civica.query.FullTextSearch=5%2F2025%2F1875#VIEW?RefType=PBDC&KeyNo=135026>

25/26-79 WORKING PARTIES

To note the verbal reports from the 2025/26 working parties.

a) Planning

Ellenbrook Planning Inquiry - The planning inquiry has been reopened and it would be beneficial for Council to reiterate their support and resolution for the Clerk and Councillor representative Councillor James to appear and support the reopened inquiry as part of the Colney Heath Group

Motion To delegate the Clerk to work with the representatives of the other Rule 6 parties and undertake work as required to manage and support the reopened appeal including any required or approved marketing designated as required by the Rule 6 groups.

- b) Roestock Hut
c) Environment

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25/26-80 PARISH ADMINISTRATION

- a) To note the contents of the Clerk report
- b) To note any matters for report since the issue of this agenda – these items will be for information only and no decisions will be made other than to suggest future agenda items or business for future discussion
- c) Councillors may ask any questions of the Clerk/RFO relating to business on this agenda or future business, no decisions can be made at this item, the Clerk may answer during the meeting or an answer may require to be provided in writing.

25/26-81 REPRESENTATIVES ON OUTSIDE BODIES

To note written reports, where available or verbal updates:

- a) Ellenbrook Fields Trust
- b) St Albans District Association of Local Councils
- c) Highways Liaison
- d) Tyttenhanger Quarry

The Council may at any time resolve under the Public Bodies (Admission to Meetings) Act 1960, that the public and representatives of the press and broadcast media must be excluded from the meeting as in consideration of the items of business their broadcast or publicity would be prejudicial to the public interest due to the confidential or commercial nature of the business to be transacted.

The following papers were all issued with the summons to all Councillors and placed on the Parish Council website. All papers issued have been drafted/amended and are issued by the Parish Clerk/RFO unless otherwise noted.

25/26 Item 71	Draft Minutes of Parish Council meeting 30 th October 2025
25/26 Item 72a	CHPC Payment Sheet December 2025 (Month 9)
25/26 Item 73	Budget Committee Minutes
25/26 Item 74	RFO Budget Report 2026/27
25/26 Item 74	CHPC Ear Marked Reserves 2026/27
25/26 Item 75	CHPC Budget 2026/27